

Hill House St. Helier Fire Risk Assessment

From the CLG Fire Safety Risk Assessment Guides, the 5 Step Approach.

Fire safety risk assessment

1 Identify fire hazards

Identify:

- sources of ignition;
- sources of fuel; and
- sources of oxygen.

2 Identify people at risk

Identify:

- people in and around the premises; and
- people who are especially at risk.

3 Evaluate, remove or reduce, and protect from risk

- Evaluate the risk of a fire starting.
- Evaluate the risk to people from a fire.
- Remove or reduce fire hazards.
- Remove or reduce the risks to people from a fire.
- Protect people by providing fire precautions.

4 Record, plan, inform, instruct, and train

- Record any major findings and action you have taken.
- Discuss and work with other responsible people.
- Prepare an emergency plan.
- Inform and instruct relevant people.
- Provide training.

5 Review

- Review your fire-risk assessment regularly.
- Make changes where necessary.

Remember to review your fire-risk assessment regularly.

Fire Risk Assessment Template

This document has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

Whilst every care has been taken to ensure the adequacy and suitability of this document, the London Fire Brigade accepts no responsibility for any content added, edited or deleted by the user. Use of this document will not automatically guarantee the completed risk assessment will be regarded as “suitable and sufficient”.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Karen Leung		
Address of Premises	People Arise Now Hill House Community Centre Bishopford Road SM4 6BL		
Postcode	SM4 6BL		
Assessor:	Karen Leung		
Date of Fire Risk Assessment	21/11/25		
This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.			
Subsequent Review Dates			
Reviewed by	Karen Leung	Date	21/11/25
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	2
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	400
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick construction House converted to offices and hall for hire (date unknown)
Primary usage: (e.g. Hotel, Shop)	Offices, training room and hall for hire
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	None

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	None		0000 to 0400	None	
	0400 to 0800	None		0400 to 0800	None	
	0800 to 1200	A		0800 to 1200	B	
	1200 to 1600	A		1200 to 1600	B	
	1600 to 2000	A		1600 to 2000	B	
	2000 to 2400	A		2000 to 2400	B	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
	Description of Occupants	Mobility Issues	0	Average Mobility	0	Vulnerability Issues

Occupants Especially At Risk From Fire	
Sleeping occupants (<i>Details of numbers - public/staff</i>)	0
Disabled occupants (<i>Personal Emergency Evacuation Plans in use when necessary</i>)	0
Occupants in remote areas (<i>Lone working/isolated areas</i>)	0
Young person's (<i>Individual Risk Assessment provided for those persons under 16 years of age</i>)	0
Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	0
Visitors	LESS THAN 20 AT ANY GIVEN TIME
Occupants whose first language is not English	0

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, no matter what the response, please add further details in the boxes below.

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Extension lead	Regularly checked and PAT tested annually by LBS	None
Plug sockets	Regularly checked and turned off	None
Electric floor heater	Regularly checked and PAT tested annually by LBS	None
Deficiencies:	Remedial Action Required:	
None	None	
General Comments:	Regularly checked and PAT tested annually by LBS	

Smoking

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?

YES

Smoking permitted in appropriate areas?

YES

Suitable arrangements for those who wish to smoke?

YES

Identified Hazards**Existing Control Measures****Are there any improvement recommendations**

Cigarette butts causing fire brush

All brush removed from smoking area

None

Fire in cigarette bin

Fire extinguisher located close to smoking area

None

Deficiencies:

None

Remedial Action Required:

none

General Comments:

None

Arson/Deliberate Ignition

Basic security against arson by outsiders or other persons appears reasonable.

YES

If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?

NO**Identified Hazards****Existing Control Measures****Are there any improvement recommendations**

Fire to building via windows

Combustibles on premises

All windows are closed when building is not in use and gates are closed to prevent access to building

None

Lack of security on premises

Regularly check premises to ensure there are no combustibles

CCTV camera is in use on premises and to also act as deterrent

Caretaker to regularly check premises

None

None

Deficiencies:

Double glazed windows

Remedial Action Required:

Installation of stronger windows

General Comments

None

Portable Heaters		
Portable heaters are used within the premises.		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Ignition of substance due to heaters	Flammable substances are not permitted on property	COSHH LOCKER if and when needed
Deficiencies:	Remedial Action Required:	
No COSHH LOCKER available	COSHH LOCKER to be installed	
General Comments: none		

Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises.

YES

Are fixed heating installations subject to regular maintenance?

YES

Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?

N/A / ~~YES~~ / ~~NO~~

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Gas heaters

Regularly checked and service by MITIE/Asset Management (LBS)

Heaters are old and needs to be replaced to something more efficient

Deficiencies:

Remedial Action Required:

General Comments: none

Cooking

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?

N/A / YES / NO

Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)

N/A / YES / NO

Suitable Shut Down Procedures in place?

N/A / YES / NO

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Cooking fire

Smoke detectors and fire extinguisher in place in all cooking areas

Induction on use of cooking equipments

Staff

Designated staff allowed use of cooking equipment's

Deficiencies:

Remedial Action Required:

none

none

General Comments: none

Lightning

The building has a lightning protection system.

YES

Is the lightning protection system subject to a suitable maintenance regime?

N/A / YES / NO**Identified Hazards****Existing Control Measures****Are there any improvement recommendations**

Fire due to lightning strike

Smoke detectors lighting conductors

none

Staff

Only designated people to interact with equipment

Deficiencies:**None****Remedial Action Required:****none****General Comments: none**

Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises?

NO

(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)

A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

YES

Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.

YES

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Staff

Only trained and designated staff to use substance of hazard

More staff training

Deficiencies:

Remedial Action Required:

Staff and occupiers training

More training required

General Comments:

None

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
---	------------

Appropriate storage of hazardous materials?	YES
---	------------

Escape routes kept clear of any combustibles? (Storage /furniture)	YES
--	------------

Appropriate measures for the safe storage and disposal of waste?	YES
--	------------

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
--------------------	---------------------------	---

Flammable liquids	Not kept on premises. Only used when required by trained staff or professionals	More frequent training for staff
Staff	Staff trained for control measures and escaped measures	

Deficiencies: Only one member of cleaning staff	Remedial Action Required: Inspection by third party for housekeeping measures
---	---

General Comments:

None

Hazards Introduced By Contractors And Building Works

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?

YES

Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?

YES

Give details: hot works permits only granted when needed or necessary

If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?

NO

Give details:

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Building repairs

Permits and risk assessments needed prior to any works

None

Staff

Inducted for requirements on permit system

Contractors

Inducted on arrival at premises

Deficiencies:

None

Remedial Action Required:

none

General Comments:

none

Other Significant Fire Hazards That Warrant Consideration

Are there any other fire hazards that warrant consideration within the premises?

NO

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

None

Deficiencies:

Remedial Action Required:

General Comments:

Arrangements for Evacuation

Evacuation Strategy	
Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements. State which evacuation plan has been adopted.	
Single Stage Evacuation It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	YES
Progressive Horizontal Evacuation Relevant persons are dependant on staff to assist with their escape. Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety. NOTE - Progressive Horizontal Evacuation is subject to the following Protected areas should be designed to provide: • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. The number and size of the protected areas depends on a number of factors: • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases;	YES

Delayed Evacuation

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.

NO

Written copies of Evacuation Procedures are located as follows:

Red Chubb Fire Book folder within main office

Notice board in hall wall

Each room/office

Kitchen areas

Toilets

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).		YES
Adequate design of escape routes?		YES
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of . . maximum travel.		YES
Where there are alternative means of escape? State the distance of . . maximum travel.		YES
Suitable protection of escape routes? (Fire resisting construction)		YES
Adequate provision of exits? State the capacity of each exit.		YES
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?		YES
Escape routes unobstructed?		YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.		YES
There is a wheelchair on the premises to use and assist any disable person on the premises to exit the building in the event of a fire		
Does the evacuation plan fit with the floor space factors?		YES
Identify dead end corridors. Are the appropriately covered?		YES
Identify inner rooms. Are the appropriately covered?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NA		
Deficiencies:		Remedial Action Required:
General Comments:		

Measures To Limit Fire Spread And Development

It is considered that there is:

Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.

YES

Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)

YES

As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?

YES

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Deficiencies:

Building is old

Remedial Action Required:

Annual check for deficiencies

General Comments:

none

Emergency Escape Lighting

It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?

YES

Identified Hazards**Existing Control Measures****Are there any improvement recommendations**

Electrical faults

Regular checks by building caretaker and manager to ensure emergency escape lights are all functional

Deficiencies:

None

Remedial Action Required:**General Comments:**

None

Fire Safety Signs And Notices

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996

YES**Identified Hazards****Existing Control Measures****Are there any improvement recommendations**

Staff

Fire points and signs for fire escape

Notice explaining fire plan to ensure understanding and compliance

Letting

Briefing and signs in place for fire exits

For all bookings, the Terms and Conditions, Fire Escape Route are attached to the documents we send to the facility hirer

Deficiencies:

Blanket understanding of signage

Remedial Action Required:**General Comments:**

Means Of Giving Warning In Case Of Fire

Reasonable manually operated fire warning system provided?		YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) Break glass call points at different areas in the building		
Automatic fire detection provided?		YES
If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc.) n/a.....		
Throughout Premises		YES
Part of Premises only		YES
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?		YES
Remote transmission of alarm signals to a monitoring station or other?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Kitchen stove Staff	Smoke detectors Alarms in the building and flashing beacon	
Deficiencies:	Remedial Action Required:	
More fire sounders upstairs	Installation of additional sounders	

General Comments:

--

Manual Fire Extinguishing Appliances

Reasonable provision of portable fire extinguishers?

YESAre all fire extinguishing appliances readily accessible and unobstructed?
(i.e. mounted on walls or on appropriate bases)**YES**

Is suitable wall signage provided relevant to extinguisher?

YES

Are hose reels provided?

YES**Identified Hazards****Existing Control Measures****Are there any improvement recommendations**

General fire

Fire call points

None

Smoke detectors

Staff

Trained Fire Marshal is in place to organise escape plan and requirements

Deficiencies:**More staff training needed****Remedial Action Required:****Further training for other members of staff****General Comments:****None**

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (sprinklers/misting systems or gas suppression systems, etc.)		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
N/a		
Deficiencies:	Remedial Action Required:	
General Comments:		

Firefighter Switch – High Voltage Luminous Tube Signs Etc.

Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc. (to include location)?

NO

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

n/a

Deficiencies:

n/a

Remedial Action Required:

General Comments:

n/a

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Karen Leung	
Deputy or assistant:		
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety Bismark Kissi..... Caretaker		YES
Is there a suitable record of the fire safety arrangements?		YES
Appropriate fire procedures in place?		YES
Are procedures in the event of a fire appropriate and properly documented?		YES
Are there suitable arrangements for summoning the Fire and Rescue Service?		YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?		YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?		YES
Are there suitable arrangements for ensuring that the premises have been evacuated?		YES
Is there a suitable fire assembly point(s)?		YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?		YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		YES
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Staff	Training for other staff members	None
Deficiencies:		Remedial Action Required:
General Comments:		

Training And Drills		
Fire safety training is managed by:	London Borough of Sutton	
Deputy or assistant:		
Are all staff given adequate fire safety instruction and training on induction?	YES	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	YES	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points?	YES	
Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?		
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc.)	YES	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Staff	Confirm dates by management about training	Establish a system for reminding refresher dates
Deficiencies:		Remedial Action Required:
Reminder system		
General Comments:		

Testing And Maintenance

Testing and Maintenance is managed by:

Assets Management/Mitie

Deputy or assistant :

Adequate maintenance of workplace?

YES

Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)

YES

Monthly and annual testing routines for emergency escape lighting?

YES

Annual maintenance of fire extinguishing appliances?

YES

Periodic inspection of external escape staircases and gangways?

YES

Six monthly inspection and annual testing of rising mains?

NO

Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?

YES

Weekly testing and periodic inspection of sprinkler installations?

N/A / YES / NO

Routine checks of final exit doors and/or security fastenings?

YES

Annual inspection and testing of lightning protection system?

YES

Other relevant inspections or tests:

Identified Hazards**Existing Control Measures****Are there any improvement recommendations**

Staff

Appointed maintenance company

Deficiencies:**Remedial Action Required:****General Comments:**

Recording

Appropriate records held for:

Fire drills?

YES

Fire training?

YES

Fire alarm tests?

YES

Emergency escape lighting tests?

YES

Maintenance and testing of other fire precaution systems?

YES

Location of Records: (Available for inspection by Fire Authority if required)

Give Details: main office fire safety folder

Identified Hazards**Existing Control Measures****Are there any improvement recommendations**

Staff

Regular inspection of records by management

Automated record system

Deficiencies:**Digital paper trail****Remedial Action Required:****Upgrade of paper system****General Comments:**

Priority	Meaning
	Immediate priority to be actioned within 24 hours to 8 weeks
High	<i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>1. Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Action Plan and appropriate action taken.

Significant Findings – Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed

Identified Fire Hazards and Primary Control Measures

It is important that each section is completed, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. The CLG guidance documents will assist in the identification of most generic hazards and control measures which may be relevant to your premises.

ELECTRICAL SOURCES OF IGNITION		
1. Fixed installation periodically inspected and tested? (Every 5 years)		Yes
2. Portable appliance testing carried out on a risk assessed basis?		YES
3. Suitable policy in place regarding the use of personal electrical appliances?		YES
4. Suitable limitation and management of trailing leads and adaptors?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Portable electrical equipment	All items over 12 months PAT tested annually	
Management	Maintenance Team inspect all leads, adaptors and plugs periodically	
	Staff instructed to visually check leads and cables periodically	
Deficiencies:		Remedial Action Required:

Action Plan

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible Person.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Fixed installations require inspecting or confirmation of last date and certificate	LOW		Maintenance Person	
2					
3					