Fire Compliance & Safety Bournemouth Ltd.
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FIRE RISK ASSESSMENT REPORT

ADDRESS: Youth Hall, High Street, Lytchett Matravers, Poole, Dorset. BH16 6BJ.
NAME OF ASSESSOR: Bobby Gray **ASSESSORS SIGNATURE:**
NAME OF RESPONSIBLE PERSON: Lytchett Matravers Parish Council **ARTICLE 5 PERSON(S):** Roger Ong. **CONTACT DETAILS:** rogerong289@gmail.com
DATE OF ASSESSMENT RELEASE: 10/06/2025

Number of occupants: 60 Maximum
Occupancy level: Compliant
Number of floors in building: 1
Occupied floors: 1
Type of alarm: Grade F L4 and a verbal shout.

LIFE RISK RATING	HIGH	MEDIUM	LOW

NEXT REVIEW RECOMMENDED 10/06/2028	FIRE ALARM TEST DUE NO RECORDS AT TIME OF ASSESSMENT
EMERGENCY LIGHTING TEST DUE NO RECORDS AT TIME OF ASSESSMENT	FIXED WIRING TEST DUE 31/01/2029
FIRE EXTINGUISHER TEST DUE 31/03/2026	PORTABLE ELECTRICAL EQUIPMENT DUE NO RECORDS AT TIME OF ASSESSMENT
GAS INSTALLATION INSPECTION DUE NOT APPLICABLE	FIRE DRILL DUE NO RECORDS AT TIME OF ASSESSMENT
LIFT(S) TEST/INSPECTION DUE NOT APPLICABLE	AUTOMATIC VENTILATION TEST DUE NOT APPLICABLE
STAFF TRAINING DUE NO RECORDS AT TIME OF ASSESSMENT	ROLLER SHUTTER SERVICE DUE NOT APPLICABLE
KITCHEN EXTRACTION SERVICE DUE NOT APPLICABLE	KITCHEN SUPPRESSION SYSTEM DUE NOT APPLICABLE
PARTITION INSPECTION COMPLETED NOT APPLICABLE	FIRE DOOR INSPECTION COMPLETED NOT APPLICABLE

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform Fire Safety Order 2005 (RRFSO 2005), the Fire Safety Act 2021, The building Safety Act 2022 and the Fire safety (England) Regulations 2022 (As applicable). It has been produced to assist the responsible person to identify and resolve non-compliances. The assessment has been conducted by an IFE (accredited) and insured fire risk assessor.

- To use the Risk Assessment effectively, be aware of the following:
- The risk assessment is a “snapshot” of the premises on the day of the Fire Risk Assessment.
- The Action Plan contains the observations and recommendations of the “Fire Assessor” using their competence and experience to ensure the most pragmatic and cost-effective solutions are highlighted.
- Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
- Once the recommended action has been completed, the responsible person must sign and date the page relating to the non-conformity, this provides an audit trail.
- It is essential that a Fire Logbook is maintained by the Responsible Person.
- If there are any material changes to the structure, layout or use of the building; a further assessment must be conducted.
- The Fire Risk Assessment should be reviewed by a “competent person” regularly or if any significant changes occur to the property within the understood review period.
- This assessment has been conducted for the protection of life, not for the protection of property.

DESCRIPTION OF PROPERTY: The property is a small detached single storey building of prefabricated concrete slabs and timber framed construction with corrugated chrysotile asbestos roofing. The building is located within unsecured grounds. The building is used as a community youth centre. Internally the building contains a central hall, a small room at the rear, a food prep/kitchen area and ablutions. The building is fitted with a Grade F L4 fire detection and warning system; a verbal shout will also be used in the event of fire. Emergency lighting is fitted to the escape doors. The building has adequate means of emergency exit capacity for the maximum occupancy level. In the event of fire, an immediate simultaneous evacuation is conducted. The property is located on a main road that offers adequate access and water provision for the emergency services, albeit the access width may be difficult from one direction.

EVACUATION STRATEGY/RATIONALE: Immediate simultaneous evacuation is appropriate for the building. A fire warden sweep should be conducted to ensure all areas are clear in the event of fire.

FIRE DETECTION AND WARNING SYSTEM/RATIONALE: The Grade f L4 fire detection and warning system and a verbal shout are sufficient to implement an immediate simultaneous evacuation.

AREAS/FIXTURES AND FITTINGS ASSESSED: All internal areas, external walls and external areas.

EXTERNAL WALL DETAILS: No cladding. balconies or other fixtures or fittings that may facilitate a substantial external spread of fire are fitted to the external walls.

BUILDING HEIGHT/FIREFIGHTER PROVISIONS:
Building height is 1 storey.
Firefighter access will be provided by members of staff/users when the property is occupied.

HISTORY OF FIRE INCIDENTS: None reported at time of assessment.

MANAGEMENT

Are the following fire safety controls compliant or in line with current guidance?

Sources of ignition	YES	NO
Sources of fuel	YES	NO
Construction	YES	NO
Means of escape	YES	NO
Fire-fighting equipment	YES	NO
Fire detection and warning	YES	NO
Emergency lighting	YES	NO
Fire-fighters provisions	YES	NO
Management	YES	NO
Signs and signals	YES	NO
Effects on the environment	YES	NO
Security	YES	NO
Arson	YES	NO
Smoking	YES	NO

NON-COMPLIANCE – RISK LEVEL

Issues identified as LOW risk are unlikely to present a risk to life in the event of fire. They should be resolved within a reasonable timeframe, but they should be rectified within 6 months.
Issues identified as MEDIUM risk could contribute to a chain of events that may result in a minor incident escalating to a significant incident. They must be resolved within a relatively short period of time.
Issues identified as HIGH risk will likely cause unacceptable risks to life in the event of fire, they must be resolved as soon as possible.
Issues identified as IMMEDIATE risk will be reported to the client at the time of the assessment and a plan to resolve the issue(s) must be implemented immediately.

NON-COMPLIANCES / ACTION PLAN

DESCRIPTION	LOCATION	PICTURE	COMPLETED BY
Sources of ignition: At the time of the assessment, it appeared that PAT testing was out of date. Implement a portable electrical management system to ensure that the portable electrical appliances are safe to use. PAT testing is recommended. (Low risk).	Portable electrical equipment.	N/A	
Management: At the time of the assessment, I was unable to observe all the necessary fire safety management evidence. The responsible person must ensure that the necessary tests and inspections are being conducted and that this is recorded in a fire logbook. (Medium risk).	Weekly fire alarm tests. Monthly functional and annual emergency lighting discharge tests. Fire drills.	N/A	
Signs and signals: The final exit devices are not identified by appropriate signage. Fit "push bar to open" signage to the identified doors. (Low risk).	Final exits.	 	
Management: The property is used by different groups of people. At the time of the assessment, no fire safety policy was observed. Compile a fire safety policy and ensure that all persons using the building are aware of the contents. The policy must include fire safety rules whilst using the building, how to contact the emergency services and how to report faults and other fire related issues. (Low risk).	Fire safety policy.	N/A	

ASSESSORS SUMMARY: Overall fire safety management standards within the property are acceptable, excluding the issues identified within this report. The building is small, relatively uncomplicated and it is my assessment that it will be evacuated relatively quickly in the event of fire. Given that an automatic fire detection and warning system and an emergency lighting system is fitted, they must be tested/inspected at the appropriate intervals. This must be recorded. Given that the building is used by different groups, it is important to ensure that a fire safety policy is provided and that all persons using the building are aware of the fire safety rules and how to report related issues. PAT testing is not a legal requirement, but the responsible person should be aware that not testing portable electrical equipment may cause issues with insurance claims, should a portable device be the cause of a fire within the building. It is my assessment that the detection in the main hall is not required as it is likely that a fire will be spotted before these systems activate. They can be removed. I have assessed the building to be of low risk should a fire incident occur. As a result of this, I recommend a review of this assessment in 36 months. If any significant changes occur to the property within that period, a new assessment must be conducted.