FIRE RISK ASSESSMENT
34 GREY GARDENS COMMUNITY CENTRE, COUNDON, DL14 8LZ

JULY 2026

STORM TEMPEST
PROPERTY CONSULTANCY

Reference: 4882-03-26-MC
Version: 1

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1	Fire Risk Assessment
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1.0 INTRODUCTION

Unique Identifier:	9177520
Client UPRN:	2CH00622
The Client:	Believe Housing
Instruction:	This fire risk assessment of the building was undertaken in accordance with an instruction received from Emma Jorgenson, Compliance Manager, Believe Housing.
Responsible Person:	Alan Smith, Chief Executive, Believe Housing
Other Responsible Persons:	Emma Jorgenson, Compliance Manager, Believe Housing.
Competent Person Appointed by Responsible Person:	Storm Tempest Ltd., 3 Apollo Court, Koppers Way, Monkton Business Park South, Hebburn, Tyne and Wear. NE31 2ES.
The Premises / Extent of Site:	34 Grey Gardens Community Centre, Coundon, DL14 8LZ
Person Responsible for Fire Safety on Premises:	Emma Jorgenson, Compliance Manager, Believe Housing.
Person(s) Consulted:	Chris Turnbull (visit was unaccompanied)
Fire Risk Assessor:	Mitchell Callow MSc, BSc (Hons), DipFD, L3CertFRA, AIFSM
Validator:	Joe Abbott. MSc. BSc (Hons). MIFireE. MIFSM. Advanced NFRAR. DipFD. CertIOSH.
Date of Validation:	20/07/26
Date of Assessment:	08/07/26

Date of Previous Fire Risk Assessment:	19/08/23
Is There an Alterations Notice in Force:	No
Scope and Purpose of the Fire Risk Assessment:	The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.

A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:

- Identify the hazards.
- Reduce the risk of those hazards causing harm to as low as reasonably practicable.
- Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start.

The fire risk assessment was carried out in accordance with the Department for Communities and Local Government (DCLG) 'Small and Medium Places of Assembly' guidance document.

This building has been audited to highlight to the Client, any non-compliant issues with regard to relevant aspects of UK fire safety legislation and best practice. The principal documents relevant to this building being:

- The Building Regulations 2010 Approved Document B – Fire Safety 2019 edition incorporating 2020 and 2022 amendments – for use in England,
- BS9999 2017 Code of practice for fire safety in the design, management and use of buildings
- Local Government Association - Fire safety in Small and Medium Places of Assembly (hereafter referred to as the LGA Guide)

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

Limitations of the Fire Risk Assessment:	The RR(FS)O places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to co-ordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a 'competent person' to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises. There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. Storm Tempest Ltd are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the RR(FS)O. The fire risk assessment will cover all of the areas within the property. We will also comment upon the areas surrounding the building. This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.
Fire Risk Assessment Type Undertaken:	All areas were accessed, however there is a flat on the first floor which appears to be fitted with a door that leads into the community centre.
Recommended Review Period:	The RR(FS)O does not stipulate the required review period for a particular building. It should also be borne in mind that this FRA may cease to be valid when a material alteration takes place, when a significant change occurs in the "given" factors that were taken into account when the FRA was carried out or a significant change in fire precautions occurs. We recommend a review of this type of building annually.
Recommended Renewal Period:	Not exceeding four years from the date of this fire risk assessment.
Areas / Locations Not Accessed / Inspected & Further Action Required:	We were able to access all areas of the premises, however we were unable to gain access to the metal enclosure within the roof space.
Revisit Undertaken:	No

Previous Recommendations:	The client has supplied Storm Tempest with the previous Fire Risk Assessment for these premises. Should there be any recommendations previously identified which are still to be addressed, we will highlight these in Appendix 2.
Prioritisation of Recommendations:	To assist in the development of a strategy and action plan for addressing recommendations in the fire risk assessment report, a priority rating is attached to each recommendation. The following is an explanation of each rating:

High Priority:	Immediate action required to prevent risk to the health and safety of relevant persons.
Medium Priority:	Planned action to improve fire safety within the premises.
Low Priority:	Features that comply with current regulations but which the responsible person may consider upgrading.

2.0 THE PREMISES

2.1	Building Use:	Community centre - Gym
2.2	Occupancy Profile:	General public
2.3	Building Location:	34 Grey Gardens Community Centre, Coundon, DL14 8LZ
2.4	Property Designation:	End terrace with flat above
2.5	Approx. Maximum No. of Occupants at Any One Time:	Estimated 20
2.6	Approx. Maximum Nr. of Employees at Any One Time:	2
2.7	Staff / Occupant Ratio During Day:	2:20
2.8	Staff / Occupant Ratio During Night:	NA
2.9	Number, Description & Location of any Non-Ambulant Occupants:	Unknown
2.10	Any Other Comments:	There is no indication of the number of persons permitted to use the building at any one time. We recommend, occupancy should be in accordance with Approved Document B and a sign stating the maximum occupancy should be positioned within the main room.

Occupants Especially at Risk From Fire

2.11	Sleeping Occupants:	No

2.12	Occupants in Remote Areas:	Occasional contractors	
2.13	Location of Any Non-Ambulant Occupants:	Unknown	
2.14	Young Persons:	Potential for young persons to occupy building	
2.15	No of Flats / Bedrooms:	NA	
2.16	Year Built:	Circa 1970's.	
2.17	No of Storeys:	1	
2.18	Approximate Floor Area of Each Storey (m^2):	Basement	0
		Lower Ground	0
		Ground	300
		First	0
		Second	0
		Third	0
		Fourth	0
2.19	No. of Floors at Ground Level & Above:	1	
2.20	No. of Floors Entirely Below Ground Level:	None	
2.21	Floors on which Car Parking is Provided:	None	
2.22	Any Other Comments:	Access to first floor is from the rear, which we assume is a residential flat however unable to confirm at time of inspection.	

Construction Details

2.23	Construction:	Cavity wall construction
2.24	Roof Covering:	Concrete

2.25	Roof Structure:	Timber, pitched
2.26	Roofline Material:	UPVC
2.27	Rainwater Goods:	UPVC
2.28	External Walls:	Brick and block
2.29	External Wall Finishes:	Pointed brickwork
2.30	Are There any Existing Spandrel Panels:	None
2.31	Is a fire risk appraisal and assessment of Cladding / External Wall Construction Required:	The building is such that the risk of fire spread up the external wall is sufficiently low that a FRAEW is not considered necessary.
2.32	Is Cladding Type Known to Pose a Major Hazard in The Event of a Fire:	NA
2.33	Are balconies constructed from combustible materials present:	NA
2.34	Windows:	UPVC double glazed
2.35	External Doors:	UPVC glazed
2.36	Internal Walls/Finish:	Plaster with assumed water based emulsion finish
2.37	Ground Floor:	Concrete
2.38	Upper Floors:	NA
2.39	Heating System:	Gas boiler, wet pipe radiators
2.40	No of Staircases:	None

2.41	Passenger Lifts:	None
2.42	Fire Fighting Lifts:	None
2.43	No of Final Exits:	Four
2.44	Car Parking Facilities:	To public roads away from the external walls of the building
2.45	Access for Fire & Rescue:	Fire service access to the front, rear and side of the building and is in line with the requirements of Approved Document B. We could not identify the location of the nearest fire hydrant.
2.46	Does Building Have Lightning Protection:	No
2.47	Any Other Comments:	None

3.0 FIRE HAZARDS

Sources of Fuel

The sources of fuel within the premises were assessed as follows:

3.1	Electrical PVC insulation Throughout:	Yes
3.2	Timber construction materials (in particular, within the roof space):	Yes
3.3	Typical Household Items Within Flats:	NA
3.4	Refuse Stored Within the Wheelie Bins:	Yes, stored externally adjacent to front final exit.
3.5	Gas Boilers / Supply:	Domestic gas boiler, gas intake located externally to the side
3.6	Escape Route:	Carpet floor coverings
3.7	Dwellings:	No dwellings in this premises.
3.8	Sources of Oxygen:	Natural airflow through doors and windows etc. There were no chemicals with oxidising agents noted within the property.
3.9	Any Other Comments:	There are soft furnishings within the property located in the training room. There are no labels to confirm that furnishings conform with the requirements of 'The Furniture and Furnishings (Fire) (Safety) Regulations 1988'. We recommend that the client confirms that all upholstered furniture and soft furnishings comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988. Where compliance cannot be demonstrated through the presence of appropriate labels or supporting documentation, the items should be assessed and, if necessary, replaced with compliant furnishings.

		We noted combustible materials stored within the roof space above the corridor leading to the kitchen. Although there are no obvious ignition sources within this area, we would recommend that these items are removed from the roof space and that the area is maintained free from combustible items. This will reduce the fire loading within the premises and help minimise the potential for fire spread.

Sources of Ignition

The sources of ignition within the premises were assessed as follows:

3.10	Fixed Electrical Wiring Installation – Communal Parts:	Yes
3.11	Fixed Electrical Wiring Installation – Dwellings:	NA
3.12	Heating Systems:	Domestic gas boiler
3.13	Portable Heaters:	None
3.14	Portable Appliances:	Various gym equipment
3.15	Arson:	The risk of an arson attack is considered low as the main building was occupied at the time of inspection.
3.16	Hot Works:	There were no hot works taking place at the time of the assessment. The client should ensure that there are adequate procedures in place to control the risk associated with hot works.
3.17	Smoking:	Smoking is prohibited within the premises. No smoking policy supported with appropriate 'No Smoking' signage. No evidence of illicit smoking noted.
3.18	Cooking:	None
3.19	Housekeeping:	Satisfactory

3.20	Typical Household Items Within flats:	NA
3.21	Other Significant Sources / Process Hazards:	None
3.22	Any Other Comments:	We noted single point water heater within the toilets. We could not confirm if the electric water heaters are included within a maintenance regime. We would recommend that the client ensures all electrical heating appliances are maintained in accordance with manufacturers recommendations.

4.0 MEANS OF ESCAPE

4.1 The building and means of escape provision have been designed on the assumption that the stairwells, corridors, and lobbies remain sterile.

4.2	Internally:	The building has a simple layout with four final exit doors, from the main entrance lobby and gym room.
4.3	Externally:	Final exits discharge to open air.
4.4	External Escape Stairs:	NA
4.5	Disabled Person Egress:	It is the Responsible Person's duty to ensure suitable provision is made for disabled persons within the property to ensure that they can escape in the event of a fire. PEEPs are currently not applicable in this type of premises, however a Person-Centred Fire Risk Assessment (PCFRA) may be appropriate, if an occupant has been identified as especially vulnerable and at risk from fire hazards in their property. It is recommended that the provider works with the identified vulnerable occupants, staff, volunteers or building users to help to reduce risk from fire and where necessary involve other agencies.
4.6	Any Other Comments:	Surface linings of walls and ceilings on any circulation spaces should meet the classifications B-s3, d2 as identified within approved document B of the building Regulations 2019. The internal walls are plaster finished with an assumed water-based finish conforming to the above. We were unable to determine if the front entrance door would remain in the open position in the event of a power failure during an emergency. The client should ensure that the final exit door can be held open without power to allow safe and unobstructed egress.

5.0 COMPARTMENTATION

Fire Doors

5.1 The Regulatory Reform (Fire Safety) Order 2005 / Fire Safety Act 2021 makes it a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose. BS9999 states that all fire doors should be inspected every six months. However, depending on the type of building the "responsible person" is required to influence the frequency of fire door inspections subject to their use. The responsible person should ensure an adequate routine for inspections and maintenance is in place and should be undertaken by a competent person.

5.2 Dwelling Doors: NA

5.3 Communal Doors: Within the building there is a timber FD60s door set installed to the boiler cupboard and an FD30s door set installed to the kitchen, which appeared in good condition, fitted with an overhead door closer, combined intumescent strips and smoke seals, 1.5 pairs of fire rated hinges, conforming to BS8214. The doors have been fitted with the appropriate signage indicating 'fire door keep shut' or 'fire door keep locked' as appropriate. However, multiple doors throughout the premises do not appear to be fire doors, including the electrical cupboard. We would recommend that certified FD30S fire door sets are installed to protect the means of escape and also to provide the required compartmentation. Fire doors should comply with the required standards of BS8214 to provide adequate fire resistance and compartmentation and be installed by third party certified contractors.

We noted the fire door (double leaf) separating the kitchen from the gym area had excessive gaps over 4mm. We would recommend that the aforementioned door is rehung and adjusted to ensure doors do not exceed 3mm, +/- 1mm to ensure all doors meet the requirements of BS8214. All works should be undertaken by a third party accredited contractor.

There is a door that appears to lead from the flat above directly into the community centre lobby and forms part of the fire-resisting separation between the residential accommodation and the non-domestic premises. The client should confirm that the door is an FD30S-rated fire door installed and maintained in accordance with BS

8214. Where compliance cannot be demonstrated, the door should be upgraded or replaced to achieve the required standard.

Ceilings / Walls / Floors

5.4	Ceilings:	The fire separation between the community centre and the first floor flat above should have construction giving at least 60 minutes fire protection. The client should confirm that this is the case.
5.5	Walls:	No obvious breaches noted.
5.6	Floors:	No obvious breaches noted.
5.7	Any Other Comments:	Adequate compartmentation within roof space and throughout premises.

6.0 FIRE ALARM AND DETECTION SYSTEM

6.1	System Type - Common Parts:	Automatic fire detection is provided within all appropriate areas including the electrical intake cupboard and gas boiler cupboard. A zone plan is displayed adjacent to the fire alarm control panel and indicates that the fire alarm system is interlinked with the flat above (zone 2).
6.2	System Type – Dwellings:	NA
6.3	Panel Location:	Front Lobby area
6.4	Zone Plan:	Adjacent to control panel
6.5	Faults:	NA
6.6	Any Other Comments:	None

7.0 EMERGENCY LIGHTING

7.1	System Type:	3 hour, self-contained, maintained and non-maintained.
7.2	Internal Areas:	We noted emergency lighting is provided throughout the premises where required, in accordance with BS5266.
7.3	External Areas:	None
7.4	Faults:	None
7.5	Any Other Comments:	None

8.0 FIRE SAFETY SIGNS & NOTICES

8.1 All signage / instructions that are provided within the premises should be in a form that persons at risk can reasonably be expected to understand. Consideration should be given to those who have disabilities or conditions that may give rise to misunderstanding of the signage, and where required, be multi-lingual.

8.2	Fire Action Notices:	Fire action notices are installed within the premises, however some are incomplete and therefore do not communicate the assembly point (see 8.8).
8.3	Directional Signage:	Due to the simple layout of the premises, directional wayfinding signage is installed where required.
8.4	Final Exits:	Final exit signs are fitted above final exit doors.
8.5	Fire Door Signage:	Fire door to boiler cupboard is fitted with adequate 'Fire Door Keep Locked' signage. The fire door fitted to the kitchen does not have appropriate signage affixed. We would recommend that adequate 'Fire Door Keep Shut' signage is installed to the door.
8.6	Smoking:	No smoking signage installed within means of escape
8.7	External Exits:	None, considered acceptable
8.8	Assembly Point:	We noted that some fire action notices identify the assembly point as 'Outside main doors'. This location may not provide sufficient separation from the building to ensure the safety of evacuees. We recommend that the client designates a suitable assembly point at an appropriate distance from the building and the fire action notices should then be updated accordingly to provide clear and consistent evacuation instructions to building users.
8.9	Any Other Comments:	Adequate 'Push bar to open' signage installed to the exit from the gym area. We noted there was no operational signage adjacent to the manual call points throughout the premises. We would recommend that appropriate signage is fitted adjacent to the manual call points.

9.0 MANAGEMENT PROCEDURES

9.1	Fire Loss Experience:	We have not been advised of any fires or near misses at this premises.
9.2	Do Permit to Work Systems Exist:	There was no evidence of any permit to works in the building at the time of the assessment. A permit to work is appropriate in situations of high hazard/risk. The client should ensure that where necessary, there is a formal procedure confirming that a safe system of work is being followed.
9.3	Are Routine in-house Inspections of Fire Precautions Undertaken:	There was no evidence available on site at the time of the assessment to demonstrate that routine in-house inspections of fire precautions, including fire doors, are undertaken. It is therefore necessary to have suitable arrangements in place for the routine inspection, testing and maintenance of fire safety provisions. The client should ensure that an appropriate inspection regime is implemented and that records of inspections, tests and maintenance activities are retained within the fire safety logbook. However, the client has confirmed that such arrangements are currently in place.
9.4	Is There a Suitably Located Premises Information Box Provided:	Not required
9.5	Are There Procedures in Place To Keep The Premises Information Box Up To Date:	NA
9.6	Any Other Comments:	None

Evacuation

9.7	Current Policy:	There is a Simultaneous Evacuation strategy in place which is appropriate for these premises.
9.8	Is Current Policy Considered Suitable:	Yes

9.9	Personal Emergency Evacuation Plans:	NA
9.10	Occupant Communication:	Fire Action notices on display within the means of escape (see 8.2)
9.11	Any Other Comments:	The client should ensure that all staff using the premises are fully conversant with the evacuation strategy. This is likely to require a system of signing in when occupants enter the premises to ensure an effective evacuation can be facilitated in the event of an emergency. The location of the assembly point should be displayed on the fire action notices that are required to be displayed throughout the premises and an assembly point sign provided at a safe distance away from the building.

Training

9.12	Staff:	We were unable to view any staff training records at the time of the visit. The client should ensure that adequate training is provided to all staff commensurate with their role. For the majority of staff where no significant risks have been identified and there are limited numbers of staff, information and instruction may simply involve an explanation of the fire procedures and how they are applied. This should include showing staff the fire-protection arrangements, including the designated escape routes, any other fire related equipment provided, such as fire extinguishers, and how to care for and evacuate vulnerable persons. Fire action notices can complement this information and should be posted in prominent locations.
9.13	Fire Drills:	No records of regular fire drills available at the time of inspection. The client should ensure fire drills are carried out to ensure all occupants are familiar with evacuation procedures.
9.14	Any Other Comments:	None

Equipment / Equipment Maintenance

9.15	Fire Alarm & Detection System:	There are no records available to confirm dates of testing of the fire alarm system. The client should ensure that the fire alarm system is tested and maintained in accordance with BS5839.

9.16	Emergency Lighting System:	The emergency lighting is required to be tested and maintained in accordance with BS5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook. There were no records on site to confirm that the emergency lighting system is maintained in accordance with BS5266. The client should ensure that the emergency lighting system is subject to testing in accordance with BS5266 and a record of the test kept.
9.17	Passenger Lifts:	NA
9.18	Fire Extinguishers:	There is firefighting equipment onsite, labels attached stated the last test and inspection was undertaken during January 2026, in accordance with BS5306-3.
9.19	Fire Blankets:	None, acceptable for premises.
9.20	Hose Reels:	NA
9.21	Fire Fighting Lifts:	None provided
9.22	Heating System:	At the time of the assessment, we could not confirm if the gas boiler has been serviced within the last 12 months. Safety checks of all gas appliances should be undertaken on an annual basis to comply with the requirements of the Gas Safety (Installation and Use) Regulations. We would recommend that the client checks to ensure the gas safety inspections have been carried out, to all gas boilers within the premises, within the last 12 months and if not arranges for this to be undertaken urgently. Not seen at time of inspection.
9.23	Laundry Equipment:	NA
9.24	Evacuation Alert Systems:	None provided
9.25	Automatic Exit Doors:	None
9.26	Electric Hoists:	None

9.27	Fixed Electrical Wiring Installation:	All electrical installations are required to be tested regularly to the standards defined by the IET Wiring Regulations (BS 7671). The mains electrical supply and distribution installation and wiring (common areas and rented dwellings) should be tested at least every five years by a registered NICEIC contractor to satisfy compliance with the requirements of the Electricity at Work Regulations 1989 in addition to the IET Wiring Regulations BS7671:2018 18th edition. The label on the electrical distribution panel stated the date of the last test and inspection was undertaken 17/05/21, which is overdue. We would recommend that the client ensures that the electrical installation is maintained in accordance with BS7671.
9.28	Portable Appliances:	Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of portable appliances identified there has been no PAT testing carried out. We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.
9.29	Lightning Protection System:	None installed
9.30	Any Other Comments:	None

Logbook / Records

9.31	Is a Fire Logbook Available on Site:	The keeping of accurate and time-chronicled records is essential to demonstrate that all reasonable precautions and all due diligence has been taken to comply with the requirements of fire safety law. We were unable to view the logbook at the time of the assessment. The client should ensure that a logbook is maintained and available for inspection.
9.32	Is Logbook Fully Complete & Legible:	No logbook on site.
9.33	Any Other Comments:	None

Security

9.34	CCTV:	No
9.35	Access Control:	Secured via keyed mechanism when not in use
9.36	Any Other Comments:	None

Cooperation & Communication

9.37	Other Premises Occupiers:	NA
9.38	Occupiers in Adjacent Premises:	We understand the Fire Detection and Alarm System between the residential flat and community centre is interlinked. A door connects the first-floor flat to the community centre, although it was not possible to determine whether this can be accessed from the residential flat side. Notwithstanding this, there does not appear to be a shared means of escape, as the residential flat benefits from a separate final exit.
9.39	Emergency Services:	County Durham & Darlington Fire & Rescue Service.
9.40	Any Other Comments:	None

Fire Risk Assessor Mitchell Callow MSc, BSc (Hons), DipFD, L3CertFRA, AIFSM

Signed



.....
On Behalf of Storm Tempest Ltd

Date 14/07/26

Validator Joe Abbott. MSc. BSc (Hons). MIFireE. MIFSM. Advanced NFRAR. DipFD. CertIOSH.

Signed



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On Behalf of Storm Tempest Ltd

Date 20/07/26

APPENDIX 1
FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT

Likelihood of fire occuring	***Potential consequences of fire***		
	Slight Harm	***Moderate harm***	***Extreme harm***
Low	**Trivial**	**Tolerable**	**Moderate**
Medium	**Tolerable**	**Moderate**	**Substantial**
High	**Moderate**	**Substantial**	**Intolerable**

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low		**Medium**	**x**	**High**	

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm		**Moderate Harm**	**x**	**Extreme Harm**	

In this context, a definition of the above terms is as follows:

Slight Harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate Harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme Harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Moderate Risk

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Risk level	Action
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

APPENDIX 2
ACTION PLAN

Note:
Severity for each action identified as follows:

Red:	Extreme Harm
Orange:	Moderate Harm
Green:	Slight Harm

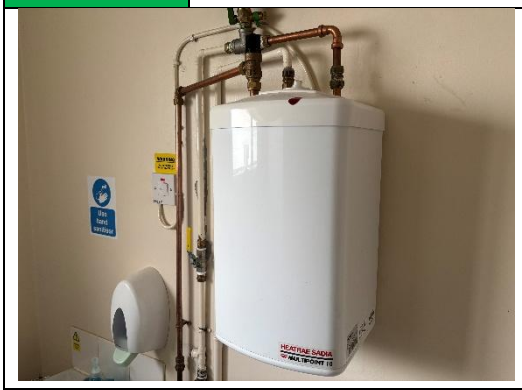
The Premises

LOW	**1**	
No photo		**Fire Risk Assessors Observations:** There is no indication of the number of persons permitted to use the building at any one time.
Date First Identified:	08/07/26	**Recommended Action:** We recommend, occupancy should be in accordance with Approved Document B and a sign stating the maximum occupancy should be positioned within the main room.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

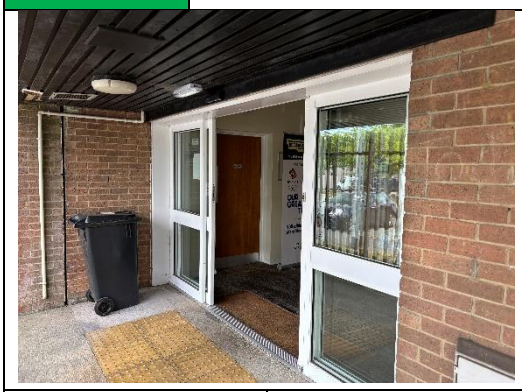
Fire Hazards

LOW	**2**	
		**Fire Risk Assessors Observations:** There are soft furnishings within the property located in the training room. There are no labels to confirm that furnishings conform with the requirements of 'The Furniture and Furnishings (Fire) (Safety) Regulations 1988'.
Date First Identified:	08/07/26	**Recommended Action:** We recommend that the client confirms that all upholstered furniture and soft furnishings comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988. Where compliance cannot be demonstrated through the presence of appropriate labels or supporting documentation, the items should be assessed and, if necessary, replaced with compliant furnishings.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

MEDIUM	3	
		**Fire Risk Assessors Observations:**
		We noted combustible materials stored within the roof space above the corridor leading to the kitchen.
Date First Identified:	08/07/26	**Recommended Action:**
Date of FRA:	08/07/26	Although there are no obvious ignition sources within this area, we would recommend that these items are removed from the roof space and that the area is maintained free from combustible items. This will reduce the fire loading within the premises and help minimise the potential for fire spread.
Rectify Within: (months)	3	

LOW	4	
		**Fire Risk Assessors Observations:**
		We noted single point water heater within the toilets. We could not confirm if the electric water heaters are included within a maintenance regime.
Date First Identified:	08/07/26	**Recommended Action:**
Date of FRA:	08/07/26	We would recommend that the client ensures all electrical heating appliances are maintained in accordance with manufacturers recommendations.
Rectify Within: (months)	6	

Means of Escape

LOW	5	
		**Fire Risk Assessors Observations:** We were unable to determine if the front entrance door would remain in the open position in the event of a power failure during an emergency.
Date First Identified:	08/07/26	**Recommended Action:** The client should ensure that the final exit door can be held open without power to allow safe and unobstructed egress.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

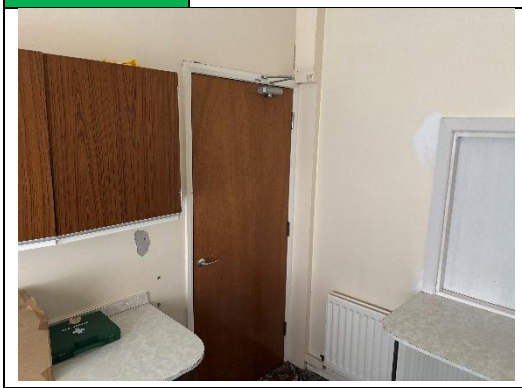
Compartmentation

MEDIUM	6	
		**Fire Risk Assessors Observations:** Multiple doors throughout the premises do not appear to be fire doors, including the electrical cupboard.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that certified FD30S fire door sets are installed to protect the means of escape and also to provide the required compartmentation. Fire doors should comply with the required standards of BS8214 to provide adequate fire resistance and compartmentation and be installed by third party certified contractors.
Date of FRA:	08/07/26	
Rectify Within: (months)	3	

MEDIUM	7	
		**Fire Risk Assessors Observations:** We noted the fire door (double leaf) separating the kitchen from the gym area had excessive gaps over 4mm.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that the aforementioned door is rehung and adjusted to ensure doors do not exceed 3mm, +/- 1mm to ensure all doors meet the requirements of BS8214. All works should be undertaken by a third party accredited contractor.
Date of FRA:	08/07/26	
Rectify Within: (months)	3	

MEDIUM	8	
No photo		**Fire Risk Assessors Observations:** There is a door that appears to lead from the flat above directly into the community centre lobby and forms part of the fire-resisting separation between the residential accommodation and the non-domestic premises.
Date First Identified:	08/07/26	**Recommended Action:** The client should confirm that the door is an FD30S-rated fire door installed and maintained in accordance with BS 8214. Where compliance cannot be demonstrated, the door should be upgraded or replaced to achieve the required standard.
Date of FRA:	08/07/26	
Rectify Within: (months)	3	

Fire Safety Signs and Notices

LOW	9	
		**Fire Risk Assessors Observations:** The fire door fitted to the kitchen does not have appropriate signage affixed.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that adequate 'Fire Door Keep Shut' signage is installed to the door.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	10	
		**Fire Risk Assessors Observations:** We noted that some fire action notices identify the assembly point as 'Outside main doors'. This location may not provide sufficient separation from the building to ensure the safety of evacuees.
Date First Identified:	08/07/26	**Recommended Action:** We recommend that the client designates a suitable assembly point at an appropriate distance from the building and the fire action notices should then be updated accordingly to provide clear and consistent evacuation instructions to building users.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	11	
		**Fire Risk Assessors Observations:** We noted there was no operational signage adjacent to the manual call points throughout the premises.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that appropriate signage is fitted adjacent to the manual call points.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

Management Procedures

LOW	12	
No photo		**Fire Risk Assessors Observations:** There is a Simultaneous Evacuation strategy in place which is appropriate for these premises.
Date First Identified:	08/07/26	**Recommended Action:** The client should ensure that all staff using the premises are fully conversant with the evacuation strategy. This is likely to require a system of signing in when occupants enter the premises to ensure an effective evacuation can be facilitated in the event of an emergency. The location of the assembly point should be displayed on the fire action notices that are required to be displayed throughout the premises and an assembly point sign provided at a safe distance away from the building.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

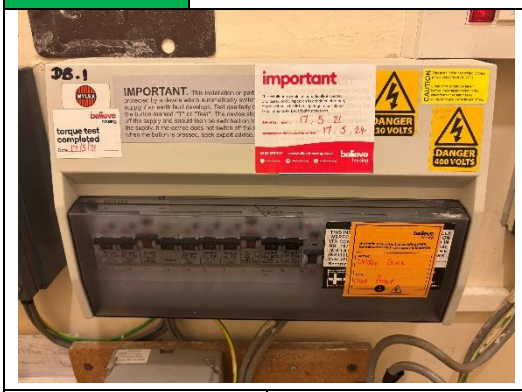
<table>
<tr><td colspan="2">LOW</td><td>13</td><td></td></tr>
<tr><td colspan="3" rowspan="2">No photo</td><td>Fire Risk Assessors Observations:</td></tr>
<tr><td>We were unable to view any staff training records at the time of the visit.</td></tr>
<tr><td>Date First Identified:</td><td>08/07/26</td><td rowspan="4">Recommended Action:
The client should ensure that adequate training is provided to all staff commensurate with their role. For the majority of staff where no significant risks have been identified and there are limited numbers of staff, information and instruction may simply involve an explanation of the fire procedures and how they are applied. This should include showing staff the fire-protection arrangements, including the designated escape routes, any other fire related equipment provided, such as fire extinguishers, and how to care for and evacuate vulnerable persons. Fire action notices can complement this information and should be posted in prominent locations.</td></tr>
<tr><td>Date of FRA:</td><td>08/07/26</td></tr>
<tr><td>Rectify Within: (months)</td><td>6</td></tr>
</table>

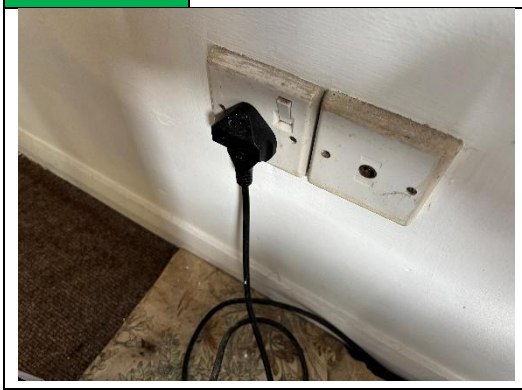
LOW	14	
No photo		**Fire Risk Assessors Observations:** No records of regular fire drills available at the time of inspection.
Date First Identified:	08/07/26	**Recommended Action:** The client should ensure fire drills are carried out to ensure all occupants are familiar with evacuation procedures.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	15	
No photo		**Fire Risk Assessors Observations:** There are no records available to confirm dates of testing of the fire alarm system.
Date First Identified:	08/07/26	**Recommended Action:** The client should ensure that the fire alarm system is tested and maintained in accordance with BS5839.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	16	
No photo		**Fire Risk Assessors Observations:** There were no records on site to confirm that the emergency lighting system is maintained in accordance with BS5266.
Date First Identified:	08/07/26	**Recommended Action:** The emergency lighting is required to be tested and maintained in accordance with BS5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook. The client should ensure that the emergency lighting system is subject to testing in accordance with BS5266 and a record of the test kept.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	17	
No photo		**Fire Risk Assessors Observations:** At the time of the assessment, we could not confirm if the gas boiler has been serviced within the last 12 months. Safety checks of all gas appliances should be undertaken on an annual basis to comply with the requirements of the Gas Safety (Installation and Use) Regulations.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that the client checks to ensure the gas safety inspections have been carried out, to all gas boilers within the premises, within the last 12 months and if not arranges for this to be undertaken urgently. Not seen at time of inspection.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	18	
		**Fire Risk Assessors Observations:** The label on the electrical distribution panel stated the date of the last test and inspection was undertaken 17/05/21, which is overdue.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that the client ensures that the electrical installation is maintained in accordance with BS7671.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	19	
		**Fire Risk Assessors Observations:** Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of portable appliances identified there has been no PAT testing carried out.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

<table>
<tr><td colspan="2">LOW</td><td>20</td><td></td></tr>
<tr><td colspan="3" rowspan="2">No photo</td><td>Fire Risk Assessors Observations:</td></tr>
<tr><td>The keeping of accurate and time-chronicled records is essential to demonstrate that all reasonable precautions and all due diligence has been taken to comply with the requirements of fire safety law. We were unable to view the logbook at the time of the assessment.</td></tr>
<tr><td>Date First Identified:</td><td>08/07/26</td><td rowspan="3">Recommended Action:
The client should ensure that a logbook is maintained and available for inspection.</td></tr>
<tr><td>Date of FRA:</td><td>08/07/26</td></tr>
<tr><td>Rectify Within: (months)</td><td>6</td></tr>
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