

APPENDIX: FIRE RISK ASSESSMENT – EXTENSION WORKS (CONSTRUCTION PHASE)

This appendix applies during the construction period (November 2025 – January 2026) while the extension works and associated building improvements are underway at the Boscastle Community & Recreation Centre. The site will remain partially operational for community use, requiring additional fire safety controls.

STEP 1: IDENTIFY HAZARDS

Sources of ignition

- Temporary electrical tools, extension leads, generators.
- Cutting/grinding equipment and hot works during roofing or metalwork.
- Contractor vehicles and fuel storage (if applicable).

Actions:

- Dingle Construction Ltd to implement a *Hot Works Permit System* and include details within their RAMS.
- Only designated operatives to use electrical or cutting tools.
- No smoking or open flame permitted anywhere on site.
- Temporary power leads to be inspected daily and kept off floor routes.

Additional hazard – fire separation removal

- The existing external fire escape door may be temporarily removed or altered.
- Temporary signage and barriers to be installed; alternative egress routes clearly identified and maintained at all times.
- Trustees and users notified of any affected exits in advance.

STEP 2: PEOPLE AT RISK

- Contractors and subcontractors on site.
- Hall users attending sessions while work continues.
- Trustees or visitors accessing the premises.

Actions:

- Daily site induction and signing-in procedure for contractors.
- Clear segregation of public and contractor zones with fencing and signage.
- Muster point confirmed with Dingle Construction and included in RAMS (car park assembly area).

STEP 3: EVALUATE THE RISKS

Hazard	Severity	Likelihood	Overall Risk	Control Measures
Fire from construction equipment or hot works	High	Unlikely	Medium	Hot Works Permit; no fuel storage indoors; extinguishers in work zone
Blocked or reduced escape routes	High	Possible	High	Contractor must maintain access and egress routes at all times
Accidental fire from materials storage	Moderate	Unlikely	Low	Materials stored away from building and ignition sources
Reduced alarm audibility due to works	Moderate	Possible	Medium	Temporary alarms or whistles to be used by contractors at periods of high noise levels
Oil tank relocation works	High	Possible	Medium	Work only under supervision of competent contractor; firefighting equipment in place

STEP 4: RECORD SIGNIFICANT FINDINGS

Significant Finding: Temporary increase in ignition risk due to construction activities.

Action: Contractor RAMS to include fire management, extinguishers, and emergency procedures.

Significant Finding: Removal or obstruction of external fire escape.

Action: Temporary signage and communication to users; record in daily log.


Significant Finding: Shared site access and car park.

Action: Fire lanes to be kept clear; contractors to brief drivers daily.

STEP 5: MONITOR AND REVIEW

- The Trustees (via the Secretary) to review this appendix weekly or following any change on site.
- Dingle Construction's *Construction Phase Plan* and *RAMS* to form part of this FRA appendix once approved.
- TBP (Contract Administrator) to verify during monthly site visits that fire safety controls remain effective.

Assessment/review date 4th November 2025	Completed by <i>Ross Yates</i>	Signature <i>R. Yates</i>
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Signed by: 
13/11/2025

Position: **Trustee**

Date: **8th November 2025**