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## Fire Risk Assessment (Minor)

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Address	Air Cadet Building, Middleton Grove, Off Dewsbury Rd, Leeds. SL11 5TJ
Assessment Date	26/07/2021
Assessor Name	Stewart Lamb
Specific Location	Hut 1, 168 (City of Leeds) Sqn, Air Cadet Building, Middleton Grove, Off Dewsbury Rd, Leeds. LS11 5TJ
FRA Status	Issued
Review Date	18/05/2026

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# Risk Level

## Likelihood of Fire:

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.

## Potential consequences of fire:

Slight harm – Outbreak of fire unlikely to result in serious injury or death of any occupant; other than an occupant sleeping in a room in which a fire occurs.

Moderate Harm – Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm – Significant potential for serious injury or death of one or more occupants.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79.

## Risk Level - Action and Timescale

- Trivial - No action is required and no detailed records need to be kept.
- Tolerable - No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
- Moderate - It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
- Substantial - 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.
- Intolerable - Building (or relevant area) should not be occupied until the risk is reduced.

Guidance Note: Although the purpose of this section is to place the fire risk in context, the above approach to 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 previous section. The risk assessment should be repeated periodically.

# Explanation of Action Priorities:


Low - Bad practice, but unlikely to constitute a serious threat to relevant persons.

Medium - Breach of legislation, but not considered to constitute a serious threat to relevant persons.

High - Breach of legislation, having the potential for serious injury to relevant persons.

Risk Level	Tolerable Risk
Potential Consequences of Fire	Slight Harm
Likelihood of Fire	Medium

# Signatures

Full Name	Stewart Lamb
Description	Fire Risk Assessor
Signature	

## Important Notice

This document constitutes a record of a suitable and sufficient Fire Risk Assessment, and any significant findings of the fire risk assessment, required to achieve compliance with the relevant Fire Safety legislation applying within the jurisdiction of this Fire Risk Assessment.

This fire risk assessment includes, where necessary, an agreed Action Plan, which sets out the corrective measures required for compliance with relevant fire safety legislation. This fire risk assessment provides an assessment of the risk to life from fire in the above identified premises, and, where appropriate, makes recommendations to ensure compliance with fire safety legislation. This assessment does not address the risk to property or business continuity from fire. This assessment is based on the format advocated by British Standard Institute (BSi) Publicly Available Specification (PAS) 79: 2012, or subsequent amendments.

Any alterations involving means of escape, fire warning systems or structural fire precautions, and any changes to the use of the premises will require a review of the Fire Risk Assessment.

It is essential that Responsible Persons/Duty Holders, or their appointed representatives, are informed and fully understand and acknowledge the significance of the findings of all fire risk assessments; and that records are maintained to verify such understanding. The person(s) in control of the building should be aware that material alterations involving Means of Escape (MoE), fire warning systems or structural fire precautions and/or material change of use of the premises require approval from the relevant building control body and the Defence Fire Safety Regulator.

## Fire Safety Legislation

The Secretary of State for Defence, as an employer, is the Responsible Person as defined in Article 3 and has duties in relation to Articles 8-22 of the Regulatory Reform (Fire Safety) Order 2005.

In Scotland, the Secretary of State for Defence, as an employer and person in control of the premises, has duties in respect of fire safety imposed by Sections 53 and 54 of the Fire (Scotland) Act 2005.

In Northern Ireland, the Secretary of State for Defence, as an employer and person in control of the premises, has duties in respect of fire safety imposed by Articles 25 and 26 of the Fire and Rescue Services (Northern Ireland) Order 2006.

The common required outcome of the above legislation is that a fire risk assessment be carried out. It is important that the person in charge of the premises studies this fire risk assessment and understands its contents. The fire risk assessment may include an Action Plan, which sets out the measures it is considered necessary to take to satisfy the requirements of the relevant Fire Safety legislation and to protect relevant persons from fire. Relevant persons are primarily those who are, or may be, lawfully in the premises, but may also include certain persons in the vicinity of any relevant premises. It is particularly important that the person in charge of the premises studies the Action Plan. If any recommendation in the Action Plan is unclear, further advice should be requested from the person carrying out the fire risk assessment, or a member of the area fire safety team.

Fire Safety legislation requires that there are arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions the Responsible Person/Duty Holder must take to comply with Fire Safety legislation. These arrangements must be recorded.

This fire risk assessment is not the record of the fire safety arrangements to which the legislation refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. It must be ensured that there is a record of the fire safety arrangements, adequate to comply with legislation, and that it is kept up to date.

The legislation also requires that the Responsible Person/Duty Holder appoints one or more competent persons to assist in undertaking the general fire precautions required by the legislation. Such nominated persons are to be notified in writing of their duties and provided suitable training

# Fire Risk Assessment (Minor)

## The Premises

Number of floors:	1.00
Approximate floor area:	Under 200 sq m (for normal occupancy)
COMMENTS	
The building has a footprint of approximately 130 square metres	
Brief details of construction:	
The building is of mixed construction materials with a red brick base and insulated wood clad walls and a pitched corrugated roof. Internal walls are of stud and plaster board.	
Purpose Group of Premise	Small to Medium Place of Assembly
Type of Heating:	Electrical Wall Mounted
COMMENTS	
Heating is provided by wall mounted electrical convection and fan heaters.	
Maximum number of occupants:	30.00
COMMENTS	
At the time of the assessment the maximum occupancy was estimated at 30 persons.	
Relevant persons especially at risk from fire:	Employees Young Persons
COMMENTS	
The occupancy of the building would include adult staff members, volunteers and cadets aged between 13 and 18 years.	
Does anyone sleep in the premise?	No
Fire risk assessor to seek documented evidence if the answer is No.	
COMMENTS	
No sleeping facilities are provided within the building	
Details	
There was no evidence to suggest that persons sleep within the premise	
Other relevant persons especially at risk from fire:	Maintenance Staff
COMMENTS	
Engineers could be present on site undertaking reactive and pre-planned maintenance.	
Provide Details of Fire Loss:	No

## Details

There was no evidence of fire loss since the completion of the last fire risk assessment.

## Fire Risk Assessment

### Reason for Fire Risk Assessment

Periodic review  
At the request of the Responsible Person

### Assessment relevant information

The FRA was undertaken at the request of the Responsible Person  
The FRA was undertaken as part of the proactive approach by CFRS  
The Fire Risk assessor was escorted at all material times  
An empowered person(s) were provided by the RP to inform the Assessor of all relevant details

### COMMENTS

At the time of the fire risk assessment the premises had been only occasionally occupied since March 2020 due to Covid-19 restrictions.

## Relevant Fire Safety Legislation

The following fire safety legislation applies to these premises:	Regulatory Reformed (Fire Safety) Order 2005
The above legislation is enforced by:	Defence Fire Safety Regulator
Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations or Building Technical Standards):	The Health and Safety at Work etc. Act
The other legislation referred to above is enforced by:	The Health and Safety Executive (HSE)

## Electrical Sources of Ignition

Fixed installation periodically inspected and tested?	Yes
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### COMMENTS

The fixed electrical installation was tested and inspected during 2019

## Details

There was evidence provided which appears to indicate that fixed electrical testing is undertaken and was within the 5-year test date.

Portable appliance testing carried out?	Yes
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### IMAGES





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#### COMMENTS

Portable electrical appliances were tested and inspected by a competent person during February 2021  
A small tea room located in the building is provided with a small belling hot plate, an electric tea urn and a microwave oven.

Suitable policy in place regarding the use of personal electrical appliances?	Yes
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Where is the policy located?

Contained Within Health and Safety Arrangements

Suitable limitation of trailing leads and adaptors?	Yes
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#### Details

Trailing electrical leads were identified on the premises to supply IT equipment. The use of such items was not considered excessive.

#### Comments and hazards identified:

No additional electrical hazards were identified

## Standard of Housekeeping

Are combustible materials separated from ignition sources?	Yes
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#### Details

Combustible materials appear to be separated from Ignition sources

Is there an avoidance of unnecessary accumulation of combustible materials or waste?	Yes
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<b>Details</b>	
There was no evidence of unnecessary accumulations of combustible materials or waste.	
<b>Is there appropriate storage of hazardous materials?</b>	N/A
<b>Details</b>	
There was no storage of hazardous materials identified within the premise	
<b>Is there avoidance of inappropriate storage of combustibles materials?</b>	Yes
<b>Details</b>	
Combustible materials are stored appropriately.	
<b>Comments and hazards identified:</b>	
No additional housekeeping hazards were identified	

## Other Significant Fire Hazards

<b>Are there other any other significant fire hazards identified?</b>	No
<b>COMMENTS</b>	
The building is located behind a high perimeter fence within a secure compound. It is overlooked by premises that are occupied 24 hours per day. The risk of arson by third party elements is considered to be low.	

## Special Precautions in Relation to Dangerous Substances

<b>Comments and hazards identified:</b>
No dangerous substances were identified on the premises

## Means of Escape and Structural Fire Precautions

<b>Adequate provision of means of escape?</b>	Yes
<b>Details</b>	
The provision of the Means of Escape (MOE) appears to meet the intent identified in the appropriate HMG Guide to Fire Safety. The building has two points of access/egress which is considered appropriate for occupancy levels.	
<b>IMAGES</b>	



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<b>Adequate provision of means of escape for persons having disability?</b>	N/A
<b>Adequate protection of escape routes?</b>	N/A
<b>Details</b>	
The MOE does not require protecting due to the simple layout of the premise.	
<b>Escape route unobstructed and free of combustible materials?</b>	Yes
<b>Details</b>	
There was no evidence of obstructions or combustible materials on the identified escape routes	
<b>Exits easily and immediately openable where necessary?</b>	Yes
<b>Details</b>	
All exit doors are operated and appear to function correctly, where applicable doors opened in the direction of travel and were installed with appropriate door furniture.	
<b>Wall and ceiling linings satisfactory?</b>	N/A
<b>Details</b>	
No requirement to limit wall and ceiling linings	
<b>Fire stopping adequate?</b>	N/A
<b>Details</b>	
There is no requirement for fire stopping within the premise due to the size and internal compartmentation.	
<b>Adequate fire resisting barriers?</b>	N/A

### Details

There is no requirement for fire resisting barriers within the premise due to the size and internal compartmentation.

**Adequate emergency lighting?**

Yes

### Details

Based on the stated occupancy and structure of the premises the standard of Emergency Escape Lighting was considered adequate.

**Adequate signs and notices?**

Yes

### Details

Based on the stated occupancy the standard of fire safety signs and notices were considered adequate

### Comments and deficiencies observed:

No additional hazards or deficiencies identified

## Means of Giving Warning In Case of Fire

**Is there an effective means of raising the alarm in the event of a fire?**

Yes

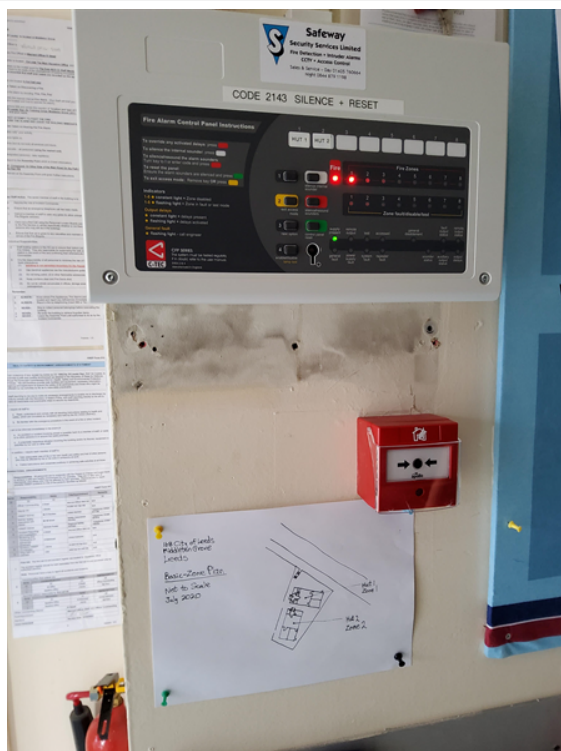
### Details

The method of raising the alarm in the event of fire was considered adequate when assessed against the stated use and occupancy of the Premise.

**Select the current method of raising the alarm**

Manual Electrical Fire Alarm System

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#### COMMENTS

A fire warning system consisting of an eight zone conventional fire control panel, manual call points and fire warning sounders is installed in the building.

Comments and deficiencies observed:

No deficiencies identified.

## Fire Extinguishing Systems and Appliances

Is the provision of Fire Extinguishers and Other Fixed Systems appropriate for the hazards identified? Yes

#### Details

Based on the scaling requirements contained in BS5306 and the Hazards identified the current scaling is considered adequate .

Select all systems and appliances.

Portable Fire Extinguishers

#### COMMENTS

The building is provided with 2 x 13A rated H2O and 1 x 2kg CO2 fire extinguishers.

Comments and deficiencies observed:

No deficiencies identified.

## Other Fixed Systems and Equipment

Are there any other identified fixed fire safety systems in the premise? No

#### Details

There were no other fixed systems and equipment identified in the premise.

## Procedures and Arrangements

Appropriate fire procedures in place? Yes

#### Details

The unit has fire safety arrangements which include fire prevention, protection, actions in the event of fire measures and delegation of fire safety duties.

Do occupants receive induction and refresher fire training? Yes

Fire Procedures in place and satisfactory? Yes

#### Details

Based on the stated use, occupancy and layout of the premise the standard of fire procedures provided was considered adequate.

Fire Action Notices in place and satisfactory? Yes

#### IMAGES



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#### Details

Based on the stated occupancy the standard of fire action notices in place were considered to be satisfactory.

## Testing and Maintenance

All fire protection measures suitably tested and maintained?

No

#### Details

The following fire protection systems did not appear to be inspected/Tested IAW the ACOP

#### Select all relevant systems

Emergency Lighting  
Fire alarm system  
Fire Extinguishers

The below Emergency Lighting maintenance/test regime is currently insufficient

User Inspection

#### COMMENTS

The user inspection of the emergency lighting system has not been carried out in accordance with BS5266 as the building has been predominately unoccupied during Covid-19 restrictions. All inspections will resume once the Squadron resumes normal operation and the building is reoccupied.

#### Emergency Lighting User Inspection Details

The User Inspection does not appear to be in accordance with the requirements identified FSO.

The below Fire alarm system maintenance/test regime is currently insufficient

User Inspection

#### COMMENTS

The user inspection of the fire warning system has not been carried out in accordance with BS5839 as the building has been predominately unoccupied during Covid-19 restrictions. All inspections will resume once the Squadron resumes normal operation and the building is reoccupied.

#### Fire alarm system User Inspection Details

The User Inspection does not appear to be in accordance with the requirements identified FSO.

**The below Fire Extinguishers maintenance/test regime is currently insufficient**

User Inspection

#### COMMENTS

The user inspection of the fire extinguishers has not been carried out in accordance with BS5306 as the building has been predominately unoccupied during Covid-19 restrictions. All inspections will resume once the Squadron resumes normal operation and the building is reoccupied.

#### Fire Extinguishers User Inspection Details

The User Inspection does not appear to be in accordance with the requirements identified FSO.

**All fire protection measures suitably tested and maintained?**

Yes

**Is there an up to date log book?**

Yes

#### Details

An appropriate method of record keeping appears to be in place.

**Comments and deficiencies observed:**

No other deficiencies identified

### Capita Fire & Rescue Use Only

**Shortfalls noted and recorded?**

Yes

#### COMMENTS

All shortfalls identified in this FRA. Mr Dave Espie, Wing Executive Officer advised

**Further action by CFR?**

No further action by CFR

**Risk of Enforcement action?**

No

Where enforcement action is required, the entire FRA is to be sent to the MOD Fire Safety Regulator.

#### COMMENTS

No enforcement action required

**Action taken (where appropriate): Responsible Person must take appropriate Action where necessary.**

Yes

### Action Plan



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

Tolerable

The below Fire Risk Estimator has been used in determining both the initial and residual risk ratings in this assessment.

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Fire Risk Matrix				
		Potential Consequences of Fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Matrix[14960]

## FRA Conduct and Issue Information

Select the assessor's qualifications.	Level 4 Certificate
Enter the name/s of the person/s consulted when carrying out the assessment. Provide rank (where applicable), name and role title (where known).	Mr Dave Espie
Select the appointment of the Responsible Person for this premises. By default this should be Head of Establishment. If selecting 'other', provide explanatory comments.	Head of Establishment
Enter the date the FRA was issued to the Responsible Person (and their nominated deputy, as applicable). The FRA must be issued directly to the Responsible Person for the establishment/premises, typically the Head of Establishment. At the same time, it is normal practice to send a copy to the Establishment Fire Focal Point (EFFP) or equivalent for the establishment.	26/07/2021



