

Fire Risk Assessment

Cranleigh Youth Centre



Working in Partnership With



KA Safety Solutions

Being Safe is For All of Us.

Keith Atkins
KA Safety Solutions

CRANLEIGH YOUTH CENTRE
FIRE RISK ASSESSMENT

Record of Reviews or Amendments

Version	Date	Summary of Change	Name
1	31/05/23	Initial Fire Risk Assessment	K. Atkins - Hendeca
2	29/05/24	Annual Review	K. Atkins - Hendeca
3	30/05/25	Annual Review	K. Atkins - KASS

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Part 1 - General Information

1. Premises Particulars

1.1. Premises Name & Address:

Cranleigh Youth Centre
Village Way
Cranleigh
Surrey
GU6 8AF

1.2. Use of Premises:

A youth centre used for the assembly of people and for recreation use.

1.3. Owner/Employer/Person in Control of the Workplace:

Beverly Bell
Clerk of Parish Council

1.4. Date of Fire Risk Assessment:

30 May 2025 (non-invasive, visual only)

1.5. Date of Previous Fire Risk Assessment:

29 May 2024

1.6. Suggested Date of Review

May 2026 or any significant building alterations, change of use or after a reportable incident.

1.7. Name & relevant details of the person who carried out the Fire Risk Assessment:

Keith Atkins GFireE MIFSM
Safety Consultant
KA Safety Solutions
07739343452
kasafetysolutions@gmail.com

2. Fire Risk Assessment Principle

Legislation requires “suitable and sufficient” assessments to ensure that organisations comply with health and safety legislation. Accordingly, an organisation could choose to carry out, and document, a single combined health, safety and fire risk assessment. In practice, this approach is normally only adopted in the case of very small premises, and most organisations choose to carry out a separate Fire Risk Assessment (FRA), independent of their health and safety risk assessment. The reason for this is that, for most premises, different skills, experience, and expertise are required for each of the two forms of risk assessment.

As a code of practice, fire risk assessors use Publicly Available Specifications (PAS) PAS79-1:2022 in providing guidance and recommendations with conducting fire risk assessment of Non-Domestic Premises

The objectives of this PAS are:

- to provide organisations and their advisers with a methodology that can assist them in meeting their legislative responsibilities to undertake FRAs.
- to provide a framework for the assessment of fire risk.
- to promote better understanding of fire risks and fire safety by organisations and non-fire specialists.
- to enable common relevant terminology to be adopted by those who carry out FRAs.
- to provide an understanding of the principles and scope of FRAs.
- to establish a pragmatic, holistic and risk-proportionate approach towards assessment of fire prevention measures, fire protection measures and management of fire safety, for the purpose of conducting FRAs, based upon a fundamental understanding of fire safety principles.
- to establish a satisfactory basis for documentation of FRAs.
- to provide a benchmark for a suitable and sufficient FRA.
- to promote a consistent approach to carrying out and documenting an FRA that is likely to be satisfactory to enforcing authorities

The methodology in this PAS provides a structured approach to fire risk assessment for people with knowledge of the principles of fire safety; it is not a guide to fire safety.

The recommended approach to carrying out fire risk assessments is intended to determine the risk-proportionate fire precautions required to protect occupants of non-domestic premises, including employees, contractors, visitors, and members of the public, and to protect people in the immediate vicinity of the premises.

The fire risk assessment is not necessarily sufficient to address the safety of firefighters in the event of a fire on the premises, as firefighters are not “**relevant persons**” within the meaning of the relevant fire safety legislation.

3. Statement of Intent

Cranleigh Parish Council (CPC) confirms that a Fire Risk Assessment (FRA) will be conducted to ensure adequate fire safety and will be reviewed as necessary. The FRA will follow the 5-step narrative method as advocated by the Employers Guide. Significant findings will be recorded, and any deficiencies identified by the FRA process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the CPC Responsible Person has made the Clerk of Parish Council responsible for all fire safety matters, which include the FRA and all other matters appertaining to it.

The Clerk of Parish Council will be responsible for: -

- FRA's are completed for all CPC responsible buildings and be made available for inspection.
- Training of all nominated Fire Wardens.
- Training of all staff in fire awareness and the use of portable fire appliances.
- Ensuring all portable fire appliances, fire alarm systems and emergency lighting are regularly tested, serviced, and maintained. This shall be in conjunction with the CPC Committee.
- Completing FRA reviews, as required of all CPC premises.
- Ensuring regular fire evacuation drills are conducted and recorded.
- Ensuring all fire precaution notices and escape route diagrams are prominently displayed and current.
- Ensure all records are kept in a recognised format for auditing purposes.

The Clerk of the Parish Council will be responsible for monitoring the effectiveness of the FRA process and its implementation.

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.

4. General Description of Premises

4.1. Details of Construction:

A purpose-built single storey, building which incorporates a sports hall and common area with kitchen and office. Constructed of steel, concrete, brick, timber & glass, and sloping, tiled, roof structures.

There is a locked linked corridor attaching the Centre to the adjoining Snoxhall Pavilion.

One main entrance/exit with additional fire exit leading from the Sports Hall.

Other Relevant Information

4.2. Occupancy:

- 4.2.1. **Times the premises are in use:** Variable, dependent on use, open for hire/use from 0900-2330hrs, daily.
- 4.2.2. **The total number of persons employed within the premises:** 0
- 4.2.3. **The total number of persons who may resort to the premises:** Standing 160, numbers for other configuration use of the centre will have to be assessed when the need arises.
- 4.2.4. **The total number of persons who have mobility issues:** There is a possibility on occasion for people with mobility issues to use the building; mobility access/egress is achievable by the main entrance/exit and a side exit off the main hall.
- 4.2.5. **The total number of persons who have hearing issues:** There is a possibility on occasion for people with hearing issues to use the building; council staff are to ensure that adequate precautions are taken to ensure people resorting to the building with hearing issues are managed effectively out of the building in the event of an alarm.
- 4.2.6. **The total number of persons who have comprehension issues:** 0
- 4.2.7. **The total number of lone/remote Worker:** A possibility, these people will adhere to the CPC Lone Working Policy
- 4.2.8. **The total number of night worker:** 0
- 4.2.9. **The total number of sleeping occupants:** 0
- 4.2.10. **The total number of young persons employed (under 18):** yes - when hall is hired/used

4.3. Size:

- 4.3.1. **Building footprint (Metre x Metre):** 20m x 17m approximately
- 4.3.2. **Number of Floors:** 1
- 4.3.3. **Number of Stairs:** 0

5. Fire Loss Experience

- None since the last Fire Risk Assessment

6. Relevant Fire Safety Legislation

6.1. The following fire safety legislation applies to these premises:

- Health & Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999

6.2. The above legislation is enforced by:

- Surrey Fire and Rescue Service
- Waverley Council
- Health and Safety Executive (HSE)

6.3. Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 (as amended):

- DCLG FSRA - Small & Medium Place of Assembly
- DCLG FSRA - Offices and Shops
- DCLG FSRA - Means of Escape for Disabled People
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- BS5266-1: 2016 Emergency Lighting. Code of Practice for the Emergency Lighting of Premises.
- BS 5306-3:2017 ACoP for commissioning & maintenance of portable fire extinguishers
- BS 5306-8:2023 ACoP for selection & positioning of portable fire extinguishers
- BS 5839-1:2017 ACoP for the design, installation, commissioning & maintenance of fire detection in non-domestic premises

6.4. The other legislation referred to above is enforced by:

- Local enforcing agencies

6.5. Is there an alterations notices in force?

Yes ☐ No ☒

6.6. Relevant information and deficiencies observed: None

Part 2 - Fire Hazards and their Elimination or Control

7. Electrical Sources of Ignition

7.1. Are reasonable measure taken to prevent fires of electrical origin?

Yes ☒ No ☐

7.2. Are fixed installations periodically inspected and tested?

Yes ☒ No ☐ N/A ☐

7.3. Is portable testing carried out?

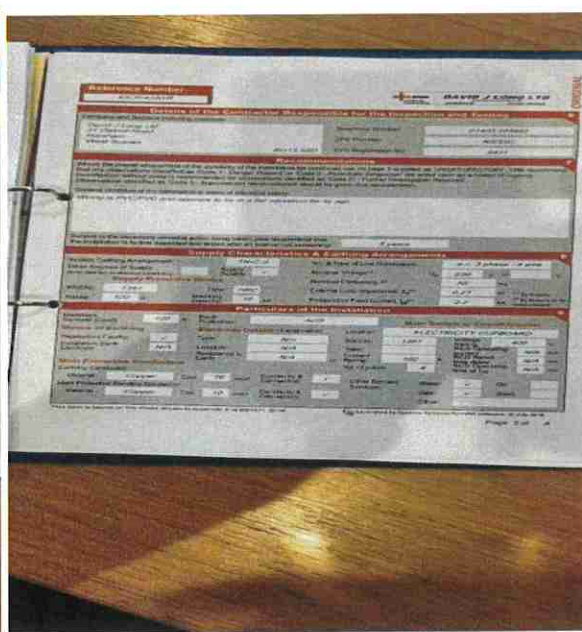
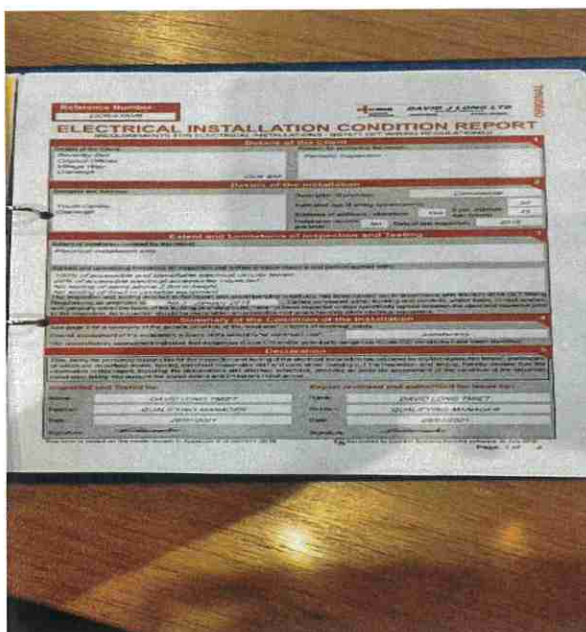
Yes ☒ No ☐ N/A ☐

7.4. Is there suitable limitation of trailing leads and adapters?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- A full Electrical Installation Condition inspection of the building fixed installation is conducted every 5 years, certificate held in the Cranleigh Parish Council office and were viewed during the FRA. The electrical inspection was conducted July 2021, July 2026
- The Electricity at Work Regulations 1989 place a duty on the employer to maintain and conduct tests of all fixed and portable electrical equipment at reasonable intervals.
- Portable Appliance Electrical Testing was evident within the building, conducted May 25
- 7.3 - Dishwasher required PAT testing





8. Smoking

8.1 Are reasonable measures taken to prevent fires as a result of smoking?

Yes ☒ No ☐

8.2 More specifically:

a) Is smoking prohibited in the building?

Yes ☒ No ☐

b) Is smoking prohibited in appropriate areas?

Yes ☒ No ☐ N/A ☐

c) Are there suitable arrangements for those who wish to smoke?

Yes ☒ No ☐

d) Did the smoking policy appear to be observed at time of inspection?

Yes ☒ No ☐

Observations & Comments: None



9. Arson

9.1 Does basic security against arson by outsiders appear reasonable?

Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?

Yes ☒ No ☐

Observations & Comments:

- The centre is fitted with external CCTV and connected to an external monitoring centre.
- Waste is stored away from the centre and removed regularly by an external contractor.



10. Portable Heaters and Heating and Ventilation Installations

10.1 Is there satisfactory control over the use of portable heaters?

Yes ☒ No ☐ N/A ☐

10.2 Are fixed heating and ventilation installations subject to regular maintenance?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- 10.2 - Sport Hall – Fitting with an overhead gas feed heating system. Inspected Feb 25

Regin		LANDLORD/HOME OWNER GAS SAFETY RECORD		Report Ref No: 45C 1900770																								
This inspection is for gas safety purposes only to comply with the Gas Safety (Installation and Use) Regulations. There have been inspected visually and checked for satisfactory execution of products of combustion. A detailed internal inspection of the flue integrity, construction and lining has NOT been carried out.																												
REGISTERED BUSINESS DETAILS Firm No: 532066 Company: Cranleigh Building Services Address: Cranleigh, Surrey, GU8 3JY Postcode: GU8 3JY Tel: 01483 810000		INSPECTION/INSTALLATION ADDRESS Name & Title: Graham Whittington Address: Cranleigh Youth Centre Postcode: GU8 3JY Tel: 01483 810000																										
LANDLORD (OR AGENT) NAME & ADDRESS Name & Title: Address: Postcode: Tel:		Number of appliances tested: TVCS																										
<table border="1"> <thead> <tr> <th colspan="2">APPLIANCE DETAILS</th> <th colspan="2">FLUE TESTS</th> <th colspan="2">INSPECTION DETAILS</th> </tr> <tr> <th>No.</th> <th>Description</th> <th>Gas Type</th> <th>Test Result</th> <th>Visual Check</th> <th>Flue Check</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sports Hall Space Heating</td> <td>LP</td> <td>OK</td> <td>OK</td> <td>OK</td> </tr> <tr> <td>2</td> <td>Sports Hall</td> <td>LP</td> <td>OK</td> <td>OK</td> <td>OK</td> </tr> </tbody> </table>					APPLIANCE DETAILS		FLUE TESTS		INSPECTION DETAILS		No.	Description	Gas Type	Test Result	Visual Check	Flue Check	1	Sports Hall Space Heating	LP	OK	OK	OK	2	Sports Hall	LP	OK	OK	OK
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For appliances not tested by the landlord the recorded 'Appliance Safe to Use' response is based on a visual check for obvious defects only.																												
Gas Installation: <input checked="" type="checkbox"/> Fluework: <input checked="" type="checkbox"/> Emergency Control: <input checked="" type="checkbox"/> Satisfactory Gas: <input checked="" type="checkbox"/> Environmental: <input checked="" type="checkbox"/>																												
GIVE DETAILS OF ANY FAULTS																												
RECTIFICATION WORK CARRIED OUT																												
OTHER COMMENTS OR OBSERVATIONS																												
NEXT GAS SAFETY CHECK DUE BEFORE: 19/02/26																												
ISSUED BY (GAS ENGINEER) Name: 5736737 Issue Date: 19 Feb 2023																												
RECEIVED BY Name: Graham Whittington Date: 19 Feb 2023																												

CRANLEIGH YOUTH CENTRE
FIRE RISK ASSESSMENT

11. Cooking

11.1 Are reasonable measures taken to prevent fires as a result of cooking

Yes ☒ No ☐ N/A ☐

11.2 More specifically:

Are filters cleaned or changed and ductwork cleaned regularly?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Gas check conducted Feb 25; record viewed during FRA

LANDLORD/HOME OWNER GAS SAFETY RECORD																																																											
<p>PROPERTY DETAILS</p> <p>Property Name: <u>CRANLEIGH YOUTH CENTRE</u></p> <p>Address: <u>10000 Highway 100, Cranleigh, BC V3C 2S9</u></p> <p>City: <u>CRANLEIGH</u></p> <p>Province: <u>BC</u></p> <p>Country: <u>Canada</u></p>																																																											
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<p>TESTS</p> <p>Flue Gas Analysis: <u>Pass</u></p> <p>Gas Pressure Test: <u>Pass</u></p> <p>Leak Test: <u>Pass</u></p> <p>Combustion Test: <u>Pass</u></p>																																																											
<p>COMMENTS</p> <p>For Landlord/Owner use only. This section is for recording any defects or unsafe conditions found during the inspection. If a defect is found, it must be repaired before the gas system is safe to use.</p> <p>Defects Found: <u>None</u></p> <p>Repairs Required: <u>None</u></p>																																																											
<p>ISSUED BY GAS ENGINEER</p> <p>Engineer Name: <u>[Name]</u></p> <p>Engineer License No.: <u>[License No.]</u></p> <p>Engineer Signature: <u>[Signature]</u></p> <p>Engineer Date: <u>[Date]</u></p>																																																											

A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

12. Lightning

12.1 Does the building have a lightning protection system?

Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed): None

13. Housekeeping

13.1 Is the overall standard of housekeeping adequate?

Yes ☒ No ☐

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources?

Yes ☒ No ☐

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?

Yes ☒ No ☐

Observations & Comments:

- Internal – Housekeeping was of a reasonably standard.

14. Hazards Introduced by Outside Contractors and Building Works

14.1 Is there satisfactory control over works carried out in the building?

Yes ☐ No ☒ N/A ☐

14.2 More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors?

Yes ☐ No ☒ N/A ☐

b) Where appropriate, is a permit to work system used (e.g., for "hot work")?

Yes ☐ No ☒ N/A ☐

c) Are suitable precautions taken by in-house maintenance personnel who carry out works?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- On site instructions are given to contractors & visitors on what to do in the event of a fire or other emergency
- 14.1 - No evidence of a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems Of Works (SSOW), and Insurance details are checked prior to contractors commencing works.
- 14.2b – No evidence of a system in place to issue Permit to Work to contractors by the CPC, for example Hot Works, Confined Space, and Working at Height.

15. Dangerous Substances

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? (Small quantities with negligible impact on the appropriate fire precautions need not be taken into account)

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

16. Other Significant Fire Hazards that Warrant Consideration

16.1 Hazards: None

Observations & Comments: None

Part 3 - Fire Protection Measures

17. Means of Escape

17.1 Is the design and maintenance of the means of escape considered adequate?

Yes ☒ No ☐

17.2 More specifically:

a) Do staircase and exit capacities appear to be adequate for the number of occupants?

Yes ☒ No ☐ N/A ☐

b) Are there reasonable distances of travel: - where there is escape in a single direction?

Yes ☒ No ☐

c) Are there reasonable distances of travel: - where there are alternative means of escape?

Yes ☒ No ☐

d) Is there adequate provision of exits?

Yes ☒ No ☐

e) Do fire exits open in the direction of escape, where necessary?

Yes ☒ No ☐

f) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?

Yes ☐ No ☐ N/A ☒

g) Are the arrangements provided for securing exits satisfactory?

Yes ☒ No ☐

h) Is a suitable standard of protection designed for escape routes?

Yes ☒ No ☐

i) Are there reasonable arrangements for means of escape for disabled people?

Yes ☒ No ☐

Observations & Comments:

- All main final fire exit doors open in the direction of escape
- Disable toilet is fitted with an alarm, and tested during the FRA
- Front and rear exits are fitted with a ramp.

17.3 Are the escape routes available for use and suitably maintained?

Yes ☒ No ☐

More specifically:

a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary?

Yes ☐ No ☒

b) Is the fire-resisting construction protecting escape routes in sound condition?

Yes ☒ No ☐

c) Are all escape routes clear of obstructions?

Yes ☒ No ☐

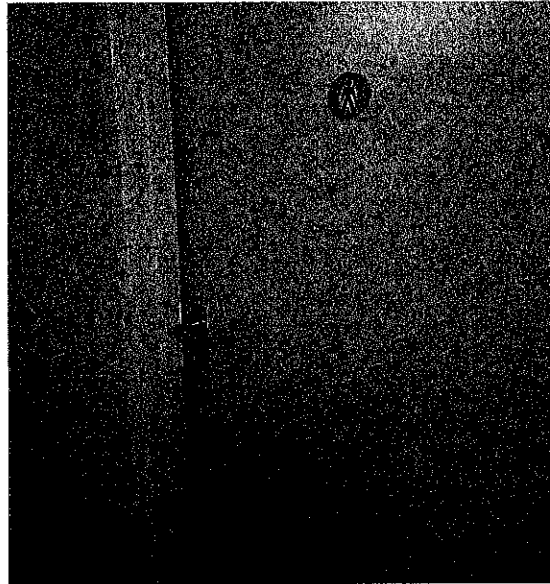
d) Are all fire exits easily and immediately openable?

Yes ☒ No ☐

Observations & Comments:

- 17.3a – Sport Hall – The fire doors do not close in the correct order, compromising compartmentation.
- 17.3a - Ladies Toilet – Fire door doesn't close fully, compromising compartmentation and escape route.
- 17.3a - Gents Toilet – Fire door doesn't close fully, compromising compartmentation and escape route.





N.B. This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issue, or are concerned about the adequacy of fire stopping, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

18. Measures to Limit Fire Spread and Development

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard?

Yes ☒ No ☐

b) reasonable limitation of linings that might promote fire spread?

Yes ☒ No ☐

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

N.B. This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues or are concerned about the adequacy of fire stopping, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

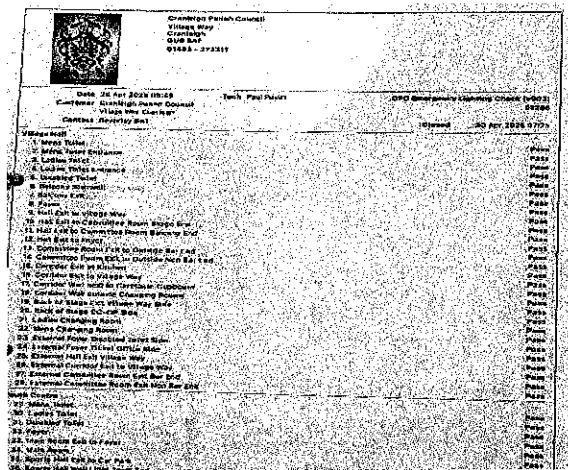
19. Emergency Escape Lighting

19.1 Has a reasonable standard of emergency escape lighting system been provided?

Yes ☒ No ☐

Observations & Comments:

- Emergency lighting is tested inspected annually, and records viewed during the FRA.
- Annual emergency lighting inspection has been conducted – 30 Apr 25



20. Fire Safety Signs and Notices

20.1 Is there a reasonable standard of fire safety signs and notices?

Yes ☒ No ☐ N/A ☐

Observations & Comments: None

21. Means of Giving Warning in Case of Fire

21.1 Is a reasonable fire detection and fire alarm system provided?

Yes ☒ No ☐ N/A ☐

21.2 Is there remote transmission of alarm signals?

Yes ☒ No ☐ N/A ☐

21.3 Is a zone plan displayed?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Fire detection is present throughout the building, and fitted with both sound and visual alarms
- Loft area is fitted with a detector, with an alarm indicator in the Club Room area
- Fire alarm is tested and inspection annually, and records viewed during the FRA.
- Weekly fire checks are conducted and recorded in the Fire Log, held in the reception area.
- The fire alarm is remotely monitored during silent hours – Shield Security
- Fire alarm is tested weekly, and records kept in the Fire Log, which was observed during the FRA.



21.4 Relevant information on false alarm experience (if known): None

N.B. Based on visual inspection, no audibility tests or verification of full compliance with relevant British Standard carried out.

22. Manual Fire Extinguishing Appliances

22.1 Is there reasonable provision of manual fire extinguishing appliances?

Yes ☒ No ☐ N/A ☐

22.2 What type(s) of appliances are provided?

- Portable fire extinguishers: Water– 2, CO2 – 2
- Hose reels: None
- Fire blankets: 1

22.3 Are all fire extinguishing appliances readily accessible?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Serviced Aug 25

23. Relevant Automatic Fire Extinguishing Systems

23.1 Type of fixed system: None

Observations & Comments: None

24. Other Relevant Fixed Systems and Equipment

24.1 Type of fixed system: None

Observations & Comments: None

24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells (Solar panels), with appropriate signage, to assist the fire and rescue service?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

Part 4 - Management of Fire Safety

25. Procedures and Arrangements

25.1 Safety assistance: The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:

- The Chair of the Cranleigh Parish Council

25.2 Fire safety at the premises is managed by: (This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment)

- The Clerk of the Parish Council

25.3 Is there a suitable record of the fire safety arrangements?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- A Fire Log was observed during the FRA, which contained fire safety related test inspection reports and records.
- A fire safety policy was viewed. Review date had expired, due Apr 22
- Fire evacuation plan was viewed. Review date had expired, due Aug 24

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate)? (Based on a brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated).

Yes ☒ No ☐

More specifically:

a) Are there adequate procedures for investigating fire alarm signals?

Yes ☒ No ☐

b) Are there suitable arrangements for summoning the fire and rescue service?

Yes ☒ No ☐

c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?

Yes ☒ No ☐

d) Are there suitable arrangements for ensuring that the premises have been evacuated?

Yes ☒ No ☐

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e) Is there a suitable fire assembly point(s)?

Yes ☒ No ☐

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Yes ☒ No ☐

Observations & Comments:

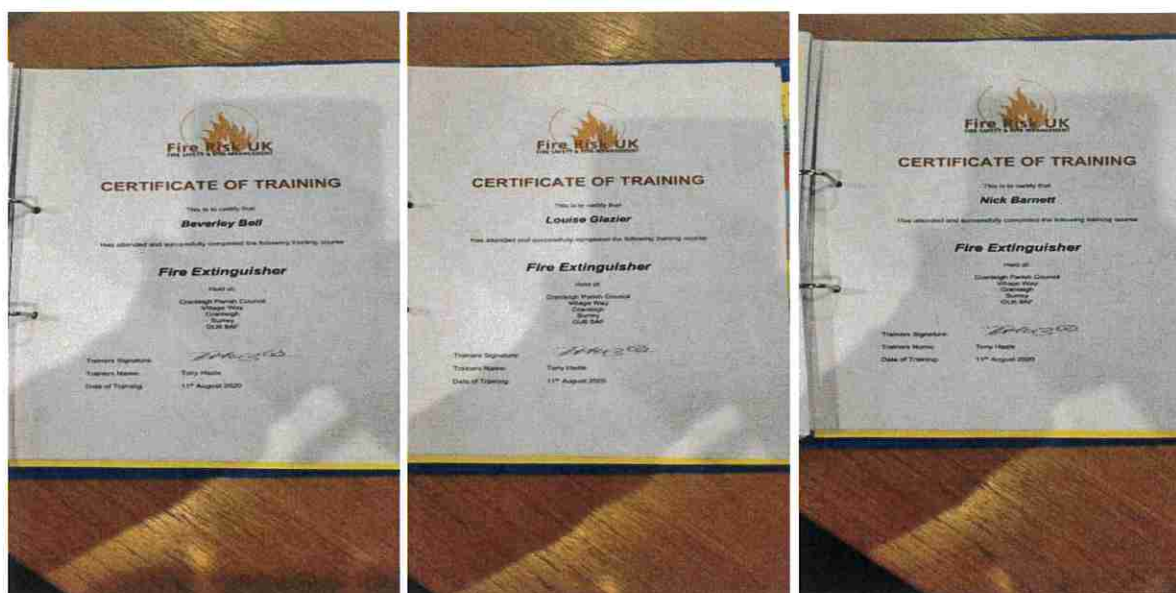
- 25.4c – The Local Authority Fire Service (LAFS) will either be met by a building occupier or by a member of the external monitoring company in the event of a fire alarm.
- 25.4d – Assembly point is identifiable in the car point.

25.5 Are there personnel nominated to use fire extinguishing appliances?

Yes ☐ No ☒

Observations & Comments:

- 25.5 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, it is recommended to refresh this training every 3 years. Fire Warden training expired Jan 22, and there is a need for more than one fire warden to cover absences.



25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people?

Yes ☒ No ☐

Observations & Comments:

- This would be undertaken by the hall hirer.

25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarisation visits?)

Yes ☐ No ☒

Observations & Comments:

- 25.8 - No records observed to determine if regular LAFS visits are conducted.

25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?

Yes ☒ No ☐

Observations & Comments: None

26. Training and Drills

26.1 Are all staff given adequate fire safety instruction and training?

Yes ☐ No ☒

More specifically:

- Are they trained on induction?

Yes ☐ No ☒

- Are they given periodic refresher training?

Yes ☐ No ☒

- Are they given additional training to cover any specific roles and responsibilities?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- 26.1 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, it is recommended to refresh this training every 3 years.
- 26.1 - Additional Fire Wardens are required to cover absences.

27. Testing and Maintenance

27.1 Is there adequate maintenance of the premises?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- From a general observation the building is in a good condition.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- 27.2 - Annual inspection was conducted May 24, is due now
- 27.2 – Weekly test are conducted and recorded.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Annual emergency lighting inspection has been conducted – Apr 25
- 27.3 – No records observed of monthly functional 'Flick' test in accordance with BS EN 50172 / BS 5266-8

27.4 Is annual maintenance of fire extinguishing appliances undertaken?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Serviced in Aug 25, due Aug 26

27.5 Is periodic inspection of external escape staircases and gangways undertaken?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.6 Are six-monthly inspection and annual testing of rising mains undertaken?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.9 Are routine checks of final exit doors and/or security fastenings undertaken?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Weekly checks conducted, records were viewed during the FRA

28. Records

28.1 Are there appropriate records of:

- Fire drills?

Yes ☐ No ☐ N/A ☒

- Fire training?

Yes ☒ No ☐ N/A ☐

- Fire alarm tests?

Yes ☒ No ☐ N/A ☐

- Emergency escape lighting tests?

Yes ☒ No ☐ N/A ☐

- Maintenance and testing of other fire protection systems and equipment?

Yes ☐ No ☐ N/A ☒

Observations & Comments:

- As no CPC Staff work in this building, as it's mainly for hire, no fire drills are carried out. CPC are to ensure the Fire Evacuation plan is disseminated to those that use or hire the hall.

29. Outcome, Findings and Actions

Fire Risk Assessment The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

High

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

Low: Unusually low likelihood of fire because 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

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 is unlikely to result in 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:

Trivial

Tolerable

Moderate

Substantial

Intolerable

Comments: The consequence of a fire starting is considered low due to the building materials used internally of the building. There is potential of unserviceable electrical items being used by a hirer of the hall, which could pose a hazard to fire safety.

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Compartmentation within the building is compromised with the incorrect door closing sequence with the double hall double doors.

The fact that there is fire detection within the building, would allow sufficient time to evacuate the building before it becomes untenable.

When this building is not in use the risk is low.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level Action and timescale:

Trivial	No action is required, and no detailed records need be kept
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to 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 repeated regularly.

Action Plan It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:
Trivial

Definition of priorities (where applicable):

Priorities
1. High.
2. Medium
3. Low

Suggested Timescale
A. Immediately
B. 1 Month
C. 6 Month
D. 1 Year (with Month)

Action	Priority	Timescale	Date Completed	Comments
Dishwasher required PAT testing	1	B		See comment in Section 7.3
To introduce a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW), and Insurance details are checked prior to contractors commencing any work in a Parish Council controlled building. Including equipment that is used is serviceable and fit for purpose.	1	B		See comment in Section 14.1
To introduce a Permit to Work schemes for all Hot Works, Confined Space, Working at Height and any other activity that requires a Permit to Work. This is to be issued by a competent trained person and authorised to issue a Permit to Work permit, to be held on file. The recommendation is for at least one year.	1	B		See comment in Section 14.2b
Sport Hall/Club Room – Replace fire door coordinator device (Door Selector) to ensure correct sequence of door closure to provide fire protection and compartmentation within the building.	1	B		See comment in Section 17.3a As fitted on the foyer door
Ladies Toilets – To rectify the fire door to ensure it closes fully	1	A		See comment in Section 17.3a

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Gents Toilets – To rectify the fire door to ensure it closes fully	1	A		See comment in Section 17.3a
To review the fire safety policy, the review was due Apr 22	1	A		See comment in Section 25.3
To review the fire evacuation plan, the review was due Aug 24	1	A		See comment in Section 25.3
To provide Fire Awareness and Fire Warden training to all staff and to maintain records of this training. Refresher training should be at least 3 years, delivered by a competent training provider.	1	B		See comment in Section 25.5, 26.1
Provide a record of LAFS visits to CPC buildings	1	B		See comment in Section 25.8
Annual fire alarm inspection was due in May 25, no records provided to confirm this was conducted. Confirm if inspection has been completed.	1	A		See comment in Section 27.2
Emergency Lighting - Confirm monthly 'flick' test is conducted in accordance with BS 5266-1:2016	1	B		See comment in Section 27.3

Fire Risk Assessment

Cranleigh Village Hall



Working in Partnership With



KA Safety Solutions

Being Safe is For All of Us.

Keith Atkins
KA Safety Solutions

CRANLEIGH VILLAGE HALL
FIRE RISK ASSESSMENT

Record of Reviews or Amendments

Version	Date	Summary of Change	Name
1	22/05/23	Initial Fire Risk Assessment	K. Atkins - Hendeca
2	28/05/24	Annual Review	K. Atkins - Hendeca
3	03/06/25	Annual Review	K. Atkins - KASS

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Part 1 - General Information

1. Premises Particulars

1.1. Premises Name & Address:

Cranleigh Village Hall
Village Way
Cranleigh
Surrey
GU6 8AF

1.2. Use of Premises:

A village hall used for the assembly of people and for recreation use. The small side hall is used as a coffee shop (Alpher Coffee).

1.3. Owner/Employer/Person in Control of the Workplace:

Beverly Bell
Clerk of Parish Council

1.4. Date of Fire Risk Assessment:

03 June 2025 (non-invasive, visual only)

1.5. Date of Previous Fire Risk Assessment:

28 May 2024

1.6. Suggested Date of Review

May 2026 or any significant building alterations, change of use or after a reportable incident.

1.7. Name & relevant details of the person who carried out the Fire Risk Assessment:

Keith Atkins GFireE MIFSM
Safety Consultant
KA Safety Solutions
07739343452
kasafetysolutions@gmail.com

2. Fire Risk Assessment Principle

Legislation requires “suitable and sufficient” assessments to ensure that organisations comply with health and safety legislation. Accordingly, an organisation could choose to carry out, and document, a single combined health, safety and fire risk assessment. In practice, this approach is normally only adopted in the case of very small premises, and most organisations choose to carry out a separate Fire Risk Assessment (FRA), independent of their health and safety risk assessment. The reason for this is that, for most premises, different skills, experience, and expertise are required for each of the two forms of risk assessment.

As a code of practice, fire risk assessors use Publicly Available Specifications (PAS) PAS79-1:2022 in providing guidance and recommendations with conducting fire risk assessment of Non-Domestic Premises

The objectives of this PAS are:

- to provide organisations and their advisers with a methodology that can assist them in meeting their legislative responsibilities to undertake FRAs.
- to provide a framework for the assessment of fire risk.
- to promote better understanding of fire risks and fire safety by organisations and non-fire specialists.
- to enable common relevant terminology to be adopted by those who carry out FRAs.
- to provide an understanding of the principles and scope of FRAs.
- to establish a pragmatic, holistic and risk-proportionate approach towards assessment of fire prevention measures, fire protection measures and management of fire safety, for the purpose of conducting FRAs, based upon a fundamental understanding of fire safety principles.
- to establish a satisfactory basis for documentation of FRAs.
- to provide a benchmark for a suitable and sufficient FRA.
- to promote a consistent approach to carrying out and documenting an FRA that is likely to be satisfactory to enforcing authorities

The methodology in this PAS provides a structured approach to fire risk assessment for people with knowledge of the principles of fire safety; it is not a guide to fire safety.

The recommended approach to carrying out fire risk assessments is intended to determine the risk-proportionate fire precautions required to protect occupants of non-domestic premises, including employees, contractors, visitors, and members of the public, and to protect people in the immediate vicinity of the premises.

The fire risk assessment is not necessarily sufficient to address the safety of firefighters in the event of a fire on the premises, as firefighters are not “**relevant persons**” within the meaning of the relevant fire safety legislation.

3. Statement of Intent

Cranleigh Parish Council (CPC) confirms that a Fire Risk Assessment (FRA) will be conducted to ensure adequate fire safety and will be reviewed as necessary. The FRA will follow the 5-step narrative method as advocated by the Employers Guide. Significant findings will be recorded, and any deficiencies identified by the FRA process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the CPC Responsible Person has made the Clerk of Parish Council responsible for all fire safety matters, which include the FRA and all other matters appertaining to it.

The Clerk of Parish Council will be responsible for: -

- FRA's are completed for all CPC responsible buildings and be made available for inspection.
- Training of all nominated Fire Wardens.
- Training of all staff in fire awareness and the use of portable fire appliances.
- Ensuring all portable fire appliances, fire alarm systems and emergency lighting are regularly tested, serviced, and maintained. This shall be in conjunction with the CPC Committee.
- Completing FRA reviews, as required of all CPC premises.
- Ensuring regular fire evacuation drills are conducted and recorded.
- Ensuring all fire precaution notices and escape route diagrams are prominently displayed and current.
- Ensure all records are kept in a recognised format for auditing purposes.

The Clerk of the Parish Council will be responsible for monitoring the effectiveness of the FRA process and its implementation.

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.

4. General Description of Premises

4.1. Details of Construction:

A purpose-built, detached building which incorporates a first floor viewing balcony, vaulted ceiling, main hall, stage & various rooms. A side room houses a coffee shop which is open 6 days a week.

Constructed of concrete, brick, timber & glass, with mix of solid & timber sprung floors and sloping, tiled, roof structures.

One main entrance/exit to the front with further five exits. Single staircase to balcony which is lobbied at the top of the stairs.

There is a loft space area, which is accessible via a metal enclosed vertical ladder with a metal gantry bridge to allow access to the loft area. The ladder access is controlled by a ladder guard system when it's not in use to prevent unauthorised access to the loft area.

4.2. Occupancy:

- 4.2.1. **Times the premises are in use:** Variable, dependent on use, open for hire/use from 0900-2330hrs daily.
Alpher Coffee is open Tuesday – Saturday 0830-1600hrs. Sunday 0900-1500hrs
- 4.2.2. **The total number of persons employed within the premises:** 2 – Within the Alpher Coffee shop
- 4.2.3. **The total number of persons who may resort to the premises:** See Section 30 of this FRA for maximum occupancy numbers.
The coffee shop occupancy numbers can vary daily. The table layout will provide covers for 20 people
- 4.2.4. **The total number of persons who have mobility issues:** There is a possibility for people with mobility issues to use the building, mobility access/egress is achievable by the main entrance/exit and two side exits from the side room off the main hall. There are no arrangements provided for those with mobility issues to the Main Hall balcony area
- 4.2.5. **The total number of persons who have hearing issues:** There is a possibility on occasion that people with hearing issues use the building and council staff are to ensure that adequate precautions are taken to ensure people resorting the building with hearing issues are managed effectively out of the building in the event of an alarm.
- 4.2.6. **The total number of persons who have comprehension issues:** 0
- 4.2.7. **The total number of lone/remote Worker:** A possibility, these people will adhere to the CPC Lone Working Policy
- 4.2.8. **The total number of night worker:** 0
- 4.2.9. **The total number of sleeping occupants:** 0
- 4.2.10. **The total number of young persons employed (under 18):** yes - when hall is hired/used

4.3. Size:

- 4.3.1. Building footprint (Metre x Metre):** 40m x 20m approximately
- 4.3.2. Number of Floors:** 2 (Balcony and Loft Area)
- 4.3.3. Number of Stairs:** 1

5. Fire Loss Experience

- None since the last Fire Risk Assessment

6. Relevant Fire Safety Legislation

6.1. The following fire safety legislation applies to these premises:

- Health & Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999

6.2. The above legislation is enforced by:

- Surrey Fire and Rescue Service
- Waverley Council
- Health and Safety Executive (HSE)

6.3. Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 (as amended):

- DCLG FSRA - Small & Medium Place of Assembly
- DCLG FSRA - Offices and Shops
- DCLG FSRA - Means of Escape for Disabled People
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- BS5266-1: 2016 Emergency Lighting. Code of Practice for the Emergency Lighting of Premises.
- BS 5306-3:2017 ACoP for commissioning & maintenance of portable fire extinguishers
- BS 5306-8:2023 ACoP for selection & positioning of portable fire extinguishers
- BS 5839-1:2017 ACoP for the design, installation, commissioning & maintenance of fire detection in non-domestic premises

6.4. The other legislation referred to above is enforced by:

- Local enforcing agencies

6.5. Is there an alterations notices in force?

Yes ☐ No ☒

6.6. Relevant information and deficiencies observed: None

Part 2 - Fire Hazards and their Elimination or Control

7. Electrical Sources of Ignition

7.1. Are reasonable measure taken to prevent fires of electrical origin?

Yes ☒ No ☐

7.2. Are fixed installations periodically inspected and tested?

Yes ☒ No ☐ N/A ☐

7.3. Is portable testing carried out?

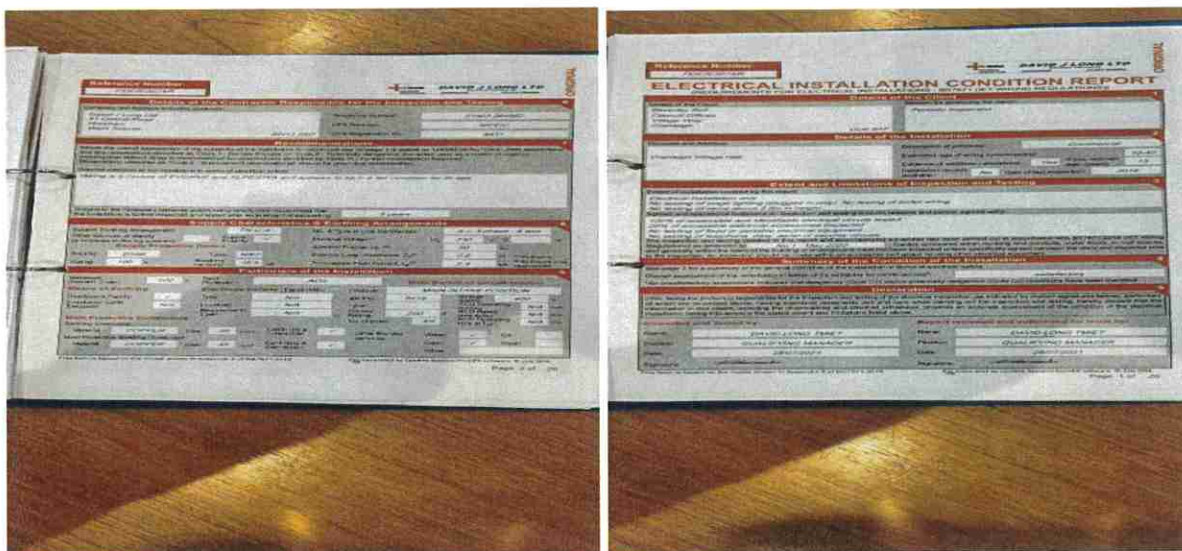
Yes ☐ No ☒ N/A ☐

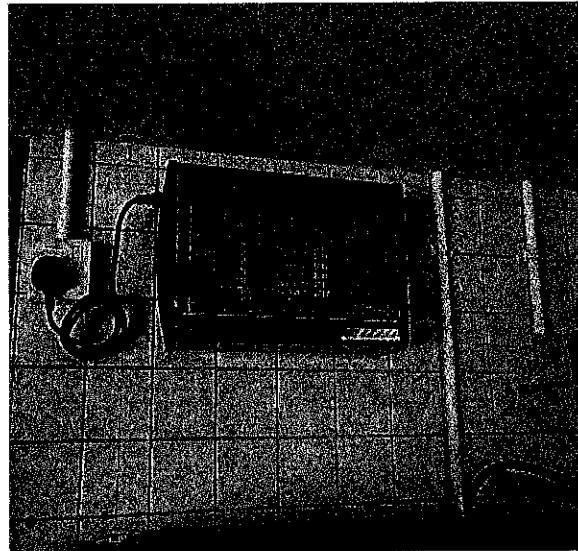
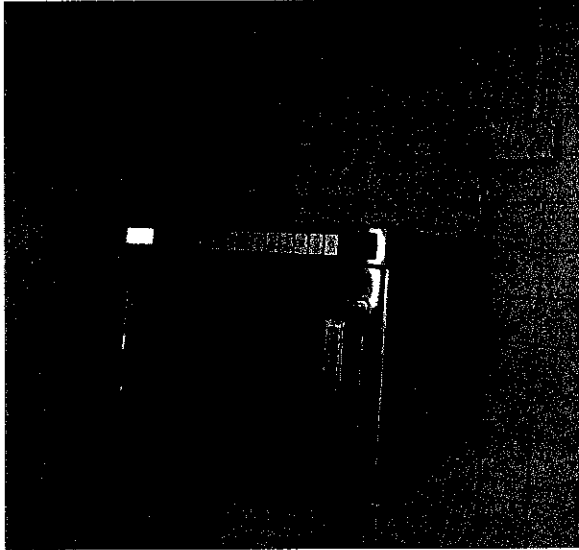
7.4. Is there suitable limitation of trailing leads and adapters?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- A full Electrical Installation Condition inspection of the building fixed installation is conducted every 5 years; certificate held in the Cranleigh Parish Council office and were viewed during the FRA. The electrical inspection was conducted 28 July 2021, due July 2026.
- The Electricity at Work Regulations 1989 place a duty on the employer to maintain and conduct tests of all fixed and portable electrical equipment at reasonable intervals.
- Records of maintenance and electrical testing must be retained for inspection.
- 7.2 - The Village Hall was undergoing an electrical overhaul at the time of the inspection.
- 7.3 - Portable Appliance Electrical Testing was evident within the building, however the several items in the kitchen are due PAT testing – microwave and fly zapper.
- 7.3 – All the electrical equipment in the Alpher café has all been recently purchased and covered by the manufacturers 12-month guarantee.





8. Smoking

8.1 Are reasonable measures taken to prevent fires as a result of smoking?

Yes ☒ No ☐

8.2 More specifically:

a) Is smoking prohibited in the building?

Yes ☒ No ☐

b) Is smoking prohibited in appropriate areas?

Yes ☒ No ☐ N/A ☐

c) Are there suitable arrangements for those who wish to smoke?

Yes ☒ No ☐

d) Did the smoking policy appear to be observed at time of inspection?

Yes ☒ No ☐

Observations & Comments:

- 8.1 – A suitable receptacle is located outside for the disposal of smoking materials.

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11. Cooking

11.1 Are reasonable measures taken to prevent fires as a result of cooking

Yes ☒ No ☐ N/A ☐

11.2 More specifically:

Are filters cleaned or changed and ductwork cleaned regularly?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- 11.2 – Kitchen – No records to confirm the extractor hood has an inspection and cleaning schedule in place

12. Lightning

12.1 Does the building have a lightning protection system?

Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed): None

13. Housekeeping

13.1 Is the overall standard of housekeeping adequate?

Yes ☒ No ☐

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources?

Yes ☒ No ☐

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?

Yes ☒ No ☐

Observations & Comments:

- Internal – Housekeeping was of a reasonably standard.

14. Hazards Introduced by Outside Contractors and Building Works

14.1 Is there satisfactory control over works carried out in the building?

Yes ☐ No ☒ N/A ☐

14.2 More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors?

Yes ☐ No ☒ N/A ☐

b) Where appropriate, is a permit to work system used (e.g., for "hot work")?

Yes ☐ No ☒ N/A ☐

c) Are suitable precautions taken by in-house maintenance personnel who carry out works?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- On site instructions are given to contractors & visitors on what to do in the event of a fire or other emergency.
- 14.1 - No evidence of a process to ensure that all contractors' Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW) and Insurance details are checked prior to contractors commencing works.
- 14.2b – No evidence of a system in place to issue Permit to Work to contractors by the CPC, for example Hot Works, Confined Space, and Working at Height.

15. Dangerous Substances

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? (Small quantities with negligible impact on the appropriate fire precautions need not be taken into account).

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

16. Other Significant Fire Hazards that Warrant Consideration

16.1 Hazards: None

Observations & Comments: None

Part 3 - Fire Protection Measures

17. Means of Escape

17.1 Is the design and maintenance of the means of escape considered adequate?

Yes ☒ No ☐

17.2 More specifically:

a) Do staircase and exit capacities appear to be adequate for the number of occupants?

Yes ☒ No ☐ N/A ☐

b) Are there reasonable distances of travel where escape is in a single direction?

Yes ☐ No ☒

c) Are there reasonable distances of travel where there are alternative means of escape?

Yes ☒ No ☐

d) Is there adequate provision of exits?

Yes ☒ No ☐

e) Do fire exits open in the direction of escape, where necessary?

Yes ☒ No ☐

f) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?

Yes ☐ No ☐ N/A ☒

g) Are the arrangements provided for securing exits satisfactory?

Yes ☒ No ☐

h) Is a suitable standard of protection designed for escape routes?

Yes ☒ No ☐

i) Are there reasonable arrangements for means of escape for disabled people?

Yes ☒ No ☐

Observations & Comments:

- All main final fire exit doors open in the direction of escape.
- Accessible toilet is fitted with an alarm, tested during the FRA – Satisfactory.
- 17.2b – Loft Area – The travel distance from the far end of the loft area to the bottom of the vertical ladder is above the permitted travel distance for a low fire risk area, 25m. This requires managing when the loft area is occupied. A Loft Access policy is in place for all those who required access to the loft area.
- 17.2i – Balcony – No one who is mobility impaired is to be permitted to the balcony area; a notice to this effect is displayed in the foyer.

17.3 Are the escape routes available for use and suitably maintained?

Yes ☒ No ☐

More specifically:

a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary?

Yes ☐ No ☒

b) Is the fire-resisting construction protecting escape routes in sound condition?

Yes ☒ No ☐

c) Are all escape routes clear of obstructions?

Yes ☐ No ☒

d) Are all fire exits easily and immediately openable?

Yes ☐ No ☒

Observations & Comments:

- 17.3a – Hall/Foyer – The fire doors do not close in the correct order, compromising compartmentation.
- 17.3a – Alpher Café – The fire doors leading into the main hall do not close in the correct order, compromising compartmentation.
- 17.3a – External Plant Room – Self-door closure is missing, compromising the escape route.
- 17.3c – Alpher Café – Fire exit is obstructed by a table; this fire exit is required to accommodate the evacuation from the main hall.
- 17.3d – Stage Fire Exit – Unable to open the fire exit leading from the stage via the thumb lock; this exit is required to assist with the evacuation from the stage and 'Back of House'

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N.B. This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

18. Measures to Limit Fire Spread and Development

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard?

Yes ☐ No ☒

b) reasonable limitation of linings that might promote fire spread?

Yes ☒ No ☐

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?

Yes ☐ No ☐ N/A ☒

Observations & Comments:

- 18.1a – Alpher Café/ Corridor Door – Fire door wedged open, compromising compartmentation.
- 18.1a – Balcony Fire Door – The gap between the door and the door frame on the bottom half of the open edge of the door exceeds the permitted 4mm gap.
- 18.1a – Ladies Changing Room – The toilet door doesn't engage into the door keep, which impedes onto the means of escape from this area.
- 18.1a – External Plant Room – Several Fire/Smoke stopping breaches were observed in the walls, cable and pipework runs.
- 18.1a – Loft Area – Fire/Smoke stopping breach was observed in the wall, cable runs.





N.B. This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

19. Emergency Escape Lighting

19.1 Has a reasonable standard of emergency escape lighting system been provided?

Yes ☐ No ☒

Observations & Comments:

- Emergency lighting is tested inspected annually, and records were viewed during the FRA. Annual conducted 30 April 2025
- 19.1 – Loft Area – No emergency lighting available to assist safe evacuation from the loft area. Head torches are provided by CPC as part of the Loft Access policy.

20. Fire Safety Signs and Notices

20.1 Is there a reasonable standard of fire safety signs and notices?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- 20.1 – External – There is no 'No Smoking' sign displayed externally.
- 20.1 Reception – Display the Fire Extinguisher Usage signage above or next to the water extinguisher.
- 20.1 – Rear fire exit gate has no 'Fire Exit Keep Clear' sign on it.



21. Means of Giving Warning in Case of Fire

21.1 Is a reasonable fire detection and fire alarm system provided?

Yes ☒ No ☐ N/A ☐

21.2 Is there remote transmission of alarm signals?

Yes ☒ No ☐ N/A ☐

21.3 Is a zone plan displayed?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- L1 fire detection system fitted throughout the hall.
- Weekly fire checks are conducted and recorded in the Fire Log, held in the reception area.
- The fire alarm is remotely monitored during silent hours – Shield Security

21.4 Relevant information on false alarm experience (if known): None

N.B. Based on visual inspection, no audibility tests or verification of full compliance with relevant British Standard carried out.

22. Manual Fire Extinguishing Appliances

22.1 Is there reasonable provision of manual fire extinguishing appliances?

Yes ☒ No ☐ N/A ☐

22.2 What type(s) of appliances are provided?

- Portable fire extinguishers: Water – 4, Foam – 1, CO2 – 5
- Hose reels: None
- Fire blankets: 1

22.3 Are all fire extinguishing appliances readily accessible?

Yes ☒ No ☐ N/A ☐

Observations & Comments: None

23. Relevant Automatic Fire Extinguishing Systems

23.1 Type of fixed system: None

Observations & Comments: None

24. Other Relevant Fixed Systems and Equipment

24.1 Type of fixed system: None

Observations & Comments: None

24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells (Solar panels), with appropriate signage, to assist the fire and rescue service?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

Part 4 - Management of Fire Safety

25. Procedures and Arrangements

25.1 Safety assistance: The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:

- The Chair of the Cranleigh Parish Council

25.2 Fire safety at the premises is managed by: (This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment)

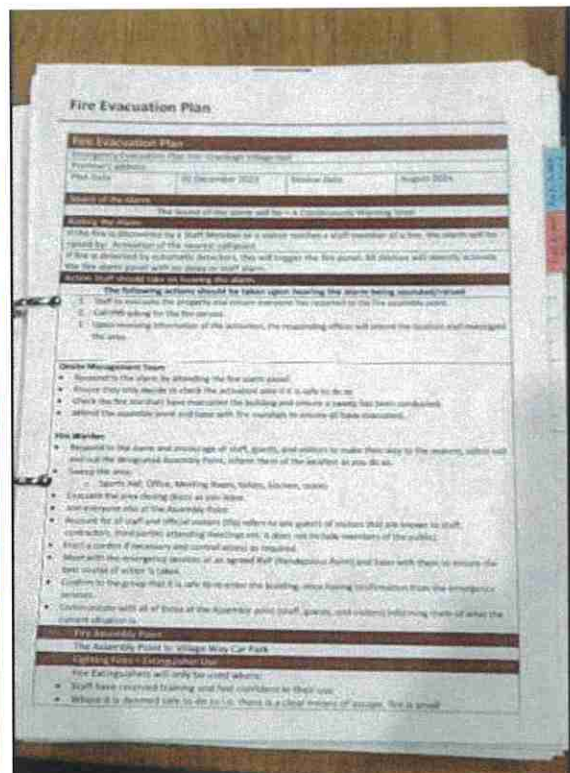
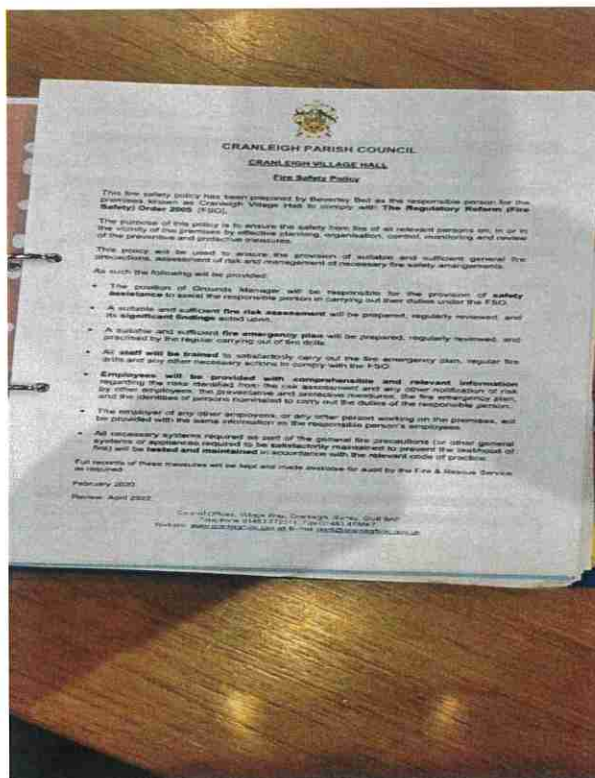
- The Clerk of the Parish Council

25.3 Is there a suitable record of the fire safety arrangements?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- A Fire Log was observed during the FRA, which contained fire safety related test inspection reports and records.
- A fire safety policy was viewed. Review date had expired, due Apr 22
- Fire evacuation plan was viewed. Review date had expired, due Aug 24



25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate)? (Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated).

Yes ☒ No ☐

More specifically:

a) Are there adequate procedures for investigating fire alarm signals?

Yes ☒ No ☐

b) Are there suitable arrangements for summoning the fire and rescue service?

Yes ☒ No ☐

c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?

Yes ☒ No ☐

d) Are there suitable arrangements for ensuring that the premises have been evacuated?

Yes ☒ No ☐

e) Is there a suitable fire assembly point(s)?

Yes ☒ No ☐

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Yes ☒ No ☐

Observations & Comments:

- 25.4c – The Local Authority Fire Service (LAFS) will either be met by a building occupier or by a member of the external monitoring company in the event of a fire alarm.

25.5 Are there personnel nominated to use fire extinguishing appliances?

Yes ☐ No ☒

Observations & Comments:

- 25.5 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, it is recommended to refresh this training every 3 years. Fire Warden training expired Jan 22, and there is a need for more than one fire warden to cover absences.

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25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people?

Yes ☒ No ☐

Observations & Comments:

- This would be undertaken by the hall hirer on a private hire.

25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarisation visits)?

Yes ☐ No ☒

Observations & Comments:

- 25.8 - No records observed to determine if regular LAFS visits are conducted.

25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?

Yes ☒ No ☐

Observations & Comments:

- Weekly safety checks are being conducted of the fire alarm and fire exits, records viewed during the FRA.

26. Training and Drills

26.1 Are all staff given adequate fire safety instruction and training?

Yes ☐ No ☒

More specifically:

- Are they trained on induction?

Yes ☐ No ☒

- Are they given periodic refresher training?

Yes ☐ No ☒

- Are they given additional training to cover any specific roles and responsibilities?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- 26.1 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, and it is recommended to refresh this training every 3 years.
- 26.1 - Additional Fire Wardens are required to cover absences
- 26.1 – Staff that manage the village hall during shows and events are to be suitably trained as Fire Wardens and the use of fire extinguishers; this includes the Alpher Café staff.

27. Testing and Maintenance

27.1 Is there adequate maintenance of the premises?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- From a general observation the building is in a good condition.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- 27.2 - Annual inspection – No records provided to confirm the annual inspection of the fire alarm.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Annual emergency lighting inspection conducted Apr 25
- 27.3 – No records observed of monthly functional 'Flick' test in accordance with BS EN 50172 / BS 5266-8

27.4 Is annual maintenance of fire extinguishing appliances undertaken?

Yes ☒ No ☐ N/A ☐

Observations & Comments:

- Serviced Aug 24, due Aug 25



27.5 Is periodic inspection of external escape staircases and gangways undertaken?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- 27.5 – Loft Area – Although the ladder is not an external ladder, no records were observed that the vertical ladder and metal gantry has a regular inspection schedule in place.

27.6 Are six-monthly inspection and annual testing of rising mains undertaken?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken?

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

27.9 Are routine checks of final exit doors and/or security fastenings undertaken?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- Weekly checks conducted

28. Records

28.1 Are there appropriate records of:

- Fire drills?

Yes ☐ No ☐ N/A ☒

- Fire training?

Yes ☐ No ☒ N/A ☐

- Fire alarm tests?

Yes ☒ No ☐ N/A ☐

- Emergency escape lighting tests?

Yes ☒ No ☐ N/A ☐

- Maintenance and testing of other fire protection systems and equipment?

Yes ☐ No ☐ N/A ☒

Observations & Comments: As no CPC Staff work in this building and it's mainly for hire, no fire drills are carried out. CPC ensure that the Fire Evacuation plan is disseminated to those that use or hire the hall.

29. Outcome, Findings and Actions

Fire Risk Assessment The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

High

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

Low: Unusually low likelihood of fire because 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

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 is unlikely to result in 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:

Trivial

Tolerable

Moderate

Substantial

Intolerable

Comments: The consequence of a fire starting is considered likely due to the building materials used internally of the building, and the potential of unserviceable electrical items being used by a hirer of the hall.

Consideration is to be given that no subsequent hazardous activity is permitted which may pose a risk to those working in the loft area, and to ensure their means of escape from the loft area is always maintained.

Compartmentation within the building is compromised with the wedging of fire doors and the breaches of fire/smoke stopping.

The fact there is fire detection within the building, this would allow sufficient time to evacuate the building before it becomes untenable.

When this building is not in use the risk is low.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level Action and timescale:

Trivial	No action is required, and no detailed records need be kept
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to 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 repeated regularly.

Action Plan It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:
Tolerable

Definition of priorities (where applicable):

Priorities
 1. High.
 2. Medium
 3. Low

Suggested Timescale
 A. Immediately
 B. 1 Month
 C. 6 Month
 D. 1 Year (with Month)

Action	Priority	Timescale	Date Completed	Comments
The microwave and fly zapper in the kitchen require Portable Appliance Electrical Testing (PAT)	1	B		See comment in Section 7.3
Kitchen – Confirm the extractor hood for servicing and inspection, and records kept for auditing purposes	1	A		See comment in Section 11.2
To introduce a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW), and Insurance details are checked prior to contractors commencing any work in a Parish Council controlled building. Including equipment that is used is serviceable and fit for purpose.	1	B	On-Going	See comment in Section 14.1
To introduce a Permit to Work schemes for all Hot Works, Confined Space, Working at Height and any other activity that requires a Permit to Work. This is to be issued by a competent trained person and authorised to issue a Permit to Work permit, to be held on file. The recommendation is for at least one year.	1	B	On-Going	See comment in Section 14.2b

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Loft Area – To aid with the evacuation travel distance from the loft area to relevant safety, no fire risk activities are to be permitted within the hall while personnel are within the loft area.	1	A	On-Going	See comment in Section 17.2b
Accessible Toilet – Implement a test schedule to test the fitted alarm.	1	B		See comment in Section 17.2l Can be added to the weekly Fire Alarm and Fire Exit checks
Hall/Foyer – To consider fitting a fire door coordinator device (Door Selector) to ensure correct sequence of door closure to provide fire protection and compartmentation within the building.	1	B		See comment in Section 17.3a As fitted in the Youth Centre
Hall/Meeting Room – To consider fitting a fire door coordinator device (Door Selector) to ensure correct sequence of door closure to provide fire protection and compartmentation within the building.	1	B		See comment in Section 17.3a
External Plant Room – To fit a self-door closure on the door to provide fire protection and compartmentation within the building.	1	B		See comment in Section 17.3a
Alpher Café – Reposition the table that is obstructing the fire exit.	1	A		See comment in Section 17.3c
Stage Fire Exit – Rectify so the stage fire exit opens freely via the thumb lock.	1	A		See comment in Section 17.3d
Alpher Café/Corridor Fire Door – To discourage the practice of wedging these doors open, especially if it leads onto an escape route and assist with compartmentation and the prevention of fire spread.	1	A		See comment in Section 18.1a Consider fitting 'Fire Door Guards' if there is a requirement for these doors to be open, as compartmentation will be provided on the activation of the fire alarm
Balcony Fire Door – Rectify the gap between the door and the door frame on the bottom half of the open edge of the door. The fitting of a smoke seal integral with the intumescent strip may assist.	1	B		See comment in Section 18.1a
Ladies Changing Room – Rectify so the toilet door engages into the door keep and doesn't obstruct the means of escape from this area.	1	B		See comment in Section 18.1a

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External Plant Room – To install intumescent strip or smoke seal within the door frame to protect the escape route.	1	B		See comment in Section 18.1a
External Plant Room - To seal the Fire/Smoke stopping breaches with at least a 30-minute fire retardant filler or boarding.	1	B		See comment in Section 18.1a
Loft Area – To seal the Fire/Smoke stopping breaches with at least a 30-minute fire retardant filler or boarding	1	B		See comment in Section 18.1a
Throughout – To confirm the fire rating of the stage drapes and door curtains throughout the hall, if not fire rated to ensure all ignition sources are kept away from these items.	1	B		See comment in Section 18.1b
Reception – Display the Fire Extinguisher Usage signage above or next to the water extinguisher.	1	B		See comment in Section 20.1
Rear fire exit gate – Display a 'Fire Exit Keep Clear' sign on it	1	B		See comment in Section 20.1
External – To display a 'No Smoking' sign externally	1	A		See comment in Section 20.1
To review the fire safety policy, the review was due Apr 22	1	A		See comment in Section 25.3
To review the fire evacuation plan, the review was due Aug 24	1	A		See comment in Section 25.3
To provide Fire Awareness training to all staff and to maintain records of this training. Refresher training should be at least every 3 years, delivered by a competent training provider.	1	B		See comment in Section 25.5 & 26.1
Provide a record of LAFS visits to CPC buildings	1	B		See comment in Section 25.8
Fire Detection System – To confirm the annual inspection of the fire alarm has been conducted	1	A		See comment in Section 27.2

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Emergency Lighting - Confirm monthly 'flick' test is conducted in accordance with BS 5266-1:2016	1	B		See comment in Section 27.3
Loft Area – To confirm a regular inspection schedule is in place for the inspection of the vertical ladder and metal gantry.	1	A		See comment in Section 27.5

30 Supporting Information

Occupancy numbers of the hall:

Standing only	$180\text{sqm}/0.5 = 360 + 30 \text{ (balcony)}$	$= 390 \text{ people}$
Half standing, half seating	Standing $7.5\text{m} \times 12\text{m} = 90\text{sqm}/0.5$	$= 180 \text{ people}$
	Seating $6.5\text{m} \times 9\text{m} = 58\text{sqm}/1$	$= 58 \text{ people}$
	Total	$= 238 \text{ people}$
All seating	$12\text{m} \times 9\text{m} = 108\text{sqm}/1$	$= 108 \text{ people}$

Seating should be arranged to allow free and ready access direct to the exits. In fixed seating there should be a clear space of at least 305mm between rows. Gangways should be adequate for the number of seats served and at least 1,050 mm wide. In general, no seat should be more than seven seats away from a gangway. If temporary seating is provided these should be secured in lengths of not fewer than four seats and not more than twelve.

This Small Structure Fire Risk Assessment is intended for use in small premises and medium places of assembly it has been created using the guidance from the [HM Government Fire Risk Assessment](#) small and medium premises. This Small Structure Fire Risk Assessment must be updated as process, staff and procedures change and at least annually.

This assessment follows a basic five steps to risk assessment methodology:

1. Identify Fire Hazards
2. Identify People at Risk
3. Evaluate, Remove, Reduce and Protect from Risk
4. Record, Plan, Inform, Instruct and Train
5. Review

Location		Cranleigh Parish Council Machine Shed	
Person in Control of the Workplace			
Assessor	Keith Atkins KA Safety Solutions	Signature	
Date	03 Jun 25	Review Date	Jun 26
Use of Premises and Building Description			
Storage and workshop building, for the storage and maintenance of cemetery ground equipment and provides a welfare facility to the grounds staff. The building is a single storey, standalone building constructed of red bricks, with a tile roof.			
Occupancy and Size			
Occupancy Times the premises are in use: 0830-1630 (Mon-Fri) The total number of persons who may resort to the premises: 2 Size Building footprint (Metre x Metre): 8m x 4m Number of Floors: 1 Number of Stairs: 0 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 will be? 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 in the event of fire would be?			
Potential consequences to life in the event of a fire: -	Slight harm	Moderate harm	Extreme harm
Likelihood of fire:-			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk
Accordingly, it is considered that the risk to life from fire at these premises is:			
Trivial Tolerable Moderate Substantial Intolerable			

STEP 1 – Identify Fire Hazards		
	Hazard	Observations/Comments
What could start a fire? Sources of ignition	Reasonable measures are taken to prevent fires of electrical origin? <input type="checkbox"/> Fixed installations are periodically inspected and tested? <input type="checkbox"/> Portable testing is carried out? <input checked="" type="checkbox"/> Limitation of trailing leads and adapters? <input type="checkbox"/> Cooking equipment & activities present <input type="checkbox"/> Electrical, Gas or Oil Heaters <input checked="" type="checkbox"/> Faulty or misused electrical equipment <input checked="" type="checkbox"/> Reasonable measures are taken to prevent fires because of smoking <input type="checkbox"/> Basic security against arson appears reasonable <input checked="" type="checkbox"/> Hot or heat generating activities <input checked="" type="checkbox"/> Proximity to other structures <input type="checkbox"/>	Fixed installation tested and inspected Sep 21 – Due on Sep 26 PAT testing completed May 25 Electrical bar heater installed in workshop area, to confirm serviceability An intruder alarm is fitted. The possibility of storing hot grounds equipment prior to them cooling down Appropriate warning signage is displayed externally
What might burn easily? Fuels sources	Flammable liquid-based products <input checked="" type="checkbox"/> Flammable liquids and solvents <input checked="" type="checkbox"/> Flammable gases, LPG <input type="checkbox"/> Combustible material incorrectly stored <input type="checkbox"/> Separation between combustible material and ignition source <input type="checkbox"/> Storage of dangerous substances <input type="checkbox"/> Building construction <input checked="" type="checkbox"/>	Several petrol operated grounds equipment stored with the building. A flammable liquid storage cabinet is available for the storage of petrol fuel cans. Several flammable containers and aerosols are stored within the building and separated from any ignition source. The wooden internal structure of the building will promote the spread of fire, coupled with the storage of wood within the roof trusses/joists Spill kit is provided to deal with any spillages

STEP 2 – Identify People At Risk	
Who might be at risk? <i>e.g., staff, visitors, guests, customers, etc.</i>	Employees Contractors
Why are they at risk? Unfamiliar with the location and structure layout <input type="checkbox"/> Lone workers <input checked="" type="checkbox"/> Have mobility issues, hearing or vision impairment comprehension issues <input type="checkbox"/> Unable to leave promptly due to – Elderly, pregnant, parents with children <input type="checkbox"/> Sensory impairment due to comprehension, alcohol, drugs or medication <input type="checkbox"/> young persons employed (under 18): <input type="checkbox"/> Are night worker present: <input type="checkbox"/>	

STEP 3 – Evaluate, Remove, Reduce and Protect from risk				
Evaluate fire safety arrangements including <i>ignition sources, combustible materials, fire detection and warning, escape routes, assistance, fire extinguishers etc</i>				
	Comments	Yes	No	N/A
Ignition sources are controlled to minimise the likelihood of fire?	Generally, what could be seen during the FRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials are kept away from ignition sources?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there reasonable compartmentation within the premises?	Classed as one compartment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire detection systems / devices installed?	Intruder alarm fitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a method of raising the alarm / giving warning?	Verbal only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there adequate means of escape for the number of occupants?	Front and rear exits available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a suitable standard of protection for escape routes? i.e., sound condition, self-closing, fire-resisting construction in sound condition?	This doesn't seem appropriate with the layout and construction of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are fire exits easily opened and in the direction of travel?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is escape available in more than one direction?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough exits to aid evacuation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can everyone escape without assistance?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits signed and easily identified? Including 'Fire Exit Keep Clear' signs?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are escape routes free from obstruction?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire action notices in place?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient emergency lighting?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will escape routes be adequately lit if the power fails?	Emergency lighting fitted internally and externally	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have suitable fire extinguishers been provided and accessible?	1x Foam, 1 x CO2 Next serviced due Aug 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there fire extinguisher usage signs displayed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fixed fire suppression fitted?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any photovoltaic (PV) cells (Solar panels) fitted?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a fire assembly point?	Main Gate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered No to any of the above, consider what needs to be done to prevent fire and protect people – record what actions you have taken in your action plan.				
Remove Hazards & Reduce risks <ul style="list-style-type: none"> Given the size of the building, visual detection by staff working within the building is considered appropriate. Verbal activation by the staff working in and outside the building is considered appropriate due to the size of the building, in conjunction with following the Fire Action plan Ensuring entry and exit points are always kept clear of obstructions. See Action Plan for guidance on measures to be taken for items answered NO 				
STEP 4 – Record, Plan, Inform, Instruct and Train				
Records				
<ul style="list-style-type: none"> Small Premises Fire Risk Form once completed is held by Cranleigh Parish Council for auditing and inspections. 				

Relevant Fire Safety Legislation			
The following fire safety legislation applies to these premises:			
<ul style="list-style-type: none"> Health & Safety at Work Act 1974 Regulatory Reform (Fire Safety) Order 2005 			
The above legislation is enforced by:			
<ul style="list-style-type: none"> Surrey Fire and Rescue Service Waverley District Council 			
	Yes	No	N/A
Is there an emergency plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments <ul style="list-style-type: none"> A Fire Log was observed during the FRA, which contained fire safety related test inspection reports and records. A fire policy was observed. 			
	Yes	No	N/A
Is fire safety information, instruction and training provided to staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Staff receive fire awareness training as part of their induction. No record of staff Fire Awareness training being refreshed. During the FRA a worker was verbally questioned on the action to take in the event of a fire, the answers given were satisfactory. 			
Testing and Maintenance			
	Yes	No	N/A
Is there adequate maintenance of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are monthly and annual testing routines in place for the emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is annual maintenance of fire extinguishing appliances undertaken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is periodic inspection of external escape staircases and gangways undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are routine checks of final exit doors and/or security fastenings undertaken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate records of:	Yes	No	N/A
Fire drills?			X
Fire training?		X	
Fire alarm tests?			X
Emergency escape lighting tests?		X	
Comments <ul style="list-style-type: none"> Due to size no requirement for a fire drill to conducted, verbal questioning is sufficient. to confirm actions to be taken No records of staff receiving fire awareness training or refresher training No records of monthly emergency lighting tests 			
STEP 5 – Review			
Your risk assessment must be kept up to date, you should review your assessment annually or if there has been any significant building alterations, change of use or after a reportable incident.			



Action Plan It is considered that the following actions should be implemented to reduce the fire risk to, or maintain it at, the following level:

Tolerable

Definition of priorities (where applicable):

Priorities

1. High.
2. Medium
3. Low

Suggested Timescale

- A. Immediately
- B. 1 Month
- C. 6 Month
- D. 1 Year (with Month)

Action	Priority	Timescale	Date Completed	Comments
To confirm the testing and inspection of the wall mounted electric heater before it's required to be used. Photo 1	1	B		Either to have it removed to ensure its not used prior to being deemed serviceable, or to have it inspected.
To display a 'No Smoking' sign at the main entrance Photo 2	1	A		
Emergency Lighting - Confirm monthly 'flick' test is conducted in accordance with BS 5266-1:2016	1	B		Unable to locate a test box for monthly 'flick tests to be completed by staff and recorded.

KA Safety Solutions
 Small Structures
 Fire Risk Assessment

Supporting Information and Photographs

Photo 1

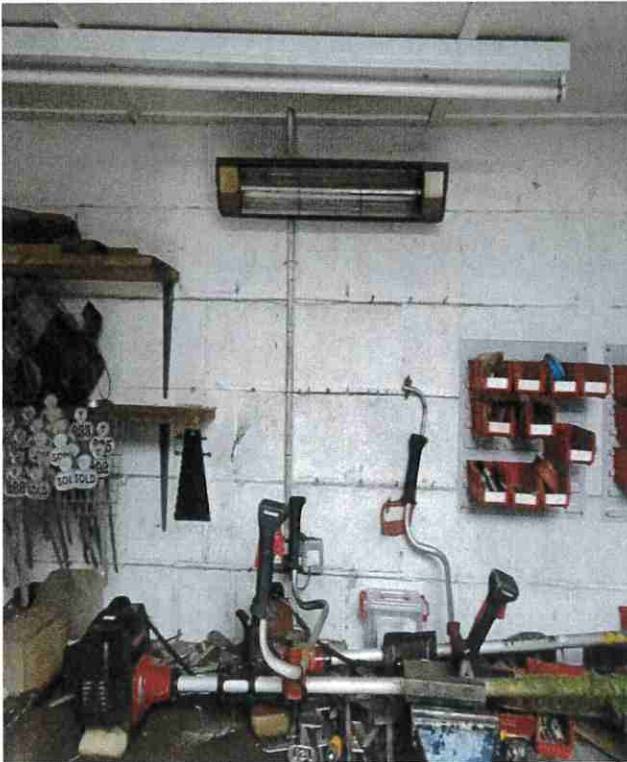
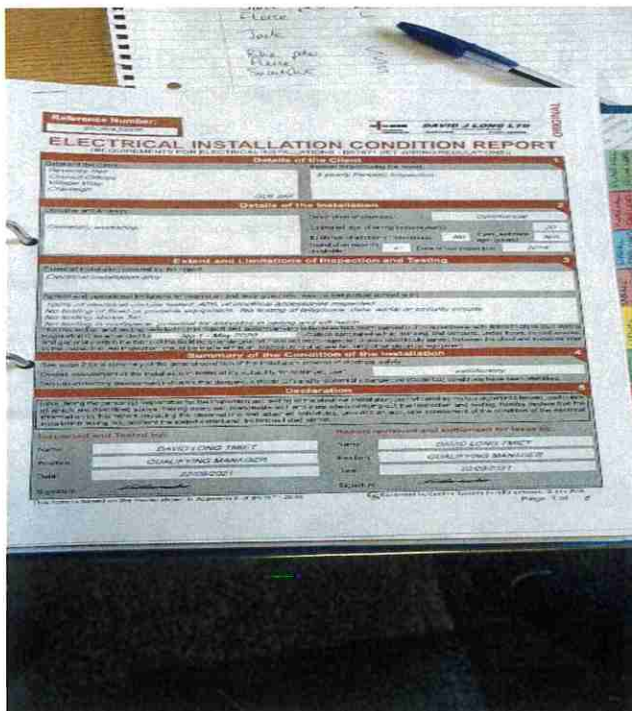


Photo 2



Supporting Photographs





References

- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The British Standard for fire extinguishers, BS 5306-3
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- BS5266-1:2016 Code of Practice for Emergency Lighting in Buildings

MARTYN'S LAW: WHAT IT MEANS FOR PARISH COUNCILS AND WHY CLERKS MUST ACT NOW



Helen Ball FSLCC, SLCC Board of Directors Vice Chair and Town Clerk to Shrewsbury Town Council in Shropshire,

outlines why Martyn's Law matters and what clerks need to do now.

The tragic events of the Manchester Arena bombing in 2017 left a lasting mark on the nation. Among the 22 victims was Martyn Hett, whose mother, Figen Murray, has since campaigned tirelessly for stronger security measures at publicly accessible venues. Her efforts have culminated in the introduction of legislation known as **Martyn's Law**, or formally, the **Terrorism (Protection of Premises) Act 2025**.

While much of the media focus has been on how the law will affect large venues and commercial spaces, it is vital clerks understand that Martyn's Law also affects parish councils, especially those who own, manage, or are responsible for premises or public events.

This article provides an overview of Martyn's Law, explains its implications for parish councils, and highlights what clerks need to do now to ensure their councils are prepared and compliant.

What is Martyn's Law?

Martyn's Law is designed to improve public safety by ensuring venues and public spaces are better prepared to respond to terrorist attacks. The legislation is based on five core principles:

1. Assessment of terrorist threats
2. Consideration of risk
3. Mitigation measures
4. Training and preparedness
5. Responsibility and accountability

The Act introduces a tiered model based on the capacity of premises or events - a standard tier which applies to premises and events with a capacity of 200 to 799 people, and an enhanced tier which applies to those with a capacity of 800 or more. Each tier has different legal responsibilities, but all require a proactive approach to identifying and mitigating the risks associated with terrorism.

Why should clerks pay attention?

Many clerks may assume Martyn's Law won't apply to them because their councils manage small village halls or community centres. However, any premises or events that are publicly accessible and meet the capacity threshold fall under the scope of the Act.

This could include village or community halls hired out for public events, local festivals, markets, or fetes organised or licensed by the parish council, recreational grounds where large community gatherings take place, firework displays, remembrance services, or public celebrations (e.g., coronations, jubilees).

Even if your council does not own the premises, if it organises or authorises events, it may have responsibilities under the Act. This makes it essential for clerks, as the legal custodians of compliance, to understand the law and prepare accordingly.

Key responsibilities for parish councils

While the full implementation framework of Martyn's Law is still being finalised, early guidance provides a clear roadmap of responsibilities parish councils may need to adopt:

1. Risk assessment

For standard-tier premises or events (200-799 capacity), a simple but thorough risk assessment must be carried out. This should consider:

- The type of event or activity
- The nature of the attendees
- Potential threats and vulnerabilities
- Existing control measures

This doesn't require hiring a specialist - many councils will be able to complete this using government guidance when it becomes available - but it must be documented and reviewed regularly.

2. Terrorism protection plan

A documented plan outlining how the council would respond to an incident is required. This may include:

- Evacuation and invacuation procedures
- Communication protocols
- Lockdown options
- Liaison with emergency services

This document should be accessible to those managing or supervising premises or events.

3. Training and awareness

Staff and volunteers involved in running or supervising events must be given basic terrorism awareness training. The government already provides free online training like ACT Awareness e-learning, which can be completed in under an hour. Clerks should ensure this training is a regular part of event planning and staff induction.

4. Maintenance of records

Councils will need to demonstrate compliance if asked. This includes:

- Keeping copies of risk assessments and protection plans
- Logging training participation
- Documenting event capacities and security measures

The clerk is best placed to coordinate these records.

5. Collaborating with partners

In many cases, councils work with local groups or contractors to run events. Clerks must ensure these partners also understand their responsibilities under Martyn's Law. This may involve sharing training materials, reviewing third-party risk assessments, and agreeing shared response plans.

What should clerks do now?

Although the Bill has now been granted Royal Assent, it is expected that compliance won't take place for a couple of years. However, clerks should not wait. Early preparation is key. Here are some practical steps clerks can take immediately:

1. **Audit council activities:** Make a list of premises and events the council owns, organises, or licenses. Estimate capacities and identify which fall under the standard tier.
2. **Raise awareness:** Inform councillors and event partners about Martyn's Law and its implications. Consider adding it as a standing item on agendas for facilities or events committees.

3. **Start risk assessments:** Begin completing or updating risk assessments with terrorism in mind. Government guidance will be forthcoming but there is plenty of resources online.
4. **Roll out training:** Encourage councillors, staff, and volunteers to complete ACT Awareness training. Record completions and refresh training annually.
5. **Develop a terrorism protection plan:** Draft a basic response plan for premises and events. Liaise with your Police Forces Counter Terrorism Security Adviser.
6. **Review your hire agreements:** If the council hires out land or buildings for events, update the application forms and terms to include a requirement for terrorism risk assessments.
7. **Budget for compliance:** Consider whether any budget will be needed to support compliance - such as for signage, communications tools, or staff training.

Potential challenges and how to overcome them

Many smaller councils will worry about the capacity and resources needed to comply. It's important to remember:

- **Proportionality is key:** The government has stressed that small councils will not be expected to implement complex or costly measures.
- **Free resources will be available:** Templates, training, and guidance will be provided by the Home Office and other bodies.
- **Working together helps:** Partner with nearby councils or community groups to share resources and knowledge.

A moral and legal imperative

While the legislative requirements are important, the spirit of Martyn's Law is about protecting the public. Clerks, as the guardians of good governance and public safety in their communities, play a critical role in ensuring the council is not only compliant, but caring, prepared, and resilient.

Martyn's Law is not about creating fear—it's about ensuring we are **ready**. It's about asking: *Have we done everything we reasonably can to protect our residents and visitors?* For parish clerks, the answer must increasingly be: **Yes, we have - and here's how.**

Useful resources: ACT Awareness e-learning:

<https://ct.highfieldelearning.com/>; Home Office guidance (when available): <https://www.gov.uk/government/collections/protect-duty-martyns-law>; SLCC updates and training: <https://www.slcc.co.uk/>