

New Road Sport and Leisure Centre – Belton

Review of Fire Risk 13th May 2026

In accordance with the original fire risk assessment carried out by Janus Safety Management Services on the 27th October 2009 the following review has been completed and amendments made where necessary are listed below.

Page 2 item 2.2

The maximum amount of employees at work within the Centre at any one time is two. These being the caretaker and parish clerk.

Page 12 item 21.1 and 21.3

There are now the following fire extinguishers and fire blankets in place:

One water extinguisher in the main function room.

One water extinguisher in the corridor.

One dry powder extinguisher in the plant room.

One CO2 extinguisher in the plant room.

One dry powder extinguisher in the kitchen.

One fire blanket in the kitchen.

The above are all checked and recorded on a monthly basis by the caretaker, they are then serviced on an annual basis, most recently carried out in August 2024.

Page 13 item 24.1

The person responsible for fire safety is the Parish Clerk K. Ruddock, and the New Road Caretaker.

Page 13 item 25

Yes there are is one member of staff employed at the Centre, the caretaker, who has been given sufficient instruction on the fire evacuation procedure.

Page 15 item 27.1

The caretaker is responsible to record the following in the fire log book:

-Monthly Fire Alarm Testing

-Emergency Light Testing

-Fire Extinguisher Testing

-Fire Exit Doors on a monthly basis, and reports any faults.

The following review has been completed in accordance with the Fire Risk Control Plan

Point 1- Fire Equipment

This has all been explained above, all the recommended equipment has been purchased and is serviced annually by Flameskill and checked monthly by the caretaker.

Point 2 - Signage

All of the stated signage is now in place at the Centre in reference to the original fire risk assessment carried out in October 2009. This includes, fire door keep shut signs on both sides of the fire doors, all fire alarm break glass points are indicated with a sign, and a fire action notice is

provided adjacent to each of the fire alarm break glass points.

Point 3 – Electrical

The mains distribution system is due to be tested in **October 2027**

Point 4 – Arson

It is recommended that all external bins are secured away from the main building.

Point 5 – Fire Warning System

The fire alarm system has recently been serviced in August 2025 by Flameskill in accordance with current fire regulations. This servicing will be carried out on an annual basis.

The fire alarm system is to be checked on a monthly basis by the Centre's Caretaker and all details to be recorded in the fire log book. The system will be checked regularly at different times from different call points. The Caretaker also checks the alarm system periodically whilst all the hot showers in the changing rooms are in full operation to ensure that this does not accidentally set off the system.

Point 6 – Emergency Lighting

The emergency lighting system is checked on a monthly basis by the Centre's Caretaker, and recorded in the fire log book. The system is then serviced annually by an engineer, currently being Flameskill.

Point 7 – Routine Fire Safety Checks

Monthly routine fire safety checks will now be carried out by the Caretaker to check the following: that all fire doors are in good working order, that all signage is in place and in good condition, and that all fire equipment is in position. These monthly checks are recorded along with any action needed in the fire log book.

Point 8 – Fire Log Book

A fire log book has been assembled which contains all the fire equipment routine checks and servicing details.

Point 9 – Fire Evacuation Procedures

The fire evacuation procedure is displayed on various notice boards in the Centre.

Point 10 – Occupancy Number

The Parish Clerk is aware of the maximum number of people permitted inside the facility at any one time which is:

Seated	80 persons
Seated with tables	50 persons
Standing only	110 persons