Fire Risk Assessment

This Fire Risk Assessment was undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the terms and conditions of the Staffordshire County Council tenancy contract. A copy is to be provided to Enterprise Centre Manager to hold on file.

Name & Address of premises	Unit 3.07, Enterprise Centre, Walkers Rise, Hednesford WS12 OQU
Name of The Responsible person (ie the person that has day to day control of the premises/owner etc.)	Tony Craddock (Chairman) or Day Supervisor
Name of Person and Job Title completing this risk assessment if different from above	Barry James (Health & Safety Officer)
Date fire risk assessment completed	3rd December 2025

General Information

1. The Premises/Unit

1.1	What is your unit used for/nature of your business	Community workshop for members to use machinery and tools to construct timber items
1.2	Number of floors (state if there is a mezzanine floor and what this is used for)	1
1.3	Brief details of layout and approximately size of each unit	Approx 7.4m x 7.4m. Layout includes timber work benches around walls and three freestanding benches in the centre. Woodworking machinery in between benches or located on top of benches.
1.4	Has the layout changed since the last fire risk assessment was completed?	No

2. The Occupants

2.1	Approximate maximum number of employees at any one time	0
2.2	Approximate maximum number of other occupants at any one time	3 to 12
2.3	Hours of occupation	Approx 9am to 4pm, on four days per week.

3. Occupants especially at risk from fire				
3.1	Sleeping occupants	This is prohibited on site in accordance with the Staffordshire County Council Tenancy Agreement		
3.2	Disabled occupants	1 to 2 blue badge holders		
3.3	Visual/hearing impairment	Most members have hearing impairment, but wear hearing aids.		
3.4	Young persons	None under 18		
3.5	Occupants in remote areas and lone workers	None		
3.6	Non-English speakers	None		
3.7	Others (e.g. visitors/contractors)	As arranged, 1 - 2		
4. Record of any previous fires				
None				
5. Electrical sources of ignition				
5.1	Is the fixed electrical installation periodically inspected and tested?	Yes X	This is maintained by the landlord Staffordshire County Council	
5.2	Is portable appliance testing (PAT) carried out?	Yes X	No	Due date Differing dates, 2 year cycle
5.3	Are extension leads and plug adapters used safely and not overloaded or daisy chained?	Yes X	No	
5.4	Is the use of charging devices controlled?	Yes X	No	
5.5	Are there any work activities that involve the use of heat or produce sparks? If so, give details below	Yes X	No	
5.6	Further comments or hazards observed	Heat from soldering iron, sparks from metal grinding/sharpening of tools.		
6. Smoking				
6.1	Is smoking prohibited inside the premises?	Yes X	No	
6.2	Are there suitable arrangements for those wishing to smoke?	Yes X	No	n/a
6.3	Is there evidence that the smoking arrangements are not being followed?	Yes	No X	n/a
6.4	Further comments or hazards observed at the time of inspection	None		

7. Arson				
7.1	Have you considered the risk of arson as part of your site security measures?	Yes	No X	
7.2	Do you manage the external premises to ensure that risk of arson is minimised	Yes X	No	
7.3	Further comments and hazards observed from 7.1 and 7.2. If you have also answered "No" to any question above provide further detail of the action required to resolve the issue and add this to the action plan.	SCC responsible overnight security and CCTV cameras installed, coded barrier for vehicles. No action plan necessary.		
8. Portable heaters and heating installations				
8.1	Do you use portable heaters in your unit?	Yes	No X	
8.2	Do you take measures to minimise the risk from these such as the ignition of combustible materials?	Yes	No	n/a X
8.3	Are your heating systems subject to regular maintenance?	Yes X	Fixed heating systems are maintained by The Landlord, Staffordshire County Council	
8.4	Please add further comments or observations regarding questions 8.1, 8.2 and 8.3 If you have answered "No" to any questions above please provide further detail of the action required to resolve the issue and add this to the action plan.	N/A		
9. Cooking/Catering				
9.1	Do you have cooking facilities in your unit?	Yes X	No	
9.2	If yes, please record the appliances you use in the unit	Microwave oven. Water heater urn		
10. Lightning				
10.1	Do the premises have a lightning protection system?	Yes X	This is maintained by The Landlord, Staffordshire County Council	
11. Housekeeping				
11.1	Is the standard of housekeeping in your unit adequate?	Yes X	No	
11.2	Do combustible materials appear to be separated from ignition sources?	Yes X	No	
11.3	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes X	No	
11.4	Do you have large quantities of combustible materials such as paper, card, plastics, fabric, furniture etc. stored on the premises as part of your	Yes X Timber	No	

	business function? If yes, please provide details below		
11.5	Further comments and observations or if you have answered “No” to the questions above please provide further detail of the action required to resolve the issue and add this to the action plan		
12. Shared Workplaces			
12.1	Do you operate within a shared workplace	Yes X	The unit is situated within an SCC Enterprise Centre adjacent to other Tenant’s units also on site. The Landlord (SCC) also undertake their own fire risk assessment.
13. Fire hazards introduced by outside contractors and building works			
13.1	Do you have arrangements in place for managing outside contractors and works in your unit?	Yes X SCC responsible	No
13.2	Prior to contractors undertaking any hot works on the premises, do you complete a Contractors Hot Work – Permit to Work, with the Contractor?	Yes X SCC responsible	No
13.3	If you have answered “No” please provide further details of the action required to resolve the issue and add this to the action plan	N/A	
14. Dangerous substances			
14.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? ie. Oxygen, Petrol, Diesel, Acetylene	Yes X	No n/a
14.2	Do you store or use flammable liquids? Detail below quantities and storage details below	Yes X Paint/varnish	No
14.3	Do you store or use gas cylinders? Detail below quantities and storage details below	Yes	No X
14.4	If you have answered “No” to 14.1 or yes to 14.2 and 14.3 please provide further details here	N/A	

15. Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions				
15.1	List the hazards	Heat generation whilst machining timber with blunt tools.		
15.2	Do you have control measures in place to manage the fire risks associated with these hazards?	Yes	No X	n/a
15.3	If you have answered "No," please provide further detail of the action required to resolve the issue and add this to the action plan	Machinist responsible for workpiece machining will control any issue. Machine risk analysis.		

Fire protection measures

16. Means of escape from fire			
16.1	Is the provision of fire exits adequate?	Yes X	No
16.2	Are fire exits easily and immediately openable without the use of a key?	Yes	No X
16.3	Do fire exits open in direction of escape where necessary?	Yes X	No
16.4	Are the distances of travel to fire exits and protected routes reasonable and unobstructed?	Yes X	No
16.5	Please provide further comments on observations from 16.1-16.5 and if you have answered "No," please provide further details of the actions required to resolve the issue and add this to the action plan	Exit doors are always unlocked during occupation to provide entry and exit. Notice posted on each door.	

17. Evacuation of vulnerable people				
17.1	Do you have adequate arrangements and equipment in place to evacuate vulnerable or disabled occupants?	Yes	No X	n/a Ground floor premises
17.2	Are the arrangements for evacuating vulnerable or disabled people (including PEEPs) tested for effectiveness as part of Fire Drills?	Yes	No	n/a X

18. Measures to limit fire spread and development.			
18.1	Are there any holes/damage to walls or breach of any compartmentation to your knowledge?	Yes	No X
18.2	Are fire resisting doors maintained in sound condition and self-closing where necessary?	Yes X	No
18.3	Are fire doors being wedged open?	Yes	No X

18.4	Please provide further comments on 18.1-18.4 and details of the actions required to resolve the issues and add this to the action plan		
19. Emergency escape lighting			
19.1	Has a reasonable standard of emergency escape lighting system been provided?	Yes X	No
19.2	Is the lighting tested and maintained?	Yes X	This is tested and maintained by The Landlord, Staffordshire County Council
19.3	If you have answered "No," to the above please provide further detail of the action required to resolve the issue and add this to the action plan		
20. Fire safety signs and notices			
20.1	Are adequate fire safety signs and notices in place?	Yes X	No
20.2	If "No" please provide details of the action required to resolve this include this in your action plan		
21. Fire Alarms			
21.1	Is the unit fitted with an automatic fire alarm?	Yes X	This is provided by The Landlord, Staffordshire County Council
21.2	Is your system adequate and does it operate effectively?	Yes X	This is tested and maintained by The Landlord, Staffordshire County Council
21.3	Is the system tested weekly?	Yes X	This is tested and maintained by The Landlord, Staffordshire County Council
21.4	Are the fire alarm call (break glass) points unobstructed and clearly visible?	Yes X	No
21.5	Can the alarm be heard from all parts of the premises, even when equipment is in use?	Yes X	No
21.6	Please provide further comments on 21.1-21.5 and if you have answered "No" please provide further details of the actions required to resolve the issue and add this to the action plan	N/A	
22. Manual fire extinguishing appliances			
22.1	Have you provided adequate fire extinguishers for your unit?	Yes X	No
22.2	Are they tested and maintained annually?	Yes X	No
22.3	Are they accessible and not in locations where they can become hidden or blocked?	Yes X	No
22.4	If you have answered "No" to any of the above, please provide further details of the action required to resolve the issue and add this to the action plan	N/A	

Management of fire safety			
25. Training and drills			
25.1	Are all staff are provided with an induction on commencement of employment which includes the fire procedures?	Yes X	No
25.2	Are all staff given adequate fire safety instruction and training?	Yes X	No
25.3	Are fire drills carried out at appropriate intervals?	Yes X	No
25.4	Provide further information on the training you provide and if you have answered “No,” to any of the above please provide further detail of the action required to resolve the issue and add this to the action plan	N/A	
26. Testing and maintenance			
26.1	Is a system in place for people to report concerns with fire safety or fire safety system problems?	Yes X	No
26.2	If you have answered “No,” to the above please provide further detail of the action required to resolve the issue and add this to the action plan	N/A	

Having regard to the identified fire hazards, indicate below your assessment of the overall level of risk by ticking the relevant box:

Where there is hardly any risk from fire, few combustible materials, no highly flammable substances, and virtually no sources of heat.	Low	
Where there are sufficient quantities of combustible materials and sources of ignition to be greater than low fire risk but where a fire would be likely to remain confined, or to spread slowly.	Normal	X
Where there is a serious risk to life from fire, there are substantial quantities of combustible materials, there are highly flammable substances, or there exists the likelihood of the rapid spread of fire, heat or smoke.	High	

Please detail any fire risk controls that require action to eliminate/reduce the risk of fire.

Area for improvement or Action Identified from the Fire Risk Assessment	Action Required	Action Completed and date