



Fire Risk Assessment

The purpose of this report is to provide an assessment of risk to life from fire in these premises, and, to identify the actions needed to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Premises details:

Name: Chard Community Hub

Address: Boden Centre, Boden Street, Chard, Somerset, TA20 2AX

Phone number: 01460 923149

Use: Community Centre for individuals and families local to Chard. The space is also rented to the WATCH Project.

Responsible person: Serena Wootton, fire safety volunteer

Fire safety guidance used for this assessment:

[fire safety risk assessment, small and medium places of assembly \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Five steps to fire risk assessment | Devon and Somerset Fire and Rescue Service \(dsfire.gov.uk\)](https://dsfire.gov.uk)

[A guide for persons with duties under fire safety legislation \(accessible\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Date of risk assessment: October 2024

Date for review: October 2025

This risk assessment is a live document and will be checked for updates every year, however if a change was to occur this would need to be considered within the fire risk assessment.

Risk Assessor's details

The fire risk assessment should be carried out by someone with an appropriate level of knowledge and understanding of fire safety.

Name: Serena Wootton / Megan Parfoot

Email address: swootton@holyrood.bep.ac/ mparfoot@holyrood.bep.ac

Phone number: 01460 923149

Information about the premises

Relevant fire safety legislation

The Regulatory Reform (Fire Safety) Order 2005

This legislation is enforced by:

Devon and Somerset Fire and Rescue Service.

General description of premises

Include information about age, construction details, features, whether it's part of a multi-occupancy building.

The Boden Centre was built in 1892, used as a social club for the mill workers, followed by a reading room and public library until 1998.

The building is occupied by three different renters, Chard Community Hub and The WATCH Project.

It is Grade II listed.

Occupancy details

- Time premises are in use: 08:00 to 22:00
- Maximum number of staff in the premises at any one time:
25
- Total number of people who may be in the premises at any one time (e.g. staff and customers):
200

Size

Building footprint (metres by metres):

The Boden Centre is GEA 193.58. It is made up of a main hall space upstairs with 2 smaller office spaces and a toilet. Downstairs there is 2 medium office spaces, a smaller office space, a kitchen area, 2 toilet blocks and a disabled toilet. There is one staircase situated in the entrance of the building.

There is a lift in the entrance way, however this cannot be used during evacuation. It is stated on our fire evacuation procedure to use the stairs in

an emergency and there is signage by the lift stating not to use in an emergency.

The building has also been provided with the following fire safety measures:

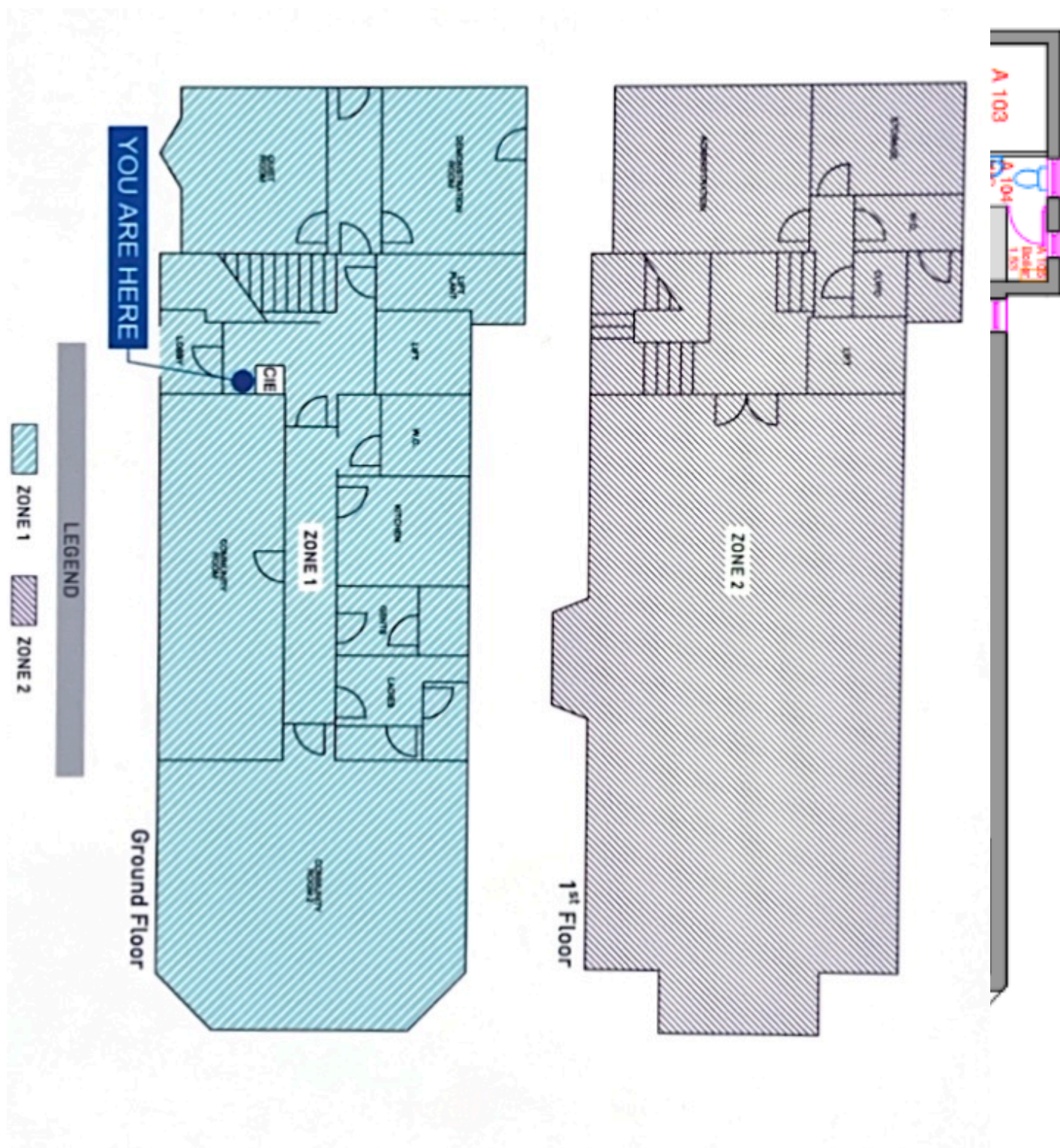
- A fire detection system with limited coverage of automatic detection for early warning in case of fire.
- Emergency escape lighting system in an event of mains lighting failure.
- Fire firefighting equipment (risk based).
- Fire safety signage.

People especially at risk

Identify and specify the location of people (staff/visitors/customers) at significant risk in case of fire. Outline why they are at risk, and what controls are (or need to be) in place.

Make sure you have considered:

- people who may be asleep on your premises: no on site sleeping arrangements are in place.
- people with a disability e.g. mobility, hearing or eyesight: We have volunteers and beneficiaries who may have a disability, mobility or eyesight issues. Within each activity risk assessment, it must be considered mobility of users and how this can be addressed in the incident of a fire.
- people working in a remote part of the premises or when the premises is unoccupied (cleaners, night security, flexi working): There are times when people are working when the premises are unoccupied. They are aware of the evacuation procedure and how to trigger the alarm system, they also have access to this fire document.

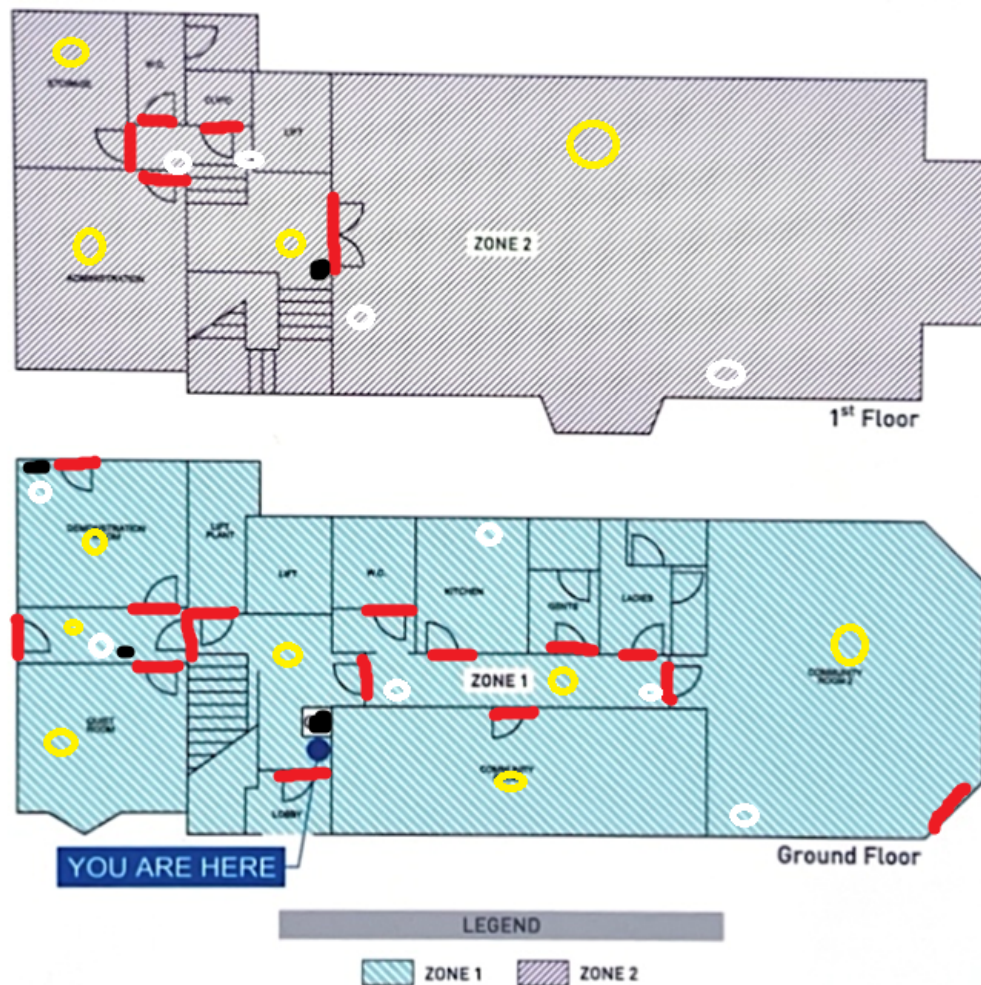


- people in other parts of the building if multi occupancy: The WATCH Project are aware of this fire document and of the evacuation procedure and how to trigger the alarm system
- young persons: young people accessing the building will always be supervised by parents or volunteer.

- others (outside contractors): contractors must sign in on arrival so they can be accounted for in the event of a fire. Emergency exits are displayed around the Boden Centre.

Plan of premises drawing

Detail the means of escape and other fire safety measures such as the location of fire-resisting walls, fire doors and emergency lighting, location and type of firefighting equipment and fire detectors etc.



Yellow circle – Emergency Lighting

Red Line – Fire Doors

White circle – Fire safety equipment

Black dot – call points

Fire hazards and the action taken to remove them or reduce the risk

| ELECTRICAL SOURCES OF IGNITION | | Yes | No |
|--|--|-----|----|
| Have reasonable measures been taken to prevent fires of electrical origin? | <ul style="list-style-type: none"> Electric Installation Condition Report last done (currently being sorted by Somerset Council). | | |
| More specifically | | | |
| Are fixed installations periodically inspected and tested? | Somerset Council are responsible. | | |
| Is portable appliance testing carried out? | | | |
| Is there suitable control over the use of electrical appliances? | | | |
| Is there suitable limitation of trailing leads and adapters? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- An electric installation condition report is the responsibility of Somerset Council and was complete in August 2024 (awaiting report).
- Portable appliance testing (PAT) is carried out annually and on any new appliances brought into the hub, by Dave Rose, a volunteer from the Repair Hub.
- The premises electrical intakes are located throughout the site's buildings, with the main intake located behind in the therapy room on the ground floor.
- Extension cables/plugs are used but not overloaded.

| SMOKING | | Yes | No |
|--|--|-----|----|
| Are reasonable measures taken to prevent fires because of smoking? | | | |
| More specifically | | | |
| Is smoking prohibited within the building(s)? | | | |
| Is smoking prohibited in appropriate areas? | | | |

| | | |
|---|--|--|
| Are there suitable arrangements for those who wish to smoke? | | |
| Did the smoking standard appear to be observed at time of inspection? | | |

Relevant information (including description of arrangements and deficiencies observed):

- No smoking site with policy.
- "No Smoking" signs are displayed within the Boden Centre.
- Volunteers and beneficiaries who wish to smoke must leave the Boden Centre.

| ARSON | | Yes | No |
|--|--|------------|-----------|
| Does basic security against arson by outsiders appear reasonable? | | | |
| Is there an absence of unnecessary fire load near the premises or available for ignition by outsiders? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- The Boden Centre layout is detailed in the images above, it has a small back yard area, that is accessible through the building and has a side gate. This remains locked, with a bolt across.
- The site is locked down when there are no occupants inside, with all external and most internal doors being locked.
- Contractors are required to sign in.
- The buildings rubbish waste is removed regularly and is stored in the back yard area.

| 10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATION | | Yes | No |
|---|--|-----------------------------------|-----------|
| Is there satisfactory control over the use of portable heaters? | | | |
| Are fixed heating and ventilation installations subject to regular maintenance? | | (Somerset Council responsibility) | |

Relevant information (including description of arrangements and deficiencies observed):

- The site's building has a mixture of gas and electric heating systems provided.
- The annual gas safety checks carried out on all gas appliances within the school site, by Somerset Council on 23rd July 2024.
- Records of the tests and inspections complete by Somerset Council can be found within the Boden Centres Health and Safety file and Somerset Council's central records.
- All boiler rooms having controlled access.

| COOKING | | N/A | Yes | No |
|---------|--|-----|-----|----|
| | Are reasonable measures taken to prevent fires because of cooking? | | | |
| | More specifically: | | | |
| | Are filters cleaned or changed and ductwork cleaned regularly? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- The only cooking that currently takes place is in the Healthy Little Ones session, this is risk assessed separately by the group.
- Our commercial cooking is not currently used. This section will be reviewed if this starts.

| LIGHTNING | | N/A | Yes | No |
|-----------|--|-----|-----|----|
| | Does the building have a lightning protection system | | | |

Relevant information (including description of arrangements and deficiencies observed):

Lighting is located in each room, the emergency lighting available is highlighted on the attached map of the building.
This is serviced by Somerset Council.

| HOUSEKEEPING | | | Yes | No |
|--------------|--|--|-----|----|
|--------------|--|--|-----|----|

| | | |
|---|--|--|
| Is the overall standard of housekeeping adequate? | | |
| More specifically | | |
| Do combustible materials appear to be separated from ignition sources? | | |
| Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? | | |

Relevant information (including description of arrangements and deficiencies observed):

- The site is cleaned weekly by a cleaner.
- Regular checks are complete by volunteers and CCH centre manager to ensure the escape routes are monitored concerning the storage of combustible materials within them, this is particularly relevant to the top of the staircase which checked regularly.

| HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS | Yes | No |
|---|---------------|-----------|
| Is there satisfactory control over works carried out in the building? | | |
| More specifically | | |
| Where appropriate, are fire safety conditions imposed on outside contractors? | Managed by SC | |
| Where appropriate, is a permit to work system used? (E.g., for "hot work")? | Managed by SC | |
| Are suitable precautions taken by in-house maintenance personnel who carry out works? | Managed by SC | |

Relevant information (including description of arrangements and deficiencies observed):

- Somerset Council are responsible for managing contractors work.
- If volunteers are used to do small, minor works Chard Community Hub manage their appropriate qualifications and safety.

| DANGEROUS SUBSTANCES | | N/A | Yes | No |
|-----------------------------|---|------------|------------|-----------|
| | Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- Only domestic strength cleaning materials are used by the cleaner.
- Only small quantities of paint, glue are stored on site.
- COSHH risk assessment is completed and reviewed annually.

For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

| OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION | | N/A | Yes | No |
|--|--|------------|------------|-----------|
| | Hazards: <ul style="list-style-type: none"> • cooker in main kitchen downstairs. • Fridge/Freezers in the Henry Room | | | |

Relevant information (including description of arrangements and deficiencies observed):

Cooker in main kitchen is currently disconnected
Fridge/Freezers are PAT tested and are locked each day behind a fire door.

Fire protection measures

| MEANS OF ESCAPE | | N/A | Yes | No |
|-----------------|---|-----|-----|----|
| | Is the design and maintenance of the means of escape considered adequate? | | | |
| | More specifically | | | |
| | Do staircase and exit capacities appear to be adequate for the number of occupants? | | | |
| | Are there reasonable distances of travel: Where there is escape in a single direction? | | | |
| | Are there reasonable distances of travel: Where there are alternative means of escape? | | | |
| | Is there adequate provision of exits? | | | |
| | Do the fire exits open in the direction of escape, where necessary? | | | |
| | Are the arrangements provided for securing exits satisfactory? | | | |
| | Are there reasonable arrangements for means of escape for disabled people? | | | |
| | Are the escape routes available for use and suitably maintained? | | | |
| | More specifically | | | |
| | Are fire-resisting doors maintained in sound condition and self-closing, where necessary? | | | |
| | Is the fire-resisting construction protecting escape routes in sound condition? | | | |
| | Are all escape routes clear of obstructions? | | | |
| | Are all fire exits easily and immediately openable? | | | |
| | Has how the emergency services be contacted been considered? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- The means of escape from the building is direct to fresh air via exits provided with approved door fastenings.
- The buildings internal escape routes are checked weekly to ensure they are free from obstruction.
- CCH check the fire doors close safely on a monthly basis.
- CCH volunteers are likely to have a phone on their person, if not there are houses and the library near by that would be able to support to contact the emergency services.

| MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT | | N/A | Yes | No |
|--|---|------------|------------|-----------|
| | Is it considered that there is: Compartmentation of a reasonable standard? | | | |
| | Have any of the sites risk buildings been constructed using modern methods of construction i.e., external "cladding"? | | | |
| | Is any of the cladding of the Aluminium Composite Material (ACM) type? | | | |
| | Can the cladding be accessed from ground floor level? | | | |
| | Is the cladding in a good state of repair? | | | |

Relevant information (including description of arrangements and deficiencies observed):

| EMERGENCY ESCAPE LIGHTING | | N/A | Yes | No |
|----------------------------------|--|------------|------------|-----------|
| | Has a reasonable standard of emergency escape lighting system been provided? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- Somerset Council are responsible for maintaining the emergency lighting. The most recent test was complete in August 2024, where some failures were identified and have now been fixed.
- There is emergency lighting in the main rooms and through the hallways.
- CCH tests the emergency lighting regularly and records of inspection and test held online and within the Fire Logbook.

The current fire safety legislation states that premises used for teaching, training-schools escape routes should have escape lighting, with a three-hour duration system. Somerset Council monitor this.

| FIRE SAFETY SIGNS AND NOTICES | | N/A | Yes | No |
|-------------------------------|--|-----|-----|----|
| | Is there a reasonable standard of fire safety signs and notices? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- Signage within the sites buildings has been provided in accordance with the Graphical symbols —Safety colours and safety signs — Registered safety signs (ISO 7010:2011) & BS 5499-4 Safety Signs, including fire safety signs, emergency evacuation signage is also displayed. Somerset Council have confirmed the correct signage is in place. CCH have provided the emergency evacuation procedure and this is signposted in each area of the building, highlighting to visitors what action they should take in an emergency.
- A fire assembly point has been provided in safe location away from the site's buildings, on the opposite side of the road to the Boden Centre main entrance.
- A facilities and information document will be available in the entrance way, on the back of all sign in clip boards and on our teams system containing information for the emergency services.

| MEANS OF GIVING WARNING IN CASE OF FIRE | | Yes | No |
|---|--|-----|----|
| | Is a reasonable fire detection and fire alarm system provided? | | |
| | Is there remote transmission of alarm signals? (Call Centre) | | |

| | | |
|---|--|--|
| Is a zone plan displayed (BS 5839-1 Zone Plan Section 3.68)? | | |
| Relevant information on false alarm experience (if known): All false alarms are investigated, and appropriate corrective action taken if needed. | | |

Relevant information (including description of arrangements and deficiencies observed):

- The fire alarm systems are linked to a monitoring station (Coomber Fire & Security 01823 282 888).
- The main control panel is located in the entrance way of the Boden Centre.
- The fire alarm system is tested regularly by CCH and inspected by Somerset Council.
- In the event of a false alarm when the trigger is unknown, CCH will request to be support by the fire service.

| MANUAL FIRE EXTINGUISHING APPLIANCES | | Yes | No |
|--|--|------------|-----------|
| Is there reasonable provision of manual fire extinguishing appliances? | | | |
| Are all fire extinguishing appliances readily accessible? | | | |
| What type(s) of appliances are provided? Portable fire extinguishers Fire Blankets | | | |

Relevant information (including description of arrangements and deficiencies observed):

- Firefighting equipment within the building is provided on a risk basis.
- CCH check them on a weekly basis, and they are inspected and serviced annually by a competent external contractor Coomber Fire & Security, arranged by Somerset Council.

Note, first aid firefighting equipment is intended for use by trained staff only, with the emphasis for staff, visitors, to raise the alarm and evacuate the building.

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

Type of fixed system: None

Relevant information (including description of arrangements and deficiencies observed):

Relevant to life safety and this risk assessment (as opposed to property protection).

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

Type of fixed system: None

Relevant information (including description of arrangements and deficiencies observed):

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

| | | |
|-----|-----|----|
| N/A | Yes | No |
| | | |

Relevant information (including description of arrangements and deficiencies observed):

Are there appropriately sited facilities for electrical

| | | |
|-----|-----|----|
| N/A | Yes | No |
|-----|-----|----|

isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

| | | |
|--|--|--|
| | | |
|--|--|--|

Relevant information (including description of arrangements and deficiencies observed):

Relevant to life safety and this risk assessment (as opposed to property protection)

MANAGEMENT OF FIRE SAFETY

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:

- Serena Wootton, Fire Safety Director

Fire safety at the premises is managed by:

Serena Wootton, Fire Safety Director and Megan Parfoot, CCH Manager
Coomber Fire & Security 01823 282 888

Is there a suitable record of the fire safety arrangements?

| | | |
|-----|-----|----|
| N/A | Yes | No |
| | | |

Relevant information (including description of arrangements and deficiencies observed):

The following information was provided as evidence for compliance:

- Test and inspection records of The Boden Centre is available in the Health and Safety File and fire safety documents.
- Emergency Evacuation Plan
- Facilities and Information File for Emergency Services

| PROCEDURES AND ARRANGEMENTS | | N/A | Yes | No |
|-----------------------------|--|-----|-----|----|
| | Are procedures in the event of fire appropriate and properly documented, where appropriate? | | | |
| | More specifically: | | | |
| | Are there adequate procedures for investigating fire alarm signals? | | | |
| | Are there suitable arrangements for summoning the fire and rescue service? | | | |
| | Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? | | | |
| | Are there suitable arrangements for ensuring that the premises have been evacuated? | | | |
| | Is there a suitable fire assembly point(s)? | | | |
| | Are there adequate procedures for evacuation of any disabled people who are likely to be present? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- An Emergency Evacuation Protocol is in place and has been communicated to all organisations within the building and is available to beneficiaries through displays.
- Event leader will collect sign in sheet so we know who is in the building.
- CCH will ask for support from the fire service to investigate unexpected alarms.
- CCH/other organisations in the building will call the fire service if there is a confirmed fire.
- The fire assembly point is in safe area well away from risk buildings.

| | | | |
|---|-----|-----|----|
| Is there a suitable record of the fire safety arrangements? | N/A | Yes | No |
| | | | |

Relevant information (including description of arrangements and deficiencies observed):

Yes, records are located within the buildings Fire Safety Logbook.

| | | | | |
|--|---|------------|------------|-----------|
| | Are there persons nominated to use fire-extinguishing appliances? | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

- The expectation is for those present in the Boden Centre not to tackle a fire but raise the alarm and evacuate the building.

| | | | | |
|--|--|------------|------------|-----------|
| | If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

Yes, fire emergency evacuation plan and fire risk assessment sent to The WATCH Project.

| | | | | |
|--|---|------------|------------|-----------|
| | Are there persons nominated to assist with evacuation, including evacuation of disabled people? | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

Serena Wootton

Megan Parfoot

Trained event leaders

Fire induction completed with all new volunteers during induction.

| | N/A | Yes | No |
|---|-----|-----|----|
| Are there adequate procedures for evacuation of any disabled people who are likely to be present? | | | |

Relevant information (including description of arrangements and deficiencies observed):

Within each activity risk assessment, it must be considered mobility of users and how this can be addressed in the incident of a fire.

There are several emergency exits. The Lace Room is located on the top floor. Within the risk assessment for sessions group leaders are asked to consider their attendees and the safety of this.

The fire doors are checked regularly.

| | N/A | Yes | No |
|---|-----|-----|----|
| Are routine in-house inspections of fire precautions undertaken (e.g., during health and safety inspections)? | | | |

Relevant information (including description of arrangements and deficiencies observed):

Yes.

Chard Community Hub's health and safety policy highlights that there is a health and safety checklist that includes management of fire safety in the building.

CCH weekly checks include:

Testing fire alarm, checking all firefighting equipment is in place, checking emergency exit routes are clear.

CCH monthly checks include:

Ensuring fire doors shut safely and ensuring first aid kits are up to date.

Yearly:

Fire risk assessment review.

Any defects would be reported to Somerset Council to action.

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.

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.

| TRAINING AND DRILLS | | N/A | Yes | No |
|---------------------|--|-----|-----|----|
| | Are all staff given adequate fire safety instruction and training? | | | |
| | More specifically: | | | |
| | Are they trained on induction? | | | |
| | Are they given periodic refresher training? | | | |
| | Are they given additional training to cover any specific roles and responsibilities? | | | |
| | Is the content of training provided considered adequate? | | | |

Relevant information (including description of arrangements and deficiencies observed):

- During volunteer inductions the fire evacuation process is shared.
- Event leaders attain internal fire safety training and annual reviews.

| | | | |
|---|-----|-----|----|
| Are fire drills carried out at appropriate intervals? | N/A | Yes | No |
| | | | |

Relevant information (including description of arrangements and deficiencies observed):

- Yes, 2 per year, as recommended in the Home Office Guidance 'A guide for persons with duties under fire safety legislation).

| | | | |
|--|-----|-----|----|
| When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? | N/A | Yes | No |
| | | | |

Relevant information (including description of arrangements and deficiencies observed):

When other organisations book a room with us, they are sent a copy of our fire evacuation procedure.

TESTING AND MAINTENANCE

| | | | |
|--|-----|-----|----|
| Is there adequate maintenance of the premises? | N/A | Yes | No |
| | | | |

Relevant information (including description of arrangements and deficiencies observed):

- CCH complete weekly checks of the maintenance of the premises.
- Somerset Council are responsible for reviews of equipment.

| | | | |
|--|-----|-----|----|
| Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? | N/A | Yes | No |
| | | | |

Relevant information (including description of arrangements and deficiencies observed):

Yes, with records held within the Fire Safety Logbook.

| | | | | |
|--|---|------------|------------|-----------|
| | Are monthly and annual testing routines in place for the emergency escape lighting? | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

Yes, with records held within the Fire Safety Logbook. Monthly testing is coordinated by CCH, annually by Somerset Council.

| | | | | |
|--|--|------------|------------|-----------|
| | Is annual maintenance of fire extinguishing appliances undertaken? | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

Yes, which is coordinated by Somerset Council.

| | | | | |
|--|---|------------|------------|-----------|
| | Is periodic inspection of external escape staircases and gangways undertaken? | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

- CCH complete weekly checks of the maintenance of the premises.

| | | | | |
|--|---|------------|------------|-----------|
| | Are six-monthly inspection and annual testing of rising mains undertaken? Somerset Council are responsible. | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

| | | | | |
|--|---|------------|------------|-----------|
| | 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)? Somerset Council are responsible. | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

| | | | | |
|--|---|------------|------------|-----------|
| | Are routine checks of final exit doors and/or security fastenings undertaken? Somerset Council are responsible. | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

| | | | | |
|--|--|------------|------------|-----------|
| | Are annual inspection and testing of the lightning protection system undertaken? Somerset Council are responsible. | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

| | | | | |
|--|--------------------------------------|------------|------------|-----------|
| | Other relevant inspections or tests: | N/A | Yes | No |
| | | | | |

Relevant information (including description of arrangements and deficiencies observed):

| | | | |
|----------------|------------|------------|-----------|
| RECORDS | N/A | Yes | No |
|----------------|------------|------------|-----------|

| | | | | |
|--|---|--|--|--|
| | Are there appropriate records of: | | | |
| | Fire drills? | | | |
| | Fire training? | | | |
| | Fire alarm tests? | | | |
| | False alarms? | | | |
| | Emergency escape lighting tests? | | | |
| | Sign in sheets for each session | | | |
| | Maintenance and testing of other fire protection systems and equipment? Somerset Council are responsible. | | | |