BRIGHTER FUTURES

Internal Fire Risk Assessment

34 Wellington Road, Rhyl, Denbighshire, LL18 1BN

Assessment / review date: 1 October 2026

Registered Charity No. 1191535

Responsible organisation	Brighter Futures
Person completing internal review	Shane Owen
Role / competence basis	Chief Officer – NEBOSH General Certificate
Previous formal FRA referenced	QTS UK Ltd – effective 22 July 2024
Next planned review	By 1 October 2027, (3 year external)

Status of this document

This is a Brighter Futures internal fire risk assessment and review, built from the previous external assessment and current information. It should be signed only after the current conditions on site, maintenance records and supporting evidence have been checked. Specialist matters that cannot be verified internally should be referred to an appropriately competent contractor or fire safety professional.

1. Document control and legal basis

Field	Details
Premises	Brighter Futures, 34 Wellington Road, Rhyl, Denbighshire, LL18 1BN
Use	Community centre / small and medium place of assembly, with kitchen, activity rooms, office areas and woodworking area
Responsible organisation	Brighter Futures (Registered Charity No. 1191535)
Assessment type	Internal suitable and sufficient fire risk assessment and review
Legislation	Regulatory Reform (Fire Safety) Order 2005, as amended
Source material	External Fire Risk Assessment by QTS UK Ltd, effective 22 July 2024; Brighter Futures fire log and maintenance records; 2026 site verification and evidence

The purpose of this assessment is to identify the fire hazards and people at risk, evaluate the adequacy of existing fire precautions, record significant findings, and identify any further measures required to keep relevant persons safe.

Important legal point

The Fire Safety Order requires the responsible person to maintain a suitable and sufficient fire risk assessment and to record the findings and fire safety arrangements. The assessment must be kept under review and updated when it may no longer be valid or when significant change occurs.

2. Premises description and occupancy

The main building was previously used as a public house and is predominantly of brick/masonry construction with a slate roof. The site includes rear single-storey structures, including a woodworking area and a timber games/activity structure. The main building comprises a ground floor and first floor, with a basement area that has historically been closed off. The 2024 external assessment described the ground floor as containing a refectory/games area, toilets, kitchen and storage, and the first floor as containing activity rooms, office/computer areas, a former boiler room and toilet. Room uses should be checked against the current 2026 layout during the site walk-through.

Occupancy / escape parameter	Current control or value to verify
Maximum total occupancy	60 persons (historical 2024 assessment limit)
Ground floor	36 persons maximum (historical 2024 assessment limit)
Woodworking shop	8 persons maximum (historical 2024 assessment limit)
First floor	16 persons maximum (historical 2024 assessment limit)
Primary assembly point	Town Hall front entrance doorway (verify still suitable and unobstructed)
Longest stated travel distance	Approximately 19 m from furthest first-floor room to ground-floor hallway where alternative exits become available

3. People at risk

- Employees, volunteers and trustees.
- Children and young people attending Brighter Futures activities, including unaccompanied young people where permitted by the service arrangements.
- Adult service users, visitors, members of the public and people attending events or community activities.
- Contractors, visiting professionals, emergency services and other officials.
- People with mobility, visual, hearing, sensory, cognitive or other impairments who may need assistance to evacuate.
- People unfamiliar with the building, people who may panic or react adversely to an alarm, and anyone working alone or in isolated areas.

4. Significant fire hazards

Hazard group	Examples present / reasonably foreseeable
Ignition sources	Electrical installation and appliances; cooking equipment; heaters; PV/solar equipment; battery storage and inverter equipment; air source heat pump; laser engraving/cutting and woodworking equipment; contractor hot works; smoking materials; barbecue/chiminea or similar outdoor heat sources; arson.
Fuel sources	Paper, cardboard, timber, furniture and soft furnishings; waste; wood and wood dust; cooking oils; cleaning products; aerosols; paints/thinners and other workshop materials; plastics, rubber and roofing materials.
Oxygen / fire development	Natural ventilation and open doors/windows; any oxidising substances kept on site; voids, roof spaces and combustible construction that may permit concealed fire spread.

5. Fire prevention and protection assessment

For each section below, the person completing the internal review should confirm the current position on site and identify the evidence relied upon. Where a control cannot be verified, record it in the action plan rather than assuming it remains satisfactory.

5.1 Electrical safety and electrical equipment

Control area	Required / current position to verify	Evidence / record
Fixed electrical installation	A new EICR was completed by Roberts Electrical in September 2026. Retain the certificate with this assessment, record whether the result is Satisfactory / Unsatisfactory, close any observations within the electrician's stated timescales, and record the next inspection date from the certificate.	EICR certificate / remedial certificates / next due date
Portable appliances	Continue proportionate inspection and PAT arrangements based on equipment type and use. Remove damaged equipment from service immediately.	PAT register / visual checks
Sockets and extension leads	Avoid overloaded sockets and direct multi-plug adaptor blocks. Extension leads should be suitable, undamaged and fully uncoiled where heat build-up could occur.	Site inspection
End-of-day controls	Non-essential electrical and heat-producing equipment should be switched off when areas are unoccupied.	Closing checklist / staff instruction

5.2 Cooking and kitchen risks

Control area	Required / current position to verify	Evidence / record
Cooking equipment	Use in accordance with manufacturer instructions; keep combustible materials clear; do not leave cooking unattended.	Site inspection / staff instruction
Extraction	Maintain and clean the cooking extraction system and filters at appropriate intervals. Retain contractor service records.	Extraction service record / cleaning log
Fire blanket and extinguishers	Provide suitable fire blanket and extinguishers in/near the kitchen and keep them accessible.	Service record / weekly visual checks

5.3 Smoking, open flame and hot works

Control area	Required / current position to verify	Evidence / record
Smoking	Smoking must be restricted to the designated area, with a suitable receptacle and separation from combustible materials and escape routes.	Site inspection
Outdoor flame equipment	Barbecue, chiminea, fire pit or similar equipment must be supervised by a responsible adult and never left unattended while hot or lit.	Procedure / event risk assessment
Contractor hot works	Use a hot-work permit system, with fire watch and end-of-work checks where hot work is undertaken.	Permit-to-work records

5.4 Combustible materials, waste and arson

Control area	Required / current position to verify	Evidence / record
Housekeeping	Keep escape routes and electrical intake/switchgear areas free from storage and combustible materials.	Site inspection / housekeeping checks
Lofts and voids	Loft and roof voids should not be used for uncontrolled combustible storage.	Site inspection
External waste	Position waste containers as far from the building and escape routes as reasonably practicable, secure lids where appropriate and reduce arson opportunity.	Site inspection / waste arrangements
Workshop / timber storage	Keep wood stores controlled and locked when not in use. Maintain dust extraction and minimise accumulations of wood dust.	Workshop inspection / extraction maintenance

5.5 Flammable and hazardous substances

Control area	Required / current position to verify	Evidence / record
Storage	Keep paints, thinners, aerosols and other hazardous substances to the minimum needed, secured in appropriate storage away from ignition sources.	COSHH / SDS / storage inspection
Gas cylinders	Any propane, patio gas or butane cylinders must be secured, appropriately located and subject to a suitable risk assessment.	Site inspection / risk assessment

5.6 PV system, battery storage and air source heat pump

Control area	Required / current position to verify	Evidence / record
Battery storage / inverter	The 2024 assessment identified battery/inverter equipment beneath the staircase as a significant risk to the single means of escape. Confirm the equipment is now in its final safe location, that the area is suitably ventilated, separated from escape routes/combustible materials and provided with appropriate detection and fire-resisting construction where required.	Photos / installer certification / fire alarm record
PV panels	Confirm the current PV layout and any alterations undertaken following the 2024 recommendation concerning proximity to combustible roof construction.	Installer/electrician evidence / site inspection
Air source heat pump	Confirm the current location and fire separation from the first-floor escape route and combustible roof/structure, including the status of the windows/skylights identified previously.	Site photos / installer evidence

5.7 Structural fire protection and compartmentation

Control area	Required / current position to verify	Evidence / record
Compartmentation	Confirm fire-resisting ceilings, walls and service penetrations continue to provide the required separation, particularly the under-stairs area, loft boundary to the neighbouring property and the single-storey structure adjoining the kitchen.	Compartmentation survey / contractor evidence / site inspection
Loft hatches and penetrations	Confirm fire-rated loft hatches where required and suitable fire stopping around penetrations.	Photos / contractor evidence
Timber structures	Confirm the status of any fire-retardant treatment recommended for timber buildings/structures and that the treatment remains maintained.	Product certificate / photos / maintenance record

5.8 Fire detection and warning

Control area	Required / current position to verify	Evidence / record
Alarm system	Maintain the fire alarm through a competent contractor at the required intervals and retain certificates. The 2024 assessment recorded a category L2 system and additional detection requirements; verify the current system category and coverage.	Alarm service certificates
Weekly testing	Test a different manual call point / zone on a rotational weekly basis and record the result in the Fire Log Book.	Fire Log Book
Additional detection	Confirm detection in the former boiler-room cupboard, roof/ceiling voids associated with PV, basement (if applicable) and any battery storage area as appropriate.	Zone plan / detector schedule / service report
Zone plan	Keep the fire alarm zone plan current and displayed by the main alarm panel.	Visual check

5.9 Means of escape and occupancy

Control area	Required / current position to verify	Evidence / record
Escape routes	Keep internal and external escape routes unobstructed at all times, including the side route and double gates.	Daily/weekly checks
Final exits	Final exit doors must be immediately openable without a key or code while the premises are occupied.	Site inspection
Occupancy	Do not exceed the maximum occupancy unless a competent review confirms increased capacity is safe.	Booking/event controls
Mobility equipment charging	Charging equipment must not be positioned on an escape route or next to combustible materials.	Site inspection

5.10 Fire doors

Control area	Required / current position to verify	Evidence / record
Condition and operation	Fire doors protecting escape routes/risk rooms should close fully, have suitable seals/strips where required, and have working self-closing devices unless legitimately kept locked shut as a cupboard/service door.	Monthly inspection record
Professional checks	Retain evidence of any competent fire door survey and corrective works completed after the 2024 assessment.	Survey/report/invoices/photos
Signs	Use appropriate Fire Door – Keep Shut / Keep Locked Shut signs where required.	Site inspection

5.11 Emergency lighting and signage

Control area	Required / current position to verify	Evidence / record
Emergency lighting	Carry out routine functional testing and competent annual testing. Confirm coverage internally and externally at final exits/escape routes.	Fire Log Book / annual certificate
Escape signage	Maintain clear pictogram exit/directional signs and fire action notices.	Site inspection

5.12 Firefighting equipment

Control area	Required / current position to verify	Evidence / record
Extinguishers	Provide equipment appropriate to the risks, positioned on approved stands/brackets and kept accessible.	Service certificate / visual check
Inspection and servicing	Carry out regular visual checks and competent annual servicing.	Fire Log Book / service certificate
Training	Staff/volunteers expected to use extinguishers or fire blankets should receive suitable instruction/training. No person should take unnecessary personal risk fighting a fire.	Training records

5.13 Emergency procedures, drills and vulnerable persons

Control area	Required / current position to verify	Evidence / record
Fire action plan	Maintain clear written procedures for raising the alarm, calling 999, evacuation, assembly, roll call and liaison with North Wales Fire and Rescue Service.	Emergency plan / Fire Log Book
Fire folder	Keep an accessible fire folder containing the building plan, isolation points, hazards, assembly point, responsible/deputy actions and roll-call procedure.	Fire folder
PEEP / assistance	Offer a Personal Emergency Evacuation Plan or other suitable assistance arrangements to people who may need help evacuating.	PEEP records / visitor arrangements
Evacuation chair	If retained, only trained/authorised people should use it and the required sign should be displayed.	Training / signage
Fire drills	Undertake drills at suitable intervals, record and review them, including any learning and corrective actions.	Fire Log Book
Induction/refresher	Include fire safety in staff/volunteer induction and provide periodic refresher instruction.	Training records

6. Fire safety management and testing schedule

Control	Minimum internal management arrangement	Record
Fire alarm call point test	Weekly rotational test	Fire Log Book
Escape routes / final exits	Routine checks while premises are in use; defects dealt with promptly	Opening/closing checks or Fire Log Book

Control	Minimum internal management arrangement	Record
Fire extinguishers	Regular visual check; competent service at least annually	Fire Log Book / service certificate
Fire doors	Visual/operational checks at least monthly and after damage or building works	Fire door check sheet
Emergency lighting	Monthly functional check; competent annual duration/service test	Fire Log Book / service certificate
Fire alarm servicing	Competent service at intervals required by the system standard/contract	Service certificate
Fire drills	At suitable intervals and at least sufficient to test the arrangements for all normal occupancy patterns	Fire Log Book / drill review
Staff/volunteer fire instruction	On induction and periodic refresher	Training record
Kitchen extraction	Service/clean in accordance with risk, use and contractor recommendations	Service and cleaning records
EICR	At the interval stated by the competent electrician / EICR	EICR and remedial certificates
PAT / portable equipment	Risk-based frequency with user visual checks	PAT/inspection register
Risk assessment review	At least annually as Brighter Futures policy, and sooner after significant change, fire, near miss or reason to believe the assessment is no longer valid	Signed review record

7. Review of the 2024 external action plan

The previous external assessment recorded a combined fire risk rating of Medium to High and stated that completion of the action plan could reduce the rating to Medium. The table below converts the previous action plan into an internal closure-and-evidence log. Do not mark an item closed unless the current condition and supporting evidence have been checked.

Ref	2024 action / issue	2026 closure evidence to retain	Current status
A01	Electrical installation / remedial works and satisfactory certification	NEW EICR completed by Roberts Electrical in September 2026. Record outcome and attach certificate.	Complete
A02	Relocate solar battery/inverter equipment from beneath staircase / escape route	Confirm final location and installer evidence/photos.	Complete
A03	Provide appropriate detection and ventilation to battery storage area	Confirm detector is interlinked where required; verify ventilation.	Complete
A04	Provide minimum fire resistance to under-stairs enclosure/stair above	Check current enclosure and supporting contractor evidence.	Complete
A05	Relocate smoking area/receptacle away from buildings/combustibles	Confirm current smoking arrangements.	Complete
A06	Service cooking extraction; maintain ducting and filters	Confirm current servicing/cleaning records.	Complete
A07	Reduce external/rear combustible storage and clear loft combustible storage	Confirm housekeeping and loft condition.	Complete
A08	Improve location/security of external waste bins	Confirm current bin positions and controls.	Complete
A09	Confirm compartmentation, ceilings and boundary fire resistance	Attach compartmentation evidence/survey or record any outstanding specialist check.	Unable
A10	Fire-rated loft hatches where required	Confirm current hatches and evidence.	N/A
A11	Fire-retardant treatment to timber structures	Confirm treatment completed and product evidence retained.	Complete
A12	Fire stop roof/service penetrations	Confirm completed and evidence retained.	Unable
A13	Check fire resistance of gable end wall adjoining kitchen structure	Confirm competent inspection / works.	Unable
A14	Install additional fire detection / call point and update zone plan	Confirm cupboard/void/battery-area detection, woodshop call point and current zone plan.	Complete

Ref	2024 action / issue	2026 closure evidence to retain	Current status
A15	Relocate wheelchair charging away from escape route/combustibles	Confirm current charging location.	Not actioned
A16	Address skylights/windows affecting first-floor escape route	Confirm fire-resisting/fixed condition where required.	Unable
A17	Resolve air source heat pump risk to first-floor escape route	Confirm final arrangement/location and separation from escape route/combustible roof.	Unable
A18	Review/remove PV panels too close to combustible flat roof where applicable	Confirm current PV layout and electrician/installer evidence.	Unable
A19	Upgrade first-floor cupboard door/frame to FD30S and keep cupboard safe	Confirm door/frame and contents.	ordered
A20	Upgrade first-floor music/games and gym fire doors: strips, seals, closers	Confirm current doors and inspection record.	Complete
A21	Replace kitchen/store fire door seals and repair damaged fire door	Confirm works and current condition.	Complete
A22	Competent survey/check of fire doors protecting escape routes	Retain survey and closure records for any defects.	Complete
A23	Evacuation chair trained-use signage	Confirm sign and current training.	Complete
A24	Practical extinguisher/fire blanket training for relevant staff/volunteers	Confirm most recent training and next refresher.	To be renewed
A25	Remove clean-agent extinguisher beneath stairs after battery relocation, if no longer required	Confirm extinguisher provision matches current risks and maintenance contractor advice.	Complete

8. 2026 action plan

Enter only actions that remain necessary after the site verification. High-priority matters affecting escape routes, electrical safety, fire detection or structural fire separation should be dealt with promptly and specialist advice obtained where needed.

Ref	Action	Priority	Owner	Target	Closure / evidence
2026-01	Roberts Electrical EICR: file the certificate, record the outcome, close any observations/remedial works and record the next due date.	High	Responsible person / electrician	Within 7 days	Complete
2026-02	Complete the 2024 action closure/evidence log above and attach the supporting evidence.	High	Internal assessor	Within 14 days	Complete
2026-03	Confirm fire alarm, emergency lighting and extinguisher service certificates are current and enter next due dates in the Fire Log Book.	Medium	Centre management	Within 30 days	Complete
2026-04	Update the fire folder, building plan, isolation points, occupancy/assembly arrangements and PEEP process if anything has changed since 2024.	Medium	Centre management	Within 30 days	Complete

9. Risk evaluation and significant findings

Likelihood	Description	Consequence	Description
1	Rare	1	Minor injury / very limited impact
2	Unlikely	2	Injury requiring treatment / limited impact
3	Possible	3	Serious injury / significant smoke or fire exposure
4	Likely	4	Major injury / multiple persons at risk
5	Almost certain	5	Fatal or multiple-fatality potential

Risk score = Likelihood × Consequence. 1–4 Low; 5–9 Moderate; 10–16 High; 17–25 Very High. The score is a management aid and does not replace the requirement to address specific legal or life-safety deficiencies.

Likelihood (1–5)	____
Consequence (1–5)	____
Overall score	____
Overall fire risk rating	_____
Reasoning / significant findings	_____ _____

10. Review and sign-off

The person signing below confirms that they have completed a current inspection/review of the premises, considered the people at risk, checked the available records and evidence, and believe this assessment to be a reasonable record of the significant fire hazards, controls and actions required at the date of assessment.

Name	SHANE OWEN
Role	CHIEF OFFICER / HSE
Signature	S OWEN
Date	01/10/2026
Next review date	OCT 2027 (EXTERNAL)

Review sooner if there is a fire or serious near miss; significant building work or change of use; material change to occupancy or vulnerable persons; installation or relocation of PV, battery, heating, cooking or workshop equipment; changes to escape routes, fire alarm or compartmentation; or any reason to believe the assessment is no longer valid.

Appendix A - Evidence index

Evidence ref	Document / photo / certificate	Date	Held where / filename	Linked action
E01	Roberts Electrical EICR	Sep 2026	Facilities / evidence folder	A01 / 2026-01
E02	Fire alarm service certificate	June 2026	Facilities / evidence folder	A14 / 2026-03
E03	Emergency lighting certificate	June 2026	Facilities / evidence folder	2026-03
E04	Fire extinguisher service certificate	July 2026	Facilities / evidence folder	A25 / 2026-03
E05	Battery / inverter relocation and fire safety evidence	Sept 2025	Facilities / evidence folder	A02-A04
E06	Compartmentation / fire stopping evidence	tbc	tbc	A09-A13
E07	Fire door survey / repair evidence	Various	Facilities / evidence folder	A19-A22
E08	PV / air source heat pump evidence	N/A	N/A	A16-A18
E09	Staff fire training / drills / PEEP evidence	various	Fire book and training folder	A23-A24
E10	Other supporting evidence	various	Facilities / evidence folder	

Appendix B - Internal site verification checklist

Check	Result	Action / evidence ref
All escape routes clear and final exits immediately openable	Yes / No / N/A	
Fire alarm panel normal; zone plan current; call points/detectors unobstructed	Yes / No / N/A	
Fire doors close correctly and seals/closers/signage are in good condition	Yes / No / N/A	
Emergency lighting units and exit signs unobstructed and apparently undamaged	Yes / No / N/A	
Extinguishers/fire blanket present, accessible, in date and not discharged/damaged	Yes / No / N/A	
Electrical intake/switchgear areas clear of combustible storage	Yes / No / N/A	
No unsafe multi-plug adaptors or damaged extension leads observed	Yes / No / N/A	
Kitchen cooking and extraction areas clean; combustibles kept clear of heat sources	Yes / No / N/A	
Lofts/voids not used for uncontrolled combustible storage	Yes / No / N/A	
External waste and smoking arrangements do not compromise escape routes or increase arson risk	Yes / No / N/A	
Workshop wood/dust controls and extraction satisfactory	Yes / No / N/A	
Battery/inverter/PV/air source heat pump arrangements match retained evidence and do not compromise escape routes	Yes / No / N/A	
Assembly point remains suitable	Yes / No / N/A	
Fire folder, fire log, drill records, training and PEEP arrangements are current	Yes / No / N/A	