



Fire Safety Audit Report

Audit Information

Audited By 1.1 [REDACTED]
Audit Completed 11 February 2026

Location summary

File No 02/274718
UPRN 5198195
Building Name
Address COMMUNITY CENTRE
 172 BELSIZE ROAD
 LONDON
 NW6 4BJ
Borough Camden
Use K - Public Building
Responsible Team FSD CAM-ENF-HGY-BAR
Station Ground A41 - West Hampstead
Site Risk Score 4.00
Building Height band <18
Total Floors 2 **Basement floors** 0
Estimated number of sleeping 0
Special Features

Additional detail

The property assessed is a large Community Centre occupying the ground floor only of a two storey building of approximately 1500 m2. The upper floor is used by the NHS.

The 2022 built property stands in its' own grounds and is traditionally constructed from brick, steels and timber.

Internally the Centre contains numerous Halls, Community Rooms and staff areas.

Premises Description No commercial kitchen on site. Electric only kitchen for cooking classes.

Exterior Wall Cladding Brick, Timber/wood

Exterior Wall Insulation None

Cladding/Insulation details confirmed by Fire Risk assessment

Environmental Risks NONE

Features assisting fire spread NONE

Site Reinspection date	
Heritage Building	No
Balconies present?	No
Gas Supply present?	No
Petroleum redevelopment?	No
Known firesetting in area?	No
Site lone worker risk	

Property Detail (OCCUPIER PROPERTY)

Occupier Contact	Community Centre
Address	COMMUNITY CENTRE 172 BELSIZE ROAD LONDON NW6 4BJ
Responsible team	FSD CAM-ENF-HGY-BAR
Occupancy Type	Sole Occupier
Property Use	K - Public Building
Valuation Office	LC - Community Centre
Original Risk Score	4.00
Reinspection Date	N/A (SAMPLE)
Last Inspection	13 November 2025
Total Capacity	0
Maximum number of people	20-100
Property Size for use	Large 951m ² to 2700m ²
Environmental Risks	NONE
Occupant Mobility	Average
Fire Loading	Average
Additional detail	

Specific lone worker risk

Primary Authority Partnership N/A

Protection Data (SHARED)

Fire Protection & Warning	Adequate
Unwanted fire signals count	0
AFD remote monitoring	No
Smoke ventilation	N/A
Covers MOE/Common areas?	No
Sprinklers Installed?	No
Access for fire-fighting	Average
Water supplies	Average
Special Features	
# Fire fighting shafts	0
Engineered solution?	No

Trade off measures?	No
Evacuation type	Simultaneous Evacuation
History of fires?	No

Contacts

Occupier

Name	Community Centre
Address	COMMUNITY CENTRE 172 BELSIZE ROAD LONDON NW6 4BJ

On Site Representative - NEW

Name	Abbey Community Centre
Person	3.1 [Redacted]
Position	3.2 [Redacted]
Address	ABBEY COMMUNITY CENTRE 172 BELSIZE ROAD LONDON NW6 4AE
Telephone	3.3 [Redacted]
Mobile	[Redacted]
Email	https://abbeycc-kilburn.org.uk/

Enforcement history

Articles

Article 9 - Risk assessment

SAFETY CRITICAL

Safety Evaluation

Broadly Compliant

Verbal Advice Given

Observations

At the time of the audit, a Fire Risk Assessment was provided. It was completed by 3.4 [Redacted] on behalf of West One Fire Protection on the 06th May 2025.

The recorded FRA covered the following-
Action plan/significant findings.

Means of escape including emergency lighting, exit widths and capacity is suitable and sufficient for the size of the premises

Evacuation of persons including disabled persons.

Prevention - including electrical sources of ignition, Arson, Portable heaters, cooking appliances

Housekeeping

Means of giving warning stated that the system is of L1 and L2 standards

Lone workers

Smoking and the risks posed.

Measures to prevent fire spread

Fire safety signage.

There is an action plan outlining the deficiencies with timeframes given.

Article 9
(continued)

There is mention that the premises is hired out to different organisations but no mention if they are covered under this FRA or if they should have their own FRA completed.

Verbal advice given to ensure the outside organisations have been considered within the Community Centre FRA.

Article 11 - Fire Safety Arrangements

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Verbal Advice Given

Observations

At the time of the audit, all communal areas of the ground floor were inspected, including the external plant rooms.

The MOE was lit with EEL. There were FAN's and prevention signage (no smoking, fire exit keep clear etc).

All internal cupboards were checked, secondary escape routes were walked and no issues were seen.

The RP confirmed the maintenance and testing schedule for the fire alarm (weekly & 6 monthly) emergency lighting (monthly & 6 monthly) fire extinguishers (annually) and communal FD (quarterly). It was confirmed any maintenance issues are raised to Camden Council.

The main fire panel is located on the ground floor by reception just inside the main entrance. The panel was seen on and healthy with no faults. Visually there were no issues seen with the emergency lighting.

There are 3x 60 minute compartments within the ground floor and all internal fire doors are new FD60s. For security reasons some areas can only be accessed with access cards, but on alarm they all failsafe open.

Daily premises checks are completed, walks of the external areas to ensure no fire exits are blocked and routes are clear, internal checks of fire doors and safety systems.

It was confirmed that there are some organisations that hire the space out of hours. If they are a new organisation or a one off booking then there will always be a caretaker on site whilst they are there.

A church hires the space every Sunday, there are no other members of staff on site at this time. Verbal advice given to ensure they either have their own FRA or they are covered under the Community Centre FRA.

There is a management issue when it comes to the secondary exits from some rooms. The RP wants Camden to replace all final exit doors. The issue is around the 2x thumb turn locks on the doors. When the building was commissioned it was agreed there would be 2x locks installed due to security reasons and the types of users that will be occupying the premises. It was agreed that management would control the thumb turns. When a room is in use the bottom lock would be unlocked and the top one left locked. This would mean that children and vulnerable users cant escape as well as any accessing the premises without consent. On site I unlocked one of the doors and had no issue with it, there were a couple locks that were a bit stiffer but once raised to

Article 11
(continued)

Camden they had completed the remedial works within the week. I gave verbal advice to ensure all staff, whether employed or from an outside organisation, receive extra training on final exit doors and what is expected of them if using one of these rooms when emergency escape is required.

Article 13 - Detection and warning

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Observations

At the time of the audit, it is stated in the Fire Risk Assessment that the premises has an L1 warning and detection system installed. However, it was confirmed by documents received from Camden Council that the medical centre on the first floor is covered by an L1 system and the community centre on the ground floor is an L2 system. Ground floor and first floor are linked as the full building is Simultaneous Evacuation. The system consisted of manual call points, smoke/heat detectors and sounders. The system is linked to an alarm receiving centre.

The alarm panel is located just inside the main doors at reception. There are zone plans on the wall next to the panel. The plans include ground floor, first floor and roof.

Weekly fire alarm tests are carried out using a different manual call point each time. This is co-ordinated with the first floor and the system is tested as a whole.

The system was seen on and healthy with no faults. There is no investigation period due to the types of users. All doors on maglocks or security devices are on a failsafe.

Article 14 - Emergency routes and exits

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Observations

At the time of the audit, emergency escape routes were seen clear and sterile. There is emergency lighting throughout the premises and sufficient signage. There was mention in the FRA that some of the exit signage above final exit doors is too high out of eye sight. However, there will always be member of staff within the rooms with users and are familiar with the exits. The secondary exits are also floor to ceiling glass so there is no where else to affix the emergency lighting signage to.

The ground floor has been built as three 60 minute compartments. Majority of rooms have 2 exit routes, when discounting one door it limits occupancy to 60 people per room. However, it has been agreed that no more than 200 people be within the ground floor community centre at any one time. There are dampers within the ventilation system that are connected to the fire alarm.

This audit was initiated by the ^{5.1} [REDACTED] RP, ^{5.2} [REDACTED], with regards to the secondary exits and the thumb turn locks.

Due to the types of users that access the premises it was agreed during construction that 2x thumb turn locks would be installed on the secondary exits. This is for security reason, the lower lock is unlocked when said room is in use and the top lock is left locked so vulnerable users cant escape and no one can get in.

Article 14
(continued)

It was agreed that it would be down to staff to manage the exit doors. Whether it be community centre staff or an outside organisation that has hired a room, they should all be informed of their responsibility when using a room. No users should be left in any room on their own without staff supervision. Therefore in an emergency said staff will be responsible for evacuating out the main door, or if using the secondary exit then they are responsible for unlocking the top thumb lock.

The FRA has identified the need to change these thumb lock turn devices to push bars or another panic hardware that is compliant with BS EN 1125. This has been scored under Article 8.

Article 15 - Procedures for serious and imminent danger and for danger areas**SAFETY CRITICAL**
Safety Evaluation
Broadly Compliant**Observations**

At the time of the audit, it was stated that fire drills are completed 6 monthly. The drills are only of the ground floor and do not incorporate the first floor. All employees have a located part of the building they are to help evacuate. An email is sent to all staff every morning listing who is responsible for what. The nursery/creche towards the rear of the building have an evacuation trolley to put all the children in and escape quicker. The kitchen isn't a commercial kitchen, it is electric only for classes. So there is no gas shutdown procedures to follow. All staff are trained in how to raise the alarm, there are also Fire Action Notices by all Manual Call Points. There is a maximum of 11 staff members, usually 5 on shift at a time. 2x members of staff are always at front of house. There are outside organisations that hire rooms within the community centre and they provide their own staff. They have been provided with verbal information as well as written to what is expected of them in an emergency.

Article 17 - Maintenance**SAFETY CRITICAL**
Safety Evaluation
Broadly Compliant**Observations**

At the time of the audit, it was confirmed by the RP and Camden Council that all maintenance records are held centrally with Camden. Camden Council are responsible for the maintenance contracts for the Fire Alarm, Emergency Lighting, Fire Extinguishers. The Fire Alarm and Emergency Lighting are serviced 6 monthly. The fire Extinguishers are serviced annually.

Article 21 - Training**SAFETY CRITICAL**
Safety Evaluation
Broadly Compliant**Observations**

At the time of the audit, it was confirmed that all staff received fire safety training on induction, a site tour and supplement their knowledge with 6 monthly fire drills. Fire Wardens have fire warden training with an external organisation.

Verbal Advice Given

Article 21
(continued)

There is no hands on training for the use of fire extinguishers, but fire wardens to watch videos during their training.

Fire safety training is refreshed annually as well as in the fire drills.

Any outside organisations renting space at the community centre are sent fire safety information within their room lease policy, verbally when they attend site and there is written instruction within each room.

Some of the final exit doors have door release buttons and over ride escape buttons. It was stated that staff get confused with the emergency over ride and the normal release button. The RP has printed multiple signs explaining which button is which.

I advised more training around using the thumb turn locks to escape the secondary exits and the override escape buttons.

Article 8 - General fire precautions**Safety Evaluation**

Low Risk

Observations

No commercial kitchen on site so no TR-19 required.

No compartmentation issues seen.

There is the outstanding action of replacing the thumb turn locks to panic hardware on the secondary exit from some rooms.

FAILURE**Article 8 FRA findings not implemented**

At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that the thumb turn locks on emergency exits have not been replaced with single action panic hardware.

REMEDY

Implement the significant findings of your fire risk assessment, in particular replacing the thumb turn locks on secondary emergency exits with panic hardware compliant with BS EN 1125.

Article 10 - Principles of prevention to be applied**Safety Evaluation**

Broadly Compliant

Observations

No gas on site.

No portable heaters.

PAT testing completed.

CCTV internally and externally.

Article 12 - Elimination or reduction of risks from dangerous substances**Safety Evaluation**

Broadly Compliant

Observations

Few cleaning products kept in locked cupboards.

Article 13 - Fire Fighting Equipment

Safety Evaluation

Broadly Compliant

Observations

At the time of audit, the fire-fighting equipment displayed in the building is suitable and sufficient. There is an adequate number of water and CO2 extinguishers with appropriate instructions for use cited around the building with evidence of in date inspection.

Article 16 - Measures for dealing with dangerous substances affecting general fire precautions

Safety Evaluation

Not Applicable

Observations

Not applicable.

Article 18 - Safety assistance

Safety Evaluation

Broadly Compliant

Observations

At the time of the audit, there was evidence that competent persons have been appointed to maintain and service the fire safety systems on site.

Article 19 - Provision of information to employees

Safety Evaluation

Broadly Compliant

Observations

At the time of audit, the provision of information to employees is suitable and sufficient.
Evidence was produced of training documented in regards to fire safety for all staff.
Extra information provided to Fire Wardens.

Article 20 - Provision of information to employers and the self employed from outside undertakings

Safety Evaluation

Broadly Compliant

Observations

All contractors are informed of their responsibilities and action to take in the event of a fire related incident. The information given to outside employees are verbal instruction.
There is a visitors log book at reception to sign in and out.

Article 22 - Co-operation and co-ordination

Safety Evaluation

Broadly Compliant

Observations

There is no internal sharing of space but externally the escape routes are shared with the medical centre on the first floor.
Both occupiers communicate weekly when testing the fire alarm system.
Any issues affecting both occupiers with the building is communicated between the two occupiers.

Article 23 - General duties of employees at work

Safety Evaluation

Broadly Compliant

Observations

At the time of the audit, evidence was provided that all staff were trained in fire safety and know what to do in an evacuation.

All fire wardens are aware of their responsibilities in evacuation.

Article 37 - Fire fighters switches for luminous tube signs

Safety Evaluation

Not Applicable

Observations

Not applicable.

Article 38 - Maintenance of measures provided for protection of fire fighters

Safety Evaluation

Not Applicable

Observations

Not applicable.

Article 24 - Power to make regulations

Safety Evaluation

Not Applicable

Observations

None

Article 27 - Powers of inspectors

Safety Evaluation

Not Applicable

Observations

None

Article 29 - Current alterations notices

Safety Evaluation

Not Applicable

Observations

None

Article 30 - Current enforcement notices

Safety Evaluation

Not Applicable

Observations

None

Article 31 - Current prohibition notices

Safety Evaluation

Not Applicable

Observations

None

Article 32 - Offences

Safety Evaluation

Not Applicable

Observations

None

Overall safety standard

Broadly Compliant

Management compliance level

Management Compliance Level	1 - Well above average
Initial Expectation	Verbal action
Considered EMM?	Yes
Confirmed Action	Verbal action

Audit Conclusion

Date audit carried out

13/11/2025

Time of audit

10:30

Reason for audit;

10.20 - Demand led external - RP raised issues around final exit doors.

Conclusion

Pre audit research carried out: Farynor, Imapping, IMS, FS Portal, Google, BOSS, Primary Authority, Companies House, Reading FRA.

I met with the ^{11.1} [REDACTED] RP ^{11.2} [REDACTED]. He was present for the full inspection.

I introduced myself showed my ID card. We then sat down and I explained the audit process to the RP and he confirmed he understood.

This was a demand led visit following complaints from the RP regarding the secondary exit doors. The secondary exit doors from the user rooms are fitted with 2x thumb turn locks. The RP wants them changed to panic push bars. However, it was agreed during commissioning of the building that 2x thumb turn locks would be better for security reasons. It was agreed that it would have to be controlled by management and staff training.

Post audit processing time includes reading the FRA and other documents, meetings with Camden Council regarding this premises and ongoing issues, speaking with my TL ^{11.3} [REDACTED] and DTL ^{11.4} [REDACTED].

Verbal Advice given: Ensure outside organisations either have their own FRA completed or are covered within the Community Centre FRA. Ensure extra training around the thumb turn locks and over ride door release buttons.

Extent of premises audited

the following areas were inspected: All of the ground floor including the storage cupboards, the office space behind reception, the external plant rooms, the external escape routes.

Justification of audit outcome

Broadly compliant with verbal advice. The premises is managed well and all fire safety system are in good working order. There needs to be more focus on staff training especially managing the secondary exits when rooms are in use.

Verbal Advice Given

None recorded

Other Authorities to notify

None

Weeks to Complete Work

N/A

Specific instructions for Admin to Action

None

Compliance calculation & signature

Compliance Level	1 - Well above average
Property Risk Group	C - Public unfamiliar
Life Risk	-2
Actual Risk Score	3.74
Risk Score	3.75

Audit Timings

Audit Duration
180

Travel Time
120

Post Audit Processing Duration
680

[End of document]

Redaction Summary

Page 1

Redaction 1.1

Exemptions/exceptions:

- S.40 - Personal Information

Page 3

Redaction 3.1

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 3.2

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 3.3

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 3.4

Exemptions/exceptions:

- S.40 - Personal Information

Page 5

Redaction 5.1

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 5.2

Exemptions/exceptions:

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Redaction 11.1

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 11.2

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 11.3

Exemptions/exceptions:

- S.40 - Personal Information

Redaction 11.4

Exemptions/exceptions:

- S.40 - Personal Information