



Uppertunity Fire Risk Assessment

Updated: November 2025

**Location:** Ground Floor Left, The Circle at Dudhope Castle, Barrack Road, Dundee

**Assessment Completed By:** Danielle du Plooy

**Review Date:** Annual (or sooner if layout/activities change)

**Important note:** Uppertunity occupies part of the building. The Circle is responsible for overall building fire safety (alarm system, emergency lighting, building-wide procedures).

This assessment covers **Uppertunity's internal space and activities only.**

## **1. Premises Overview**

Uppertunity operates from the Ground Floor Left of Dudhope Castle, consisting of:

- **Rooms:** Office, kitchen, two art rooms (one split by a partition), corridor, toilet.
- **Opening Hours:**
  - Monday: staff only (8:30–5:30)
  - Tuesday–Friday: open to public (9:30–3:30), staff 8:30–5:30
- **Maximum Occupancy:** up to 40 people at peak times (7 staff, approx. 30 members, carers, volunteers).
- **Fire Exits:** 2 exits, both clearly marked, both lead directly outside to a place of safety.
- **Assembly Point:** Rear car park behind the castle.

**People Requiring Support:**

Uppertunity supports individuals with learning disabilities, mobility challenges, anxiety, and sensory needs.

**Personal Emergency Evacuation Plans (PEEPs)** are being completed for individuals who require assistance.

## **2. Significant Fire Hazards & Controls**

### **A. Sources of Ignition**

#### **1. Kitchen Equipment**

- Electric oven, tabletop hob, microwave, hand blender, kettles, fridges.
- **Risk:** Overheating appliances, electrical faults.
- **Controls:**
  - All appliances PAT tested annually.
  - Weekly visual checks by staff.
  - Avoid overloading sockets.
  - Fire blanket installed in kitchen.
  - 2 fire extinguishers located beside kitchen.
  - Cooking only supervised by staff.

#### **2. Craft/Workshop Equipment**

- Glue guns, sewing machines, small saw, soldering tools (if used), heated tools.
- **Risk:** Heat-based ignition.
- **Controls:**
  - Glue guns used only in supervised areas.
  - Tools visually checked weekly.
  - Appropriate extinguisher located near art rooms.

#### **3. Electrical**

- Small boiler; electrical consumer board (in fire proof cupboard).

- **Controls:**
  - Inspected and maintained by The Circle.
  - Staff report faults immediately.

## B. Sources of Fuel

### 1. Art & Craft Materials

- Cardboard, papers, textiles, paints, glues.
- **Controls:**
  - Daily tidy-ups.
  - Cardboard stored neatly.
  - Spray paints stored in metal cabinet in basement and used outdoors only.

### 2. Kitchen Materials

- Cooking oil, packaging.
- **Controls:**
  - Oils stored safely.
  - Bins emptied daily.
  - No deep frying

### 3. Wood & Furniture

- Wood stored in basement workshop.
- **Controls:**
  - Basement is managed area; storage kept tidy.
  - Fire retardant spray used on wooden dividers/curtains.

## C. Sources of Oxygen

- Standard airflow from windows/doors.
- No additional oxygen sources.

### Controls:

- Fire exit doors kept closed when not in use.
- Good housekeeping to prevent draught-fed flames.

### 3. People at Risk

- Staff, volunteers, members, visitors.
- Individuals with mobility difficulties, sensory needs, anxiety, or who require additional support.
- Wheelchair users cannot use the rear stairwell exit; PEEPs will identify alternative routes/support. There are two fire doors at rear stairwell exit. Individuals can wait at landing outside of two fire doors. 1 hour waiting time.

### 4. Fire Detection & Warning

#### Managed by The Circle:

- Wired smoke detectors throughout building
- Manual call points
- Weekly alarm test every Tuesday morning
- Annual servicing
- Emergency lighting

#### Uppertunity responsibilities:

- Ensure staff understand the alarm sound & procedure.
- Report any faults immediately.
- Ensure call points are unobstructed.

## 5. Firefighting Equipment

### **Uppertunity areas contain:**

- 2 fire extinguishers beside kitchen
- 2 fire extinguishers at rear fire exit (past art room)
- 2 fire extinguishers in the basement woodwork room
- Fire blankets in kitchen and second art room

### **Maintenance:**

- Serviced September 2025 by contractor.
- Staff use extinguishers only if safe to do so; priority is evacuation.

## 6. Means of Escape

- Two clearly marked fire exits.
- Routes kept clear at all times.
- Corridor checked each morning for obstructions.
- Wheelchair users require support — covered under PEEPs.

### **Controls:**

- No storage allowed in corridors or in front of fire exits.
- Staff monitor art room storage to prevent clutter.
- Staff lead evacuation and ensure rooms are cleared if safe.

## 7. Fire Safety Management

- **Fire Drills:**
  - Twice a year by The Circle.
  - Additional drills may be planned unexpectedly.
- **Training:**
  - Full in-person fire safety every 2 years.
  - Annual online refresher for all staff.
  - H&S topic discussed monthly at staff meetings.
  - Volunteers receive fire safety info in welcome pack.
- **Checks:**
  - Daily room checks (visual).
  - Weekly alarm test (by The Circle).
  - Annual PAT testing.
  - Baseline H&S display for volunteers/staff.

## 8. Overall Assessment

No major fire risks identified. Main hazards relate to kitchen activities, craft equipment, and storage volumes, all controlled through regular checks, training, and housekeeping.

Evacuation routes are adequate, detection systems are maintained, and staff are trained and confident.

**Next Review:** November 2026, or sooner if the layout, activities, or staffing change.