

Little Snoring Community Room
Fire Safety Risk Assessment

Premises address / location

Little Snoring Community Room, The Playing Field, Stevens Road, Little Snoring, NR21 0GZ

Muster Point

Concrete pad in play area

Management / contact

Little Snoring Parish Council, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN.

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Website: <https://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

Key holders:

Joanna Otte (Clerk) – 01328 822366

Little Snoring Pre-School – 01328 822488

(Cuppa in the Community organisers)

Description of premises

- Stand-alone modular building on the playing field with a small metal storage container on the northern end. In an adjacent compound is the pre-school modular building and associated structures (wooden storage shed, large metal storage container and playground apparatus).
- Level access is provided from the gravel car park along a tarmac path next to the pre-school compound towards the recreation area. The path joins a concrete ramp with a hand rail at the southern end of the building, leading up to the entrance.
- The entrance is a wide door (large side opens outwards, smaller door opens inwards) to allow access for mobility scooters, wheelchairs, prams etc. Both sides of the door automatically close, but when open to the fullest extent will remain open.
- Windows: two windows next to the door overlooking the recreation area: six windows along the western length of the building overlooking the playing field: one on the northern end by the kitchen sink. The top section of all but the three middle windows open.
- The building consists of one large room approx.. 28 foot by 18 foot with a separate toilet on the northern corner.
- The building has marine grade board as extra insulation on the lower half of the internal walls.
- The ceiling is a fitted suspended ceiling with lights fitted behind some of the panels.
- There is a wall-mounted foam extinguisher to the right of the entrance / exit door.
- There is a wall-mounted fire blanket in the serving area (on the dividing wall with the toilet).
- At the opposite end from the door is a serving area. Kitchen units with a washing up sink at one end and a hand wash sink at the other extend along the northern wall and along the small internal wall. First aid kit is on the unit near the wash basin. Crockery, cutlery, tea towels and basic refreshments are stored in the units. Cleaning materials are under the sink.
- Electricity and electrical equipment
 - The **fuse box** is situated on the northern wall above the kitchen units
 - Thermostatic electric **hot water heating unit** under the unit by the dividing wall between the serving area and the toilet (plugged into a socket below the fuse box).
 - **Urn and Kettle** on the kitchen unit
 - Battery operated clock on the wall
 - Three wall-mounted **electric heaters** with guards on the three walls
 - Sockets: four double sockets (adjacent to the heaters and below the fuse box).
 - Lighting above the sound-absorbent ceiling panels. Light switch by the entrance
 - Light in the toilet operated by pull switch by the door
 - Emergency lighting in place in the toilet, along the central length of the room and above the exit.
 - External motion sensitive lighting and emergency lighting.

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Identify Fire Hazards

- a) Potential sources of ignition
 - i) Sockets
 - ii) Heaters
 - iii) Urn
 - iv) Kettle
 - v) Naked flames (e.g. candles) and gas appliances (e.g BBQ, gas grill etc) are prohibited.
- b) Potential sources of fuel
 - i) Notices and cork notice board
 - ii) Pictures on the walls
 - iii) Furniture – tables, chairs, shelves
 - iv) Tea towels, table cloths
 - v) Paper towels and toilet paper
 - vi) Rubbish in kitchen and toilet bins
 - vii) Books, puzzles, DVDs, leaflets
 - viii) Blinds
 - ix) Naked flames (e.g. candles) and gas appliances (e.g. BBQ, gas grill etc) are prohibited.
- b) Potential sources of oxygen
 - i) Air

2) Identify People at Risk

- a) People in and around the premises
- b) People hiring the venue and the attendees
- c) People at particular risk – disabled people, people with mobility issues, children
- d) People in the toilet

3) Evaluate, Remove, Reduce and Protect from Risk

a) Detection and warning

Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety? <i>Relies on people present to notice a fire / smoke / smell burning</i>	YES
Are the detectors of the right type and in the appropriate locations? If the fire detection and warning system is electrically powered, does it have a back-up power supply?	N/A
Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point? <i>Organiser/s designated to shout 'fire' and order and assist people to leave</i>	YES
Are there provisions in locations where the shout of alarm cannot be heard? <i>Ensure that one of the organisers checks the toilet and shouts the alarm</i>	YES

b) Fire Fighting

Are the extinguishers suitable for the purpose? Foam extinguisher mounted on the wall by the entrance / exit door Fire blanket mounted on the wall in the serving area	YES
Are there enough extinguishers sited throughout the premises at appropriate locations?	YES
Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	YES
Are the extinguishers visible?	YES
Have you taken steps to prevent the misuse of extinguishers? <i>Wall-mounted</i>	YES

c) Escape Routes

Do you regularly check equipment provided to help maintain the escape routes?	YES
Do you carry out daily checks to ensure that there is clear access for fire engines?	N/A
Can all the occupants escape to a place of total safety in a reasonable time	YES

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Are the existing escape routes adequate for the numbers and type of people that may need to use them e.g. staff and members of the public, including disabled people?	YES
Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety? <i>It might be necessary to assist people with limited mobility to cross the grass to the muster point on the concrete pad.</i>	YES
If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available? <i>There is only one door exit. However if necessary people could be evacuated through the windows with assistance on to the playing field.</i>	One exit
Is the escape route and final exit kept clear at all times?	YES
Does the door on the escape route open in the direction of escape?	YES
Can the final exit door be opened easily and immediately if there is an emergency?	YES
Are there any particular or unusual issues to consider? <i>People with limited mobility and users of mobility scooters / wheelchairs might need assistance to cross the grass to the muster point on the concrete pad.</i>	YES

d) Lighting

Do you have emergency lighting in place? <i>Emergency light in the toilet Emergency lighting in the ceiling along the length of the main room from the serving area to the door</i>	YES
Are your premises used during periods of darkness?	YES
Will there always be sufficient lighting to safely use escape routes? <i>Consider outside lighting</i>	YES
Do you have back-up power supplies for your emergency lighting?	YES

e) Signs and Notices

Do you have emergency exits signs? <i>Above the door</i>	YES
Do you have notices on the fire extinguisher and fire blanket?	YES
Do you have notices for what to do in an emergency?	YES

f) Maintenance

Are those who test and maintain the equipment competent to do so? Steward Safety Supplies https://www.stewardsafetysupplies.co.uk/ 01328 855253	YES
Do you carry out regular checks of emergency lighting?	YES
Do you carry out regular checks of firefighting equipment?	YES
Do you regularly check your fire detection and alarm equipment?	N/A
Do you regularly check fire doors and escape routes and associated lighting and signs?	YES
Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?	YES
Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?	N/A
Do you keep a log book to record tests and maintenance?	YES

4) Record, Plan, Inform, Instruct and Train

a) Record significant finding and action taken

Have you recorded the significant findings of your assessment?	YES	18/10/23
Have you recorded what you have done to remove or reduce the risk?	YES	18/10/23
Are your records available for inspection by the enforcing authority?	YES	18/10/23

b) Prepare Emergency Plan

Do you have an emergency plan and, where necessary, have you recorded the details?	YES	18/10/23
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Is the plan readily available for users to read?	YES	18/10/23
Is the emergency plan available to the enforcing authority?	YES	18/10/23

c) Inform and instruct relevant people; co-operate and co-ordinate with others

Have you told your management and users about the emergency plan?	YES	18/10/23
Do you know the location and identity of people you have nominated to do a particular task?	N/A	
Have you given staff information about any dangerous substances?	N/A	
Do you have arrangements for informing other users about what to do in an emergency?	YES	18/10/23

d) Provide training

Have your staff received any fire safety training?	N/A	
Have you carried out a fire drill recently?	N/A	
Are employees aware of specific tasks if there is a fire?	N/A	
Are you maintaining a record of training sessions?	N/A	

5) Review

a) Keep assessment under review

Date...18 October 2023.....

Revision due...November 2024..... completed.....

Revision due...November 2025..... completed.....

Revision due...November 2026..... completed.....

Revision due...November 2027..... completed.....

b) Revise where necessary