**Report Reference: 3659**

**Fire Risk Assessment**

A picture containing building, outdoor, brick, stone

Description automatically generated

**Halifax House**

**27-29 Manchester Road**

**Burnley**

**BB11 1HG**

|  |  |  |
| --- | --- | --- |
| NAME OF PERSON HAVING CONTROL AND RESPONSIBILITY FOR THE FIRE SAFETY MANAGEMENT PLAN: |  | NAME OF THE PERSON CONDUCTING THE FIRE SAFETY RISK ASSESSMENT: |
| Name: Ian Walker |  | Name: Stewart Lamb |
| Signature: |  | Signature: |
| Date: |  | Date: 15/09/2021 |

**Recommended Review Date: - September 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality Management** | | | |
|  | **Name** | **Position** | **Date** |
| **Prepared by:** | Stewart Lamb | Partner SG Consulting |  |
| **Reviewed by:** | Christine Bagshaw | Quality Manager SG Consulting |  |
| **Authorised by:** | Stewart Lamb | Partner SG Consulting |  |

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# The Regulatory Reform (Fire Safety) Order 2005

This fire risk assessment has been carried out on behalf of the Client (Detailed at 3 below) who is considered to be the Responsible Person(1), as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). It is intended to assist in compliance with Article 9 of the RRFSO, which requires 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 includes an Action Plan, which sets out the measures it is considered necessary to take to satisfy the requirements of the RRFSO and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. 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 SG Consulting.

The RRFSO requires that there are arrangements for the effective planning, organization, 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 must take to comply with the RRFSO. These arrangements must be recorded.

This fire risk assessment is not the record of the fire safety arrangements to which the RRFSO 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 Article 11(2) of the RRFSO, and that it is kept up to date. The most effective way of demonstrating compliance with Regulation is to keep documented records and a fire safety log book is one way of doing it. Consideration will have been given, in carrying out this fire risk assessment, to the adequacy of the fire safety records.

The RRFSO also requires that the Responsible Person appoints one or more competent persons to assist in undertaking the general fire precautions required by the Order.

This fire risk assessment has considered dangerous substances that are used or stored in the premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the RRFSO). If dangerous substances are used or stored in the premises, it must be ensured that a risk assessment of the relevant work activities has been carried out to enable compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in the premises and compliance with the RRFSO. It is essential that routine inspections are carried out periodically to ensure continued compliance with the RRFSO, and to verify that fire precautions have not been compromised.

The duties imposed on the Responsible Person are also imposed on any other person who has control of the premises (PHC). The PHC may comprise numerous organizations and individuals, upon whom legislation obligations fall in respect of those fire precautions under their control. These include Head of Establishments, managing agents / contractors and individuals who are contracted (including under a contract of employment) to take responsibility for maintenance or repair of premises or their fire precautions, or to take responsibility for the safety of premises. Obligations are also imposed on employees and on maintenance contractors.

# 2. Executive Summary

The adequacy of the life safety measures provided for the assessed property, or part of the building, as seen during the fire safety risk assessment are as summarised below:

|  |  |  |
| --- | --- | --- |
| 2.01 | All staff Limited and contract personnel on site receive suitable and sufficient site induction training. | No |
| 2.02 | Practical training in the use of first aid fire-fighting equipment is considered to be suitable and sufficient for personnel employed in areas of identified high risk. | Not Required |
| 2.03 | Comprehensive records of previous fires on the site are recorded and are available for inspection by enforcing authorities. | Not applicable |
| 2.04 | The means of escape in case of fire were satisfactory for the area under assessment. | No |
| 2.05 | Linings of ceilings, walls and partitions on escape routes appeared to be of the correct surface spread of flame classification. | No |
| 2.06 | The fire resistance of the structure protecting escape routes appeared to be adequate in all areas. | No |
| 2.07 | The fire warning system is considered to be suitable and sufficient for the size, use and occupancy of the premises within all areas under assessment. | No |
| 2.08 | The emergency lighting system is considered to be suitable and sufficient for the size, use and occupancy of the areas under assessment. | Yes |
| 2.09 | The provision of fire-fighting equipment and systems are considered to be suitable and sufficient for the size, use and occupancy of the areas under assessment. | Yes |
| 2.10 | Periodic fire instruction and evacuation drills are conducted with sufficient frequency for the size, use and occupancy of the areas under assessment. | No |
| 2.11 | Fire notices of the appropriate types were displayed in adequate numbers and correctly positioned throughout the areas under assessment. | No |
| 2.12 | The fire warning system undergoes weekly testing by the responsible person and periodic inspection and testing by competent engineers. | No |
| 2.13 | The emergency lighting system undergoes monthly testing by the responsible person and six-monthly and annual testing by competent engineers as appropriate. | No |
| 2.14 | Installed fire-fighting equipment is subject to monthly inspection by the responsible person and annual testing by competent engineers. | No |
| 2.15 | Fixed installations are subject to testing and maintenance in accordance with BS5306 | Not applicable |
| 2.16 | Regular fire prevention inspections are undertaken by the responsible person. | No |
| 2.17 | Statutory records are current and are available for inspection by enforcing authorities. | No |
| 2.18 | Procedures are in place for reviewing fire risk assessments | Yes |
| 2.19 | Procedures are in place for relevant information to be communicated between responsible persons in multi-occupancy premises. | Not applicable |

# 3. Relevant Legislation and Guidance

## Fire Safety Legislation and Guidance

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| --- |
| * Regulatory Reform (Fire Safety) Order 2005 |

## Other Legislation and Guidance

|  |
| --- |
| * The Health and Safety at Work Act 1974 * HM Government Guidance - Offices & Shops * HM Government Guidance – Sleeping Accommodation |

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# 4. Client Information

|  |  |  |
| --- | --- | --- |
| **Client:** | **-** | Sabden Properties Ltd |
| **Client Address:** | **-** | 28 Hill Crest Avenue, Clividger, Burnley, BB10 4JA |
| **Client Contact:** | **-** | Mr Ian Walker |
| **Client Contact Number:** | **-** |  |
| **Client E-Mail:** | **-** |  |

# 5. Site and Building Information

## 5.1 Site Information

|  |  |  |
| --- | --- | --- |
| **Site name:** | **-** | Halifax House |
| **Site landlord/managing agent:** | **-** | Sabden Properties Ltd / Mr Stuart Yates |
| **Site description:** | **-** | The building under assessment occupies a corner plot at the junction of Manchester Road and Hargreaves Street in Burnley town centre. |
| **Approximate age of site:** | **-** |  |
| **Areas under assessment:** | **-** |  |
| **Areas omitted from survey:** | **-** |  |

## 5.2 Site Security

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 5.2.1 | Is the physical security of the site considered to be suitable and sufficient against external threats. | Yes |
| 5.2.2 | Are security personnel employed on the premises | Not Required |
| 5.2.3 | Do security personnel carry out periodic patrols of the premises. | Not Required |
| 5.2.4 | Is access to the premises adequately controlled. | Yes |
| 5.2.5 | Is a suitable control of entry system into the building installed. | Yes |
| 5.2.6 | Is CCTV installed on the premises. | Yes |
| 5.2.7 | Is an intruder detection system installed on the premise. | Yes |
| 5.2.8 | Are all visitors to the site required to complete a visitors register and issued with passes or permits. | Yes |
| 5.2.9 | Are details of all vehicles entering the site recorded. | Not Required |

| Site Security - Comments |
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## 5.3 Building Information

|  |  |  |
| --- | --- | --- |
| **Building name:** | **-** | Halifax House |
| **Responsible person(s)** | **-** | Mr Ian Walker |
| **Approximate age of building:** | **-** |  |
| **Approximate footprint of building:** | **-** | The building has a footprint of approximately 205 square metres. |
| **Building use:** | **-** | Commercial properties on ground floor  Three residential units on the first floor  Three residential units on the second floor. |
| **Building is occupied:**  **Weekdays:**  **Weekends:**  **Public holidays:** | **-**  **-**  **-** | 24 hours  24 hours  24 hours |
| **Number of storey levels:** | **-** |  |
| **Number of basement levels:** | **-** |  |
| **Number of protected stairwells:** | **-** |  |
| **Number of external escapes:** | **-** |  |

| **Building Information - Comments** |
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## 5.4 People at Risk

|  |  |  |
| --- | --- | --- |
| **Question/Aspect** |  | **Response** |
| **Maximum number of staff and contractors likely to to be employed on the premises:** |  |  |
| **Comments** | - |  |
| **Maximum number of service users or customers likely to be on the premises:** | - |  |
| **Comments** |  |  |

| **People at Risk – General Comments, Deficiencies and Observations** |
| --- |
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## 5.5 People at Particular Risk

|  |  |  |
| --- | --- | --- |
| **Question/Aspect** |  | **Response** |
| **Details of sleeping occupants likely to be on the premises:** | - |  |
| **Details of disabled personnel likely to be present on the premises:** | - |  |
| **Details of children and young persons likely to be on the premises:** | - |  |

| **People at Particular Risk – General Comments, Deficiencies and Observations** |
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| * . |

# 6. Fire Safety Management

## Administration

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 6.1.1 | Has a fire safety manager/Building Manager been designated for the site | No |
| 6.1.2 | Has the designated fire safety manager the required knowledge, training and experience to successfully fulfill the role. | Not applicable |
| 6.1.3 | Have Incident Controllers been appointed | Not known |
| 6.1.4 | Have Fire Wardens been appointed | Not known |

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| **Administration - Comments** |
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## 6.2 Building Fire Safety Manual

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 6.2.1 | Has a Building Fire Safety Manual (or similar system) been established in accordance with BS9999 | No |
| 6.2.2 | Fire safety drawings are available and are suitable and sufficient | No |
| 6.2.3 | Is fire safety information provided to the Responsible Person in accordance with Regulation 38 of the Building Regulations. | Not applicable |

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| **Building Fire Safety Manual - Comments** |
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## 6.3 Fire Safety Policy

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 6.3.1 | Fire safety policy in place and available for inspection | Not known |
| 6.3.2 | Fire safety policy includes Statement of Intent | Not known |
| 6.3.3 | Fire safety policy defines roles and responsibilities | Not known |
| 6.3.4 | Fire safety policy includes building suitable emergency plan | Not known |
| 6.3.5 | Fire safety policy details Incident controllers and fire wardens | Not known |

| **Fire Safety Policy - Comments** |
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## 6.4 Fire Safety Procedures

| **Ref** | **Question/Aspect** | **Response** |
| --- | --- | --- |
| 6.4.1 | Suitable and sufficient evacuation procedures are established and documented. | No |
| 6.4.2 | Suitable and sufficient evacuation procedures for disabled personnel are established and documented. | No |
| 6.4.3 | Personal Emergency Evacuation Plans are, where required established and documented. | No |
| 6.4.4 | Procedures for the inspection, testing and maintenance of fire warning systems are established and documented. | No |
| 6.4.5 | Procedures for the inspection, testing and maintenance of emergency lighting systems are established and documented. | No |
| 6.4.6 | Procedures for the inspection, testing and maintenance of fire extinguishers are established and documented. | No |
| 6.4.7 | Procedures for the inspection, testing and maintenance of emergency communication systems are established and documented. | No |
| 6.4.8 | Procedures for the inspection, testing and maintenance of dry/wet risers are established and documented. | Not applicable |
| 6.4.9 | Procedures for the inspection, testing and maintenance of fire mains and private hydrants are established and documented. | No |
| 6.4.10 | Procedures for the inspection, testing and maintenance of fixed fire fighting systems are established and documented. | Not applicable |
| 6.4.11 | Procedures for the inspection, testing and maintenance of fire doors are established and documented. | No |
| 6.4.12 | Procedures for the inspection of means of escape routes are established and documented. | Not applicable |
| 6.4.13 | Procedures for the inspection of external staircases are established and documented. | No |
| 6.4.14 | Procedures for the suitable and sufficient communication of fire between staff, service users and fire and rescue services are established and documented. | No |
| 6.4.15 | Procedures for the acceptable use of security fixings on final exit doors are established and documented. | No |
| 6.4.16 | Procedures for the issue and monitoring of hot works are established and documented. | No |

| **Fire Safety Procedures - Comments** |
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## 6.5 Building Evacuation Strategy

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| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 6.5.1 | Is an effective single stage evacuation strategy in place | Yes |
| 6.5.2 | Is an effective multi-stage evacuation strategy in place | Not applicable |
| 6.5.3 | Is an effective progressive horizontal/vertical evacuation strategy in place | Not applicable |
| 6.5.4 | Is an effective ‘Stay Put’ strategy in place | Not applicable |

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| **Building Evacuation Strategy - Comments** |
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## 6.6 Training and Information

|  |  |  |
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| **Ref** | **Question/Aspect** | **Response** |
| 6.6.1 | Do all staff and contractors receive fire safety training on induction. | Not known |
| 6.6.2 | Do all staff and contractors receive annual fire safety training. | No |
| 6.6.3 | Do all visitors to the premises receive suitable and sufficient fire safety information before access is permitted. | No |
| 6.6.4 | Is the standard of training considered suitable and sufficient for identified risks | Not known |
| 6.6.5 | Do all staff employed in areas of high risk receive practical training in the use and operation of fire extinguishers. | Not applicable |
| 6.6.6 | All staff participate in periodic evacuation drills (Others where appropriate) | Yes |
| 6.6.7 | Incident Controllers adequately trained | Not applicable |
| 6.6.8 | Fire Wardens adequately trained | Not applicable |
| 6.6.9 | Adequate numbers of staff are trained in the evacuation of disabled persons | Not applicable |

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| **Training and Information – Comments** |
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## 6.7 Testing, Inspection and Maintenence

| Ref | Question/Aspect | Response |
| --- | --- | --- |
| 6.7.1 | Fire warning system tested weekly in accordance with BS5839 | No |
| 6.7.2 | Fire warning system tested, inspected and maintained by competent person in accordance with BS5839 | No |
| 6.7.3 | Emergency lighting tested monthly in accordance with BS5266 | No |
| 6.7.4 | Emergency lighting tested, inspected and maintained annually by a competent person in accordance with BS5266 | No |
| 6.7.5 | Fire extinguishers inspected monthly in accordance with BS5306 | No |
| 6.7.6 | Fire extinguishers tested, inspected and maintained annually by a competent person in accordance with BS5306 | Yes |
| 6.7.7 | Hose reels tested, inspected and maintained annually by a competent person in accordance with BS5306 | Not applicable |
| 6.7.8 | Rising and/or falling mains subject to six monthly inspection in accordance with BS5306 | Not applicable |
| 6.7.9 | Rising and/or falling mains tested, inspected and maintained annually by a competent person in accordance with BS5306 | Not applicable |
| 6.7.10 | Private water hydrants are subject to annual inspection and testing in accordance with BS5306 and BS3251. | No |
| 6.7.11 | Water sprinkler system flow tested weekly | Not applicable |
| 6.7.12 | Water sprinkler system tested and inspected annually | Not applicable |
| 6.7.13 | Water mist subject to periodic testing, inspection & maintenance | Not applicable |
| 6.7.14 | HP gas system subject to periodic testing, inspection & maintenance | Not applicable |
| 6.7.15 | LP gas system subject to periodic testing, inspection & maintenance | Not applicable |
| 6.7.16 | Periodic fire inspections of the premises are carried out by the responsible person. | No |
| 6.7.17 | Means of escape routes subject to appropriate periodic inspections to confirm availability. | No |
| 6.7.18 | Fire doors subject to periodic inspection to confirm operation, integrity and serviceability in accordance with BS8214 | No |
| 6.7.19 | Final exit doors subject to frequent testing and inspection to confirm serviceability. | No |
| 6.7.20 | Automatic opening doors maintained in accordance with BS7306 | Not applicable |
| 6.7.21 | External escape staircases subject to periodic inspection by structural engineer. | No |
| 6.7.22 | Smoke control systems in accordance with BS7346 and BS5588 | Not applicable |
| 6.7.23 | Fixed electrical installation is subject to periodic testing, inspection and maintenance in accordance with BS7671 | Not applicable |
| 6.7.24 | Portable electrical appliances subject to periodic testing, inspection and maintenance. | Yes |
| 6.7.25 | Gas installation and appliances are subject to annual testing, inspection and maintenance | Not applicable |

| Testing, Inspection & Maintenance - Comments |
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# 7 Fire Hazards

## 7.1 Electrical Installation and appliances

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| Ref | Question/Aspect | Response |
| 7.1.1 | Does the fixed electrical installation appear to be in good order | Yes |
| 7.1.2 | Fixed electrical installation is inspected in accordance with Electricity at Work Regulations 1989, | Yes |
| 7.1.3 | Long cable runs are clipped to prevent impact damage | Not applicable |
| 7.1.4 | Use of extension leads and multi-point adaptors are kept to a minimum | Yes |
| 7.1.5 | Portable appliances appear to be in good order | Yes |
| 7.1.6 | Portable appliances subject to periodic testing and inspection | Yes |
| 7.1.7 | Portable appliances in use within the premises. | Yes |
| 7.1.8 | Electrical cables at high level are not contained in plastic conduit or fixed with plastic clips or saddles in accordance with BS7671. | Not Installed |
| 7.1.9 | Electrical equipment conforms to ATEX Directives where appropriate. | Not Required |
| 7.1.10 | Lightning protection system subject to periodic testing and inspection in accordance with BS5561 | Not Installed |

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| Electrical Installation & Appliances - Comments |
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## 7.2 Heating Systems and Appliances

| Ref | Question/Aspect | Response |
| --- | --- | --- |
| 7.2.1 | Heating of the premises is provided by a fixed heating system | Yes |
| 7.2.2 | Heating is provided by a fixed electrical installation | Not applicable |
| 7.2.3 | Heating is provided by a fixed gas installation. | Yes |
| 7.2.4 | Heating is provided by a fixed oil installation. | Not applicable |
| 7.2.5 | No portable heating appliances were identified on the premises. | No |
| 7.2.6 | No portable naked flame, radiant bar or LPG heaters are used. | Yes |
| 7.2.7 | All portable heaters appear to be serviceable and in good condition. | Yes |
| 7.2.8 | There are no open flame gas, oil or solid fuel fires on the premises. | Yes |
| 7.2.9 | All heating appliances are adequately guarded. | Yes |
| 7.2.10 | Electrical heating systems are subject to periodic inspection by competent persons. | Yes |
| 7.2.11 | Gas installations are subject to annual inspections by a ‘Gas Safe’ registered person. | Yes |
| 7.2.12 | Portable heating appliances are subject to annual inspection by a competent person. | Yes |
| 7.2.13 | Solid fuel flue pipes are subject to periodic cleaning | Not applicable |

| Heating Systems & Appliances - Comments |
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## 7.3 Combustible Materials

| Ref | Question/Aspect | Response |
| --- | --- | --- |
| 7.3.1 | No significant quantities of combustible materials are retained on the premises. | Not applicable |
| 7.3.2 | Items of stationery are stored appropriately on the premises. | Not applicable |
| 7.3.3 | Heating appliances adequately separated from combustible items | Not applicable |
| 7.3.4 | Electrical appliances adequately separated from combustible items | No |
| 7.3.5 | Combustible waste is removed from the premises daily. | Not applicable |

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| Combustible Materials - Comments |
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## 7.4 Flammable and Non-Flammable Pressurised Gases

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| --- | --- | --- |
| Ref | Question/Aspect | Response |
| 7.4.1 | Main’s gas installed on the premises to provide fuel for catering equipment, boilers and feature fires. | Yes |
| 7.4.2 | No high-pressure flammable gas cylinders are stored or used on the premises. | Yes |
| 7.4.3 | No high pressure compressed gas cylinders (Except CO2 fire extinguishers) stored or used on the premises. | Yes |
| 7.4.4 | Are not in use LPG cylinders stored upright in locked cages or secured by chains. | Not applicable |
| 7.4.5 | If in a dedicated storage area are other compressed gases stored at least 2.5m from LPG. | Not applicable |
| 7.4.6 | Are oxygen cylinders stored a minimum of 3m from fuel gases and toxic/corrosive gases. | Not applicable |
| 7.4.7 | There are no sources of ignition within flammable gas stores. | Not applicable |
| 7.4.8 | No Acetylene gas is stored on the premises | Yes |
| 7.4.9 | Compressed gases are correctly stored in cages outside the building. | Not applicable |

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| Flammable & Non-Flammable Gases Comments |
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## 7.5 Flammable Liquids

| Ref | Question/Aspect | Response |
| --- | --- | --- |
| 7.5.1 | Flammable liquids are not stored or used on the premises. | No |
| 7.5.2 | There is no significant quantity of diesel/gas oil on the premises. | Not applicable |
| 7.5.3 | If up to 50ltrs of flammable liquids are present, are they stored in fire-resistant cabinets? | Not applicable |
| 7.5.4 | IF 50 TO 250trs of flammable liquids are present- are they stored in external fire-resistant cabinets and not on floor? | Not applicable |
| 7.5.5 | Do all flammable stores have 'flammable liquid' and 'no smoking or naked lights' signs? | Not applicable |
| 7.5.6 | Are all potential sources of ignition located away from all flammable liquids? | Not applicable |
| 7.5.7 | Are all flammable containers clearly marked? | Not applicable |
| 7.5.8 | Are flammable liquids transported in safe containers? | Not applicable |
| 7.5.9 | Are flammable liquids dispensed in well-ventilated areas? | Not applicable |
| 7.5.10 | Are spillage trays used when dispensing? | Not applicable |

| Flammable Liquids, Gas Oil and Lubricants - Comments |
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## 7.6 Dangerous Substances and Processes

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| --- | --- | --- |
| Ref | Question/Aspect | Response |
| 7.6.1 | No substances or processes that are considered dangerous present on the premises | Yes |
| 7.6.2 | Specific Risk Assessments in accordance with Dangerous Substances and Explosive Atmospheres Regulations 2002 are in place | Not applicable |
| 7.6.3 | Are there suitable specific risk mitigation arrangements in place? | Not applicable |
| 7.6.4 | Are there evacuation procedures in place relating to dangerous substances? | Not applicable |
| 7.6.5 | Is this information available for emergency services? | Not applicable |

| Dangerous Substances & Processes - Comments |
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## 7.7 Catering Facilities

|  |  |  |
| --- | --- | --- |
| Ref | Question/Aspect | Response |
| 7,7.1 | Domestic cooking facilities are available on the premises for use by staff and/or service users | Yes |
| 7.7.2 | Commercial catering facilities are available on the premises for use by trained staff only. | Yes |
| 7,7.3 | Cooking appliances appear to be in good working order | Yes |
| 7,7.4 | Fuel ‘shut off’ valves are marked and easily accessible | Yes |
| 7.7.5 | All equipment free from accumulated grease | Yes |
| 7,7.6 | Extraction filters regularly cleaned | Yes |
| 7,7.7 | Extraction systems cleaned and maintained periodically | Yes |
| 7,7.8 | Adequate access into extraction system | Yes |
| 7,7.9 | In commercial catering facilities power supplies and extraction systems ‘Fail Safe’ (Isolated) upon activation of the fire warning system. | Not applicable |

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| Catering Facilities - Comments |
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## 6.8 Smoking

|  |  |  |
| --- | --- | --- |
| Ref | Question/Aspect | Response |
| 7.8.1 | Smoking policy for the premises established and documented | Yes |
| 7.8.2 | Smoking prohibited on the premises | Yes |
| 7.8.3 | Designated smoking areas provided | Not applicable |
| 7.8.4 | No evidence of unauthorized smoking | Yes |
| 7.8.5 | The use of e-cigarettes on the premises is prohibited. | Yes |
| 7.8.6 | The charging of e-cigarettes on the premises is prohibited. | Not known |

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| Smoking - Comments |
| * No smoking is permitted on the premises. |

# 8 Fire Safety Measures

## 8.1 Building Structure

| Ref | Question/Aspect | Response |
| --- | --- | --- |
| 8.1.1 | All flues and ducts adequately fire stopped. | Not known |
| 8.1.2 | Fire dampers installed within ductwork and trunking | Not known |
| 8.1.3 | All compartment walls, ceilings and floors without breeches. | No |
| 8.1.4 | All compartment walls and ceilings constructed to adequate fire resisting standards, | Not applicable |
| 8.1.5 | All internal linings of suitable and appropriate construction. | Not applicable |
| 8.1.6 | Protected routes adequately protected | Not applicable |
| 8.1.7 | Fire doors provided where required | No |
| 8.1.8 | Fire doors fitted with intumescent strips and cold smoke seals | No |
| 8.1.9 | Installed security devices to fire doors do not compromise fire resisting integrity of the door. | No |
| 8.1.10 | Fire doors are undamaged | No |
| 8.1.11 | Fire doors have a close fit into door frames and/or between door leafs. | No |
| 8.1.12 | Fire doors fitted with letter plates adequately protected | Not applicable |
| 8.1.13 | Fire doors fitted with positive pressure self- closing devices | No |
| 8.1.14 | Self-closing devices effectively close and hold doors into door frames. | No |
| 8.1.15 | Fire doors subject to periodic inspection to confirm serviceability. | Not applicable |
| 8.1.16 | Fire resisting glazing installed correctly using intumescent sleeves with beading secured with glue and pins. | No |
| 8.1.17 | Fire resisting glazing in serviceable condition. | Yes |
| 8.1.18 | Insulated core profile panels are undamaged | Not applicable |
| 8.1.19 | External thermal cladding fitted to the building structure | Not applicable |

| Building Structure - Comments |
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## 8.2 Means of Escape

|  |  |  |
| --- | --- | --- |
| Ref | Question/Aspect | Response |
| 8.2.1 | Designated means of escape routes are considered to be adequate | Yes |
| 8.2.2 | Means of Escape routes are adequately protected | No |
| 8.2.3 | Means of escape routes compliant with specified travel distances | Yes |
| 8.2.4 | Sufficient final exits available for occupancy levels | Yes |
| 8.2.5 | Final exit doors easily and immediately open able | Yes |
| 8.2.6 | Where required, final exits open in the direction of escape | Yes |
| 8.2.7 | The means of securing final exits are appropriate | Yes |
| 8.2.8 | Sliding and revolving doors are not installed on means of escape routes | Yes |
| 8.2.9 | No obstructions within escape routes | No |
| 8.2.10 | No dead end conditions exist | Yes |
| 8.2.11 | External escape staircases in serviceable condition. | Yes |
| 8.2.12 | Assemble points located in an area safe for service users with a safe means of access. | Yes |

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| Means of Escape - Comments |
|  |

## 8.3 Fire Warning System

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 8.3.1 | Fire warning and detection systems present which are appropriate to type and risk | No |
| 8.3.2 | Fire warning system installed in accordance with BS5839 part 1 | No |
| 8.3.3 | Fire warning system installed in accordance with BS5839 part 6 | Not applicable |
| 8.3.4 | Is the fire warning system audible throughout the building | Not known |
| 8.3.5 | Are all the fire warning sounders of the same type | Yes |
| 8.3.6 | Are fire warning sounders compatible with disabled requirements | No |
| 8.3.7 | If appropriate are manual call points sited at all storey and final exits | Yes |
| 8.3.8 | Visually is the fire warning system in an effective operational condition | Yes |
| 8.3.9 | Does the fire alarm activation signal to a remote monitoring station | Not known |

| **Fire Warning System - Comments** |
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## 8.4 Emergency Lighting

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 8.4.1 | Emergency lighting installed appropriate to premises use, type and risk | Yes |
| 8.4.2 | Emergency lighting installed in accordance with BS5266 | Yes |
| 8.4.3 | Building lighting sufficient for evacuation purposes | Yes |
| 8.4,4 | Sufficient borrowed lighting to facilitate safe evacuation | Yes |

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| **Emergency Lighting - Comments** |
| * Emergency lighting is installed |

## 8.5 Smoke Control Systems

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 8.5.1 | Smoke control systems installed appropriate to premises use, type and risk | Yes |

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| **Smoke Control Systems - Comments** |
|  |

## 8.6 Fire Fighting Equipment

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 8.6.1 | Fire extinguishers installed appropriate to premises use, type and risk | Yes |
| 8.6.2 | Are fire-fighting hose reels provided | Not applicable |
| 8.6.3 | Fire blankets installed where required | Yes |
| 8.6.4 | Fire extinguishers provided in accordance with BS5306. | Yes |
| 8.6.5 | Each storey level less than or equal to 400m2 has 2 class A extinguishers with a combined rating of 26A in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.6 | Class A extinguisher (Paper, woods and plastics) within 30m of fire hazard in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.7 | Class B extinguisher (Flammable Liquids) within 10m of fire hazard in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.8 | Class C extinguisher (Flammable Gases) within 30m of fire hazard in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.9 | Class D extinguishers (Metals) as determined by Fire Risk Assessment in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.10 | Class E extinguishers (Electrical) within 10m of the fire hazard in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.11 | Class F extinguisher (Cooking oils and fats) witthin 10m of fire hazard in accordance with BS5306 Pt8 2012 | Yes |
| 8.6.12 | No Halon extinguishers are present on the premises | Yes |
| 8.6.13 | Fire extinguisher tamper tags/seals are in place | Yes |
| 8.6.14 | Fire extinguishes and blankets positioned correctly on brackets or on proprietory stands. | Yes |
| 8.6.15 | Fire extinguishers positioned appropriate to risk. | Yes |
| 8.6.16 | Fire extinguishers considered appropriate for intended use (Size, Type & Weight) | Yes |
| 8.6.17 | Fire extinguishes installed in appropriate locations. | Yes |
| 8.6.18 | Fire extinguishers >4Kg in weight are mounted between 1m-1.5m from the floor in accordance with BS5306. | Yes |

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| **Fire Extinguishers, Hose Reels, Fire Monitors, Rising & Falling Mains - Comments** |
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## 8.7 Water Supplies and Fire Fighting Facilities

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| --- | --- | --- |
| **Ref** | **Question/Aspect** | **Response** |
| 8.7.1 | Rising and/or falling mains installed | Not applicable |
| 8.7.2 | Private water hydrants are installed on the site | Yes |
| 8.7.3 | Alternative water supplies for fire fighting purposes available. | Not applicable |

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| **Water Supplies- Comments** |
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## 8.8 Automatic & Fixed Fire Suppression Systems

| **Ref** | **Question/Aspect** | **Response** |
| --- | --- | --- |
| 8.8.1 | Automatic and/or fire suppression systems are installed on the premises | Not applicable |
| 8.8.2 | Automatic and/or fire suppression systems are serviceable | Not applicable |
| 8.8.3 | Water sprinkler system installed | Not applicable |
| 8.8.4 | Water mist system installed | Not applicable |
| 8.8.5 | High pressure gas system installed | Not applicable |
| 8.8.6 | Low pressure gas system installed | Not applicable |
| 8.8.7 | Fixed point fire suppression installed on heating systems | Not applicable |
| 8.8.8 | Fixed point fire suppression installed on commercial catering systems | Not applicable |

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| **Automatic and Fixed Fire Surpression Systems - Comments** |
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## 8.9 Facilities for the Fire Brigade

| **Ref** | **Question/Aspect** | **Response** |
| --- | --- | --- |
| 8.9.1 | Site and building information is available to the fire brigade out of normal working hours. | No |
| 8.9.2 | Water supplies for fire fighting purposes are considered to be appropriate. | Yes |
| 8.9.3 | Private hydrants are provided on site. | Yes |
| 8.9.4 | Emergency water supply tanks are available on site. | Not applicable |
| 8.9.5 | Natural water supplies are available for use. | Not applicable |
| 8.9.6 | Vehicle access requirements are acceptable | Not applicable |

| **Facilities for the Fire Brigade - Comments** |
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## 8.10 Fire Safety Signs

| Ref | Question/Aspect | Response |
| --- | --- | --- |
| 8.10.1 | Fire safety signs and notices installed appropriate to premises use, type and risk. | No |
| 8.10.2 | Fire safety signs comply with BS5499-4 2013and/or BS EN 7010 and are compatible with Health and Safety (Safety Signs & Signals) Regulations 1996. (As amended 2015) | No |
| 8.10.3 | Fire doors correctly fitted with compliant ‘Fire Door Keep Shut’, Fire Door Keep Locked Shut’ or ‘Automatic Fire Door Keep Clear’ signs. | No |
| 8.10.4 | Installed safe condition directional signs are correctly installed. | No |
| 8.10.5 | All means of escape routes are clearly identified by compliant signs. | Not applicable |
| 8.10.6 | Final exit doors are fitted with compliant ‘Fire Exit Keep Clear’ signs | No |
| 8.10.7 | Operating instructions for all security devices on doors on escape routes are clearly displayed. | No |
| 8.10.8 | Assembly points, If appropriate, are adequately identified by compliant signs. | Not applicable |
| 8.10.9 | ‘Action in the Event of Fire’ Notices are all of similar design, installed in appropriate locations and are fully completed. | Not applicable |
| 8.10.10 | Flammable liquid and gas storage is adequately identified by compliant signs. | Not applicable |
| 8.10.11 | Dry and wet risers are fitted with compliant signs. | Not applicable |
| 8.10.12 | Fire hydrants have signage in accordance with BS3251 | Not applicable |
| 8.10.13 | Warning signs are displayed at all entrances to areas where Acetylene is present. | Not applicable |

| **Fire Safety Signs - Comments** |
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# 9. Fire Risk Assessment Methodology

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Potential Consequences of Fire** | | |
|  |  | **Slight Harm** | **Moderate Harm** | **Serious Harm** |
| **Likelihood of Fire Outbreak** | **Low** | **Trivial Risk** | **Tolerable Risk** | **Moderate Risk** |
| **Medium** | **Tolerable Risk** | **Moderate Risk** | **Substantial Risk** |
| **High** | **Moderate Risk** | **Substantial Risk** | **Intolerable Risk** |

**Likelihood of Fire Outbreak**

**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, or in sleeping accommodation, 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.

**Serious 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** | **Timescale** |
| Trivial | No action is required and no detailed records need be kept. |  |
| Tolerable | No major additional controls required. However, there might be a need for  improvements that involve minor or limited cost. | Within 12 Months |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures  should be implemented within a defined time period. | Within 3 Months |
| Substantial | Considerable resources might 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. | Within 28 days |
| Intolerable | Building or area should not be occupied until the risk is reduced | Within 7 days |

(Note that, 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 following action plan, (the fire risk assessment should be reviewed regularly).

# 10 Significant Findings and Action Plan

All relevant persons should be advised of any deficiencies which might result in a risk to their safety, together with details of preventative and protective measures.

| **Assessment Reference** | **Location** | **Floor** | **Room** | **Findings** | **Recommended Remedial Action** | **Likelihood** | **Potential** | **Risk Level**  **(Action within)** | **Enforcement or Best Practice** | **Completed Remediation Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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