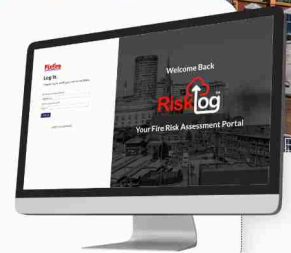




# Fire Risk Assessment



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## LIFE SAFETY FIRE RISK ASSESSMENT

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VISIT PORTAL



## Introduction

The purpose of this report is to present the findings of the assessment in relation to the risk to life from fire in the building and to make recommendations to the Responsible Person to comply with the fire safety legislation.

The report **does not address the risk to property or business continuity from fire**. Issues raised however may have the following implications:

- Significant financial implications.
- Significant impact on business continuity.
- Statutory non compliance.
- Potential for significant exposure (public liability/employers liability) regarding claims.
- Potential losses, fires, accidents, incidents and injuries.

Any comments or queries regarding this report should be directed at the author.

Joe Bloggs  
Fire Safety Advisor

"Please note that this report and any recommendations in it are based on conditions observed and information supplied. It is not intended to be exhaustive or conclusive, covering every hazard or risk potential, or to guarantee compliance with any statute or regulation. It is offered to assist you in your assessment and/or management of risk".

## RISK ASSESSMENT METHODOLOGY

A risk assessment is an organised and methodical look at:

- The premises.
- The activities carried out there.
- How likely is it that a fire could start and cause harm to anyone.
- Existing hazards from fire and the current control measures.
- Potential hazards from fire to the building and those present and the recommended control measures.

The method used to undertake the fire risk assessment follows Publicly Available Specifications (**PAS 79**).

A nine-step structured approach has been used and corresponding documentation for conducting and recording the significant findings of the fire risk assessment of the building, and also parts of buildings to which the **Regulatory Reform (Fire Safety) Order 2005** applies.

The intention of PAS 79 is to enable employers. And those acting on their behalf, to carry out the “suitable and sufficient” fire risk assessment required by the **Regulatory Reform (Fire Safety) Order 2005**, to enable the employer to satisfy associated fire legislation.

Fire Risk Assessments carried out in accordance with PAS 79; address the safety of all building occupants including employees, visitors, guests, contractors and members of the public.

This Fire Risk Assessment follows the nine-step fire risk assessment process specified in PAS 79 (2021). The steps are as follows:

1. Obtain relevant information about the premises.
2. Identify the fire hazards.
3. Assess the likelihood of a fire.
4. Determine the physical fire protection measures present.
5. Assess the fire safety management processes present.
6. Assess the likely consequences to the occupants in the event of a fire.
7. Assess the fire risk for the premises.
8. Formulate an action plan.
9. Recommend a suitable interval for the review of the Fire Risk Assessment.

A fire risk assessment carried out in accordance with PAS 79 will provide a good basis for ensuring that good management of fire safety is established, maintained and reviewed.

## General Statement of policy

It is the aim of **Fred Smith** - Facilities Manager to ensure the highest standards of fire safety are maintained in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.

**Fred Smith** - Facilities Manager accept their responsibilities to ensure both the fabric of the building and the fire safety systems are kept to a high standard, with emphasis on the fire prevention.

The policy contains detailed arrangements to ensure that all precautions are taken. Both management and staff are expected to abide by these arrangements, maintaining records when required to do so.

Members of staff have a legal duty to undertake all activities in a fire safe manner and report any defects to the management.

**Fred Smith** - Facilities Manager considers that fire safety is as significant as productivity and profitability. Anyone not abiding by the policy may be subject to disciplinary action and possible dismissal.

The effectiveness of fire safety precautions depends on the cooperation of the people in control of and operating within our premises. In order for the fire precautions to be effective, these people need to follow the instructions given on fire instruction notices in the building.

Competent Persons:

**Fred Smith** - Facilities Manager have appointed competent persons to assist them in the execution of their duties under the **Regulatory Reform (Fire Safety) Order 2005**.

**Responsible Person:**

The ‘Responsible Person’ as designated by the Order is **Fred Smith** - Facilities Manager.

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*All findings and recommended actions in this risk assessment are based on the understanding that the premises has been built or converted in line with Building Regulations and has approval where required.*

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## General Information

1. Building Information		
Number	Question	Answer
1.1	General description of the premises.	The premises is an end terraced commercial property with a ground and first floor constructed of brick and block with concrete floor and a pitched, tiled roof. The premises has a single final exit located on the ground floor. The internal layout of the building has a reception area, welfare facilities and meeting room with kitchenette on the ground floor. The first floor has an open plan office and a storage cupboard. The premises has a BS 5839-6 fire alarm system and some emergency lighting installed.
1.2	Number of floors at ground level or above	2
1.3	Number of floors entirely below ground level	0
1.4	Brief details of construction	Traditional Construction
1.5	Complexity	Simple
1.6	Floor area/footprint m <sup>2</sup>	Approx 60m <sup>2</sup>
1.7	Use of premises.	Offices
1.8	Fire strategy specific to the premises.	Full Evacuation
1.9	Fire brigade access and facilities	Fire brigade access is in accordance with the recommendations within Approved document 'B' section B5 - Access and facilities for the fire service.
1.10	Has there been a fire since the previous FRA?	No
1.10.1	Please describe the incident	N/A
1.11	Relevant fire safety legislation	The Regulatory Reform (Fire Safety) Order 2005 applies to these premises.
1.12	Risk Profile	Occupants who are awake and are familiar with the building.
2. Occupancy		
Number	Question	Answer
2.1	Approximate maximum number of occupants at any one time	0
2.2	Approximate maximum number of employees at any one time	4
2.3	Approximate maximum number of members of the public	0
2.4	Hours of occupation	0700 - 1700 Monday to Friday
2.5	Do any persons sleep within the premises?	No
2.6	Are there any disabled occupants within the premises?	No

2.6.1	Are personal emergency evacuation plans provided?	N/A
2.6.1.1	Are personal emergency evacuation plans reviewed?	
2.6.2	Is the building provided with reasonable arrangement for means of escape for disabled people?	N/A
2.7	Are there occupants in remote areas?	No
2.8	Do any persons under the age of 18 work within the premises?	No
2.8.1	Are young persons risk assessments provided?	N/A
2.9	Person Consulted	Fred Smith

## Fire hazards and their elimination or control

3. Electrical sources of ignition			
Number	Question	Answer	Observation
3.1	Are fixed electrical installations periodically inspected and tested?	No	At the time of the assessment, it could not be confirmed that the main electrical installation has been inspected and tested in accordance with BS 7671. No information was displayed on the installation and no further records were available.
3.2	Has portable appliance testing (PAT) testing been carried out?	No	At the time of the assessment, it is unclear if Portable appliance testing has been carried out in accordance with HSG 107- maintaining portable electrical equipment. no further information was available and there are no display stickers on any appliances.
3.3	Are there suitable limitation of trailing leads and adaptors?	Yes	At the time if the assessment, all trailing leads and multi socket adaptors are used within the premises in a safe manner.
3.4	Is there suitable control over the use of personal electrical appliances?	No	At the time of the assessment, it could not be confirmed that a policy is in place for the use of personal electrical appliances.
4. Smoking			
Number	Question	Answer	Observation
4.1	Are reasonable measures taken to prevent fires from smoking?	Yes	In accordance with the Health Act 2006 smoking is prohibited within the building. There was no evidence of illicit smoking taking place.
4.1.1	Is smoking prohibited in the building?	Yes	In accordance with the Health Act 2006 smoking is prohibited within the building.
4.1.2	Are there suitable arrangements for those who wish to smoke?	Yes	A suitable place for smoking has been provided.
4.1.3	Does the policy appear to be observed at the time of inspection?	Yes	There was no evidence of illicit smoking at the time of the assessment.
4.1.4	Are no smoking signs provided in the common areas?	No	There was an absence of 'No Smoking' signs within the common areas.
5. Arson			
Number	Question	Answer	Observation
5.1	Are appropriate steps taken to reduce the risk of arson?	Yes	Measures to prevent arson appear adequate with security measures in place and management of external fire loading.
5.1.1	Does basic security against arson by outsiders appear reasonable?	Yes	Basic security against arson appears to be reasonable.
5.1.2	Is there an absence of unnecessary fire loading in proximity to the building or available for ignition by outsiders?	Yes	There is no unnecessary fire loading within close proximity to the premises.
5.1.3	Are refuse containers located an appropriate distance from the building?	Yes	Refuse containers are located an appropriate distance from the building.
6. Portable heaters and heating installations			
Number	Question	Answer	Observation

6.1	Are fixed heating installations subject to regular maintenance?	No	At the time of the assessment, it could not be confirmed that the fixed heating installations are subject to regular maintenance and servicing.
6.2	Is there satisfactory control over the use of portable heaters?	Yes	If used, portable heaters are used in a safe manner in accordance with recommended guidance.
6.2.1	Is the most hazardous type of portable heater avoided?	N/A	
6.2.2	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A	
7. Cooking			
Number	Question	Answer	Observation
7.1	Are commercial cooking facilities provided?	No	No commercial cooking facilities are provided. A small kitchenette is installed within the meeting room on the ground floor. The individual domestic appliances include a kettle, coffee machine and microwave. The appliances should be included within the PAT testing regime commented on in section 3.2.
7.1.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A	
7.1.2	Are filters and ductwork cleaned regularly?	N/A	
7.1.3	Are suitable fire extinguishers in place?	N/A	
8. Lightning			
Number	Question	Answer	Observation
8.1	Does the building have lightning protection?	N/A	A lightning protection system has not been required for the premises.
8.1.1	Is there annual inspection and testing of lightning protection systems?	N/A	
9. Housekeeping			
Number	Question	Answer	Observation
9.1	Is the standard of housekeeping adequate?	Yes	The general standard of housekeeping is acceptable and the means of escape are clear and the final exit door is not obstructed. The storage of combustible materials is typical for this type and size of property and does not represent a significant risk. See comments in section 9.1.2.
9.1.1	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes	There was no inappropriate storage of combustible materials at the time of the assessment.
9.1.2	Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible material?	No	At the time of the assessment, there are combustible materials stored against the electrical installation in the ground floor cupboard.
9.1.3	Are there any other considerations in relation to the means of escape?	No	
10. Hazards introduced by outside contractors and building works			
Number	Question	Answer	Observation
10.1	Are fire safety conditions imposed on outside contractors and in-house maintenance personnel?	No	At the time of the assessment, this could not be confirmed that fire safety conditions are imposed on outside contractors and in-house maintenance personnel.

10.2	Is there satisfactory control over hot works carried out in the building (including "hot work" permits)?	No	At the time of the assessment, it could not be confirmed that all external contractors carrying out hot works are subject to a "hot work" permit.
11. Dangerous Substances			
Number	Question	Answer	Observation
11.1	Are dangerous substances used or stored within the premises?	No	At the time of the assessment, dangerous substances are not stored, or used, within the premises.
11.1.1	Has a specific DSEAR risk assessment been carried out?	N/A	
11.1.2	Are dangerous substances stored and used in a safe manner?	N/A	
12. Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions			
Number	Question	Answer	Observation
12.1	Are there other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	No	There are no other significant fire hazards that warrant consideration including process hazards.

## Fire Protection Measures

13. Means of Escape			
Number	Question	Answer	Observation
13.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes	The means of escape from the building are considered reasonable.
13.1.1	Is there an adequate design and maintenance of escape routes?	Yes	The escape routes are adequately designed.
13.1.2	Is there adequate provision of exits?	Yes	There are sufficient exits provided for the estimated number of people within the building. The premises has a single final exit located on the ground floor.
13.1.3	Are exits easily and immediately accessible where necessary?	Yes	All exits are easily and immediately accessible where necessary.
13.1.4	Do fire exits open in the direction of escape where necessary?	Yes	All exits open in the direction of travel. Where they do not, the occupants are less than 60 people.
13.1.5	Is there an avoidance of sliding or revolving doors as fire exits where necessary?	Yes	Sliding/Revolving doors are avoided as fire exits where necessary.
13.1.6	Are there satisfactory means of securing exits? Are the fire exits easily and immediately openable?	Yes	All exits are secured in a satisfactory manner.
13.1.7	Are single directions of travel reasonable?	Yes	There is a single direction of travel that does not exceed 18m.
13.1.8	Are travel distances for alternative means of escape reasonable?	N/A	There is a single means of escape.
13.1.9	Are escape routes suitably protected?	Yes	At the time of the assessment, the escape routes appear suitably protected.
13.1.10	Are escape routes unobstructed?	Yes	At the time of the assessment, all escape routes are unobstructed.
13.1.11	Are there suitable fire precautions for all inner rooms?	N/A	There are no inner rooms.
13.1.12	Are fire-resisting doors maintained in sound condition and self-closing where necessary?	N/A	At the time if the assessment, there are no fire doors installed. The doors to the first floor office and ground floor meeting room are installed with self-closing devices.
13.1.13	Do staircase and external escape routes appear adequate for the number of occupants?	Yes	Staircase and exit capacities appear adequate for the occupants of the premises.
14. Measures to limit fire spread and development			
Number	Question	Answer	Observation
14.1	Is compartmentation of a reasonable standard?	Yes	The passive fire compartmentation appears to be compliant from a sample of non-intrusive visual inspection.
14.2	Are there reasonable limitations of linings that may promote fire spread?	Yes	There are reasonable limitations of the linings within the building.

14.3	Do fire dampers appear to be provided to protect critical means of escape against fire, smoke and combustion in the early stages of fire?	N/A	There are no fire dampers required.
14.4	Does the external face of the building adequately resist the spread of fire?	Yes	Based on a visual inspection only, the external face of the building adequately resists the spread of fire.
15. Escape lighting			
Number	Question	Answer	Observation
15.1	Is there a reasonable standard of emergency lighting?	No	Emergency lighting is not installed to BS 5266-1. At the time of the assessment, it appears that the only emergency lighting fixture installed is above the entrance. Additional emergency lighting is recommended.
15.2	Is emergency lighting tested on a monthly basis?	No	At the time of the assessment, emergency lighting is not tested in accordance with BS 5266.
15.3	Are records held for monthly emergency lighting tests?	No	At the time of the assessment, emergency lighting records are not held for the testing and maintenance.
15.4	Is the emergency lighting annual discharge test carried out?	No	It could not be confirmed that the emergency lighting is serviced annually. No testing records or certificates were available at the time of the assessment.
16. Fire safety signs and notices			
Number	Question	Answer	Observation
16.1	Is there a reasonable standard of fire safety signs and notices?	No	There is not a reasonable standard of fire safety signs and notices in accordance with the safety signs and signals regulations and BS 5499. At the time of the assessment, there is a lack of fire safety signage.  There is not a reasonable standard of fire safety signs and notices in accordance with the safety signs and signals regulations and BS 5499. The signage for the assembly point should be completed.
17. Means of giving warning in case of fire			
Number	Question	Answer	Observation
17.1	Is a reasonable fire detection and alarm system provided?	No	The means of giving warning are not suitable. This is a commercial premises with a domestic fire alarm system installed.
17.2	Is there a manually operated electrical fire alarm system provided?	No	A manually operated system is not provided to the required standard.
17.3	Is automatic fire detection provided?	Yes	A BS5839-6 system has been installed throughout
17.3.1	Is the automatic fire detection generally appropriate for the occupancy and fire risk?	No	The automatic fire detection is generally not appropriate for the occupancy and fire risk.
17.4	Is there a landlord fire alarm system covering shared areas and attached buildings?	N/A	There is no requirement for a landlord fire alarm system.
17.5	Are there systems for the remote transmission of alarm signals?	N/A	There is no requirement for the remote transmission of alarm signals.

17.6	Is there weekly testing and periodic servicing of the fire detection and alarm system?	No	At the time of the assessment, the current fire alarm system is not tested to the required standard.
17.6.1	Are records held for fire alarm tests?	N/A	
17.7	Are there any other issues with the means of giving warning? E.g. investigation of false alarms?	No	
17.8	Is a fire alarm zone plan displayed?	N/A	No zone plan is required.
18. Manual fire extinguishing appliances			
Number	Question	Answer	Observation
18.1	Are manual fire extinguishing appliances required?	Yes	The premises has two multi-purpose extinguishers on site and a fire blanket. See comments in section 18.1.1.
18.1.1	Is there suitable provision of portable fire extinguishers?	No	Portable fire extinguishers are not provided in accordance with BS 5306: The selection and positioning of portable fire extinguishers - Code of practice.
18.1.2	Are hose reels provided?	N/A	Hose reels are not required.
18.1.3	Are all fire extinguishing appliances readily accessible?	Yes	At the time of the assessment, all fire extinguishing appliances are readily accessible.
18.1.4	Are all fire extinguishing appliances appropriately positioned with the recommended signage?	No	At the time if the assessment, all fire extinguishers are not placed in accordance with BS 5306 as no signage is displayed.
18.1.5	Is there annual maintenance of fire extinguishing appliances?	No	Fire extinguishers are not currently tested on an annual basis. The fire extinguishers provided do not include service information
18.1.6	Are there dry powder extinguishers installed within the premises, in accordance with BS 5306-8?	N/A	There is no requirement for dry powder extinguishers within this premises.
19. Relevant automatic fire extinguishing systems			
Number	Question	Answer	Observation
19.1	Are relevant automatic fire extinguishing systems installed?	N/A	There are no automatic fire extinguishing systems installed.
19.1.1	Are relevant automatic fire extinguishing systems tested and maintained?	N/A	
19.1.2	Are records held?	N/A	
20. Other relevant fixed systems			
Number	Question	Answer	Observation
20.1	Are there appropriately sited facilities for electrical isolation of photovoltaic cells with appropriate signage to assist the fire service?	N/A	No PV cells are installed.
20.2	Are there battery charging facilities within the premises?	Yes	At the time of the assessment, electrical vehicles are being charged in the car park at the front of the building. At the time if the assessment, electrical vehicles are being charged in the car park at the front of the building.
20.3	Are there any other active fire safety systems installed?	No	

## Management of fire safety

21. Procedures and arrangements			
Number	Question	Answer	Observation
21.1	Fire safety is managed by		Fred Smith - Facilities Manager
21.2	Are there competent persons and duty holders appointed and are they identified?	Yes	
21.3	Is there a suitable record of the fire safety arrangements and procedures?	No	At the time of the assessment, it could not be confirmed that there are suitable procedures and fire safety arrangements in place.
21.3.1	Are procedures in the event of fire appropriate and properly documented?	No	At the time of the assessment, it could not be confirmed that documentation covering the fire safety procedures and arrangements are appropriately documented.
21.3.2	Are there suitable arrangements for summoning the fire and rescue service?	No	At the time of the assessment, the arrangements for summoning the fire and rescue service could not be confirmed.
21.3.3	Are there suitable arrangements to meet the fire and rescue service on arrival?	No	At the time of the assessment, the arrangements to meet the fire and rescue service in the event of an emergency could not be confirmed.
21.3.4	Are there suitable arrangements for ensuring that the premises have been evacuated?	No	At the time of the assessment, it could not be confirmed what the arrangements are for ensuring that the premises has been evacuated.
21.3.5	Is there a suitable fire assembly point(s)?	No	There is not a suitable fire assembly point. See comments in section 16.
21.3.6	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No	At the time of the assessment, it could not be confirmed that there are procedures in place for the evacuation of any disabled people who may be on the premises.
21.4	Are persons nominated and trained to use fire extinguishing appliances?	No	At the time of the assessment, it could not be confirmed that persons expected to use fire extinguishing appliances have received sufficient training.
21.5	Are persons nominated and trained to assist with an evacuation, including the evacuation of disabled people?	No	At the time of the assessment, it could not be confirmed that there are persons nominated and trained to assist with an evacuation, including the evacuation of disabled people.
21.6	Has there been appropriate liaison with the fire and rescue service?	Yes	There is appropriate liaison with the fire and rescue service.
21.7	Are there routine in-house inspections of fire precautions?	No	At the time of the assessment, it could not be confirmed if a programme of routine inspections of fire safety measures is implemented.
21.8	If the premises are in multiple occupation, are there adequate arrangements for the cooperation between duty holders?	N/A	There is a single duty holder.
22. Training and drills			
Number	Question	Answer	Observation
22.1	Are there members of staff on site?	Yes	

22.1.1	Are all staff given adequate fire safety instruction and training?	No	At the time of the assessment, it could not be confirmed if staff receive fire safety training on induction.
22.1.2	Are staff given periodic refresher training at suitable intervals?	No	At the time if the assessment, it could not be confirmed if staff training is refreshed on an annual basis.
22.1.3	Are records held for fire training?	No	Records are not held for fire training.
22.1.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?	No	At the time of the assessment, it could not be confirmed that staff with special responsibilities, such as assisting with evacuation and undertaking fire drills, have received the additional training.
22.1.5	Are fire drills carried out at least annually?	No	At the time of the assessment, it could not be confirmed if fire drills are undertaken at least once annually.
22.1.6	Are records held for fire drills?	No	Records are not held for fire drills.
22.1.7	When the employees of another employer work in the premises, are they given appropriate information and instructions?	Yes	Employees of another employer are given appropriate information and instructions.
<b>23. Testing and maintenance</b>			
Number	Question	Answer	Observation
23.1	Adequate maintenance of the premises?	Yes	There is adequate maintenance of the premises.
23.2	Is there periodic inspection of external escape staircases and gangways?	N/A	There are no external escape staircases and/or gangways.
23.3	Are rising mains tested on a six monthly and annual inspection?	N/A	There are no rising mains.
23.4	Is there weekly, monthly, 6 monthly and annual testing of firefighting lifts?	N/A	There are no firefighting lifts.
23.5	Are there routine checks of final exit doors and/or security fastenings?	Yes	There are routine checks of final exit doors and/or security fastenings.

## FIRE RISK PRIORITY RATING

The fire risk rating at these premises was categorised using the following simple risk level estimator, which is based on a more general health and safety risk level estimator of the type contained in BS 8800.

Potential consequences of fire Likelihood of fire	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Substantial risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probably ignition) at this building is:

Low Unusually low likelihood of fire as a result of negligible potential sources of ignition.	Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
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Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequence for life safety in the event of a fire would be:

Slight Harm Outbreak of fire unlikely to result in serious injury or death of any occupant.	Moderate Harm Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.	Extreme Harm Significant potential for serious injury or death of one or more occupants.
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Accordingly, it is considered that the risk to life from fire at this building is:

**Moderate**

Risk Level	Action and timescale
<b>Trivial</b>	No action is required and no detailed records need to be kept.
<b>Tolerable</b>	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

*Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.*

## Priority ratings

The following priority ratings are used in the Action Plan:

- **High:**

The hazard identified by the assessor is such that action should be taken as soon as is practical to reduce the risk. However, actions may be given this priority if, in the opinion of the assessor, the action can be rapidly and simply achieved at a minimal cost improving compliance.

- **Medium:**

These items should be addressed on a longer-term basis to achieve best practice within the premise.

- **Low:**

Actions, which in the opinion of the assessor would improve the overall resilience of the premise and the business to the effects of fire.


## Action plan

### Fire Risk Assessment Completed by Alex Sheedy.


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


This section of the report identifies the necessary steps to be taken to reduce specific or inherent risks to a minimum and comply with the duties under the relevant fire safety legislation, regulation, Approved Code of Practice and British Standard or best practice. This may involve drafting of Safe Working Procedures, training of staff, installation and or maintenance of equipment or systems etc.


It is considered that the following recommendations should be implemented to reduce fire risk or to maintain it at a reasonable level. It is recommended that Management decide and prioritise this action.


Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
3.1	At the time of the assessment, it could not be confirmed that the main electrical installation has been inspected and tested in accordance with BS 7671. No information was displayed on the installation and no further records were available.	The installation should be inspected and tested in accordance with the IET wiring regulations BS 7671 by a qualified electrician. Documentation should be available on the premises.		High	
17.3.1	The automatic fire detection is generally not appropriate for the occupancy and fire risk.	A BS 5839-1 fire alarm system should be installed throughout the premises. Based on the use, size, occupancy of the building and the provision of a single final exit on the ground floor, it is recommended that a BS 5839-1 category L4 fire alarm system should be installed. This will include manual call points at storey and final exits and automatic fire detection in the means of escape.		Medium	
21.3.6	At the time of the assessment, it could not be confirmed that there are procedures in place for the evacuation of any disabled people who may be on the premises.	Arrangements and procedures should be formalised for the evacuation of any disabled people who may be on the premises.		Low	
21.3	At the time of the assessment, it could not be confirmed that there are suitable procedures and fire safety arrangements in place.	The fire safety arrangements and policy's should be established, formalised and documented.		Low	



Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
21.3.1	At the time of the assessment, it could not be confirmed that documentation covering the fire safety procedures and arrangements are appropriately documented.	Confirm that the fire safety procedures and arrangements have been formalised and documented. The fire safety policy documents should provide details of the procedures and should cover the fire emergency plan and policy arrangements. It should also include information regarding the planning, organisation, control, monitoring and reviewing of these arrangements.		Low	
21.3.2	At the time of the assessment, the arrangements for summoning the fire and rescue service could not be confirmed.	Arrangements for summoning the fire and rescue service should be established, confirmed and included in the fire safety policy document.		Low	
21.3.3	At the time of the assessment, the arrangements to meet the fire and rescue service in the event of an emergency could not be confirmed.	Arrangements for meeting the fire and rescue service should be established, confirmed and included in the fire safety policy document.		Low	
21.3.4	At the time of the assessment, it could not be confirmed what the arrangements are for ensuring that the premises has been evacuated.	There should suitable arrangements to ensure that the premise has been evacuated in the event of any emergency. A sweep system with a head count at the assembly point is recommended to ensure that the premises have been fully evacuated.		Low	
21.3.5	There is not a suitable fire assembly point. See comments in section 16.	A fire assembly point should be established and suitably signed.		Low	
21.4	At the time of the assessment, it could not be confirmed that persons expected to use fire extinguishing appliances have received sufficient training.	Staff expected to use fire extinguishing appliances should be appropriately trained.		Low	


Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
20.2	At the time of the assessment, electrical vehicles are being charged in the car park at the front of the building.	UK 3-pin EV chargers, sometimes referred to as a 'granny charger' due to the slow charge rates, are not designed to be the everyday source of charging EV's. The 3-pin socket is not designed to provide such large amounts of power for long periods of time and generates large amounts of heat. Some manufacturers recommend that using an extension cable is avoided, if at all possible, as many extension cables are not suitably rated and drawing maximum current for a long period of time can potentially be dangerous. These should only be used as a last resort or for emergency situations.		Low	
21.5	At the time of the assessment, it could not be confirmed that there are persons nominated and trained to assist with an evacuation, including the evacuation of disabled people.	Staff should be nominated and appropriately trained to assist with an evacuation, including the evacuation of disabled people.		Low	
21.7	At the time of the assessment, it could not be confirmed if a programme of routine inspections of fire safety measures is implemented.	A routine in-house inspection of the fire precautions should be implemented and recorded in the fire safety document. The routine inspections should cover the inspection of the physical, procedural and managerial measures taken to reduce the likelihood or ignition occurring and to mitigate the consequences if ignition does occur.		Low	
22.1.1	At the time of the assessment, it could not be confirmed if staff receive fire safety training on induction.	All staff should receive adequate fire safety instruction and training on induction.		Low	
22.1.2	At the time if the assessment, it could not be confirmed if staff training is refreshed on an annual basis.	All staff should receive fire safety training on an annual basis.		Low	


Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
22.1.3	Records are not held for fire training.	Accurate records should be held for fire training.		Low	
22.1.4	At the time of the assessment, it could not be confirmed that staff with special responsibilities, such as assisting with evacuation and undertaking fire drills, have received the additional training.	Fire warden training should be given to all members of staff with special responsibilities.		Low	
22.1.5	At the time of the assessment, it could not be confirmed if fire drills are undertaken at least once annually.	Fire drills should be carried out at least annually to familiarise staff with their roles and responsibilities in the event of an emergency.		Low	
20.2	At the time if the assessment, electrical vehicles are being charged in the car park at the front of the building.	Electrical vehicles should not be charged within 3m of any windows or a single final exit.		Low	

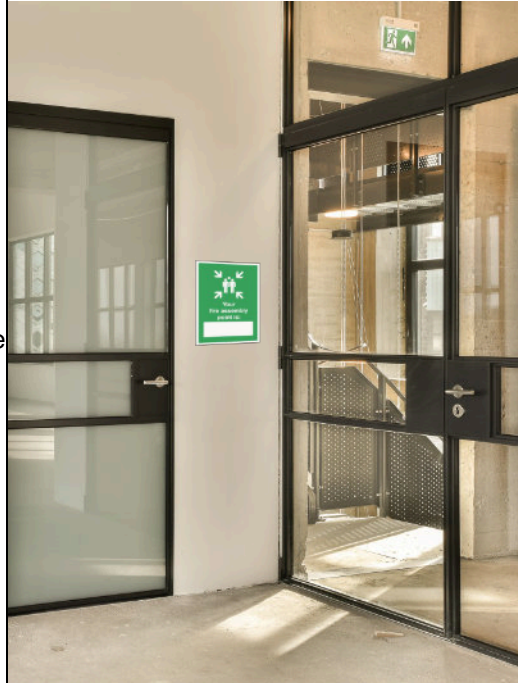
Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
18.1.4	At the time of the assessment, all fire extinguishers are not placed in accordance with BS 5306 as no signage is displayed.	All fire extinguishing appliances should be wall mounted or placed on stands with the appropriate signage identifying the type and use of extinguishers.		Low	


Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
18.1.5	Fire extinguishers are not currently tested on an annual basis. The fire extinguishers provided do not include service information.	Fire extinguishing appliances should be tested and maintained on an annual basis.		Low	
15.2	At the time of the assessment, emergency lighting is not tested in accordance with BS 5266.	Emergency lighting should be tested on a monthly basis with an annual service and maintenance as required.		Low	
3.4	At the time of the assessment, it could not be confirmed that a policy is in place for the use of personal electrical appliances.	A documented policy should be in place detailing personal electrical appliances to be subject to portable appliance testing in accordance with HSG 107 or to be approved by line managers.		Low	
4.1.4	There was an absence of 'No Smoking' signs within the common areas.	No Smoking signs should be provided in common areas.		Low	

Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
6.1	At the time of the assessment, it could not be confirmed that the fixed heating installations are subject to regular maintenance and servicing.	Fixed heating installations should be subject to regular maintenance and testing by a competent person.		Low	
9.1.2	At the time of the assessment, there are combustible materials stored against the electrical installation in the ground floor cupboard.	Combustible materials should not be stored in close proximity to any electrical installations. The combustible storage near the electrical installation should be relocated to a more appropriate location.		Low	
10.1	At the time of the assessment, this could not be confirmed that fire safety conditions are imposed on outside contractors and in-house maintenance personnel.	Contractors should be provided with information regarding the evacuation arrangements and procedures.		Low	

Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
10.2	At the time of the assessment, it could not be confirmed that all external contractors carrying out hot works are subject to a "hot work" permit.	All external contractors carrying out hot works should be subject to a "hot work" permit.		Low	
15.1	Emergency lighting is not installed to BS 5266-1. At the time of the assessment, it appears that the only emergency lighting fixture installed is above the entrance. Additional emergency lighting is recommended.	Emergency lighting should be installed as per BS 5266 - 1. This is required to assist occupants to safely evacuate the building in the event of a failure of the supply to the normal lighting and should be installed on escape routes and at final exit doors.		Low	
15.3	At the time of the assessment, emergency lighting records are not held for the testing and maintenance.	Accurate records should be kept for both the monthly emergency lighting tests and the annual service.		Low	

Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
3.2	At the time of the assessment, it is unclear if Portable appliance testing has been carried out in accordance with HSG 107- maintaining portable electrical equipment.no further information was available and there are no display stickers on any appliances.	Portable appliance testing should be carried out in accordance with HSG 107- maintaining portable electrical equipment by a qualified electrician.		Low	
15.4	It could not be confirmed that the emergency lighting is serviced annually. No testing records or certificates were available at the time of the assessment.	Emergency lighting should be serviced annually with a full battery discharge test. Documentation should be available on the premises.		Low	
16.1	There is not a reasonable standard of fire safety signs and notices in accordance with the safety signs and signals regulations and BS 5499. At the time of the assessment, there is a lack of fire safety signage.	Fire action notices should be displayed clearly on the premises. Any fire action notices installed should detail the location of the assembly points and include information relevant to the fire safety procedures.		Low	

Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
16.1	There is not a reasonable standard of fire safety signs and notices in accordance with the safety signs and signals regulations and BS 5499. The signage for the assembly point should be completed.	The location of the assembly point should be finalised and appropriately signed. The signage in the reception area detailing the location of the assembly point should be completed and infilled.		Low	
17.1	The means of giving warning are not suitable. This is a commercial premises with a domestic fire alarm system installed.	See comments in section 17.3,1.		Low	
17.2	A manually operated system is not provided to the required standard.	See comments in section 17.3,1		Low	
17.6	At the time of the assessment, the current fire alarm system is not tested to the required standard.	The current BS 5839-6 fire alarm should be tested monthly with an annual service. Upon the installation of the recommended BS 5939-1 detailed in section 17.3.1 the testing schedule with need to be changed to a weekly test and a six monthly service.		Low	

Reference no	Observations	Actions	Photo	Priority Rating	Date of action/Signed
18.1.1	Portable fire extinguishers are not provided in accordance with BS 5306: The selection and positioning of portable fire extinguishers - Code of practice.	BS 5306 recommends that one 9 litre water or foam extinguisher should be provided for every 200m <sup>2</sup> of floor area and that electrical equipment should be provided with a co2 extinguisher.		Low	
22.1.6	Records are not held for fire drills.	Accurate records should be held for fire drills.		Low	

## RELEVANT STANDARDS AND GUIDANCE

The following standards will aid the management of fire safety on the premises:

Fire Safety Risk Assessment - Guides (free to download below from <http://www.communities.gov.uk>).

### RECOMMENDED TEST INTERVALS

Item	Equipment	Interval	Type	
Fire Extinguishers	Water, Foam, Dry Powder, Wet Chemical	Annual	Service	BS 5306-3
		Five Yearly	Discharge & examination	BS 5306-3
	CO2	Annual	Service	BS 5306-3
		Ten Yearly	Hydraulic	BS 5306-3
Fire Alarm	System	Weekly	Function	BS 5839-1
		Monthly	Competent person test.	BS 5839-1
		6 Monthly	Competent person test.	BS 5839-1
	Automatic door closers	Weekly	Function	BS 7273
Emergency Lighting	Luminaires / Power supply	Monthly	Function	
		Annual	Duration or battery test	BS EN 50172:2004 (BS 5266-8:2004),
Sprinklers	Main Valve	Weekly	Function	
		Annual	Competent person test and inspection	BS 5306-3
	Diesel Pump	Monthly	Churn	
Risers	Dry	6 Monthly	Inspection	BS 5306-1
		Annual	Pressure test	BS 5306-1
	Wet	6 Monthly	Inspection	BS 5306-1
		Annual	Function	BS 5306-1
Lightning	System	Annual	Competent person test and inspection	BS EN 62305
Portable Electrical Appliances	Items	Interval based on Risk Assessment		
Fixed Electrical System		Annually	Competent person test and inspection	BS 7671
		5 yearly		
		10 yearly		

**NOTE:**

"Please note that this report and any recommendations in it are based on conditions observed and information supplied to us.

It is not intended to be exhaustive or conclusive, covering every hazard or risk potential, or to guarantee compliance with any statute or regulation. It is offered to assist you in your assessment and/or management of risk".

**Fire risk assessor**

**Validated by**