



## Fire Risk Assessment

GoCreate Taunton CIC  
Room 11, Flook House,  
Belvedere Road,  
Taunton, TA1 1BT

Use or uses of premises: Arts Hub  
Date of Risk Assessment: 8th January 2026  
Carried out by: Jenny Keogh CEO GoCreate

Proposed date of review: Annually – also updated as required ie changes to venue etc  
It is proposed that this policy should be updated in September 2026 to bring in line with other GoCreate Policies.

### Notes:

This Fire Risk Assessment covers the areas of Flook House that are used by GoCreate and visitors to GoCreate. It does not cover privately owned and inaccessible downstairs offices.

There are basically five steps to complete the below risk assessment:

1. Look for the fire hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it as necessary

(see also HSE leaflet INDG 163 Five Steps to Risk Assessment a free download from the Health and Safety Executive website <http://www.hse.gov.uk>)

<b>Means of Escape</b>	N/A	Yes	No
Are all final exit doors unobstructed, clearly Identifiable, fitted with suitable fastenings and readily available for use?		✓	
Do all emergency routes and exits lead, directly as possible, outside the building to a place of safety?		✓	
Do all emergency exit doors open in the direction of escape?		✓	
Are the exit routes clearly indicated, and free from combustible storage/equipment at all times?		✓	
Are the number, distribution and dimensions of emergency routes and exits adequate? (Consider the dimensions of the premises; the use; the equipment and the number of persons in the premises at any one time)		✓	
Do all self closing fire doors close fully into the door frame?		✓	
Are all self closing devices on fire doors in good working order?		✓	
Is there a fire evacuation (fire drill) procedure for the premises?		✓	
In the event of an emergency Is It possible for all persons to evacuate the premises safely and quickly?		✓	
Have arrangements been made for the safe evacuation of persons with mobility difficulties?		✓	
Overall, is the means of escape adequate?		✓	
Is training given in fire evacuation procedures?		✓	
Are fire drills carried out? Note: Fire drills are carried out every six months		✓	

<b>Escape Lighting</b>	N/A	Yes	No
In the event of failure of the main lighting system, Is escape lighting required to illuminate escape routes? (consider late afternoon on a dark winters day)		✓	
Is it sufficient to enable all persons to evacuate the premises safely to a place of safety?		✓	
Overall, is it adequate?		✓	

<b>Fire Warning</b>	N/A	Yes	No
Is the premises provided with a system for giving warning in case of fire?		✓	
Is the alarm clearly audible and recognisable, in all parts of the premises?		✓	
If a fire started in an un-occupied room would it be detected?		✓	
Is it tested regularly? (every Tuesday AM)		✓	
Are the tests recorded?		✓	
Are records kept of false alarms?		✓	
Are records kept of maintenance?		✓	

<b>Fire Fighting Equipment</b>	N/A	Yes	No
Are suitable and sufficient fire extinguishers provided?		✓	
Are they unobstructed and ready for use?		✓	
Are they properly located and indicated?		✓	
Are the extinguishers maintained?		✓	
Are records kept of maintenance?		✓	
Overall, is the fire fighting equipment adequate?		✓	
Are arrangements in place for calling the fire service?		✓	

<b>Fire Risks (Ignition sources)</b>	N/A	Yes	No
Are open flames to be found in or around the premises? e.g. cutting/welding tools or other hot work			✓
Are there any cooking appliances?			✓
Are there any heating appliances?		✓	
<p>If Yes – details of above</p> <p>Fan heaters with protective covers</p> <p>Radiator in office spaces</p>			

Are spark generating tools/equipment used in or around the premises? e.g. electrical, mechanical, engine exhausts, chimney flues – anything which can liberate sparks or embers			✓
Are all gas/electrical appliances within the premises approved for use, fitted with guards where necessary and tested for safety		✓	
If no – give details of proposed action			
Are all personnel familiar with the correct use of gas/electrical appliances? i.e. is competency training provided?		✓	
If no – give details of proposed action			
Are all gas/electrical installations/appliances regularly inspected by a competent person?		✓	
If no – give details of proposed action			
<b>Note: Location of emergency shut offs: in box within meeting room</b>			
Is smoking allowed anywhere within the premises?			✓
If Yes – details of the above			
Are contractors/visitors aware of their fire safety responsibilities?		✓	
If No – provide details of proposed action			

<b>Fire Loading</b>	N/A	Yes	No
Is the storage and supply arrangements of LPG satisfactory?	✓		
If No – provide details of proposed action			

Are any other gases used?			✓
If Yes – details of the above			
Are any flammable liquids/substances stored or used on the premises?			✓
If Yes – details of quantities/location			
Are all staff aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues?		✓	
If No – give details of proposed action			
Are persons with mobility difficulties likely to be present in the premises i.e. parents with babies, persons in wheelchairs, persons with sight or hearing impairment etc?		✓	
<p>If Yes – what measures are in place to assist them in an emergency</p> <p>Most users are 1 to 1. Clients with mobility difficulties always with an able-bodied person who can assist them getting out of a premises, which are easy access / escape.</p>			