



FIRE SAFETY AND RISK ASSESSMENT

Description of the premises

Boscastle Community and Recreation Centre is a block built, traditional construction, split-level two-storey building situated in Dunn Street, Boscastle in a densely populated area of the village. Road access to the Centre is very narrow, one-way and often congested by parked cars. The Centre is a registered charity and is run by a Board of Trustees ("the Trustees") that manages the Charitable status of the Centre.

The facility comprises an upper-level main hall connected by an internal staircase to a lower level domestic and leisure area. The main hall consists of a sports hall and activity area, connected to a unisex disabled toilet, a Parish archive room and a storage room. The archive room and storage room are accessed via a short set of stairs and a corridor. The archive room is at the end of this short corridor, with the storage room to the north of the corridor and built-in storage cupboards along its south side. One half of the storage cupboards contains the hall electrical consumer unit, heating controls for the upper and lower floors, and an oil-fired boiler. The second half of the cupboard contains tables for users of the hall. There is no firewall separation between the two halves of the cupboard and the boiler directly abuts material stored on the shelves. The main hall has two emergency exit double doors (one on the north elevation of the hall and the other on the south elevation) and a third fire-retarding and self-closing door leading to a small landing area from which a staircase descends to the lower area. This latter door is not a designated emergency exit route. The northern-facing emergency exit door to the main hall doubles as wheelchair access to the main hall. Its opening width complies with current UK regulations for wheelchair access.

The lower level comprises an entrance lobby, off which are an open-plan kitchen and dining area which doubles as a small meeting room and separate male and female with disabled toilets. At the end of the lobby is a flight of stairs accessing the upper-level main hall. The stairs are not a protected space in terms of fire safety and must not be used as an emergency fire escape route. The kitchen leads directly to a separate snooker room via a self-closing fire-retarding door and, via another door, to a large storage room lying underneath the main hall. The entrance door to the snooker room opens inwards into the kitchen. The snooker room has a signed and lit single width emergency exit operated by push bar on its south elevation. Cooking is by electricity; heating is by oil-fired boiler and circulating water filled radiators.

The Centre is available to hire for a variety of purposes, both private and public. The main hall can hold up to 80 people seated, or 100 people standing. The kitchen, dining and meeting room on the lower level can hold about 20 people standing, or 12 people sitting at tables.

The Centre is not licensed for the sale or consumption of alcohol or for entertainment. The whole interior space is a designated non-smoking area. The main single-width entrance door to the west of the Centre leads directly out onto an unlit private car parking area which is unsurfaced and unmarked and has space for approximately 8 vehicles. The entrance door doubles as an emergency exit from the lower level of the Centre. The door is signed and lit as an emergency exit; it is fitted with a self-closing mechanism and opens inwards into the lobby area. There is no restraining mechanism to hold it open in the event of an evacuation. It is a "final exit" from the lower area of the building and should preferably open outwards to assist quick evacuation in an emergency. The area immediately outside this door, and leading directly onto the car parking area, has no protected space to prevent parked cars interfering with emergency egress from the building. The door also allows access for wheelchairs to the lower area of the building; the clear door width of 900mm complies with current UK regulations for wheelchair access although the radiator immediately inside the entrance lobby interferes with opening to its full width. There is no designated disabled parking area. The external car parking area to the south side of the building and immediately adjacent to the emergency exit from the snooker room contains an uncovered 2500 litre plastic oil storage tank which feeds the central heating boiler on the first floor. The tank is not externally bunded but may be of the integrally-bunded type. If there is no bunding arrangement a leak or spillage from the tank would flow into the car park and towards Dunn Street creating significant environmental pollution. The tank has no barrier to protect it against damage from vehicles manoeuvring in the car park.

Principal uses of the Centre

The Centre is used for a wide variety of functions. These include, but are not limited to; short mat bowls, table tennis, martial arts, scouts, yoga, playgroups, school functions, Parish Council and various other meetings. The age range of users is very wide. The Centre is used by people who have a range of disabilities.

A written agreement between the Centre and the Hirer forms the basis of the hiring agreement. The booking form and the rules of hire draw the hirer's attention to the health and safety and fire risks associated with the use of the premises.

The Trustees require that all users of the Centre carry out their own fire risk assessment to highlight any areas specifically relevant to their own group of users and their activities.

As a condition of use of the Centre, the hirer is deemed to be the "Responsible Person" and is designated as the person in charge of the Centre during the hire period. The Responsible Person must make a note of the name of everyone attending the organised event; in the event of an emergency evacuation this information will be used as the

basis of a roll call to assist the emergency services. The Hirer is also reminded that the Centre does not have any on site telephone and means to raise an emergency, for instance by ensuring they have access to a mobile phone, is included in the agreement.

The Trustees requires Hirers to make themselves aware of emergency exit routes, firefighting equipment and the plan of the Centre detailing the location of the equipment and the escape routes. The building plan is located at strategic places around the building for users to familiarise themselves with the layout. Hirers must also identify the position of the emergency assembly point and familiarise themselves with access to it.

People at risk

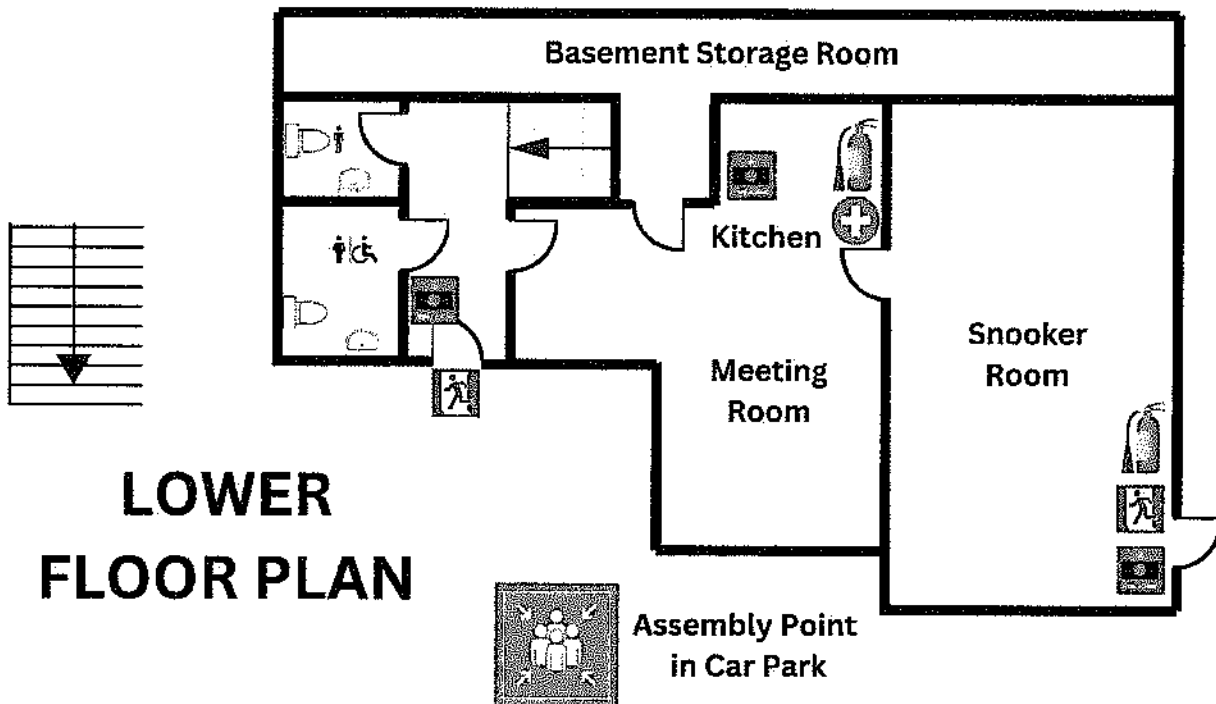
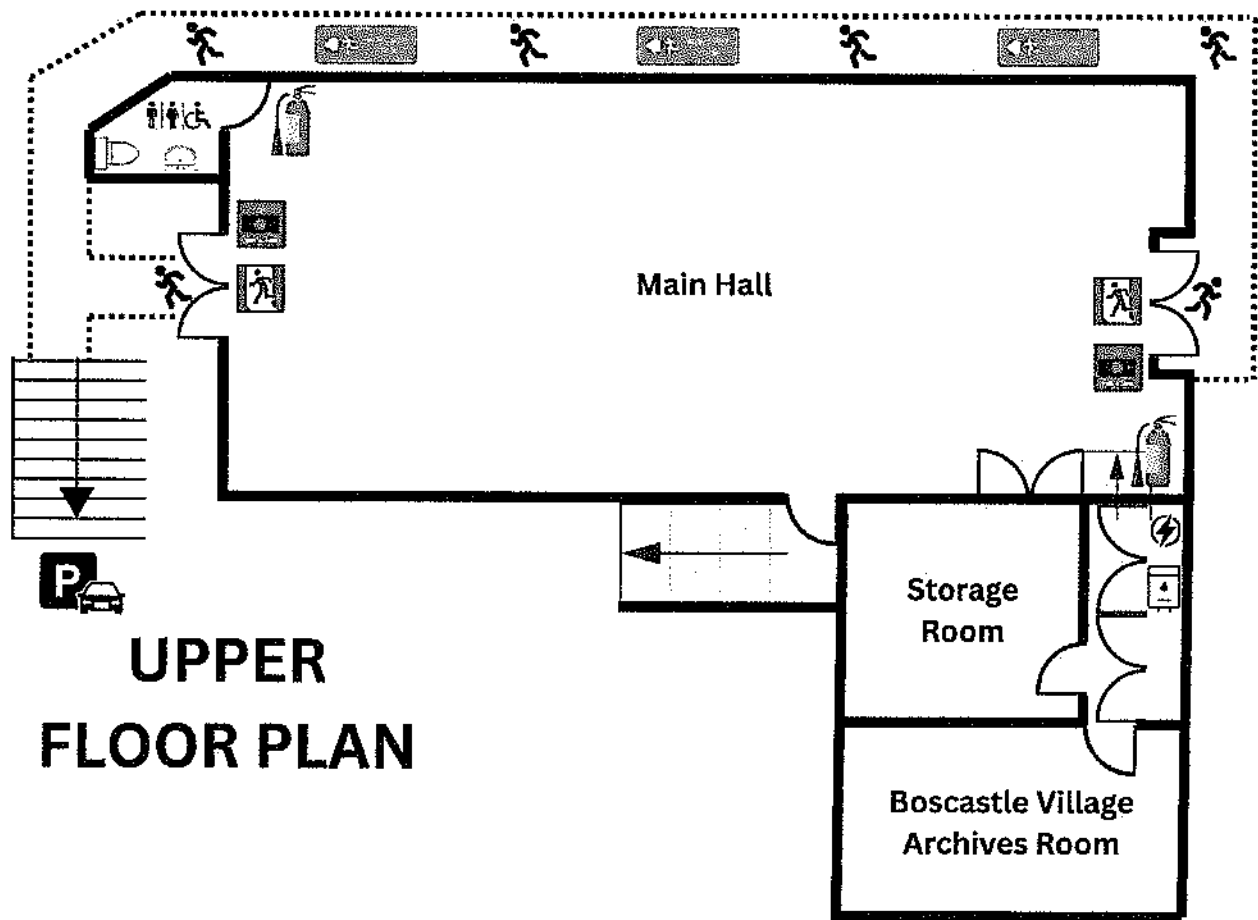
Those at risk in the event of fire are;

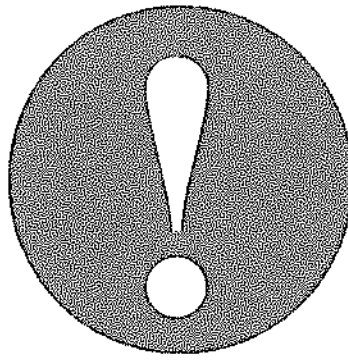
- **Hall users:** These will generally be familiar with the Centre. Those that are not will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has two well-marked and easily identifiable double-door emergency exits at either end. The doors have push bars and are well signed and lit. Both sets of doors exit directly outside. The lower area of the building has a well signed and lit emergency exit – the main entrance door. This single door opens inwards, is lockable for security purposes and has no push-bar. It does not have a magnetic stay catch. It is the responsibility of the Centre's booking secretary to ensure that hall users receive details of the health and safety and fire safety risks affecting the use of the facilities.
- **Staff:** The Trustees contracts out cleaning services where individual(s) have a key to the building and could be lone working.
- **Disabled/less able persons:** At a typical function there may be a number of disabled or less-able persons. It is the responsibility of the person hiring the facility (the Responsible Person) to ensure that these persons are given adequate and appropriate assistance in the event of an emergency. Only the emergency exits leading from the entrance lobby and the north side of the main hall are suitable for wheelchair access to and from the building. Wheelchair access to the fire assembly area from the main hall can only be made via Dunn Street and extreme care must be taken when using this route.
- **Children:** Children are regular users of the Centre. It is the responsibility of hirers to ensure that all children are supervised by responsible adults at all times and that they are given adequate assistance in the event of an emergency.
- **Third party contractors:** The Trustees occasionally contracts third party contractors on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Some who are familiar and established to the operation of the Centre may gain access to the Centre by borrowing a key card. New or unfamiliar contractors must be escorted by one or more members of the Trustees. It is the responsibility of the Trustees to make sure that third party contractors authorised by the Trustees are to enter the premises with details of the health and safety and fire safety risks associated with the premises.

- Other members of the public (who are not using the Centre): Members of the public may walk through the Centre grounds or use its car park. Use of the car park is generally authorised by the Trustees.

The Trustees do not staff or supervise the Centre during booked events.

BUILDING PLAN





FIRE ACTION

ON DISCOVERING A FIRE (no matter how small):

1. Operate the nearest fire alarm call point located at the nearest emergency exit
2. Leave the building by the nearest available sign posted exit
3. Report to the assembly point
4. Inform the responsible person of the location of the fire

ON HEARING THE FIRE ALARM:

1. Leave the building by the nearest available exit
ACT CALMLY CLOSE ALL DOORS (to stop fire spreading)
2. Report to the assembly point
3. Do not stop to collect personal belongings
4. Do not return to the building for any reason until authorised to do so

ASSEMBLY POINT:

- Car park outside the centre.

CALLING THE FIRE SERVICE:

The Fire Service should be called immediately to every fire or on suspicion of fire by the responsible person in charge.

1. Dial 999 and ask for 'FIRE'
2. When the Fire Service replies say distinctly

**FIRE AT THE BOSCASTLE COMMUNITY CENTRE, FORE STREET,
BOSCASTLE, PL35 0AX**

Do not hang up until the address has been correctly repeated to you. On arrival of the Fire Service, report to the officer in charge with a roll call, identifying any missing with their last know location. Report all instances to the Centre immediately by calling 01840219565.

FIRE RISK ASSESSMENT

Property address and use	BOSCASTLE COMMUNITY AND RECREATION CENTRE – MULTI PURPOSE CENTRE
Name of Responsible Person(s)	THE TRUSTEES

STEP 1: IDENTIFY HAZARDS		
Sources of ignition – sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get very hot or cause sparks		
Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard
People at risk being in an unfamiliar environment in an emergency.	Clear and adequate signage to instruct users what to do in an emergency.	Booking policy (16) reminds the hirer to read Centre policies, risk assess for activity and promote actions to mitigate any risks.
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Fixed installations are periodically inspected and tested. Few to no adapters or trailing leads used.	Users are reminded to ensure all electrical appliances and lights are switched off before leaving the Centre.
Faulty portable electrical appliances (eg kettles, toasters, radios, amplifiers).	All items portable items provided by the property to be PAT tested annually and visually inspected regularly.	Booking policy (7) reminds hirer that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
Oil leak in supply piping to boiler.	Oil fuel tank, feed pipes and central heating boiler are maintained and tested by a Competent Person no less often than once a year. A signed safety inspection certificate must be obtained after each service and inspection.	COa detector is present in the boiler storage cupboard.
Fire in storage cupboards/areas.	Storage of combustible material is kept to the minimum and store away from sources of heat and ignition.	Continually review material stored in the Centre and minimise combustible content.
Kitchen cooking appliances (eg hob, oven, kettle, microwave).	Appropriate signage to ensure users are aware of appropriate safety precautions concerning the use of the appliances. Smoke detection to be installed in kitchen area.	Signage reminds users to never leave an electrical appliance unattended. Provision of fire blanket to control ignition or minimise further risk.
Waste and arson.	No outdoor open bins or unnecessary fire load near the	Removal of waste policy communicated by signage.

	premises. Access doors have self-locking mechanisms which do not compromise emergency exit routes.	Signage instructs users to lock the premises and check that external windows and doors are secure before exiting.
Smoking.	Absence of any items that promote the activity of smoking, e.g. ashtrays, cigarette bins. Non-smoking policy throughout the building enforced by signage.	Booking policy (16) reminds to hirer to promote the non-smoking policy.
Candles and other naked flames.	Tea lights and candles are not permitted	Booking policy (18) reminds to hirer to promote the policy.
Soft furnishings.	Furnishings are made of non-combustible material or of a material of purchase.	Ensure these items are not stored near sources of ignition and heat sources.

Fuel Sources - sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture.

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard
Fabrics and textiles	Purchases and renewals to be ignition resistant.	Practise good housekeeping – clean up fluff and dust regularly, especially high ledges
Furniture	Ensure proximity of furniture is away from heat sources.	
Bins	Removal of all waste policy. Contractor to remove waste regularly from the Centre.	Small bin size used to ensure waste policy is enforced.
ACTION REQUIRED Yes <input checked="" type="checkbox"/> (record at step 4) No action required <input type="checkbox"/>		

STEP 2: IDENTIFY PEOPLE AT RISK

People at risk (including employees, visitor's contractors and neighbours).

People at risk	Measures in place to reduce/remove risk
<ul style="list-style-type: none"> Up to 80 people seated or 100 people standing in the main hall on the upper floor. Up to 20 people standing or 12 people sitting in the meeting room on the lower floor. Up to 6 people in the Parish archive room. Up to 6 people in the snooker room. Disabled/less abled persons. Persons unfamiliar with their surroundings. Staff and third-party contractors 	<ul style="list-style-type: none"> Clear advice of fire hazards/risks and emergency escape routes should be signed in the Centre. Provision of a firefighting equipment including a fire blanket in the kitchen and foam and CO2 fire extinguisher around the centre. Annual maintenance check of fire extinguisher(s) and alarm system. Annual PAT testing of electrical items provided by the Centre.

<ul style="list-style-type: none"> Other occupants of the building or grounds 	<ul style="list-style-type: none"> Wired fire alarm detectors to aid early warning and signal evacuation. The whole building adopts a non-smoking policy which is reinforced with signage. Monthly check and recording of fire alarm and equipment or after periods of significant use. Monthly check and recording of fire escape route, (to include no blockages, storage of combustible items, ignition points or after periods of significant use.
ACTION REQUIRED	Yes <input checked="" type="checkbox"/> (record at step 4) No action required <input type="checkbox"/>

STEP 3: EVALUATE THE RISKS OF FIRE AND ASSESS EXISTING FIRE SAFETY MEASURES			
<i>Evaluate the risk of fire</i>			
Accidental (eg smoking materials, candles or toasters)			
Hazard	Severity of hazard (slight, Moderate, High)	Risk of fire (unlikely, Likely, Very Likely)	Overall risk rating (high Medium, Low)
Absence of adequate fire safety checks	High	Unlikely	Medium
Fire safety policy to be reviewed and updated	Low	Unlikely	Low
Microwave oven does not have safety signage	Low	Unlikely	Low
Carelessly discarded smoking material	Slight	Unlikely	Low
ACTION REQUIRED	Yes <input checked="" type="checkbox"/> (record at step 4) No action required <input type="checkbox"/>		

STEP 4: RECORD SIGNIFICANT FINDINGS, ASSESS AND PLAN			
Significant finding	Priority Low Medium Or High	Details of remedial action (if any)	Completion Date & sign
Out of date signage	High	Fire safety information needs to be updated and enhanced to ensure all users can act appropriately.	
Microwave oven signage missing	High	Warning sign on microwave oven informing 'This appliance needs ventilation when turned on. This item is HOT when in use. Turn OFF at the socket when item is not in use.'	
Develop recording of fire safety checks	High	Ensure property owners and Trustees are aware of their legal obligations regarding fire safety and ensure the correct recording of checks and maintenance are carried out.	
Presence of discarded	Low	Smoking and discarded butts are one of the major causes of fire in building –	

cigarette butts outside		continue to ensure that a no smoking policy is enforced.	
Assessment/review date 18 th March 2025	Completed by The Trustees	Signature pp. Rofoto	

Signed by: Thakha Position: Chairman Date: 3. 7. 2025