FIRE RISK ASSESSMENT

Date: **13th July 2026**

Review Date: **31st July 2027 (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.

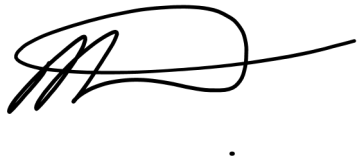
Electrical installations and equipment	YES	NO	COMMENTS
Are fixed installations periodically inspected?	Yes		
Are electrical equipment and appliances periodically inspected?	Yes		
Is the use of trailing leads and adaptors where possible?	Yes		Many rooms have limited electrical sockets; therefore, extensions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

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 adequality 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		

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
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		

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