



Name(s) of Assessor (s)	John Travis (Hub Director and Parish Councillor) Jose Hales (Hub Director and District Councillor) Abigail Williams (Clerk to Melbourn Parish Council)
Date of Assessment	6 th February 2025

Structure and use of the Premises

Description of the Melbourn Hub	<p>Melbourn Hub was opened as a purpose-built community centre in 2014. According to the planning application (http://plan.scambs.gov.uk/swiftlg/MediaTemp/1124409-409087.pdf) it is constructed of a timber frame with masonry, faced with timber and with a concrete tile roof.</p> <p>There is a ramped and stepped access in two directions to the front entrance. The back entrance is level access. There is an awning on two sides of the building, providing a part covered seating area as well as bicycle storage and a nominated outside smoking point. There is a smaller awning over the rear entrance.</p> <p>The building was extended in 2021 to create additional and larger meeting room and storage spaces. The changes included an additional door with level access to the front of the building.</p> <p>From the front entrance a lobby leads into the main building area. The main area contains the reception desk, café with catering kitchen and the main area housing retractable library shelves. From the corridor there is access to staff, male and female toilets, together with a further toilet with disability access and baby changing facilities. A storage cupboard for the catering team and a second for the cleaning team are also found in this corridor. A secondary corridor leads to a suite of two meeting rooms, one of which is dedicated to medical use and the other for mixed use with a door leading out to the front of the building. This corridor in addition gives access to a larger catering storage cupboard for equipment and dry goods. There is a small walk in stationery and storage cupboard behind the reception desk. There are double doors from the atrium café space to the outside at the front. A door at the back leads to an</p>
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	<p>exit at the rear of the building located at the bottom of stairs leading to the upstairs space. This is not a designated fire evacuation route from the ground floor.</p> <p>From the rear exit location there is a single staircase to the first floor with a platform lift to give access for disabled people. <i>On this floor is a large office dedicated and used by the Parish Council (the landlord and responsible person as the 'body corporate')</i>. This room is locked when not in use. From the room is a loft access point. The first floor 'landing' corridor also gives access to two large meeting rooms and a disability accessible toilet together with a small storage area. It also gives direct access to a staff changing room in which IT services and secure safe storage are also located. This room is also normally locked when not in use.</p>
<p>Use including persons covered by this Assessment</p>	<p>Use: A community facility including café, library, meeting rooms and place of assembly for local events, with associated welfare facilities, catering kitchen, staff areas, plant and storage rooms. The Parish Council office is used for administrative works and discussions with residents.</p> <p>People covered by the Assessment: Workers – including Hub Directors, staff, volunteers, contractors and Parish Council councillors and staff. Customer and visitors of all ages, including adults who have consume alcohol in line with the license. Both above groups may include people with disabilities</p>
<p>Fire Evacuation arrangements</p>	<p>The Hub operates an immediate evacuation process.</p> <p>Parish Council staff are responsible for ensuring their office is evacuated when it is in use.</p> <p>The Hub Manager or the Catering Team Leader will, depending on the nature of the emergency, carry out a sweep of the remainder of the premises to ensure that any persons not evacuated are reported to Fire Fighters.</p>
<p>Identification of higher risk layout (List locations)</p>	
<p>Vertical shafts, e.g. lifts, open stairways, linen and waste chutes and dumb waiters</p>	<p>There is an extraction system from the kitchen and another from the toilets (ground and first floors) and from the smaller food storage cupboard on the ground floor. There is ducting servicing the larger first floor meeting room that finally exits through the front of the building above the entrance lobby. There is one internal staircase.</p>
<p>False Ceilings, especially if they are not fire stopped above walls</p>	<p>None identified</p>
<p>Voids behind panelling</p>	<p>None identified</p>



Unsealed holes in walls/ceilings where pipework, cables or other services have been installed	None identified
Doors, particularly to stairways, which are routinely left open (if not linked to automatic systems)	Doors to toilets may be left open when not in use. This is not considered a significant issue. One door is routinely held open on the ground floor leading to lower level meeting rooms but this automatically closes on the activation of the fire alarm
Storage under stairs	The cleaner’s cupboard is under the stairs, but this is a built-in cupboard protected by a fire door and the under stairs area is compartmentalised with plasterboard. This is not considered a significant issue.

DETAILED RISK ASSESSMENT & ACTION PLANNING

Area for assessment (Key issues for consideration)	What we already do to manage this	Traffic Light (Risk rating)	What more we need to do to manage this (Action Plan)	Target date	Action completed (date and person responsible)
1.Sources of Ignition					
1.1 Naked Flames e.g. cigarettes, matches, candles, barbeques – including disposal e.g. garden debris	The building enforces smoke-free legislation with signs to support this. There is a designated smoking location, with a suitable butt bin. A process is in place for emptying the butt bin and no concerns were noted in compliance. There is no evidence of smoking in unauthorised places. Candles are occasionally used for birthday cakes but this activity is fully supervised by staff who make sure that naked flames are extinguished.	Green	No further action required		



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1.2 Boilers, fires and heaters	A boiler is installed in the plant room. It provides heating via underfloor heating and radiators. The Gas fired heating system is maintained via a service contract.	Green	Parish Council to ensure service visits are made according to the contract obligations		
1.3 Cooking	A catering kitchen is provided. It has as large extraction hood over the ovens/hob. A larger deep fat fryer is now in use located under the extract hood. This was is significant concern during the audit process subject to the defined actions being taken.	Amber	Hub management to ensure cooker hood and extract are serviced according to the contract obligations. Hub management to ensure fat fryer is operated to meet manufacturer's instructions with regular oil changes and cleaning. Keep records of oil/cleaning	Review by end March 2025	Jose Hales Gemma Dowling
1.4 Faulty Electrical Wiring or Appliances (including overloading and extension leads)	The building was new in 2014 but has been changed and extended since then. PAT testing of all equipment for both Council and Hub was completed during 2022.	Amber	As a result of the Extension Works the building has been subject to comprehensive electrical upgrade and checks. The power supplies to the kitchen area have been strengthened a new distribution boards installed. (a) Fixed circuit testing for building to be carried out every three years. (b) Annual PAT testing for kitchen equipment to be completed. (c) PAT testing to all other items to be completed every three years.	Review by April 2025	John Travis Jose Hales Parish Clerk



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1.5 Arson (evidence of unauthorised access, previous attempts, build-up of available fuel)	Both Hub and Parish Council report no history of arson, attempted arson or unauthorised access. Building is comprehensively protected with HD CCTV. All stored combustible materials have been removed from outside spaces. Waste storage has been relocated from inside storage to outside.	Green	No further actions required. All outside areas to be monitored to prevent a build-up of combustible materials.	Ongoing	
2. Sources of Fuel					
2.1 Storage of combustible items (papers, books etc and are these in suitable locations)	There is built-in storage for the catering and cleaning teams and a large closed plaster-boarded general storage cupboard on the ground floor. The library bookcases are closed together when not in use. The display of notices in the lobby and on notice boards were not considered to be significant risks. Fire detection is installed in the loft	Amber	Previous consideration given to adapting the loft hatch with intumescent strips was considered unnecessary at the last review because the loft space had been cleared. However, some limited storage is now happening. It is recommended that quotes for intumescent strips are obtained in conjunction with the Parish Council .	April 2025	Jose Hales John Travis Parish Clerk



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2.2 Furniture (Labels state that it meets Furniture and Furnishings (Fire) (Safety) Regs 1988)	All furniture has been replaced as part of the building extension and all meets the required regulatory standard	Green	No further action required		
2.3 Textiles (Curtains, linens etc)	Blinds to windows have been replaced throughout the building during the recent upgrade (2021) to comply with fire standards. Dirty linens (aprons, tea towels etc) are now washed on site on a daily basis, avoiding the need for any hazardous or protracted storage.	Green	No further action required		
2.4 Flammable substances (including BBQ fuels)	No BBQ fuels are stored at the Hub except when in actual use. Some commercial aerosol-type cleaning sprays are available in small quantities	Amber	Check for the elimination of aerosols where possible: Hub management	Review by June 2025	Jose Hales Gemma Dowling
2.5 Rubbish & Waste (storage until collection & disposal)	Bins exist in the kitchen and in every room in the Hub, including the Parish Council office. These are emptied daily transferred to large Euro bins at the rear of the site. The Euro bins are emptied regularly according to a contract. Waste cooking oil is collected in steel drums for collection	Amber	Consider secure outside storage for cooking oil waste: Hub Management	Review by June 2025	Jose Hales Gemma Dowling



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2.6 Ceilings & Wall Coverings (E.g. flammable paints or materials of construction)	Ceilings and surfaces are constructed using plasterboard and non-flammable decoration has been used. No significant issues identified	Green	No further action required		
3. Sources of Oxygen					
3.1 Oxygen Cylinders (location and use)	A small oxygen cylinder was located for emergency use in the rear ground floor meeting room dedicated for medical use. While this is stored tidily it is not secured	Green	Oxygen cylinder is no longer stored in the Hub		
4. Fire Detection					
4.1 Detections a fire – fire alarms or smoke detectors (sufficient areas covered, maintenance and inspection)	The fire alarms and detectors originally installed with the building when new in 2014 have been replaced during the 2021 extension and upgrade, including the complete replacement of the fire panel electronics. Areas re-zoned and system working reliably.	Green	No further action required. System maintenance contract to be adopted by the Parish Council .	April 2025	Parish Clerk
4.2 Manual Detection (Systems for raising the alarm manually)	Fire alarm points are located at strategic points throughout the building. These are maintained on contract and regularly tested every Monday morning.	Green	No further action required. System maintenance contract to be adopted by the Parish Council .	April 2025	Parish Clerk



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4.3 Contacting the Fire & rescue Services (Systems for raising the alarm when the site both open and closed)	Staff and all key volunteers know how to call 999 when the building is occupied. When the building is unoccupied the proximity to local properties make it likely that residents will be alerted and will call 999 when hearing the alarm or seeing that the building is on fire	Green	No further action required		
5. Prevention of spread of smoke and flame					
5.1 Manual Equipment (extinguishers, fire blankets condition)	Fire extinguishers or blankets have been provided in all strategic locations. They are serviced and maintained through a service contract. Note: This contract has been recently reviewed and terms strengthened	Green	No further action required. System maintenance contract to be adopted by the Parish Council .	April 2025	Parish Clerk
5.2 Fire Doors Condition and use)	All Fire doors have been installed and improved as a result of the 2021 building upgrade. This included intumescent strips for cleaner’s cupboards and fire-rated vents for the freezer room	Green	No further action required		
5.3 Building Compartmentalisation (Fire stops around services and above fire doors)	Compartmentalisation is satisfactory	Green	No further action required		



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6. Fire Evacuation Routes					
6.1 Evacuation routes (accessibility, distance to external exits)	Evacuation routes for able bodied persons are satisfactory. A PEEP process has been fully implemented for room clients. The arrangements for mobility impaired persons reaching and exiting from the first floor are unsatisfactory. The wheelchair lift is aging and unreliable and there is no evac chair available. Use of the first floor is thus compromised	Red	Strict PEEP rules to be applied to first floor users and a joint project set up between the Parish council and the Hub Management to define and acquire replacement equipment that optimises the safety of all first-floor persons	September 2025	Parish Clerk John Travis Jose Hales Gemma Dowling
6.2 Escape Doors (location, condition & use)	All manual doors can be opened from the inside using a single crash-bar. Automatic Doors to the front and rear of the building have been upgraded to latest regulations	Green	No further action required. System maintenance contract to be adopted by the Parish Council	April 2025	Parish Clerk
6.3 Emergency Lighting (coverage, maintenance)	Emergency lighting is installed in strategic locations throughout the building. It is serviced, tested and maintained by a contractor	Amber	The frequency, nature and reporting of the contractor testing requires checking. This service contract should be adopted by the Parish Council.	April 2025	Parish Council



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7. Arrangements					
7.1 Fire Awareness Training (for workers)	Fire awareness training needs to be carried out for all new staff and volunteer starters by either the Hub Manager or a delegate or by one of the Director team or a delegate. This should include evacuation training	Red	Training systems and procedures should be reviewed and training carried out for both Hub and Parish Council staff. Hub and Parish Council action.	June 2025	Jose Hales Gemma Dowling Parish Clerk
7.2 Written Emergency Procedures (fire action notices/emergency folder)	Fire action notices are displayed in several locations and information concerning the emergency assembly point.	Amber	A fire assembly point notice at the assembly area is desirable. Hub and Parish Council action Fire Emergency folder requires review and update Hub action.	June 2025	Jose Hales Gemma Dowling Parish Clerk
7.3 Signs and Information (suitable signs, location and content)	There are illuminated running man signs and firefighting equipment and signs in several places in the building. These were updated at the time of the 2021 expansion	Green	No further action required		
7.4 Personal Emergency Evacuation Plans (PEEP's) (for workers or customers with declared needs)	PEEP forms are in use for the building and are embedded in the booking and client contract systems.	Green	No further action required		
7.5 Sharing Fire Safety information with Hirers	Room booking procedures for arriving clients and during the booking process include explicit fire safety advice	Green	No further action required		





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8. Any other issues					
8.1 Co-ordinating fire arrangements with the Parish Council	This FRA is considered to apply to the whole building. The building is in the permanent use by and in ownership of the Parish Council. Through joint signing and approval of this document the arrangements are deemed to include both parties	Green	No further action required. It should be noted that this document requires oversight by the full council if changes are made and council staff made aware of any aspects affecting their safety at work		
8.2 Evening Use by the Parish Council	The Parish Council regularly use the building for evening meetings that require open public access.	Green	During evening bookings access is restricted to the rear door of the building only, with visitors and councillors directed to the first floor. Access to the unsupervised ground floor is not available.		

APPROVALS

Person(s) completing the FRA	Name(s): John Travis Jose Hales Abigail Williams	Signed: 
Parish Council Approval	Name: Abigail Williams	Date:
	Signed:	Job Title: Clerk to Melbourn Parish Council
Hub Management Approval	Name: John Travis	Date: 6th February 2025
	Signed: 	Job Title: Director Melbourn Hub



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Guidance Notes:	Traffic Light Risk Ratings:	
<p>This risk assessment is aimed at viewing the building as a whole to assess the fire hazards present.</p> <p>In making the assessment the risks take account of how each hazard could affect all people in the building, be they staff, volunteers or customers.</p> <p>The system used also considers the degree of harm and how likely this is to happen. If a significant element is identified then steps are noted that bring the risk of harm to an acceptable level. If all possible measures have not yet been put in place then a timetable is indicated by which further protective steps must be taken.</p> <p>Reduction of risk may involve more than one course of action, for example, the introduction of safer equipment <u>and</u> additional staff training.</p>	Risk Rating	Action and maximum time to implementation
	Red	High Risk – actions to be completed within three months. A shorter time frame may be defined for very high risk situations
	Amber	Moderate Risk – Actions to be completed in six months
	Green	Lower or not considered a significant risk – Actions to be completed (if needed) on a longer timescale as required.