

FIRE RISK ASSESSMENT– MILLPOOL CENTRE, LOOE

PREMISES PARTICULARS

PREMISES NAME: Millpool Centre

Address: Millpool

West Looe

PL13 2AF

Tel: 01503 265947

USE OF PREMISES: AMENITY CENTRE

COMPANY NAME: LOOE DEVELOPMENT TRUST

CHAIRMAN: JUSTIN SPRECKLY

Date: 10th June 2026

Next review: June 2027

Name & relevant details of person who carries out the fire risk assessment:

Miss Wendy Norman: Manager, Millpool Centre. Looe.

GENERAL STATEMENT OF POLICY:

Statement:

It is the policy of the Looe Development Trust and the Millpool Centre to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities

The company will provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

MANAGEMENT SYSTEM:

This fire safety management plan is contained within the Fire Log Book, kept in the manager's office.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5 step narrative method advocated by the HSE. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the employer has made the Millpool Centre manager responsible for fire safety matters which includes the fire risk assessment and matters appertaining to it.

This person will be responsible for:

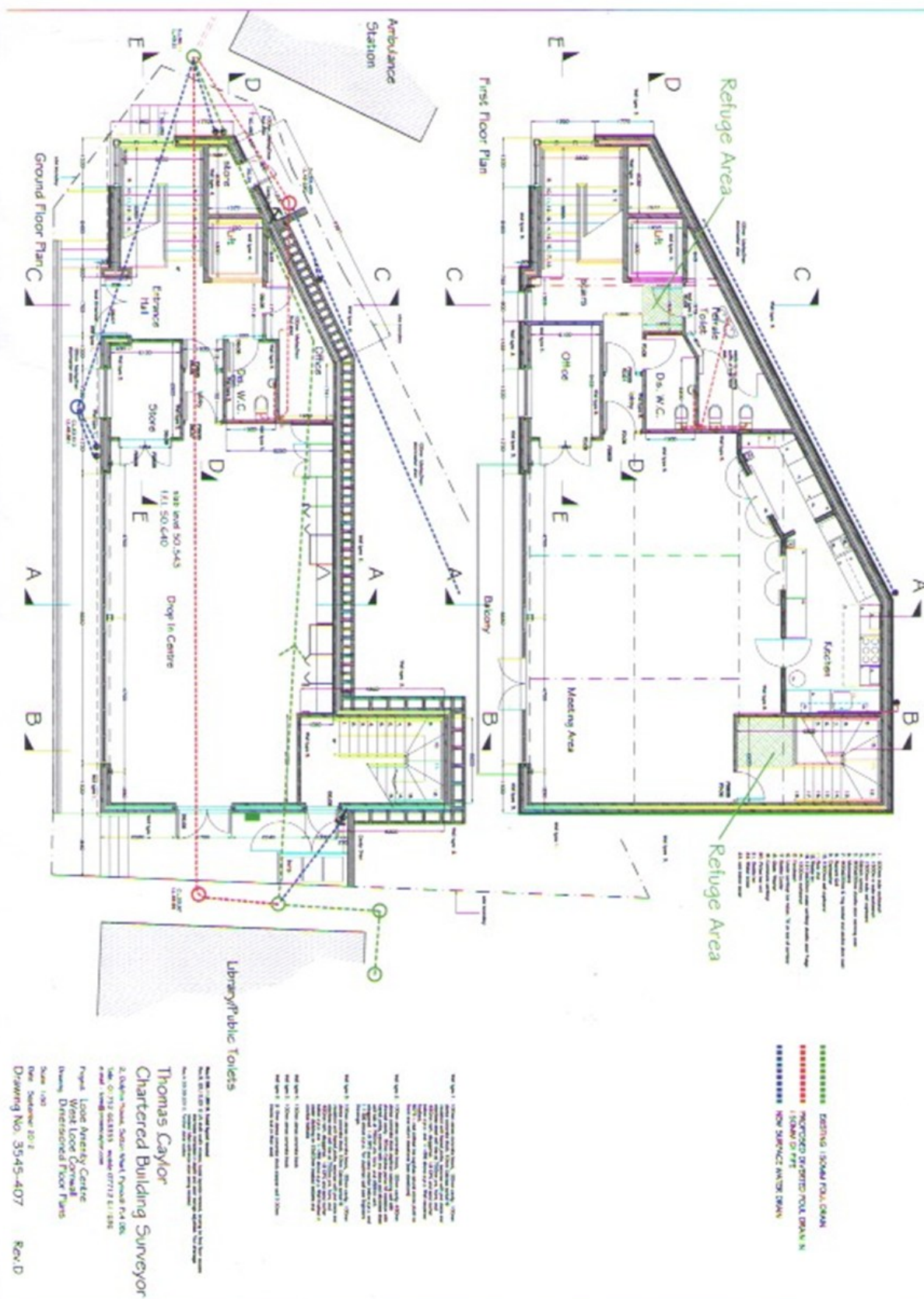
- Deciding the fire safety protective and preventative measures
- Informing other responsible persons what they are
- Ensuring they are implemented and communicated to others
- Ensuring co-ordination between other responsible persons

Fire safety will be on the monthly agenda of management meetings.

The other responsible persons are shown on the fire safety management plan.

The manager will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Plan & Layout of building:



GENERAL DESCRIPTION OF PREMISES:

Description:

The building comprises of two stories in a block and steel construction, the building was completed in 2013.

The premises is considered to be of a low fire risk.

The building has an internal staircase which is protected by fire resistant doors into the main rooms.

The building has an internal fire escape at the rear protected by fire resistant door from the main room. With a wheelchair area on the 1st floor landing in case the stairwell has been compromised.

Occupancy:

Times the building is in use: Any time between 7am - 12pm

Total number of employees: 1

Maximum number of occupants: 140

Number of floors : 2

Number of stairwells: 2

Number of Fire exits: 3

FIRE SAFETY SYSTEMS WITHIN THE PREMISES:

FIRE WARNING SYSTEM:

Automatic fire detection system (lift auto disabled, fire door auto close, alarms sound, auto reporting)

Break glass system located in ground floor lobby & 1st floor landing

Emergency lighting system

IDENTIFY FIRE HAZARDS:

General through out building:

- small portable electrical equipment (all portable equipment is PAT tested annually, monthly monitoring and maintenance of all portable equipment)
- Kitchen equipment: Maintained and kept clear of any rubbish or portable equipment.
- Storage areas: maintained and kept clear.
- Stairwells & landings: Kept clear of equipment, rubbish and trip hazards.

People at Risk:

- Users of the Millpool Centre: Organisations and individuals who hire the premises are responsible for informing their clientele of fire equipment, fire exits, meeting places and procedures.
- Public entering the building for in house activities
- Public using the building for services
- Workers employed by MPC for maintenance ore repairs
- Volunteers

MEANS OF ESCAPE:

Fire Escape Location:

- 1st floor: At the rear of the first floor room via stairwell, with safe waiting area for wheel chair users at the stairwell landing.
- Ground floor: At rear of ground floor room via push open outward opening door.
At front door in ground floor hallway.

FIRE SAFETY EQUIPMENT & NOTICES:

Safety Equipment:

Locations:

Fire extinguishers:

- Ground floor:
- Rear door of ground floor room
- Front door, bottom of stairs
- 1st Floor:
- Landing 1st floor
- Fire escape stair well
- Kitchen

Break Glass alarm

- Front door ground floor & 1st floor landing.

Control Panel:

- Ground floor front door

Notices:

- Emergency exit signs are located above each fire door.
- Info signs are located at location of each fire extinguisher.

MAINTENANCE:

Equipment maintained by: Trelawney Fire & Security

Address: Unit 2b Barbican Rise Industrial Estate, East Looe.

PL13 1QQ

Tell: 01503 263206

- Annual checks of all fire safety equipment by Trelawney F & S
- On call maintenance and repair

Monthly checks in house:

1. Fire alarm tests
2. Fire extinguishers check
3. Evacuation drill
4. Emergency lighting
5. Regular fire checks of escape route, fire escape areas, stairwells and exits.
6. Records kept in fire Log book in managers office.

Method of Calling Fire Service:

Method: Fire service informed by:

- Although the monitoring service will inform manager or trustee's the fire service is not informed in this service.
- Millpool Centre manager or Trustee informed of alarm sounding
- Private user of the Millpool Centre who is responsible for event in progress

Emergency Action Plan:

Action Plan:

Persons responsible for events at the Millpool Centre are responsible for the attendees.

Responsible person:

- inform all attendees of meeting place in event of fire evacuation
- Ensure all attendees are accounted for.
- Inform fire service of fire
- If Millpool Centre manger is present to do final checks of attendee's and building.
- Either Responsible person or manager to liaise with fire service on attendance.

Review:

Review of this document and all fire safety services annually.

Completion date: 10th May 2019

Reviewed: 10th June 2026

Next review: June 2027