

FIRE RISK ASSESSMENT

Date: 10th October 2024
Review Date: 31st October 2025 (or sooner in cases of significant changes)
Lead: Maggie Sinclair (SCA Trustee)
Description: Ceddesfeld Hall
Rectory Row
Sedgefield
Stockton on Tees
TS21 2AE

Ceddesfeld Hall is a Grade 2 listed building with two floors in general use with additional storage in both the cellar and the attic. The property is of traditional rendered stone construction with a pitched slate roof.

The building is managed by the Trustees of the Sedgefield Community Association (SCA), a charitable organisation and is generally used by local groups/sections in addition to being available for private hire.

| Electrical installations and equipment | YES | NO | COMMENTS |
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| Are fixed installations periodically inspected? | Yes | | |
| Are electrical equipment and appliances periodically inspected? | Yes | | |
| Is the use of trailing leads and adaptors where possible? | Yes | | Many rooms have limited electrical sockets; therefore, extensions are regularly used. Consider installing more sockets in the future. |

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| Smoking | | | |
| Are adequate measures in place to stop people from smoking on the premises? | Yes | | |
| Are 'No smoking' signs provided? | Yes | | |
| Arson | | | |
| Are the premises adequately secured to prevent unauthorised access? | Yes | | |
| Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? | Yes | | |
| Heating systems and portable heaters | | | |
| Are fixed heating systems subject to periodic maintenance? | Yes | | |
| Are portable heaters subject to periodic inspection and used safely? | NA | | |
| Cooking | | | |
| Are adequate measures taken to prevent fires from cooking? | Yes | | |
| Housekeeping | | | |
| Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? | Yes | | |
| Are combustible materials kept separate from ignition and heat sources? | Yes | | |
| Is it ensured that all contractors who undertake work on the premises are competent and qualified? | Yes | | |

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| Dangerous substances | | | |
| Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? | NA | | |
| Other significant fire hazards | | | |
| Are there any other significant fire hazards on the premises? | | No | None known |
| Means of escape | | | |
| Are all escape routes kept clear of obstructions to enable people to escape safely? | Yes | | |
| Are escape routes suitably signed? | Yes | | |
| Are all fire exits easily and immediately openable? | Yes | | |
| Are distances of travel considered reasonable? | Yes | | |
| Are suitable precautions in place for all inner rooms? | Yes | | Only one inner room, which is currently used for storage only |
| Is adequate fire protection provided to stairways, including the provision of self-closing, fire resisting doors? | Yes | | |
| Are reasonable arrangements in place for the safe evacuation of disabled persons? | Yes | | |
| Is there a reasonable standard of emergency lighting to illuminate escape routes in place? | Yes | | |
| Means of giving warning in case of fire | | | |
| Is there a suitable electrical fire alarm system? | Yes | | |
| Is the fire warning system tested regularly? | Yes | | Tested weekly |

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| Are regular fire drills carried out? | Yes | | Carried out annually – or more regularly if circumstances change significantly |
| Are records of testing and drills maintained? | Yes | | |
| Are there 'break glass' units positioned suitably throughout the building? | Yes | | |
| Manual fire extinguishers | | | |
| Is there reasonable provision of fire extinguishers? | Yes | | |
| Are all fire extinguishers regular checked and maintained? | Yes | | Contract in place with specialist company |
| Fire safety signs and notices | | | |
| Is there a reasonable standard of fire exit signage and fire safety signs? | Yes | | |
| Are there general fire notices, detailing the action to be taken in the event of a fire, provided and sited in prominent locations? | Yes | | |

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| Name: Maggie Sinclair | Signature:  | Date: 10/10/2024 |
| Name: Tony Guest Facilities Manager | Signature: | Date: |
| Name: Wendy Gill SCA Chair | Signature: | Date: |