



FIRE RISK ASSESSMENT



Masonic Centre, Roman Bank, Bourne



RELEVANT LEGISLATION	Yes No
Fire Safety Legislation	
The Regulatory Reform (Fire Safety) Order 2005	Yes
The Fire Safety Act 2021	
Fire Safety (Employee Capabilities) Regulations 2010	Yes
Dangerous Substances and explosive Atmospheres Regulations 2002	No
Other Legislation	
The Health & Safety at Work Act 1974	Yes
The Management of Health & Safety at Work Regulations 1999 (as amended)	Yes
Other Relevant Information	
<p>The purpose of this report is to provide an assessment of the risk to life from fire in this building and, where appropriate, to make recommendations to ensure compliance with requirements of the Regulatory Reform (Fire Safety) Order 2005, as appropriate and in line with P.A.S. 79 Fire risk assessment - Guidance and a recommended methodology. It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this report seeks to ensure your compliance with this statutory requirement, forming a periodic review. This report does not address the risk to property or business continuity from fire.</p> <p>The assessment visit and report:</p> <ul style="list-style-type: none"> ✓ Identifies site details, including responsible and competent persons, site description, and fire loss information. ✓ Details the fire protection measures in an asset register. ✓ Provides an assessment of all hazards relevant to the site and the associated control measures in place, covering: <ul style="list-style-type: none"> Means of Escape. Structural and Similar Measures to control Fire. Fire Detection and Warning, and other Fire Protection Systems Provision of Emergency Lighting Portable Fire Fighting Equipment Fire Safety Signs and Notices Sources of Fuel, including combustible materials and housekeeping. Sources of Oxygen Sources of Ignition Fire Safety Management, including Planning for Emergencies. ✓ Identifies any new control measures required. ✓ Assesses the fire risk level. <p>The assessments, observations and recommendations are pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure the current standards are maintained.</p>	

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Employer or another responsible person	Peter Dolby (Trustee)		
Name of Premises	Masonic Centre		
Address	Units 1&2, Roman Bank, Bourne		
Post Code	PE10 9LQ	Telephone N^o	07445838862
Name of Assessor(s)	A Eastman MIFPO, Tech IOSH		
Assessor's Qualifications	Member of the Institute of Fire Prevention Officers NEBOSH National Certificate in Fire Safety and Risk Management Practical Aspects of ATEX / DSEAR Compliance Technical member of IOSH		
Date of Assessment	1/12/2022	Date of Review	1/12/24

Building GENERAL INFORMATION

Property Use	Meeting Venue and Hall		
N^o of floors	1	N^o of floors below ground	0
Approx area in m² of footprint of building	500	Age of building	2000
Brief details of construction	<p>Single storey portal frame building with brick lower section and profiled metal sheeting above and on the roof upvc main access door all windows have bars across for security reasons and fire exits at the rear are clad in metal there is a large roof space with very limit access via hatches the lower sections are separated by block work providing some fire separation between that and the main roof space the building allows 360 deg access and has car parks both to the front and rear</p>		

GENERAL INFORMATION

Building Occupants

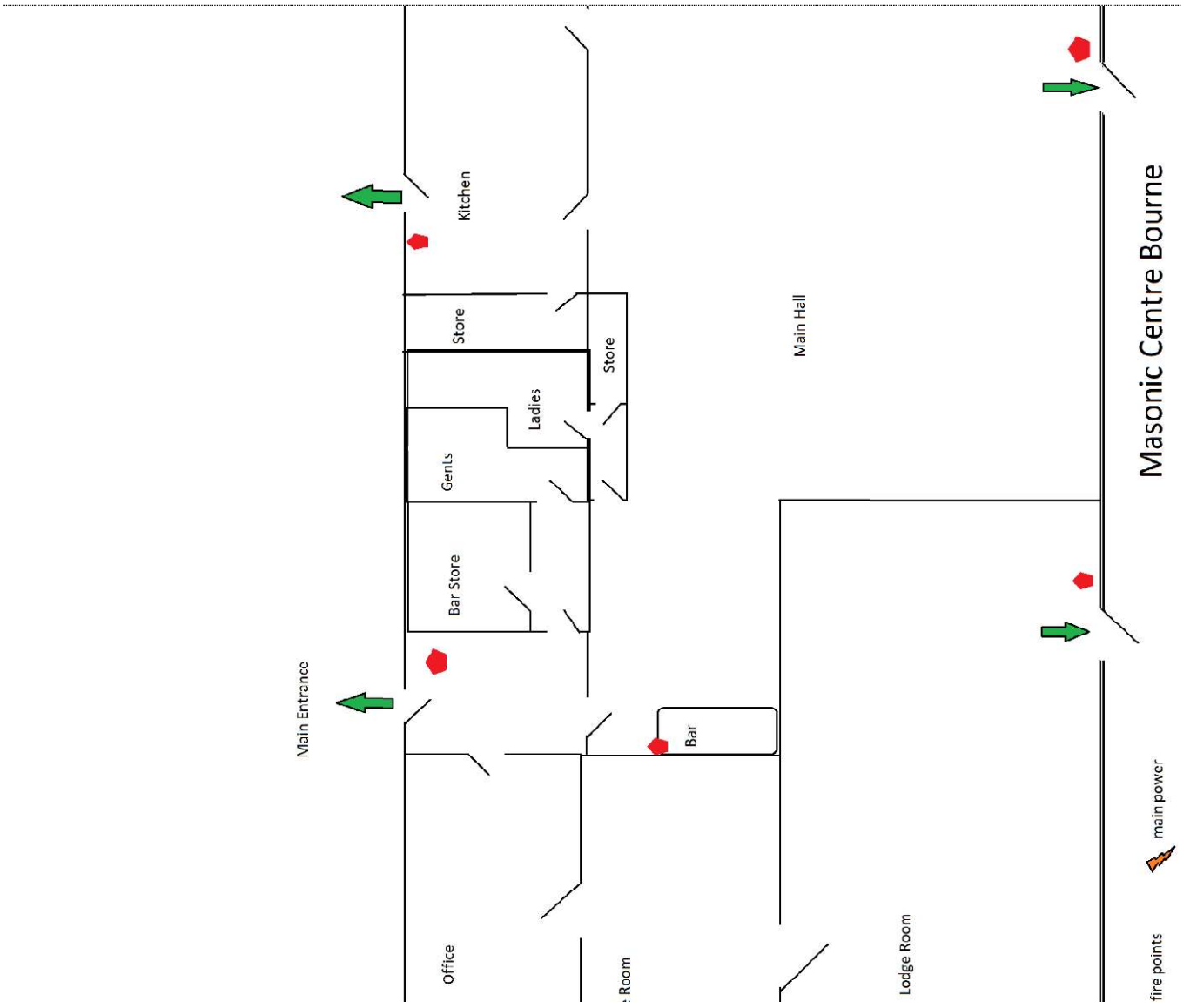
Enter range A= <20, B= 20 – 49, C=50-99, D=100-1000, E= >1000

Occupancy Profile: <i>Maximum Number of persons, in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.</i>	WEEKDAYS		WEEKENDS	
	0000 to 0400		0000 to 0400	
	0400 to 0800		0400 to 0800	
	0800 to 1200	B	0800 to 1200	B
	1200 to 1600	B	1200 to 1600	B
	1600 to 2000	B	1600 to 2000	B
	2000 to 2400	B	2000 to 2400	B
Description of Occupants: Predominant Type	Atypically mobile for this type of occupancy			<input checked="" type="checkbox"/>
	Average mobility for this type of occupancy			<input type="checkbox"/>
	Untypically vulnerable for this type of occupancy			<input type="checkbox"/>

Potential Loss/Risk

Sole Supplier in UK: <i>Providing high value or unique service or products:</i>	If yes give brief details:	Yes	No
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exceptional Value: <i>Value of rebuild and restock:</i>	If yes give brief details:	Yes	No
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heritage Risk:	If yes give brief details:	Yes	No

Building Plan



FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1. SOURCES OF FUEL and FIRE SPREAD

1.1 Are there any highly flammable substances in the premises. E.g. Paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams – polystyrene / polyethylene?	<input type="checkbox"/> Yes Go to 1.2	<input checked="" type="checkbox"/> No Go to 1.3
1.2 Control Measures Replace them with safer alternatives Remove or significantly reduce any highly flammable substances Keep them in fire resisting stores Separate them from heat sources by use of fire resisting construction Keep minimum quantity in workroom Ensure all containers are kept closed when not in use Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.3 Are flammable liquids or gases used or stored in areas without adequate Ventilation?	<input type="checkbox"/> Yes Go to 1.4	<input checked="" type="checkbox"/> No Go to 1.5
1.4 Control Measures Improve ventilation Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
1.5 Are there quantities of combustible material stored, on display, or in use in the premises. E.g. Paper, cardboard, packaging, fabrics, wood?	<input type="checkbox"/> Yes Go to 1.6	<input checked="" type="checkbox"/> No Go to 1.7
1.6 Control Measures Replace stocks of combustible materials with non-combustibles Reduce stocks of readily combustible materials to a minimum Separate such materials from heat sources or by fire resisting construction Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.7 Are quantities of combustible waste allowed to accumulate in the premises such as Paper, cardboard, wood shavings, dust?	<input checked="" type="checkbox"/> Yes Go to 1.8	<input type="checkbox"/> No Go to 1.9
1.8 Control Measures Improve the arrangements for the disposal of waste and rubbish Improve the general housekeeping Ensure staff are aware of the standard of housekeeping required Give specific additional training to the staff responsible Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

1.9 Does the premises contain foam filled furniture which is not combustion modified (see label) or is worn to the point that it exposes the foam interior?	<input type="checkbox"/> Yes Go to 1.10	<input checked="" type="checkbox"/> No Go to 1.11
1.10 Control Measures Replace or repair Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
1.11 Are External of walls covered with combustible materials likely to promote fire spread?	<input type="checkbox"/> Yes Go to 1.12	<input checked="" type="checkbox"/> No Go to 1.13
1.12 Control Measures Carryout out Fire Risk Assessment Prioritisation tool Remove Reduce Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.13 Are Balconies attached to the building made of materials likely to ignite easily and spread fire	<input type="checkbox"/> Yes Go to 1.14	<input checked="" type="checkbox"/> No Go to 1.15
1.14 Control Measures Remove Reduce Replace Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.15 Are areas of walls or ceilings covered with combustible linings? such as walls covered with carpet tiles, ceilings covered with polystyrene tiles. Do notice boards have large amounts of loose paper on them?	<input type="checkbox"/> Yes Go to 1.16	<input checked="" type="checkbox"/> No Go to 1.17
1.16 Control Measures Remove Reduce Treat with fire resisting solution Cover Replace large notice boards with small Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

1.17 Are combustible seasonal or promotional decorations, artificial foliage or plants used to decorate the premises?	<input type="checkbox"/> Yes Go to 1.18	<input checked="" type="checkbox"/> No Go to 1.19
1.18 Control Measures Remove Treat with fire resisting solution Introduce real plants Replace with non-combustible plants Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.19 Are there additional sources of oxygen stored or used, such as oxidising chemicals, oxygen cylinders or piped systems?	<input type="checkbox"/> Yes Go to 1.20	<input checked="" type="checkbox"/> No Go to 2.1
1.20 Control Measures Move oxidising material away from any heat or flammable materials Control use and storage of oxygen and chemicals Remove sources of ignition Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Note any significant findings from section 1:

1.7 Large recycle bin behind bar area containing cardboard and paper should be emptied into outside bins at end of events to reduce the fire loading

2. SOURCES OF IGNITION

2.1 Does the work activity involve hot work processes such as welding or flame cutting, hot surfaces, sparks? Are hazards introduced by outside contractors and building works?	<input type="checkbox"/> Yes Go to 2.2	<input checked="" type="checkbox"/> No Go to 2.3
2.2 Control Measures Replace with a cold system Implement a hot work permit system Minimise the amount of combustible materials on the work area Arrange so that hot metal and sparks are safely contained Eliminate hot surfaces/sparks Ensure satisfactory control over works carried out by outside contractors Impose fire safety conditions on outside contractors Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.3 Does the work activity involve processes such as incinerating or Cooking?	<input checked="" type="checkbox"/> Yes Go to 2.4	<input type="checkbox"/> No Go to 2.5
2.4 Control Measures Ensure that cookers, incinerators, etc. are used in accordance with manufacturer instructions. Ensure they are cleaned regularly including surfaces, ducts or flues Ensure food cooking is not left unattended Give additional specific training to staff responsible Other (state here)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.5 Are heating appliances portable or of a radiant or open flame type?	<input type="checkbox"/> Yes Go to 2.6	<input checked="" type="checkbox"/> No Go to 2.7
2.6 Control Measures Replace equipment with fixed convector heaters Ensure that gas or oil burning equipment is used in accordance with manufacturer's instructions Ensure that all heaters are adequately guarded Ensure all portable heaters are stable and void of flammable materials Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.7 Is smoking permitted?	<input type="checkbox"/> Yes Go to 2.8	<input checked="" type="checkbox"/> No Go to 2.9
2.8 Control Measures Implement a smoking policy which provides for a safe smoking area and prohibition elsewhere Ensure suitable arrangement for informing visitors Enforce the prohibition of matches and lighters in high-risk Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

2.9 Are there light fittings near combustible materials?	<input type="checkbox"/> Yes Go to 2.10	<input checked="" type="checkbox"/> No Go to 2.11
2.10 Control Measures Remove combustible materials Replace tungsten/halogen bulbs with fluorescent tubes in areas where there is a possibility that combustible materials may be ignited Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.11 Is electrical equipment and wiring: Faulty, damaged or not used in accordance with the Manufacturers Recommendations?	<input checked="" type="checkbox"/> Yes Go to 2.12	<input type="checkbox"/> No Go to 2.13
2.12 Control Measures Repair or replace faulty or damaged equipment Portable Appliance Testing carried out Fixed installations periodically inspected and tested Suitable policy regarding the use of personal electrical appliances Ensure all fuses are the correct rating Other (state here)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.13 Are inspection lamps or extension leads used?	<input checked="" type="checkbox"/> Yes Go to 2.14	<input type="checkbox"/> No Go to 2.15
2.14 Control Measures Ensure extension leads are fully uncoiled Limit extension leads and adaptors Ensure extension leads are not overloaded Suitable guards are covering inspection lamps Ensure flexible power cables are kept as short as possible and safely routed Other (state here)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.15 Is Arson a potential problem?	<input type="checkbox"/> Yes Go to 2.16	<input checked="" type="checkbox"/> No Go to 2.17
2.16 Control Measures Improve security measures e.g., lighting, cameras Remove combustible storage / waste bins from perimeter of building Ensure combustible storage is contained with lid secure Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

2.17 Is lightning a potential problem?	<input type="checkbox"/> Yes Go to 2.18	<input checked="" type="checkbox"/> No Go to 3.1
2.18 Control Measures Install lightning protection system Extend fire detection to cover roof void Incorporate measures in your emergency plan Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Note any significant findings from section 2:

2.3 Kitchen extractors clean during inspection, set up routine for maintaining the standard of cleaning within the kitchen

2.12 No items have had portable appliance testing completed, carry out PAT test of all items and keep records

2.13 Extension leads used at times ensure safe use policy set up to avoid overloading and PAT testing carried out

3. IDENTIFY PEOPLE AT RISK

3.1 Are there any groups of people at increased risk from fire i.e. work in remote areas, lone working, sleeping?	<input type="checkbox"/> Yes Go to 3.2	<input checked="" type="checkbox"/> No Go to 3.3
3.2 Control Measures Can they be re-located <input type="checkbox"/> Improve the means for warning them about fire i.e. alarm and detection system <input type="checkbox"/> Improve means of escape <input type="checkbox"/> Other (state here) <input type="checkbox"/>		
3.3 Are there people present who may be unable to react quickly to a fire due to safety critical work process?	<input type="checkbox"/> Yes Go to 3.4	<input checked="" type="checkbox"/> No Go to 3.5
3.4 Control Measures Introduce appropriate close down procedure <input type="checkbox"/> Improve means of warning / means of escape <input type="checkbox"/> Other (state here) <input type="checkbox"/>		
3.5 In the event of a fire are there people present whose disabilities would put them at a disadvantage when required to evacuate in an emergency?	<input type="checkbox"/> Yes Go to 3.6	<input checked="" type="checkbox"/> No Go to 3.7
3.6 Control Measures Incorporate Measures in your Emergency Plan <input type="checkbox"/> Provide additional specialist equipment <input type="checkbox"/> If staff are required to assist in an evacuation, ensuresufficient numbers and appropriate training <input type="checkbox"/> Provide safe refuges <input type="checkbox"/> Other (state here) <input type="checkbox"/>		
3.7 Are visitors or members of the public likely to be unfamiliar with the escape routes?	<input checked="" type="checkbox"/> Yes Go to 3.8	<input type="checkbox"/> No Go to 3.9
3.8 Control Measures Ensure employees are adequately trained to assist with evacuation <input type="checkbox"/> Improve signage <input checked="" type="checkbox"/> Other (state here) <input type="checkbox"/>		

3.9 Are builders, contractors or maintenance workers temporarily on site?	<input type="checkbox"/> Yes Go to 3.10	<input checked="" type="checkbox"/> No Go to 4.1
3.10 Control Measures Ensure they are aware of fire safety arrangements and emergency plan Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	

Note any significant findings from section 3:

3.7 Some fire exit routes have illuminated signs and some are missing the route and arrow indication in the following areas
ante room into office
office to front door (no sign)
Ladies toilet area



Exit from ante room needs direction arrows

4. MEANS OF ESCAPE FROM FIRE

4.1 In the event of fire can everyone safely escape from the premises?	<input type="checkbox"/> Yes Go to 4.3	<input checked="" type="checkbox"/> No Go to 4.2
4.2 Control Measures Ensure existing exit routes and exits are available and unobstructed Improve fire alarm / detection system Provide additional routes and exits Provide training for safe evacuation Secure reasonable arrangements for disabled occupants Implement routine checks Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
4.3 In the event of fire can everyone turn their back on the fire and evacuate to a place of safety?	<input checked="" type="checkbox"/> Yes Go to 4.5	<input type="checkbox"/> No Go to 4.4
4.4 Control Measures Provide additional escape routes Provide and maintain protected routes Provide compensating features i.e., smoke detection, engineer solution Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.5 Do doors on escape routes, where necessary, open in the direction of travel?	<input checked="" type="checkbox"/> Yes Go to 4.7	<input type="checkbox"/> No Go to 4.6
4.6 Control Measures Reduce number of people using exit to less than 60 people Re-hang in direction of travel Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.7 Are door fastenings on exit routes and final exits easily operable?	<input checked="" type="checkbox"/> Yes Go to 4.9	<input type="checkbox"/> No Go to 4.8
4.8 Control Measures Replace with a more suitable fastening Provide notices giving information on how to operate exit doors Provide training on operating techniques Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

4.9 Are any fire resisting doors a poor fit or requiring fitment or attention to a self-closing mechanism?	<input checked="" type="checkbox"/> Yes Go to 4.10	<input type="checkbox"/> No Go to 4.11
4.10 Control Measures Fit self-closers Ensure doors fit correctly Implement routine check on door operation and maintain as required Other (state here)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.11 Are any fire resisting doors wedged or propped open?	<input checked="" type="checkbox"/> Yes Go to 4.12	<input type="checkbox"/> No Go to 4.13
4.12 Control Measures Fit automatic door closers Ensure employees are aware of fire safety precautions Other (state here)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
4.13 Are all exit routes and exits adequately signed?	<input type="checkbox"/> Yes Go to 4.15	<input checked="" type="checkbox"/> No Go to 4.14
4.14 Control Measures Install sufficient signs to enable people to find their way out Ensure signs are unobstructed and clearly visible from an appropriate distance Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.15 Are all exit routes and exits adequately illuminated?	<input type="checkbox"/> Yes Go to 5.1	<input checked="" type="checkbox"/> No Go to 4.16
4.16 Control Measures Install emergency lighting Improve existing emergency lighting Other (state here)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	

Compliance Section 4

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Emergency routes and exits.**

The building has fire exits on all sides leading to a place of safety, the main hall has 3 useable exits, and the lodge room has 2 exits this is adequate for the number of people these rooms can hold escape routes are signed but improvements are needed to indicate a safe route there is emergency lighting above the exit doors

Significant findings

4.2 Fire exits leading on to the rear carpark have fire exit keep clear signs but would benefit of have a physical barrier installed to stop people parking too close to the door which opens outwards.

4.2 The kitchen fire exit is only open via a key and still had the metal gate locked on the outside of this with people using the hall, replace the inner door lock with a thumb screw type to allow opening without a key from the inside and both metal gates are open when ever anyone is in the building. (Discussed on the inspection)

4.9 Kitchen door needs self-closer adjusting as not fully closing in frame and removal of felt pad from within frame to allow a better seal and to reduce smoke spread in the event of a fire.

4.11 Various wedges left next to doors including toilets and kitchen these should not be used to prop open doors designed to reduce the spread of fire and smoke.

4.13 See item 3.7 from previous section

4.16 Improve emergency lighting in female toilet foyer and in main hall so escape routes are illuminated.



Kitchen fire exit



kitchen fire exit blocked with gate



Rear fire exit from Lodge room



Rear fire exit from main hall

5. FIRE FIGHTING AND FIRE DETECTION

5.1 Are there sufficient extinguishers and hose reels of the appropriate type for the risk and are they located correctly?	<input checked="" type="checkbox"/> Yes Go to 5.3	<input type="checkbox"/> No Go to 5.2
5.2 Control Measures Provide suitable additional firefighting equipment including specialist equipment for special hazards Locate on stands or brackets Make visible and unobstructed Provide additional signage Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5.3 Have sufficient people been trained in the use of fire fighting equipment?	<input type="checkbox"/> Yes Go to 5.5	<input checked="" type="checkbox"/> No Go to 5.4
5.4 Control Measures Implement training programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
5.5 In the event of fire are there suitable arrangements for giving warning, including where necessary automatic fire detection?	<input type="checkbox"/> Yes Go to 5.7	<input checked="" type="checkbox"/> No Go to 5.6
5.6 Control Measures Install a more effective fire alarm system and or detection system Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
5.7 Is the signage for the firefighting equipment and fire alarm satisfactory?	<input checked="" type="checkbox"/> Yes Go to 5.9	<input type="checkbox"/> No Go to 5.8
5.8 Control Measures Improve signage Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
5.9 Are all appropriate persons trained on how to operate the fire warning system and the action they should take upon hearing it?	<input checked="" type="checkbox"/> Yes Go to 6.1	<input type="checkbox"/> No Go to 5.10
5.10 Control Measures Implement training programme Provide clear instructions Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Compliance Section 5

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Firefighting and Fire detection.**

The building has fire extinguishers located throughout by the exit doors as well as behind the bar and in the kitchen, these are the correct type for the risks within the building and all have received their annual inspection. the Kitchen also has a fire blanket installed.

At present there is no working detection and alarm system in the building, there is how ever detectors and sounders located in the toilet, office and kitchen areas as we were unable to locate any fire panels during the inspection, we can only assume these are not working and have been left in from the buildings previous use.

Significant finding

5.5 With no working detection system and the buildings limited use the life risk from a fire is minimal going forward to protect the assets it may be beneficial to install a new fire alarm and security system.

6. PROCEDURES, ARRANGEMENTS AND TRAINING

6.1 Are sufficient person(s) available to assist in implementation of fire safety measures?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.2 Are appropriate fire procedures in place, recorded and available for relevant persons to read?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.3 Are people nominated to respond to fire and assist with evacuation?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.4 Is there appropriate liaison with the Fire and Rescue Authority?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.5 Are routine in-house inspections of fire precautions undertaken?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.6 Are new employees, tenants or building users given fire safety instruction on induction or taking overuse of the premises?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.7 Are all staff given periodic refresher training at suitable intervals?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.8 Are building occupants aware of specific actions if there is a fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.9 Are staff with special responsibilities e.g., Fire Marshals/Wardens/stewards given additional training?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.10 Have the Employers of contractors working at the premises i.e., cleaners been informed of significant findings and fire procedures?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.11 Are persons under 18 employed, if so has an assessment been made of risks special to them and have their parents been informed of significant findings and fire procedures?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.12 Are fire drills carried out at appropriate intervals?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Indicate any deficiencies in this section: -

6.6 building hired out to other users during the week fire safety instructions should be part of the hirer's agreement.

7. MAINTENANCE AND TESTING

7.1 Are the premises adequately maintained?	<input checked="" type="checkbox"/> Yes Go to 7.3	<input type="checkbox"/> No Go to 7.2
7.2 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
7.3 Are door fastenings on all exit doors adequately maintained?	<input checked="" type="checkbox"/> Yes Go to 7.5	<input type="checkbox"/> No Go to 7.4
7.4 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
7.5 Do all self-closing devices and hold open devices work correctly?	<input type="checkbox"/> Yes Go to 7.7	<input checked="" type="checkbox"/> No Go to 7.6
7.6 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
7.7 Has the emergency lighting system been tested and serviced (Monthly, Six-monthly, Annually) and according to manufacturer's instructions?	<input type="checkbox"/> Yes Go to 7.8	<input checked="" type="checkbox"/> No Go to 7.9
7.8 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
7.9 Has the fire alarm /detection system been regularly tested and serviced (Weekly, Annually) and according to manufacturer's instructions?	<input type="checkbox"/> Yes Go to 7.11	<input checked="" type="checkbox"/> No Go to 7.10
7.10 Control Measures Correct any deficiencies and implement maintenance programme Other (state here) none fitted at present	<input type="checkbox"/> <input checked="" type="checkbox"/>	

7.11 Have all fire extinguishers and hose reels been regularly tested and Serviced (Monthly, Annually) and according to manufacturer's instructions?	<input type="checkbox"/> Yes Go to 7.13	<input checked="" type="checkbox"/> No Go to 7.12
7.12 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/>	

7.13 Has the sprinklers and fixed firefighting systems been regularly tested and serviced (Weekly, Quarterly, Six-monthly, Annually) and according to manufacturer's instructions?	<input type="checkbox"/> Yes Go to 8.1	<input type="checkbox"/> No Go to 7.14
7.14 Control Measures Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	

Compliance Section 7 Indicate the preventative and protective fire safety measures taken to show compliance with Part II of the Order for Maintenance .
<p>main building maintenance completed and electrical checks in date, the annual fire extinguisher have been carried out by certified company</p> <p>maintenance program should be set up for items in section 7 including monthly checks on fire extinguishers, final exit doors, emergency lighting and internal fire doors</p>

8. FIRE SAFETY RECORDS

8.1 Have fire safety arrangements been recorded in a way that can be easily interpreted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.2 Are there details of any significant findings from the fire risk assessment and any actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.3 Are there records of testing and checking of escape routes, including? final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8.4 Are there records of testing and maintenance of emergency lighting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8.5 Are there records of testing and maintenance of fire alarm / detection systems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8.6 Are there records of false fire alarms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8.7 Are there records of testing and maintenance of fire extinguishers, hose reels and sprinkler systems etc.?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8.8 Are there records of relevant training of employees including evacuation drills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.9 Are there records of emergency plans and actions for the relevant people to take in the event of fire?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Indicate any deficiencies in this section :-

no records of any items being completed in section 8
 new fire logbook issued during inspection and instruction given on record keeping and user responsibilities

OVERALL FIRE RISK ASSESSMENT SCORE

FIRE RISK ASSESSMENT MATRIX	Fire Unlikely	Fire Possible	Fire Likely
Low Hazard <i>Few combustible materials, no highly flammable substances and virtually no sources of ignition</i>	Trivial	Tolerable	Moderate
Medium Hazard <i>Significant quantities of combustible materials and potential sources of ignition but where an outbreak of fire is likely to remain confined or spread slowly allowing persons to escape to a place of safety. Outbreak of fire could result in injury of one or more occupants but is unlikely to involve multiple fatalities.</i>	Tolerable	Moderate	Substantial
High Hazard <i>substantial quantities of combustible material, potential sources of ignition, and/or the available time needed to evacuate the area is reduced by the speed of development of a fire or where the reaction time to an alert of fire is slower, Significant potential for serious injury or death of one or more occupants.</i>	Moderate	Substantial	Intolerable

OVERALL FIRE RISK ASSESSMENT SCORE (Tick as appropriate)		
Trivial		<i>No action is required, and no detailed records need to be kept.</i>
Tolerable	X	<i>No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.</i>
Moderate		<i>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</i>
Substantial		<i>Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.</i>
Intolerable		<i>The building/premises or specific area should not be occupied until the risk is reduced.</i>

PRIORITY HAZARD RATING SCHEME

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
<p>A dangerous condition liable to cause an imminent risk of a fatal or major injury.</p>	<p>Possible contravention of statutory requirements which could lead to fire resulting in fatal or major injury, and the issuing of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authority.</p>	<p>Potential contravention of statutory requirements which could lead to fire or injury or the issuing of an Enforcement Notice. These matters require a planned programme of action to eliminate or control the risk identified.</p>	<p>Matters not in line with best practice and/or established Company procedures. Enforcement action is not likely, although accident or property damage is possible. The recommendations made are desired improvements, precautions or techniques consistent with good fire safety control and practice.</p>

FIRE RISK ASSESSMENT Significant findings

Premises address: Masonic Centre, Bourne

Postcode: PE10 9LQ

Risk Assessment Date: 1/12/22

Assessor 1: A Eastman

Assessor 2: (If applicable)

Item N ^o	Priority	Section and Sub Paragraph	Description of Unsatisfactory Condition	Persons at Risk	Existing Control Measures (If any)	Proposed Remedial action. By When, By Who
1	4	1.7	Large recycle bin behind bar area containing cardboard and paper	Tenants/visitors		Should be emptied into outside bins at end of events to reduce the fire loading 1 week
2	4	2.3	Kitchen extractors clean during inspection,	Tenants/visitors		Set up routine for maintaining the standard of cleaning within the kitchen 1 month
3	3	2.12	No items have had portable appliance testing completed,	Tenants/visitors		Engage a competent person to carry out PAT test of all items and keep records 1 Month
4	3	2.13	Extension leads in use by hall hirers	Tenants/visitors		Extension leads used at times ensure safe use policy set up to avoid overloading

						1 Month
5	3	3.7& 4.13	Some fire exit routes have illuminated signs, and some are missing the route and arrow indication in the following areas ante room into office office to front door (no sign) Ladies toilet area	Tenants/ visitors		Install correct signage to indicate the escape route from all rooms 1 Month
6	3	4.2	Fire exits leading on to the rear carpark	Tenants/ visitors		Both doors have fire exit keep clear signs but would benefit from having a physical barrier installed to stop people parking too close to the door which opens outwards 6 Months.
7	1	4.2	Kitchen fire exit is only open via a key and still had the metal gate locked on the outside of this with people using the hall,	Tenants/ visitors		Replace the inner door lock with a thumb screw type to allow opening without a key from the inside. and ensure both metal gates are open whenever anyone is in the building. this applies to members and hirers who unlock the building. (Discussed on the inspection) 1 week

8	4	4.9	4.9 kitchen door needs self-closer adjusting as not fully closing in frame and removal of felt pad from within frame.	Tenants/visitors		This will allow for a better seal and to reduce smoke spread in the event of a fire. 1 week
9	4	4.11	Various wedges left next to doors including toilets and kitchen these should not be used to prop open doors designed to reduce the spread of fire and smoke.	Tenants/visitors		Remove wedges and install automatic closers if doors are needed to be kept open 1 Month.
10	3	4.16	limited emergency lighting within the building	Tenants/visitors		Improve emergency lighting in female toilet foyer and in main hall so escape routes are illuminated 6 Months.
11	3	5.5	No working detection system in the building	Tenants/visitors	Shouted warning of fire	No working detection system and with the buildings limited use the life risk from a fire is minimal going forward to protect the assets it may be beneficial to install a new fire alarm and security system. No Date
12	4	6.6	Building hired out to other users during the week	Tenants/visitors		Fire safety instructions should be part of the hirer's agreement

						1 Month
13	4	7	No records of routine maintenance having been carried out.	Tenants/ visitors		<p>maintenance program should be set up for items in section 7 including monthly checks on fire extinguishers, final exit doors, emergency lighting and internal fire doors</p> <p>1 month</p>
14	4	8	No records of any items being completed in section 8	Tenants/ visitors		<p>New fire logbook issued during inspection and instruction given on record keeping and user responsibilities, should be reviewed in 6 months to confirm records are up to date</p> <p>1 month</p>
				Tenants/ visitors		
				Tenants/ visitors		
				Tenants/ visitors		
4				Tenants/ visitors		

