



The Triangle
Chepstow Road
Newport NP19 8EE

FIRE RISK ASSESSMENT

May 2024

APPENDIX 3

FIRE RISK ASSESSMENT

1. Introduction

- 1.1 The Regulatory Reform (Fire Safety) Order 2005 (as amended in The Fire Safety Act 2021), replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 1.2 The Order applies to virtually all premises and covers nearly every type of building, structures and open spaces. It applies to community halls, community premises and buildings with grounds, such as The Triangle.
- 1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is David Moses, Chairman of Maindee Unlimited Trustees. David will, from time to time, appoint one or more 'competent' persons to undertake the risk assessment. This assessment (May 2024) has been carried out by John Hallam, MU Programme Manager, who has over ten years experience of fire risk assessing community premises.
- 1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:
 - 1 – Identify fire hazards
 - 2 – Identify people at risk
 - 3 – Evaluate, remove, reduce and protect from risk
 - 4 – Record, plan, inform, instruct and train
 - 5 – Review

1.5 Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the Triangle, namely:

1. Entrance and Servery
2. Meeting Room
3. Store Room
4. (Interior) accessible wc cubicle
5. (Exterior) public wc cubicle
6. Triangle playstage and grounds

1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices.

2. Fire Hazards: Sources of Ignition, Fuel and Oxygen

2.1 The main sources of ignition are portable electric items located in the Servery. Audio-visual equipment and IT equipment may be used from time to time in the Meeting Room.

2.2 Elsewhere, the main sources of ignition are electric sockets, lighting located throughout all areas and the underfloor heating system .

2.3 The principal sources of fuel are paper stationary items and waste paper and cardboard that has accumulated in waste bins.

2.4 Elsewhere, the main sources of fuel are wooden items of furniture.

2.5 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is supplemented by extractor fans in the Servery and (interior) w.c.

3. People at Risk

3.1 People who use the Triangle who may be at risk if there is a fire include:

- Visitors and any other users unfamiliar with the layout
- Volunteers and staff
- Hirers, contractors and who are unfamiliar with the building layout
- Children

- Older people
- People with disabilities (mobility, sensory or cognitive)

4. Evaluate, remove, reduce and protect from risk

The risk of fire occurring

- 4.1 It is considered that the risk of fire occurring is low. The main risk is from accidental or deliberate ignition of combustible materials such as waste paper and cardboard. All electrical equipment should be regularly serviced and maintained in a good state of repair with up to date PAT testing.
- 4.2 Elsewhere, electric sockets and lighting are newly installed and well maintained. When other electrical equipment is being installed a competent electrician will be available to ensure their safe installation and operation.

The risk to people

- 4.3 The premises are at ground floor level and all rooms open to the two escape routes available to the front and rear of the premises. Egress to street level from the front exit is via a 12cm step – a risk to people with mobility or sensory problems and wheelchair users.

Removal/reduction of the hazards

- 4.4 The identified potential hazards are electrical equipment in the servery and meeting room. These are an essential part of the facilities available to the users of the premises. Removal would not be in the best interests of the users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.
- 4.5 Smoking is not allowed in the Triangle building.
- 4.6 Elsewhere flammable materials are limited to tables and seating, and any combustible waste fly-tipped outside, especially at the base of the playstage.

Removal/reduction of the risks to people

- 4.7 The fire risk to people is reduced to as low as reasonably practical by ensuring:
- a) adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

b) that combustible rubbish is routinely removed. Care to be taken to remove any buildup at the base of the outdoor playstage as this has wooden cladding.

- 4.8 A fire alarm system is in place incorporating an alarm and three manually operated 'break glass' points located (1) by the front door (2) in the corridor and (3) by the sliding doors in the meeting Room. These should be tested regularly and the results recorded.
- 4.9 Fire extinguishers for particular types of fire are to be situated in the Meeting Room and Servery. They should be regularly inspected and fully checked annually.
- 4.10 The main escape route is through the front entrance. It is at ground floor level and is readily accessible from all parts of the building. The sliding door in the meeting room can also be opened from within via a turnkey. The two escape routes are (i) via the main entrance onto the Triangle grounds and (ii) via the sliding doors onto the Triangle grounds.
- 4.11 Escape routes are all unencumbered. Both escape routes lead to areas that provide open space for safe and easy clearance of the building.
- 4.12 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building. Fire exit signs are included on emergency lighting panels as detailed on the accompanying diagram.
- 4.13 Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

Installation, testing and maintenance

- 4.14 All fire prevention and firefighting equipment to be maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk to be checked on a regular basis.
- 4.15 Weekly checks to be made of water heaters, fridges, emergency lighting, fire doors, lights, dishwasher, safety torch and the fire alarm.
- 4.16 An annual check to be made of the fire extinguishers, and a certificate of inspection obtained. The electrical system to be checked on an annual basis and a safety certificate obtained.

Conditions of Hire

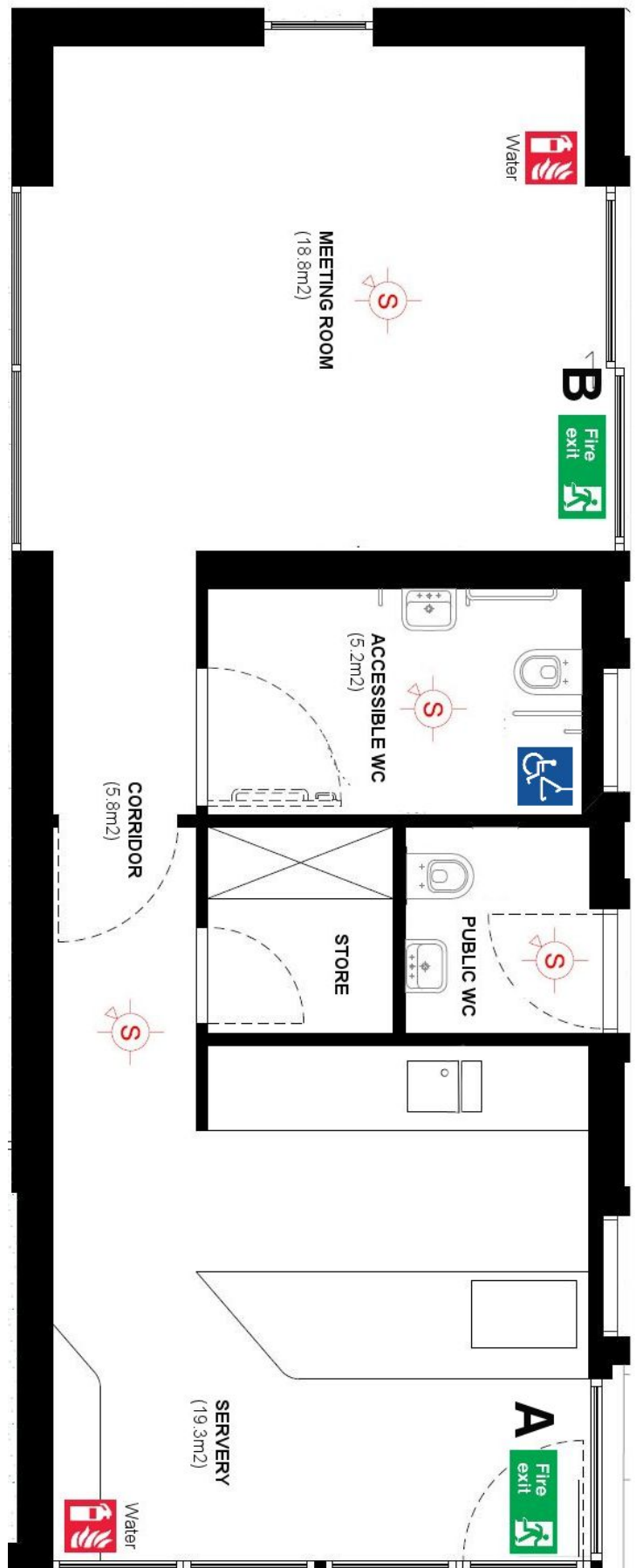
- 4.17 The conditions of hire of the premises state that fire and other exits must not be obstructed.
- 4.18 For theatrical and entertainment events particular health and safety procedures may apply and an appointed person will be responsible for fire safety and emergency evacuation.

4.19 Diagram showing layout of premises:

ESCAPE ROUTES

The door marked “A” at the front of the building, facing onto Chepstow Road, is the main fire escape route. If this is unavailable for any reason, the sliding door marked “B”, facing the main grassed outdoor area, is an alternative fire escape route.

Both doors “A” and “B” have thumbturns to open them from the inside, even if the door has been locked from the outside.



5. Record, Plan, Inform, Instruct and Train

5.1 The main findings of this fire risk assessment are:

Finding	Action	By
The Triangle is a small single storey building with a simple layout, clear and well signed escape routes. No hazardous materials are stored or hazardous activities take place. LOW RISK	Annual review of fire risk assessment	JH
The main exit (A) had a small step down to the outside ground. This creates a small trip / fall hazard, especially for people with mobility or sensory problems. This could impede evacuation in the event of fire. LOW RISK.	The main exit and outside area to be redesigned to create level ingress / egress.	JH
A buildup of combustible (flytipped) materials at the back of the wooden-cladded play stage would create a risk of arson. LOW RISK	Regular clearance of rubbish in outdoor areas / education	All
There are no current fire instruction signs or fire extinguisher signs and only one fire extinguisher. LOW RISK	Order and install signs and extinguishers	JH

5.2 The conditions of hire should state that no exits should be obstructed, that users must remove all waste and that illuminated fire exit signs must be on for all public use.

Information and instruction

5.3 Copies of the conditions of hire / use must be provided to users and hirers who are required to accept and adhere to them.

6. Review

6.1 This fire risk assessment was completed in Spring 2024. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.



John Hallam, Assessor May 3rd 2024