



Miss Louise Scrivens
Currie Community Centre
208 Lanark Road West
Currie
Midlothian
EH14 5RU

Our ref: fra6/CGL935078.EH14 5RU.02.12.25

12 December 2025

Dear Miss Scrivens

Fire Risk Assessment

The Fire (Scotland) Act 2005

208 Lanark Road West, Midlothian, EH14 5RU

Completed on: 2 December 2025

Please find attached a completed Fire Risk Assessment for these premises, it is also available in your online documents. The Assessment follows my recent visit to assess the fire hazards and risks, and the adequacy of the fire safety precautions in place.

My assessment followed the principles and guidance set out in British Standard PAS79:2020 and the BAFE (British Approvals for Fire Excellence) scheme SP205 Life Safety Fire Risk Assessment. As explained during the assessment I considered the risk level at these premises to be moderate. My assessment includes an Action Plan which sets out and prioritises the actions that I consider necessary to reduce the risk to at least tolerable.

May I also remind you that your online system includes eLearning modules for Fire Safety Awareness, Fire Warden Duties and Fire Extinguisher Use. These will be suitable for employees in lower risk premises and for annual refresher training. We can also offer on-site Fire Awareness and Fire Warden training as an additional service.

Personnel in a managerial role are expected to complete a higher level of training to give them a better understanding of fire regulations and responsibilities. As an additional service we can offer on-site IOSH accredited Fire Safety for Managers training as a 1-day online course. If required, this training can also be delivered on-site.

Should anything in the assessment or action plan be unclear, please call our 24-Hour Advice Service on 0844 561 8143 or safetytech@croner.co.uk. You should also call the Advice Service for further information or advice about fire safety training or advice on any other work-related health and safety issues.

Yours sincerely,

A rectangular box containing a handwritten signature in dark ink. The signature appears to read "H. Mackinnon" and is followed by a long, horizontal flourish.

**Harry Mackinnon Tech IOSH
H&S Consultant**

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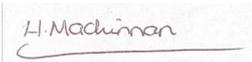
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Please Note:

The assessment report is intended to help you improve your compliance with fire safety requirements and best practice; it does not constitute legal advice. It has been based on observations, and written and oral information, provided by your representative at a site visit and is limited to those parts which were reasonably accessible. The assessment has been prepared on the strict understanding that you have ownership of, and remain responsible for, the management of fire safety at the premises. Accordingly, Croner will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the assessment.

FIRE RISK ASSESSMENT - THE FIRE SAFETY (SCOTLAND) REGULATIONS 2006

<p>Currie Community Centre 208 Lanark Road West Midlothian EH14 5RU</p>	
CLIENT AND DUTY HOLDER FOR FIRE SAFETY AT THESE PREMISES: (The duty holder is legally defined as the employer or person in control of the premises)	Currie Community Centre
PERSON APPOINTED WITH DAY-TO-DAY RESPONSIBILITY FOR FIRE SAFETY:	Louise Scrivens
ASSESSOR NAME:	Harry Mackinnon Tech IOSH, H&S Consultant
ASSESSOR SIGNATURE:	
DATE OF ASSESSMENT:	2 December 2025
DATE OF PREVIOUS FIRE RISK ASSESSMENT	
SUGGESTED DATE FOR REVIEW	December 2026
ASSESSMENT VALIDATED BY	
	T Yarnall 12 December 2025

A competent person should review this fire risk assessment by the date shown above, earlier if there are significant changes to any of the matters to which it relates, or if a fire occurs

INTRODUCTION

This assessment is made to address the requirements of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 for an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The report does not address the risk to property or business continuity from fire. It uses the format and questions set out in British Standards PAS 79-1:2020 Fire risk assessment – Code of Practice.

It is recommended that this assessment is reviewed at least annually and is supplemented by routine checks of general fire precautions. Whilst I have made reasonable effort to access all areas of the premises there may be some areas that are inaccessible or difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The Fire Risk Assessment is based on a combination of observations made at the time of the survey and information provided by you or your representatives. This information is taken in good faith as being factual and accurate.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this assessment. Compartmentation has been visually assessed, as far as is possible, in all other accessible areas of the premises.

This assessment is intended as a working document that can be used to guide future action aimed at improving compliance with legislation and day to day fire precautions. Where precautions have been assessed as falling below the required standards an Action Plan is provided, giving an indication of priorities and time scales.

The aims of a Fire Risk Assessment are:

- To assist the 'Responsible Person' in identifying the general fire precautions required to ensure the safety of their employees and other persons, so far as is reasonably practicable, and to ensure the premises are safe.
- To assist the Responsible Person in meeting the general fire safety requirements for the premises under their control.
- To identify any practices or conditions which could pose significant fire safety risks to people using the premises.
- To identify any practices or conditions which could pose significant risks to the building, the environment and people in the immediate vicinity of the building.

To assess the adequacy of current fire safety measures against the risks, using current standards, legislation and recognised codes of practice and to recommend improvements where required.

The Fire Risk Assessment must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:

- There is reason to believe a significant change in the structure or use of the building.
- There is a significant change in relation to the special, technical or organisational measures. Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where
- an 'Alterations' notice is in force.
- There is reason to believe that an occupant is operating in breach of fire safety legislation. Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.

Croner House, Wheatfield Way, Hinckley, LE10 1YG, United Kingdom

ASSESSMENT OF FIRE RISK

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

LIKELIHOOD OF FIRE	POTENTIAL CONSEQUENCES OF FIRE		
	Slight harm	Moderate harm	Extreme harm

Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking account of the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is

Low	Medium	High
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In this context, a definition of the above terms is as follows -

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking account of the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be

Slight harm	Moderate harm	Extreme harm
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In this context, a definition of the above terms is as follows -

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

On this basis the risk to life from fire at these premises is assessed as

Trivial	Tolerable	Moderate	Substantial	Intolerable
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Reasons for this assessment of risk to life:

Due to the size, layout, current processes and fire safety arrangements, the risk to life from fire is Moderate.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks.

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.

Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.
<p>Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.</p>	

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce the risk to life in the event of a fire, or maintain it at, the following level

Trivial	Tolerable
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The actions listed here have been prioritised according to the nature of the hazard and the severity of risk.

Where Severity is shown as

Action		Priority	Severity	Action Allocated To	Date Action Undertaken
A8.1	<p>All items of portable electrical equipment used by the organisation should be itemised in an inventory and those requiring formal electrical inspection should be subsequently identified via the risk assessment process.</p> <p>Maintenance and testing should be arranged and carried out by a competent person. The records of these tests should be retained and filed accordingly.</p> <p>Internal visual inspection of portable electrical appliances should also be carried out periodically, with records being kept in a similar way.</p>	Medium	Medium	Trustees	

A8.2	<p>You should locate your electrical installation condition report, ensuring that there are no outstanding actions from it.</p> <p>If the installations are described as 'UNSATISFACTORY' you should complete any significant recommendation identified to enable a 'SATISFACTORY' report to be issued.</p>	Low	Medium	Trustees	
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HIGH - the risk to life is significant.

MEDIUM -there is a potential risk to life.

LOW - the risk to life is low.

Where the Priority for action is shown as

HIGH - Immediate action required.

MEDIUM - As soon as reasonably practicable and within 12 weeks

LOW - As soon as reasonably practicable and within 24 weeks

You are advised to consider and close all of the actions identified within three months from receiving a copy of the report.

Action		Priority	Severity	Action Allocated To	Date Action Undertaken
A13.1	It is advised to secure your bins outside of the community centre, to prevent the general public gaining access to them. Ideally they should be re-located to a locked waste storage area or enclosed within a secure, gated bin store. Bins should also be kept at least 6 metres away from the property and ideally be locked.	Medium	Medium	Trustees	
A14.1	You should engage a registered competent engineer to conduct an inspection and service of your air conditioning installations. Records of this activity should be retained for inspection.	Low	Medium	Trustees	

<p>A18.1</p>	<p>You have a duty of care to ensure that occupants are safe from the activities conducted by Contractors and the contractor themselves are safe and work in a safe manner whilst they are completing task on your premises.</p> <p>Ask all contractors used by the organisation for copies of their health and safety documentation, for example: (Insurances, risk assessments and method statements, (RAMS) training records etc) and retain on file.</p> <p>This can be completed using a contractor’s questionnaire which can be sent to the contractor prior to attending site.</p> <p>Consider the use of a contractor’s induction which can be given to the contractor when attending site, regardless, ensure that all contractors are informed of the emergency plan and are aware of the escape routes and what they should do if there is a fire.</p> <p>If contractors are permitted to enter the site unaccompanied you must ensure their safety and you must keep evidence that you have provided them sufficient information and instruction to ensure their safety and suitable assurance that they have provided you with adequate information as outlined above.</p> <p>On occasions where unsupervised work is conducted retain records of the contractors lone working policy and risk assessment, ensure they have access to emergency numbers so that can contact trustee members in the event of an emergency and that an adequate permit for work process is implemented for high risk activities (e.g. working from hights).</p> <p>Supporting documents are located on your BrightSafe portal. In the Documents section: - Contractor Questionnaire, Contractors Safety Information v1 and Contractors Handbook.</p>	<p>Medium</p>	<p>Medium</p>	<p>Trustees</p>	
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	Action	Priority	Severity	Action Allocated To	Date Action Undertaken
A22.1	<p>It is advised to upgrade the doors within the corridors, to fire rated doors to allow for sufficient compartmentation in the event of a fire and provide a protected escape route.</p> <p>This is usually conducted by certified fire door installers. You should also be provided with instillation certificates.</p> <p>Checks on these fire doors should also be included within your in-house health and safety inspections.</p>	Medium	Medium	Trustees	
A23.1	<p>It is advised to upgrade both boiler room doors with fire resistant doors. The large boiler room door should be 60 minute fire rated, the smaller boiler room should be at least 30 minute fire rated.</p> <p>Any areas not compartmentalised should also be filled in with fire resistant materials, including the electrics, distribution cupboard situated in the main hallway.</p>	Medium	Medium	Trustees	



<p>A23.2</p>	<p>It is advised to confirm if the buildings ventilation and heating system has fire dampers installed. This is usually confirmed by your service engineer or in documentation such as maintenance and inspection records, commissioning certificates and fire damper instillation certificates.</p> <p>If they are installed they must be included in the annual service of the equipment and records retained.</p> <p>Wherever ducting passes through compartments dampers should be installed. If your heating engineer advises that they are not installed you are advised to have them fitted where appropriate.</p>	<p>Low</p>	<p>Medium</p>	<p>Trustees</p>	
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	Action	Priority	Severity	Action Allocated To	Date Action Undertaken
					
A24.1	<p>It is advised to install emergency escape lighting in external areas and exit routes. This should be conducted by a competent person, ideally a qualified electrician. These emergency lighting units should also be included within annual servicing and monthly testing schedules.</p>	Medium	Medium	Trustees	
A24.2	<p>Where emergency lighting has been installed, it should be subject to frequent visual and activation checks performed by a nominated staff member (usually monthly), to ensure its effective operation in the event of a fire or emergency. All records of testing should be generated and filed accordingly and any faults rectified immediately.</p> <p>You should also engage with a competent person to have the emergency lighting units fixed within the boys bathroom, within a suitable timescale.</p> 	Medium	Medium	Trustees	
A25.1	<p>It is advised to replace the current fire notices with updated ones that allow for the location of the fire assembly point to be highlighted. These notices should be filled in with a permanent marker pen.</p> <p>Notices should be displayed adjacent to call points and visible to occupants at all times.</p> <p>There are relevant notices available from the Document section of BrightSafe, for you to download, complete and display.</p>	Medium	Medium	Trustees	
	Action	Priority	Severity	Action Allocated To	Date Action Undertaken

A26.1	<p>It is advised to install additional suitable and sufficient fire detectors and alarms in the food storage area once it has been renovated. Other detectors should also be installed throughout the property as well.</p> <p>These additional detectors/ alarms should be linked to your current fire alarm system. Instillation should be conducted by a competent person, ideally a fire alarm installation service.</p> <p>Records of the instillation should also be retained in a suitable place. The additional alarms should also be included within your annual servicing and regular testing schedules.</p>	Medium	Medium	Trustees	
A26.2	<p>It is advised to display additional zone plan diagrams in staff areas and adjacent to fire exits. You should also provide copies to staff members at their inductions.</p>	Medium	Medium	Trustees	

Action		Priority	Severity	Action Allocated To	Date Action Undertaken
A30.2	It is strongly advised to provide training for Louise Scrivens, to ensure she can competently implement and manage all actions identified within this fire risk assessment. She should also be competent enough to monitor any changes and where appropriate take action when required. There are e-learning courses on bright safe that can help with this.	Medium	Medium	Trustees	
A31.1	<p>A competent person should carry out regular documented in-house health and safety and fire safety inspections to ensure that fire safety does not fall below an acceptable standard. A log detailing the frequency and results of inspection should be recorded, and corrective measures taken where necessary.</p> <p>Periodic checks should include as a minimum:</p> <ul style="list-style-type: none"> • Fire alarm testing is being completed • Emergency lighting condition and has the tests are being completed • Location and condition of fire fighting equipment • Standard of fire doors • Standards of emergency exit routes • Standard of fire signage • Staff training • Equipment services 	Medium	Medium	Trustees	
A32.1	<p>To ensure that all persons know how to leave the premises in the event of a fire, repeated practice is desirable.</p> <p>Fire drills should be held at regular intervals, preferably twice per year. Whenever a fire drill is conducted it should be documented and retained in your safety records.</p>	Medium	Medium	Trustees	
Action		Priority	Severity	Action Allocated To	Date Action Undertaken

<p>A32.2</p>	<p>Ensure that the following training can be evidenced.</p> <ul style="list-style-type: none"> - Staff induction training that includes firesafety awareness, what action to take if discovering a fire, what action to take when the fire alarm is sounded, where the fire exits are, where the assembly point is, who is the responsible person and what are their roles. - Further suitable training for those with additional responsibilities, fire warden/responsible person training to include, what responsibilities they have in an emergency situation, how to assist with the evacuation of occupants, how to locate a fire using the fire panel and zone plan and use of fire extinguishers. - Responsible person on duty must ensure the fire strategy is put in place and know how to coordinate the activities of the fire wardens and staff, how to call the fire and rescue service and what information must be provided to them, conduct the roll call to ensure all occupants have evacuated, how to evacuate all occupants safely, what is the contingency plans and where can guests go to receive adequate help. The responsible person should complete a formal course so that they have received adequate knowledge for them to carry out their duties as a responsible person. - Periodic refresher training should be completed and recorded to ensure fire safety standards are maintained. <p>There is a Fire Awareness and Fire Warden training course and a Use of Fire Extinguishers course on the eLearning section of BrightSafe to assist with this action.</p>	<p>Medium</p>	<p>Medium</p>	<p>Trustees</p>	
<p>A33.1</p>	<p>Implement documented inspection of final exit doors and their security fastening to ensure they are not damaged and can be opened as required.</p>	<p>Medium</p>	<p>Medium</p>	<p>Trustees</p>	

Guidance Note 2-1 contains advice and information on the principles of fire risk assessment, fire safety management and fire safety arrangements and procedures. Further assistance is also available from our Health and Safety Consultants and 24-Hour Advice Line on 0844 561 8143.

GENERAL INFORMATION

1. THE PREMISES

1.1 Number of floors

1

- 1.2 Number of floors entirely below ground level 0
- 1.3 Floors on which car parking is provided 0
- 1.4 Approximate ground floor area, M2. 940
- 1.5 Approximate gross floor area, M2 940
- 1.6 Number of staircases 0
- 1.7 Number of lift shafts 0
- 1.8 Description of premises, buildings, construction and layout

The building is a detached single-storey community centre of standard construction, located within a built-up area of the town of Currie.

The building comprises a number of general-purpose rooms, a small hall, a large hall, a Canteen/ Café and associated kitchen, several storage rooms, toilets and changing facilities.

- 1.9 What is the premises used for, what processes are carried on here?

Currie community centre is hub for the community to host groups and activities ranging from sports to art classes and community 'get together'. The Centre has both small and large spaces for hire which are used to run businesses, host parties, events and meetings. The Centre runs a Saturday morning Café during term time. There is also a nursery within the building. The Centre is preparing to also house a food bank and after school club.

- 1.10 Did this assessment cover the full extent of the premises? Explain what was included and what was not.

The assessment covered the ground floor areas of the premises. No lofts or roof spaces were assessed.

- 1.11 Have any fire engineered solutions been incorporated into the building(s)?

No.

2. THE OCCUPANTS

- 2.1 Approximate maximum number of employees at any one time

No more than 10

- 2.2 Approximate maximum number of other occupants, including the general public and visitors, at any one time

No more than 400

2.3 Approximate total (maximum) number of people present in the building at any one time No more than 400

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants 0

3.2 Disabled employees 0

3.3 Other disabled occupants Possibly visitors/ general members of the public.

3.4 Occupants in remote areas and lone workers Possibly volunteers

3.5 Young persons employed Young volunteers help run both the Saturday Café and Friday club, club for over 60s.

3.6 Findings and any other occupants especially at risk

There were no occupants especially at risk.

4. CARE SERVICE PROVIDERS only

4.1 What is the day-time staff to resident ratio? N/a 4.2 What is the night-time staff

to resident ratio? N/a

4.3 How many residents are non-ambulant? This is not a care home.

4.4 Where in the building are they located? N/a

5. FIRE LOSS EXPERIENCE and CAUSES, WHERE KNOWN.

5.1 Fire loss experience.

None known in the several years of this occupancy.

6. OTHER RELEVANT INFORMATION

6.1 Other relevant findings.

No other relevant findings.

7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006

7.2 This legislation is enforced by:

The Scottish Fire and Rescue Service.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 as amended):

Health and Safety At Work Act 1974.
Health and Safety (Safety Signs and Signals) Regulations 1996.

7.4 The legislation to which 7.3 refers is enforced by:

Local Authority.

7.5 Is an alterations notice in force? If there is, give details and progress to completion.

There is no alterations notice in force.

7.6 Is a Fire Safety Notice in force? If there is, give details and progress to completion.

There is no Fire Safety Notice in force.

HAZARDS AND THEIR ELIMINATION OR CONTROL

8. ELECTRICAL SOURCES OF IGNITION

8.1 Are reasonable measures taken to prevent fires of electrical origin? NO

8.2 Is the fixed installation periodically inspected and tested?

At the time of the visit, there appeared to be servicing stickers on the panels of electrical distributors in the property.
The date seen was the 18th April 2025. However, I was not able to see an electrical installation condition report that deemed all fixed wiring 'satisfactory'.

8.3 Has portable appliance testing been carried out, where appropriate?

Formal portable appliance testing is yet to be conducted.

8.4 Is there a suitable policy for the use of personal electrical appliances?

I was told that the trustees and volunteers cannot fully supervise all external appliances that are brought onto the premises by hirers. However, the community centre has a fire policy stating that hirers are responsible for ensuring any portable appliances are either new or fully tested by a competent person.

8.5 Is the use of trailing leads and adapters controlled and limited?

The use of trailing leads and adaptors is minimal, with all desktop and static equipment plugged directly into socket outlets.

9. GAS FIRED EQUIPMENT

9.1 Is there evidence to show that gas powered equipment (heating, laundry, cooking, process, etc.) is periodically maintained and serviced?

There are gas boilers on the property that are annually serviced.

10. OIL FIRED EQUIPMENT

10.1 Is there evidence to show that oil fired equipment (heating, laundry, process, etc.) is periodically maintained and serviced?

There is no oil-fired equipment at these premises.

11. SOLID FUEL SOURCES OF IGNITION

11.1 Is there evidence to show that where solid fuels are used for heating, open fires, laundry, cooking, process, etc. the associated equipment and installation is periodically maintained and serviced?

There is no solid fuelled equipment at these premises.

12. SMOKING

12.1 Have reasonable measures taken to prevent fires as a result of smoking?

12.2 Is smoking prohibited on the premises?

NO

There is full compliance with the no smoking legislation and smoking within the premises is prohibited.

12.3 Is smoking prohibited in appropriate areas?

Smoking is not permitted anywhere within the curtilage of the premises. Smokers are required to leave the site and smoke outside the premises.

12.4 Are there suitable arrangements for those who wish to smoke?

At the time of the visit, there were no formal arrangements in place for those who wish to smoke as smoking is not permitted on site.

I was told that children may be present on the property therefore smoking is discouraged.

12.5 Did this policy appear to be observed in practice?

There was no evidence of smoking within the premises.

13. ARSON

13.1 Does basic security against arson by outsiders appear reasonable?

Basic security was satisfactory.

The premises are located within their own grounds, protected by security fencing which is locked when they are not in use. CCTV covers all external areas of the building. However, bins may be able to be accessed by the general public.

13.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?

There was no significant build up of fire loading around the building. CCTV covers external areas of the building.

14. PORTABLE HEATERS, HEAT PUMPS AND HVAC SYSTEMS.

14.1 Is there satisfactory control over the use of portable heaters?

Portable heaters are only used when the main heating system fails. I was told that they are checked annually and portable appliance testing is conducted on them every 2 years.

14.2 Are heat pumps and or air conditioning systems maintained and serviced annually or in accordance with the supplier's operating instructions?

There were some air conditioning units throughout the property that had not been serviced.

15. COOKING

15.1 Are reasonable measures taken to prevent fires as a result of cooking?

At the time of the visit, there was a kitchen with an oven, microwaves and a cooker. It was clean and tidy. I was told that the kitchen is used daily, Monday to Friday by the nursery.

Outside of these days, the cooker and microwave are rarely used. The barista machine is used on Saturdays. I was told that it was also regularly tested and serviced.

- 15.2 Where ventilation and extraction systems are provided is the ductwork and filters routinely cleaned and changed?

There is a domestic style extraction unit. I was told that it is rarely used.

- 15.3 Has fire fighting equipment been provided? Is it suitable and sufficient?

Suitable and sufficient fire fighting equipment has been provided in the kitchen.

16. LIGHTNING

- 16.1 Does the building have a lightning protection system? Is it inspected and tested at least once every year?

Lightning protection is not provided. However, this low rise, single storey building, is not in a high-risk environment and is not a sensitive installation (EN 62305). It is not expected to require lightning protection.

17. HOUSEKEEPING

- 17.1 Do combustible materials appear to be separated from ignition sources?

Combustible materials were seen to be separated from ignition sources.

- 17.2 Is the overall standard of housekeeping adequate?

Housekeeping and tidiness were seen to be at an acceptable standard.

- 17.3 Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?

No unnecessary accumulation of waste or other materials was noted.

18. HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS

- 18.1 Is there satisfactory control over works carried out in the building?

There are no arrangements to check on the competence of contractors and their ability to manage fire safety.

- 18.2 Where appropriate, are fire safety conditions imposed on outside contractors?

There is no system for imposing fire safety conditions on outside contractors or checking that they have no impact on fire safety issues.

- 18.3 Where appropriate is a permit to work system used (e.g. for hot work)?

There is no system for the issuing of permits to work of any kind where the work creates risk to health and safety or fire safety.

18.4 Are suitable precautions taken by in-house maintenance personnel who carry out works?

There is no in-house maintenance team. Third party contractors are used.

19. DANGEROUS SUBSTANCES

19.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?

At the time of the visit, there were no dangerous substances stored on site, mainly cleaning products in a dedicated storage area away from ignition sources and direct sunlight.

20. OTHER SIGNIFICANT FIRE HAZARDS

20.1 If personal mobility devices are charged or stored on the premises are they stored or charged in a suitable protected place where they do not impinge upon or compromise emergency exit routes?

Personal mobility devices are neither stored nor charged on the premises.

20.2 Where photovoltaic cells (solar panels) are installed are the inverters, control panels and any associated lithium-ion battery packs appropriately identified by hazard warning signs? Are they located and protected so that they do not compromise emergency exit routes?

There are no photo-voltaic cells at these premises.

20.3 Other significant fire hazards considered, including process hazards which involve hot work and impact on general fire precautions.

There are none.

FIRE PROTECTION MEASURES

21. MEANS OF ESCAPE FROM FIRE

21.1 Is the design and maintenance of the means of escape considered YES adequate?

21.2 Do staircase and exit capacities appear to be adequate for the number of occupants?

Exit routes and doors had a minimum width of 900 mm which is within the official guidance for the number of occupants.

21.3 Are there reasonable distances of travel where there is escape in a single direction?

The maximum travel distance to a place of safety where there is a single direction of travel was within the official guidance for this occupancy. DCLG Small and Medium Places of Assembly.

21.4 Are there reasonable distances of travel where there are alternative means of escape?

Where there are alternative escape routes the maximum travel distance to a place of safety was within the official guidance for this occupancy. DCLG Small and Medium Places of Assembly

21.5 Is there adequate provision of exits?

There are 7 final exits which are located throughout the property. These give access to ultimate safety. They open in the direction of travel and can be quickly and easily opened without need of a key.

21.6 Do fire exits open in the direction of escape, where necessary?

Where necessary, all fire exits open in the direction of travel.

21.7 Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?

There are no revolving or sliding doors on exit routes.

21.8 Are the arrangements provided for securing exits satisfactory?

Emergency exits to ultimate safety are fitted with either panic bars, panic bolts or thumb turns. Acceptable for this occupancy.

None of the designated internal fire exit doors are fitted with locking devices.

21.9 Is a suitable standard of protection designed for escape routes?

Escape routes are protected to a minimum 30 minutes fire protection. This is achieved by a combination a brick and concrete walls adequate ceilings.

21.10 Are there reasonable arrangements for means of escape for disabled people?

At this single storey premises all escape routes and doors have a minimum width of 900mm and are wheelchair friendly. However, formal arrangements have not been made for their escape. Informed that this is not required at present but would be completed when required.

22. MAINTENANCE OF FIRE ESCAPE ROUTES

22.1 Are the escape routes available for use and suitably maintained? NO

22.2 Are fire-resisting doors maintained in sound condition and self-closing, where necessary?

At the time of the visit, there was missing fire doors in the property, specifically at locations such as the main corridor leading from the entrance all the way to rear exit and for both boiler rooms.

22.3 Is the fire-resisting construction protecting escape routes in sound condition?

The escape routes showed no patent defects that would compromise their integrity.

22.4 Are all escape routes clear of obstructions?

Escape routes and adjacent areas were seen to be clear of obstructions and combustible items.

22.5 Are all fire exits easily and immediately openable?

Emergency exits to ultimate safety are fitted with either panic bars, panic bolts or thumb turns. They can be easily opened. Acceptable for this occupancy.

None of the designated internal fire exit doors are fitted with locking devices.

23. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

23.1 It is considered that there is compartmentation of a reasonable standard?

Although most of the premises had a reasonable amount of compartmentation, areas such as the boiler area in the gym storage corridor did not have this.

23.2 Is it considered that there is reasonable limitation of linings that might promote fire spread?

There was no significant amount of linings in the premises that may promote fire spread.

23.3 As far as can reasonably be ascertained, are fire dampers provided where necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?

At the time of the visit, there was no confirmation that fire dampers were installed in the metal ducting (used for heating the building) situated in the gym hall.

24. EMERGENCY ESCAPE LIGHTING

24.1 Is a reasonable standard of emergency escape lighting provided?

Emergency lighting units were seen at final exits, toilets and in corridors. However, there no external emergency exit lighting. There also appeared to be an emergency lighting unit not working in the boys bathroom.

24.2 Are there monthly and annual test routines for emergency escape lighting? Are these suitably recorded?

Servicing of emergency lighting was last conducted by Charles A Strachan Ltd on 22nd January 2025. However, there were no records to show that emergency lighting is tested monthly.

25. FIRE SAFETY SIGNS AND NOTICES

25.1 Is there a reasonable standard of fire safety signs and notices?

Fire action notices were seen throughout the premises, however, they did not specify the location of the fire assembly point.

26. MEANS OF GIVING WARNING IN CASE OF FIRE

26.1 Is a reasonable manually operated fire detection and fire alarm system provided?

At the time of the visit, there was a fire alarm present which is call point activated only. There are no smoke detectors within the property, however I was told that these would be added once renovations to the storage room and shower room have been completed.

26.2 Is the fire alarm and detection system tested weekly and serviced every 6 months? Are details recorded?

The fire alarm system had been serviced by GLD Security on 17th July 2025. I was also told that fire alarm testing is conducted on a regular basis by the client.

Records were seen at the time of the visit.

26.3 Is there automatic transmission of fire alarm signals to an alarm receiving centre?

The fire service is notified by an emergency call using the public emergency number 999.

26.4 Is a zone plan displayed?

A detailed zone plan is displayed at the alarm panel, however not anywhere else in the property.

26.5 Have there been false alarms? Are they investigated and are details recorded?

No false alarms reported as having occurred.

27. MANUAL FIRE EXTINGUISHING APPLIANCES

27.1 Is there reasonable provision of manual fire extinguishing appliances?

27.2 Are portable fire extinguishers provided?

YES

Portable fire extinguishers are provided. This includes water, powder and foam extinguishers seen throughout the premises in multiple zones. Extinguishers were on a stand / wall mounted. Fire blankets are provided at tea points and kitchens.

27.3 Are hose reels provided?

There are no fire fighting hose reels at these premises.

27.4 Are fire blankets provided?

Fire blankets are fitted in the kitchen/rest room.

27.5 Are all fire extinguishing appliances readily accessible?

All fire fighting equipment was suitably located and mounted on stands or was wall hung.

27.6 Is all the fire extinguishing equipment suitably maintained and serviced?

Fire extinguishers and fire blanket were last serviced and maintained by Vatlis Fire and Protection in October 2025.

28. AUTOMATIC FIRE EXTINGUISHING SYSTEMS

28.1 Are there any Automatic Fire Extinguishing Systems? Are they adequately maintained?

An automatic fire extinguishing system is not installed.

29. OTHER FIXED FIRE FIGHTING SYSTEMS AND EQUIPMENT

29.1 Are there any other fixed fire fighting systems and equipment. Are they adequately maintained?

There are none.

29.2 Is there suitable provision of fire-fighters switches for high voltage luminous tube signs, etc.?

There are no high voltage luminous signs or similar high voltage equipment at these premises.

MANAGEMENT OF FIRE SAFETY

30. ARRANGEMENTS

- 30.1 The competent person appointed under Article 17 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (the relevant general fire precautions) is:

Currie community centre is a charitable organisation ran by trustees. Therefore, it would not be one person in charge of implementing all preventative and protective measures. There was not any evidence to suggest that all trustees were fully competent to implement these measures.

The Trustees involved are as follows:

Iain Burgess (Chair), Hazel Lumsdaine (Vice Chair), Graham MacLachlan (Treasurer), Lucille Erskine, David Erskine, Gerry Butler, Gavin Menzies, Colin McBeth, Mike Perrin, David Stephen and Laurence Aitken.

- 30.2 Fire safety at the premises is managed by:

Louise Scrivens – Charity Centre Coordinator, alongside all other trustees.

- 30.3 Have they had any training? Are they competent to fulfil this role?

As mentioned, Louise and all other trustees may not have had recent fire safety awareness training to fulfil their role for implementing and monitoring the actions advised in the Fire Risk Assessment.

- 30.4 Is there a suitable record of the arrangements and allocation of responsibilities for the management of fire safety?

Written arrangements for the management of fire safety and emergency plans have not been prepared.

- 30.5 Do the fire safety arrangements prescribe a suitable evacuation strategy?

There is a suitable fire emergency action plan in place that provides detailed information on what to do in the event of a fire.

The action plan lists the sounding of the alarm, raising the alarm, actions to be followed when hearing the alarm, escape routes, the fire assembly point location, who will be using fire extinguishers and locations of key safety hazards/ other fire related equipment.

- 30.6 If the premises are in multiple occupation, have these arrangements and the evacuation strategy been prepared and coordinated in cooperation with other occupants and the property owner or their agent?

A small nursery is also located in the community centre. A joint evacuation would also be coordinated in conjunction with the community centre.

- 30.7 Where there are significant onsite fire hazards or at neighbouring premises has there been cooperation and coordination with neighbouring occupiers, emergency services and other authorities?

There are no significant hazards at these or at adjoining premises that would require cooperation and coordination of this nature.

Informed that the Nursery has an adequate fire safety plan in place.

30.8 Are there suitable arrangements for summoning the fire and rescue service?

As explained within the fire emergency action plan.

30.9 Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters?

As explained within the fire emergency action plan.

30.10 Are there suitable arrangements for ensuring that the premises have been evacuated?

There are no suitably trained fire wardens and no arrangements have been made for a sweep of the premises.

30.11 Is there a suitable fire assembly point(s)?

The designated fire assembly point is at a suitable place of safety and will not hinder the work of the emergency services. This is located at the front of the property.

31. PROCEDURES

31.1 Are there adequate procedures for investigating fire alarm signals?

No mention for investigating fire alarm signals.

31.2 Are there appropriate and properly documented procedures for raising the alarm and evacuating the premises?

There appropriate procedures for raising the alarm and evacuating the premises.

31.3 Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Plans and procedures for the evacuation of disabled people have not been considered or prepared. This is because the community centre is still working towards being fully accessible. However, the community centre has stated in their 'information for people with disabilities' that if any issues arise, then the occupants should speak to the management committee.

31.4 Are there persons nominated and trained to assist with evacuation, including evacuation of disabled people?

No employees have been nominated or trained to assist in the evacuation of vulnerable people.

See A32.2

31.5 Persons nominated and trained to use fire extinguishing appliances?

Employees have received suitable training according to the fire action plan.

31.6 Is there appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?

At the time of there were no recent visits to by fire services, Louise or the senior person on site would liaise with the fire service if they were to attend for any reason.

31.7 Are there routine in-house inspections of the precautions (e.g. in the course of health and safety inspections)?

There were no records to show that periodic health and safety or fire safety checks of arrangements and procedures are being completed.

32. STAFF TRAINING AND DRILLS

32.1 Are all staff given adequate fire safety instruction and training? Are there up to date records of this training?

No formal structured fire safety instruction is given to new starters

32.2 Are they given periodic refresher training; is it recorded?

Not applicable as staff/ volunteers haven't been provided with fire safety training.

32.3 Are they given additional training to cover any specific roles and responsibilities? Are the details recorded?

Not applicable as staff/ volunteers haven't been provided with fire safety training.

32.4 Is the content of the training provided considered adequate?

Not applicable as staff/ volunteers haven't been provided with fire safety training.

32.5 Are fire drills carried out at appropriate intervals? Are details and evacuation times recorded?

Fire drills have not been practiced.

32.6 When the employees of another employer work in the premises is appropriate information on fire risks and fire safety measures provided?

There are no arrangements to provide fire safety instruction or information to employees of other businesses or contractors working on these premises.

33. TESTING AND MAINTENANCE

33.1 Is there adequate maintenance of the premises?

The premises appeared well maintained. No patent defects were seen.

33.2 Is periodic inspection of external escape staircases and gangways undertaken?

There are no external fire escape staircases or gangways at these premises.

33.3 Is six-monthly inspection and annual testing of rising mains undertaken?

There are no rising mains at these premises.

33.4 Are facilities provided to assist firefighters, for example, fire fighters lifts, on and off-site hydrants, smoke controls, wet and dry risers, evacuation alert systems, etc, suitably maintained and available for use? Were maintenance and service records readily available?

There are no facilities of this nature at these premises.

33.5 Is weekly testing and periodic inspection of sprinkler installations carried out?

There are no sprinkler systems at these premises.

33.6 Are routine checks of final exit doors and or security fastenings carried out?

There were no formal checks of final exit doors.

33.7 Records and details of other relevant inspections or tests of other fire protection systems.

No other fire protection systems requiring inspection and test.

34. PEOPLE, OTHER THAN THE PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR FIRE SAFETY, WHO HAVE PROVIDED INFORMATION TO THE ASSESSOR

34.1 Provide their names and roles.

No other persons provided additional information.