GLEAN Hub
Gnosall Library, Environment & Nurture
Charity Registration No 1175263

Regulatory Reform (Fire Safety) Order 2005 - Fire Risk Assessment

Responsible person	Patricia Alker, GLEAN Trustee
Address of premises	Gnosall Library, High St, Gnosall, ST20 0EX
HSW Service Assessor	Patricia Alker, GLEAN Trustee
Date fire risk assessment completed	01/04/2026
Date of previous fire risk assessment	15/04/2024
Suggested date for review	04/27

General Information		
1.	The Premises: GLEAN HUB, Gnosall Community Library	
1.1	Number of floors:	1
1.2	Brief details of construction	
	Modular building	
1.3	Use of premises	
	Public Library	

2.	**The Occupants**	
2.1	Approximate maximum number:	Up to 6
2.2	Approximate number of volunteers at any one time:	Library volunteers up to 4 depending on if there are other activities taking place within the library/youth club area
2.3	Maximum number of members of public at any one time:	Up to 40, if there are events on. This will include the Youth Club accommodation which is used during the day by library. And the outside area

2.4	Hours of occupation:	Monday 16.00 to 18.30 Tuesday -- 10.00 to 12.30 Wednesday — 15.00 to 17.30 Thursday- 14:00 to 16:00 Friday- 14:00 to 16:00 Saturday 10.00 to 12.30
3.	**Occupants especially at risk from fire** The risks associated with these persons must be addressed in the control measures e.g. alternative way of raising the alarm for those with hearing impairment.	
3.1	Sleeping occupants:	None
3.2	Disabled occupants:	Variable as there may be disabled visitors but likely there will be <2 at any one time. Vulnerable volunteers would be identified by Trustees, and a Personal Evacuation Emergency Plan (PEEP) would be implemented. There are no current volunteers who require a PEEP.
3.3	Visual/hearing impairment:	None at Present
3.4	Young persons:	NONE
3.5	Occupants in remote areas and lone workers:	None
3.6	Non-English speakers:	None at Present

3.7	Others (e.g. visitors/contractors):	Contractors are managed on site by the Parish Council who own the building, they would give them guidance on what to do in a fire emergency. Users of the library will be in attendance and will be swept by the volunteers who are working the shift.
4.	Record of recent fires	
	None	

Fire hazards and their elimination or control

5.	**Electrical sources of ignition** *(Reasonable measures taken to prevent electrical fires)*	
5.1	Is the fixed electrical installation periodically inspected and tested? *The fixed electrical inspection is carried out by GPC but no record at this moment; see Action Plan	Yes*
5.2	Is portable appliance testing (PAT) carried out? PAT testing of all portable appliances in both the Library and the Youth Club is carried out by the handyman on site who is employed by the Parish Council. And the last inspection and testing was carried out in January 2026	Yes
5.3	Have the recommended actions raised in the testing above been completed? There were no instances of non-compliance when testing was carried out	N/A

5.4	Is there a policy in place regarding the use of personal electrical appliances? (e.g. including staff, residents, visitors and lettings) There is a Service Level Agreement in place with SCC H&S team and therefore the policies SCC have in place apply: - SCC Management Arrangements for Electrical Safety. Refer to section on privately owned electrical appliances.	Yes
5.5	Is the use of extension leads and plug adapters minimised?	Yes
5.6	Is the use of charging devices controlled? Members of the public will not be allowed to plug in laptop and telephone chargers. Volunteers are reminded to unplug their charging devices after use.	Yes
	If you have answered "No" to any question above please provide further detail of the action required to resolve the issue. (*Add this to the action plan*)	
6.	Smoking.	

6.1	What are the smoking arrangements on your site? No Smoking policy Volunteers and members of the public are required to smoke "away" from the building.
6.2	Where smoking is permitted (e.g. by residents) are the control measures you have in place to reduce risk adequate? No designated smoking areas are allocated as the whole of GPC is designated a none smoking area
7.	Arson

7.1	Have you considered the risk of arson as part of your site security measures?	Yes
7.2	Do you manage the external premises to ensure that risk of arson is minimised? Bins are stored externally of the building, at the back of the Grosvenor Centre. The site is not locked at night, but there is no history of attempted arson.	Yes
	If you have answered "No" to any question above provide further detail of the action required to resolve the issue. (Add this to the action plan)	
8.	Portable heaters and heating installations	
8.1	Do you use portable heaters in your premises? For emergency heating only in case of main heating failure	Yes
	If "Yes":	
8.2	What type of heaters are in use? Small fan heater	
8.3	Do you take measures to minimise the risk from these such as the ignition of combustible materials? (e.g. radiant bar fires or LPG appliances pose a greater risk).	Yes
8.4	Are your heating systems subject to regular maintenance? The heating system is serviced and maintained by GPC. Maintenance records are available vis GPC office. The heating system was last serviced on 14 October 2019	Yes
	If you have answered "No" to any question above, please provide further detail of the action required to resolve the issue. (Add this to the action plan)	
9.	Cooking/Catering (including main kitchens/kitchenettes/teaching areas etc.)	

9.1	Do you have an external catering supplier/contractor?	No
	Have they carried out a Fire Risk Assessment?	N/A
	If "Yes" - do you have a copy of the fire risk assessment for their area	N/A
9.2	Do you have control measures in place to reduce the risk of fire during cooking?	N/A
9.3	Are service contracts in place for fire control measures such as gas shut-off valves and automatic shut off devices?	N/A
	If you have answered "No" please provide further detail of the action required to resolve the issue. (Add this to the action plan):	
10.	Lightning	
10.1	Do the premises have a lightning protection system?	No
10.2	Does this have a service contract?	N/A
	If you have answered "No" to any question above, please provide further detail of the action required to resolve the issue. (Add this to the action plan):	
11.	Housekeeping	

1.11	Are standard of housekeeping adequate?	Yes
	If you have answered "No" please provide further details of the action required to resolve the issue. (Add this to the action plan):	

12.	Shared Workplaces	
12.1	Do you operate within a shared workplace? The library accommodation is linked to the Youth Club building. It is used only when booked form the Gnosall Parish council and booked only when there is a library event is in session	Yes
12.2	If "yes," have you made appropriate arrangements to share information about fire risks and have you shared and communicated your fire safety arrangements?	Yes
	If you have answered "No" please provide further details of the action required to resolve the issue. (Add this to the action plan):	
13.	Fire hazards introduced by outside contractors and building works	
13.1	Do you have arrangements in place for managing contractors on your premises? (See 3.7)	Yes
	If you have answered "No" please provide further details of the action required to resolve the issue. (Add this to the action plan):	
14.	Dangerous substances (these are substances which are Flammable or Explosive e.g.)	

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

	No substances currently used or stored in the library. COSHH assessments will be undertaken at such times they are required.	
	If you have answered "No" please the issue, (Add this to the action plan),	
15.	Other significant hazards that warrant consideration Including process hazards that impact on general Ore precautions (do you have anything on your site which may increase the risk of fire)	
15.1	list hazards None	
15.2	Do you have control measures in place to manage the fire risks associated with these hazards?	N/A

16.	Means of escaping from fire	
	Fire Exits and travel distances and alternative escape routes.	
16.1	Is the provision of fire escapes adequate? The library is a single-storey unit with doors at both ends of the building, clearly marked with illuminated fire escape signs. There is also an internal door which leads through to the youth club, which leads to the exit of the youth club.	Yes

	If you have answered "No," please provide further detail of the action required to resolve the issue. *(Add this to the action plan)*	
16.2	Exits are easily and immediately openable where necessary? The parking bays in the car park are clearly marked so the fire exit leading from the library is not obstructed.	Yes
16.3	Do fire exits open in direction of escape where possible?	Yes

16.4	Are the distances of travel to fire escapes and protected routes reasonable?	Yes
16.5	To your knowledge is there suitable protection of escape routes which meet Building Regulations?	Yes
	If you have answered "No," to any of the above please provide further details of the action required to resolve the issue. (Add this to the action plan)	
17	Evacuation of vulnerable people (An evacuation plan for a vulnerable person must not rely on the intervention of the Fire and Rescue Service for it to operate effectively)	
17.1	Do you have adequate arrangements in place to evacuate vulnerable occupants? PEEPs for identified staff.	Yes
	If you have answered "No," to any of the above please provide further details of the action required to resolve the issue. (Add this to the action plan)	
17.2	Evacuation of vulnerable people — equipment Is there adequate provision of equipment in place to facilitate evacuation of vulnerable people?	Yes
	If you have answered "No," please provide further detail of the action required to resolve the issue. (Add this to the action plan)	
18	Measures to limit fire spread and development.	

18.1	Are you aware of the fire compartmentation arrangements on your premises? One compartment	Yes
18.2	Are there any holes/damage to walls or breach of any compartmentation to your knowledge?	No
18.3	Are fire resisting doors fully operational and kept closed at all times?	Yes

18.4	If you are aware that fire dampers are present in the building, is a maintenance regime in place	N/A
	If you have answered "No," to any of the above please provide further details of the action required to resolve the issue. (Add this to the action plan)	
19.	Emergency escape lighting	
19.1	Is there an emergency escape lighting system provided? (Lighting which is provided to provide escape during a fire evacuation) There is no emergency lighting other than the illuminated exit signs above door exits. It is noted that the external lighting has been increased due to the introduction of the library, both on the new ramp at the back of the building and in the car park.	No
19.2	Is the lighting tested and testing recorded?	N/A
If you have answered "No," to any of the above please provide further details of the action required to resolve the issue. (Add this to the action plan)		
20.	Fire safety signs and notices	
20.1	Are adequate fire safety signs and notices in place?	Yes
	If "No" please provide details of the action required to resolve this include this in your action plan	
21.	Fire Alarms	

21.1	Is the type of system in place suitable for the type of premises and use? There is an inter-linked fire and heat detection alarm system fitted between the library and the youth club buildings which has met building regulations.	Yes
21.2	Does the alarm signal transmit to an alarm receiving centre?	No X
21.3	Is your system adequate and operating effectively?	Yes
21.4	Alarm testing system in place and recorded? GPC in conjunction with their Fire Prevention provider, holds the documents relating to testing all fire safety equipment The date of the last inspection of the fire alarms was 1 May 2019	Yes
	If you have answered "No," to any of the above please provide further details of the action required to resolve the issue. (Add this to the action plan)	
22.	Manual fire extinguishing appliances	
22.1	Is there suitable provision of portable fire extinguishers of the right type in the correct location? There is sufficient fire- fighting appliances located in the Youth Club. No more are needed in the library.	Yes
22.2	Are they tested and maintained? Awaiting new fire extinguishers 2026	Yes
22.3	Are they accessible and not in locations where they can become hidden or blocked?	Yes

	If you have answered "No," to any of the above please provide further details of the action required to resolve the issue. (Add this to the action plan)	
23.	Automatic fire extinguishing systems (often installed to protect equipment and include sprinklers or gas suppressant systems)	
23.1	Are there any automatic fire extinguishing systems ion place? If "yes", are they test and maintained?	No
	Management of fire safety	
24	Procedures and arrangements	
24.1	The Responsible Person for managing fire safety is Patricia Alker	
24.2	Has anyone else working in the premises been given any fire safety responsibility and are these clearly identified and understood? All volunteers have responsibility to sweep the building in a fire emergency	Yes
24.3	Is there a Fire Safety Manual? A comprehensive Fire Safety Manual is retained by GPC	Yes
24.4	Are adequate fire procedures in place? A set of emergency procedures is in place	Yes
24.5	Do you have in place routine in-house inspections of fire precautions and are these recorded in the manual (e.g. in the course of health and safety inspections) Annual Fire Inspections are carried out by GPC's preferred Fire Inspection provider Chubb	Yes
	If you have answered "No" to any of the above, please provide further detail of the action required to resolve the issue *(Add this to the action plan)*	
25	Training and drills	
25.1	Are all staff given adequate fire safety instructions and training? Fire Action notices are posted in the building. Fire drills are carried out on a regular basis, which give the volunteers the opportunity to practice the evacuation of the building when members of the public are present.	Yes
25.2	Are fire drills carried out at appropriate intervals?	Yes

	If you have answered "No," to any of the above please provide further detail of the action required to resolve the issue. (Add this to the action plan)		
26	Testing and maintenance		
25.2	Are systems in place for reporting and managing safety measures that have fallen below standard, e.g. a fault log Are records kept for all the fire checks and tests identified above?	Yes	
26	Testing and maintenance		
26.1	Are systems in place for reporting and managing safety measures that have fallen below standard, e.g. a fault log Are records kept for all the fire checks and tests identified above?	Yes	
	If you have answered "No," to the above please provide further details of the action required to resolve the issue. (Add this to the action plan)		

Fire Risk Assessment: A fire risk assessment considers the likelihood of fire in a premise (with fire prevention measures currently in place) in conjunction with the potential consequences in the event of a fire (death being the most extreme).

		Potential severity of harm		
		Slight Harm 1	Moderate Harm 2	Extreme Harm 3
Likelihood of fire occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required. 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.
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must be implemented. 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
Low (2)	Implement reasonable control measures and monitor. No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost
Trivial (1)	No action required unless level of harm or likelihood changes.

Based on the findings detailed in this assessment the fire risk assessment for this building is:

High		Medium		Low	X	Trivial	

Action plan

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

	Action	Priority (where applicable)	Action by whom	Date action undertaken
1.	Item 5.1 - Ensure that the Parish Council arrange for the fixed electrical testing to be inspect ed, and arrange to update this fire risk assessment with the applicable dates.	Confirm with GPC the date of the last fixed electrical testing along with the	Patricia Alker	01/04/2026
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