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Safetymatters Ltd
Fire & Safety Solutions

The Institute of Fire Safety Managers
IFSM
Tier 2
Competent Fire Risk Assessor (CFRAR)
2025

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT

REPORT NO: 4815

Under the Regulatory Reform (Fire Safety) Order 2005

Undertaken By: Steve Wiltshire MIFSM CFRAR

Building Address: Patchway Town Council, Norman Scott Pavillion, Patchway. BS34 5JR

Date of Assessment: 20th February 2025

Approximate age of building:	New build 2022	Refurbished:	New build 2022
Floor area:	Approx 132.40m2 Changing rooms.	Responsible Persons: General Safety:	Patchway Town Council Snack Attack
Building Construction		Construction class: Type 2	Type 2 buildings contain non-combustible walls, partitions, columns, floors, and roofs.
External walls:	Solid brick work.	Inner walls:	Brickwork, Partitioning/Plasterboard
Roof:	Pitched composite	Floor construction:	Solid concrete
Number of floors:	One	Number of basements:	N/A
Number of staircases:	Internal and external: None	Number of final exits:	Doors to the outside: Six
Number of lifts (goods):	Nil	Lightning protection:	Yes, not maintained on annual basis. No records available.

Fire

A chain reaction involving the breakdown of a fuel in the presence of an oxidizing agent (e.g. wood in air or oxygen) that produces enough heat to cause further reactions between more fuel and oxidizers. A controlled fire (such as cooking gas) is useful and can be stopped immediately if necessary. An uncontrolled fire has produced a significant amount of heat that is sufficient to cause other unintended fuels e.g. carpet, curtains, clothes to burn and can cause fire to spread.

Fire Resistance

Tested and time measured ratings describing an object or compartment's ability to resist the movement (egression) of fire and heat from the active fire area to another.

Smoke

A by-product of a fuel reacting with insufficient oxygen. Various products of these reactions can be produced including carbon monoxide, various nitrogen oxides, Sulphur hydrides, chlorine, hydrochloric acid. These are airborne in the produced black/white cloud and are toxic to humans upon inhalation and can limit visibility between areas such as corridors and rooms.

Smoke Resistance

Tested and time measured ratings describe the ability for an object or compartment to limit the egression of smoke between areas.

Fire Risk Assessment Procedure:

STAGE 1 – Identification of Hazards

Identify any hazards in the workplace and the building which have the potential of putting people at risk from fire. These will be possible sources of ignition, combustible materials, flammable substances, unsatisfactory structural features, and potential sources of ignition.

STAGE 2 – Identify Persons at Risk

Identify any people, particularly members of staff, who may be particularly at risk from fire, members of the public and contractors.

STAGE 3 – Control of Hazards

Identify Eliminate, control, or avoid the hazards.

STAGE 4 – Revision of Current installations

Consider whether the existing fire safety provisions are adequate or need improvement and develop an emergency action plan to suit.

STAGE 5 – Review

Carry out a periodic review of the assessment.

Nomenclature

Risk

The likelihood of something occurring multiplied by the severity of the potential outcome to life. Low fire risks are very infrequent and may only cause small amounts of smoke that are quickly extinguished. High fire risks are very frequent and may occur in areas where explosive risks may be located.

The Regulatory Reform (Fire Safety) Order 2005 replaced over 70 different fire safety legislation documents with one. This is now the primary legislation for all fire safety enforcements by fire officers of the fire and rescue services in England and Wales.

FD30. The fire doors and frames rated 30 minutes fire resistance respectively. IS & CS Intumescent Strips and Cold Smoke seals. Installed on fire doors to limit the egression of smoke and flame through gaps between a fire door and its frame.

F&RS

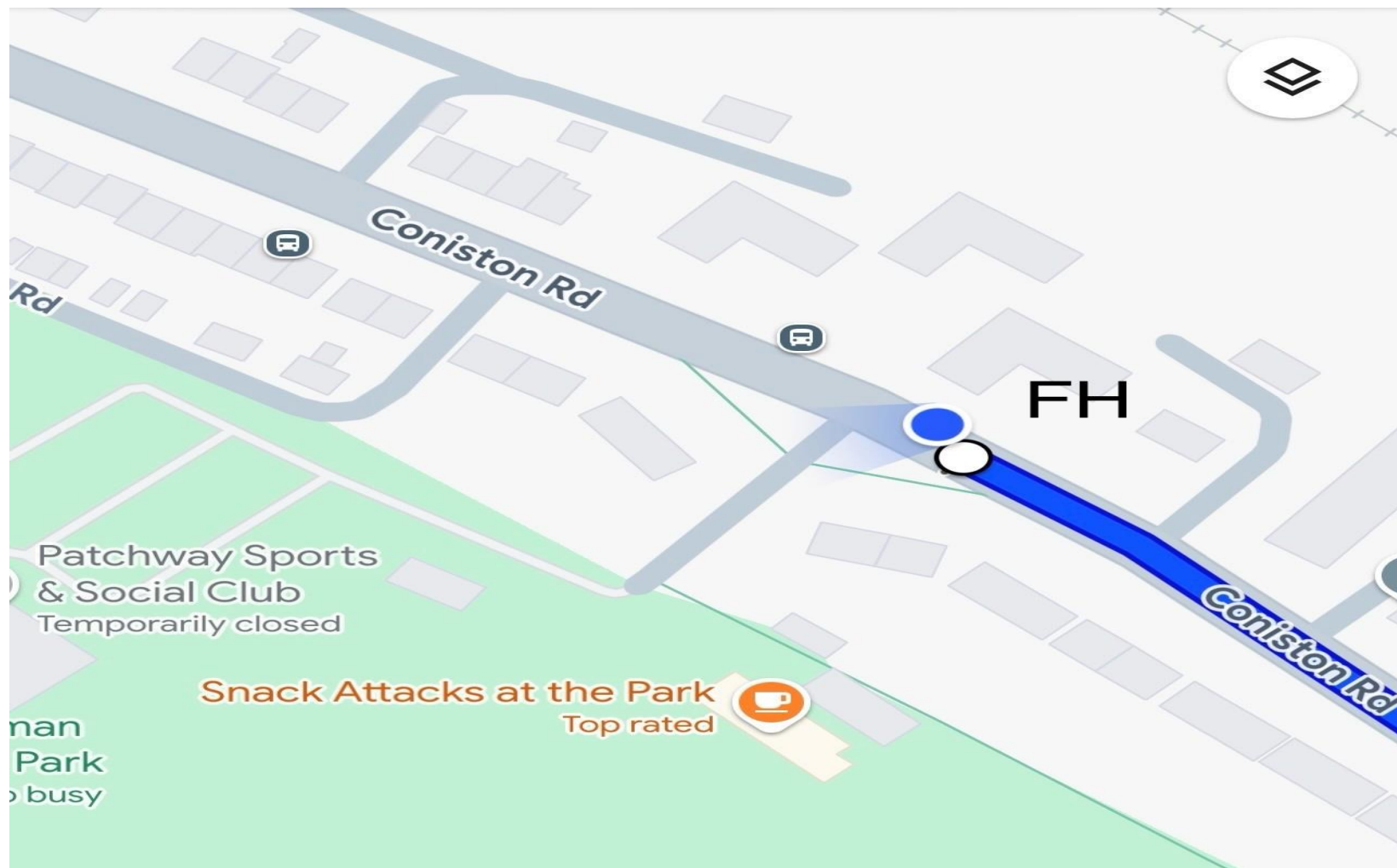
Fire and Rescue Service. These local government bodies have Fire Officers which enforce The Regulatory Reform (Fire Safety) Order 2005.

This assessment considers that the risk to life from fire at these premises is Tolerable. There is a need for improvements that involve some costs. The Regulatory Reform (Fire Safety) Order 2005 puts the onus on the 'responsible person' to assess the risk and take the necessary steps to reduce that risk.

Disclaimer:

(The risk assessment had no restrictions regarding access to locked rooms, restricted access, ceiling voids, risers etc) This Fire Risk Assessment was completed after inspection of all available areas at time of assessment, non-destructive assessment Magnusson endoscope used for intrusive observations, but restricted number of photographs could be taken. The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make advisements to ensure compliance with the REGULATORY REFORM (FIRE SAFETY) ORDER 2005, The Fire Safety Act 2021, BS9999-2008, Document B Building Regulations, PAS 79-1, The Fire Safety Regulations (England) 2022, and BS9997-2017. Each tenant within this building must produce their own fire risk assessment which has been undertaken by a competent person (NEBOSH-FIRE E.G.) qualified.

Fire Hydrant location: Nearest hydrant 30m away from property outside Wardsworth House on Coniston Road. Access for fire and rescue services are Coniston Road, Worthing Road both 7.1m width. The nearest fire station is located at Rodway Road BS34 5PE.



Executive Summary

The purpose of this fire risk assessment was to carry out an examination of The Norman Scott Pavillion to identify fire hazards and risks, to satisfy the Regulatory Reform (Fire safety) Order 2005, The Fire Safety Act and in line with BS9999-2008.

This report will prioritise findings to allow the owners (Directors) to aid continual fire management improvements to ensure that all the buildings continue to be a safe place. It is important to establish that the human, financial and reputational costs of dealing with the ramifications of a serious fire far outweigh the cost of a robust fire safety management system (established). Generally, there is a good level of fire detection within this property. EICR landlords supply testing was out of date in council offices, PAT Testing, Boiler inspection was all up to date as well as staff training were overdue refreshers. Additional works required due to lack of maintenance regarding lightning protection, fire extinguisher officials changing room 1 and fire door maintenance.

Overall Fire Safety Strategy:

The fire safety strategy used by the facility is that of a Simultaneous Evacuation whereby staff are moved from area(s) affected by fire to the assembly point.

The buildings fire safety installations are directed towards this overall fire safety strategy to ensure minimum times for the management company fire resistance are met, installations are suitably managed and maintained.

Cause: Site.

Alarm signal sounds throughout the affected area, effect invoking immediate evacuation.

– Common Areas, Cause: Single smoke detector activated within the communal areas, plant room, café, changing rooms or office areas.

Plan created to ensure sections 13, 14, 19, 21, and 22 of the RR(FS)O 2005 regarding overall information and co-operation for the premises mentioned as well as any neighboring houses. An example of this is.

ASSEMBLY POINT: By the main entrance gates.

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM BY PRESSING A MANUAL CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY DIALLING 999, GIVE THE POSTCODE –
- **BS34 5QJ**
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT AND TRAINED TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM – SMOKE ALARM SIGNAL IS A CONTINUOUS ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT

Description of building layout: (number of rooms, corridors, stairs, approx. height of ceiling, existence of false ceiling, restricted areas etc)

Ground Floor: Café, Commercial kitchen, storage areas, Plant room, Changing room facilities, showers. Ceiling height up to 4.8 meters in height ceiling provides the occupants with a greater time to escape because the smoke will take longer to build down and impact upon the occupants escape route. False ceilings in cafe. Considering the Grenfell Tower fire, the fire rating on the external cladding should be cross referenced with the O & M manuals or construction design strategy to ensure it is of a suitable fire rating for limited combustibility. As the building is less than 18 meters in height, the plastic fascia is likely to be fixed to block work or brick work, the risk of ignition is low; therefore, the fascia does not appear to be a significant fire risk.

Use of premises: (Café & sports pavilion)

NOTES:

Every building should have a Building Emergency Evacuation Plan that states normal and emergency means of access and escape and the means of disabled escape available. The BEEP should state what, if any, means of escape are available for disabled visitors and if access is not possible other than at ground floor it needs to say so.

Known disabled staff who need assistance in an emergency evacuation require their own Personal Emergency Evacuation Plans which have not been established. Management levels of risk profiles

BS9999 sets out fire management levels for risk profiles.

A2 risk profile: Café seating area, toilets & changing rooms – level 2 management, level 2 management.


In a level 2 management system the responsibility for fire safety and the necessary supporting staff and resources is divided over several different individuals or departments. Both management systems must identify any alternative protection and management measures that will be required as a result and ensure that they are implemented. **Commercial kitchen, Storage area, plant room - A3 risk profile.** A level 1 management system anticipates and proactively identifies the impact of any proposed changes, including changes to the occupancy and fire growth characteristics.

Managers with responsibility for fire safety are empowered to ensure that legislative requirements are met, initiate testing, maintenance, or repairs and when necessary, have direct control of staff responsible for these tasks.

Fire Risk Assessment undertaken by: Steve Wiltshire



Date of assessment: 20/01/25

PRE-CONTROL RISK RATING
HIGH - Strong likelihood of significant injury to life, or considerable damage to property occurring.
MEDIUM - Possibility of injury to life, or damage to property occurring.
 LOW – Potential of a minor injury, or slight damage to property only.

Disclaimer: (The risk assessment had no restrictions regarding access to locked rooms, restricted access, ceiling voids, risers etc)

This Fire Risk Assessment was completed after inspection of all available rooms and areas, non-destructive assessment. The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make advisements to ensure compliance with the REGULATORY REFORM (FIRE SAFETY) ORDER 2005, BS9999-2008, Document B Building Regulations and BS9997-2017.

Date of scheduled review #1:	12 Months time	Review completed by:	
Date of scheduled review #2:		Review completed by:	
Date of scheduled review #3:		Review completed by:	
Date of scheduled review #4:		Review completed by:	
Date of scheduled review #5:		Review completed by:	

Non-scheduled Review date:

Reason for review:

Undertaken by: Steve Wiltshire MIFSM CFRAR

Contents:

Section	Consisting of	Page
Facing Sheets		
FRA Step 1	Fire Hazards: sources of ignition; sources of fuel; sources of non-atmospheric oxygen	
FRA Step 2	People at risk	
FRA Step 3	Fire spread; fire alarm and detection system; fire-fighting equipment; evacuation strategy; emergency escape lighting; signs and notices; emergency plans	
FRA Step 4	Information and instruction; training	
FRA Step 5	Review	
Evaluation of a fire occurring		
Fire History		
Fire Risk Assessment Action Plan		

(NB “Action By” in bold = requires attention, all others refer to person(s) responsible under normal circumstances)

Step 1: FIRE HAZARDS	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
STEP 1: SOURCES OF IGNITION					
Naked Flame (Location of isolation switch)	N/A				
Gas supply (Location of isolation switch)		Y		Gas Boilers located in plant room. Brand new installation. Automatic shut-down installed. Last maintained by Advanced Plumbing & Heating Ltd 11/03/2024 who are Gas safe registered.	Management Controlled
Electrical supply including test date of mains system (Location of isolation switch)		Y		Mains electrical distribution boards are in Plant room and commercial kitchen. Brand new installations 2022.	Management Controlled
Oil-fired equipment (Location of isolation switch)	N/A				
All electrical equipment been PAT tested.		Y		P A T testing of all portable electrical appliances is up to date regarding business equipment.	Management Controlled
Failure of temperature thermostats.		Y		P A T testing of all portable electrical appliances is not up to date regarding business equipment.	Management Controlled
Faulty, misused electrical equipment or poor installation		Y		P A T testing of all portable electrical appliances is up to date regarding business equipment.	Management Controlled
Lighting equipment		Y		Mains electrical distribution boards are in Plant room and commercial kitchen. Brand new installations in 2022.	Management Controlled
Hot surfaces and obstruction of equipment ventilation		Y		Cooking equipment such as microwave and grille. P A T testing of all portable electrical appliances is up to date regarding business equipment.	Management Controlled
Hot processes e.g. welding/brazing/Cooking.		Y		Commercial kitchen including deep fat fryers has been installed post Buildings regulations signed off. Non-fire rated glazing, roller shutter. Self-cleaning hood is fitted with an automatic cleaning device for the interior of modular Geo-Vary hood degreasers, using organic and ecological products.	Upgrading works required
Portable or fixed heating systems		Y		Portable heaters located in main garage.	Management Controlled

Static charge from equipment		Y		Yes, lightning protection not maintained on annual basis. No records available.	No action required
Cooking equipment hot ducting, flues etc		Y		P A T testing of all portable electrical appliances is up to date regarding business equipment.	Management Controlled
Extract fans for dust and fume removal (Location of isolation switch)		Y		Extraction system in showers in changing rooms. Commercial kitchen has self-cleaning hood is fitted with an automatic cleaning device for the interior of modular Geo-Vary hood degreasers, using organic and ecological products.	Management Controlled
Production of heat from chemical reactions	N/A				
Self-heating and spontaneous ignition	N/A				
Steam pipes	N/A				
Friction from mechanical equipment	N/A				
Smoking materials e.g. cigarette butts, matches etc		Y		Smoking is prohibited within buildings. Accumulation of butts/matches etc outside doorways and areas must be kept to a minimum.	Management Controlled
Arson, vandalism		Y		History and vandalism. Steps have been taken to reduce arson. External waste bins are located externally and controlled as best as possible in secure compound.	Management Controlled
Personal equipment in use (not PAT tested)		Y		Likely to be some. But staff advised to not bring personal equipment onto business premises unless they are subjected to PAT Test.	Management Controlled

STEP 1: SOURCES OF FUEL	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Are flammable substances used (Solid, liquid, gas)		Y		Cooking oils and cleaning products used in this Business. COSHH & DSEAR controls in Place.	Management Controlled
Is an inventory of flammable substances maintained		Y		COSHH assessments available in this building.	Management Controlled
What safe working procedures are in place / enforced:		Y		Work process risk assessment in place and Staff inductions when new persons are employed.	Management Controlled
Appropriate hazard signs in place		Y		Appropriate H & S signage installed outside of plant room.	Management Controlled
Personal belongings		Y		Limited amounts located in cupboards.	Management Controlled
Toiletries, aerosols etc		Y		Limited amounts located in cupboards.	Management Controlled
Textiles and soft furnishings including cushions, curtains, clothing		Y		All new furnishings are compliant with The Furniture and Furnishings (Fire Safety) Regulations 1988 (amended 1989 and 1993) are UK law and are designed to ensure that upholstery components and composites used for furniture supplied in the UK meet specified ignition resistance levels and are suitably labelled.	Management Controlled
Upholstered furniture in good condition without splits, tears or holes in the covers		Y		All new furnishings are compliant with The Furniture and Furnishings (Fire Safety) Regulations 1988 (amended 1989 and 1993) are UK law and are designed to ensure that upholstery components and composites used for furniture supplied in the UK meet specified ignition resistance levels and are suitably labelled.	Management Controlled
Does furniture comply with the Furniture and Furnishings Regulations	N/A			All new furnishings are compliant with The Furniture and Furnishings (Fire Safety) Regulations 1988 (amended 1989 and 1993) are UK law and are designed to ensure that upholstery components and composites used for furniture supplied in the UK meet specified ignition resistance levels and are suitably labelled.	Management Controlled

Displays and stands		Y		Combustible materials located on walls but cover less than 20% of wall surface area.	Management Controlled
Drapes and curtains		Y		All new furnishings are compliant with The Furniture and Furnishings (Fire Safety) Regulations 1988 (amended 1989 and 1993) are UK law and are designed to ensure that upholstery components and composites used for furniture supplied in the UK meet specified ignition resistance levels and are suitably labelled.	Management Controlled
Notice boards	N/A				
Packaged foodstuffs including those containing sugar and oil		Y		Small amounts stored in kitchen storage areas.	Management Controlled
Paper and cardboard including packaging		Y		Small amounts kept in Kitchen storage areas.	Management Controlled
Floor coverings		Y		Concrete and vinyl flooring.	Management controlled
Other combustible materials and decorations	N/A				
Wall and ceiling linings / finishes		Y		Solid block construction/Plasterboard and emulsion paint finish.	No action required
Plastic and rubber products e.g. DVDs, CD'S etc	N/A				
Plastic and timber storage facilities e.g. pallets, bins etc		Y		Located in secure compound at rear of building.	Management Controlled
Wheelie bins, skips		Y		Steps have been taken to reduce arson. External waste bins are located externally and controlled as best as possible in secure compound.	Management Controlled
Laundry supplies	N/A				
Stored goods / racked storage		Y		Located in kitchen storage areas.	Management Controlled

Step 1: OXYGEN	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Oxidising processes	N/A				
Piped oxygen supply	N/A				
Oxygen cylinders: storage location, ventilation, proximity to ignition sources	N/A				
Segregation of full and empty cylinders	N/A				
Step 2: PEOPLE AT RISK	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Total numbers in the building: Day: 27 Max Afternoon: 27 Max Night: 22 Weekend: 27 Max		Y Y Y Y		Changing rooms and café 22, Person's maximum. 5 Staff Employed.	Management Controlled
Any staff with disabilities Physical: 0 Hearing: 0 Eyesight: 0		N N N		Personal Emergency Evacuation Plans have not been established.	PEEPS to be established.
Any persons with language difficulties		Y		All Staff have acceptable levels of English.	Inductions for all staff members.
Lone working including location		Y		Possible lone working at times, but generally more than one person in Kitchen at any one time.	Management Controlled
Contractors and their working location		Y		Contractors report to garage area when they come to site. Work permits not established.	Hot work permits to be established.
Instructions or information given		Y		Building-specific information provided as well as Fire action routine signage provided.	No action required
Visitors		Y		If a visitor is escorted/hosted while on site, there is no real need to provide additional information as they are directed by the host in an emergency. If they can/are left alone, Building-specific information provided as well as NO Fire action routine signage is provided throughout the building.	

Instructions or information given		Y		Visitors who remain with their host while in the building do not need to be given fire safety information, Building-specific information provided as well as Fire action routine signage is provided throughout the building.	Management Controlled
Conferences, Ceremonies, public events etc	N/A				
Lecture theatres – maximum numbers in attendance	N/A				
Step 3: FIRE SPREAD	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Lower ground floor affecting single escape route from upper floor	N/A				
Fire in an unoccupied space		Y		Main plant room has detection linked to the fire alarm system and automatic shut-down.	Management Controlled
Fire spread via vertical shafts or horizontal ducts			N	Commercial kitchen has self-cleaning hood is fitted with an automatic cleaning device for the interior of modular Geo-Vary hood degreasers, using organic and ecological products.	Management Controlled
Fire spread through combustible structural elements		Y		Non-fire glazing installed as serving hatch in kitchen, this forms part of an escape route.	Fire rated glazing required
Fire spread through large quantities of combustible materials			N	Small quantities of cardboard and polystyrene used on site.	Management Controlled
Vertical fire spread through racking or displays			N	Small quantities of cardboard and polystyrene used on site.	Management Controlled
Fire spread through poor installations			N	Commercial kitchen has self-cleaning hood is fitted with an automatic cleaning device for the interior of modular Geo-Vary hood degreasers, using organic and ecological products.	Management Controlled
Fire spread through poorly maintained fire precautions		Y		Fire extinguisher recently inspected by Anthony Buckley Company (FIA Registered) in officials changing room 1 had pressure loss.	replacement of fire extinguisher required
Fire spread through poorly installed/used fire precautions e.g. wedged open fire doors		Y		No intumescent strips or smoke seals installed into café fire doors.	Works required
Fire within an assembly space			N	No assembly point signage installed to identify safe area.	Assembly point signage required

Step 3: FIRE ALARM AND DETECTION SYSTEM	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
What is the fire alarm sound?		Y		Electronic yodel sounders.	No Action Required
Does the fire alarm conform to BS5839 pt1 2019?		Y		Generally, to L1 specifications.	No Action Required
Is the alarm specification known?		Y		Generally, to L1 specifications.	No Action Required
Does the fire alarm automatically signal monitoring station when it sounds?	N/A				
Is the fire alarm system sub-standard?		Y		Generally, to L1 specifications.	No Action Required
Are fire alarm call points located by storey and final exits		Y		Generally, to L1 specifications.	No Action Required
Are the call points unobstructed		Y		Generally, to L1 specifications.	No Action Required
Can the alarm be raised without placing people in danger		Y		Generally, to L1 specifications.	No Action Required
Is the alarm clearly audible throughout the building		Y		Generally, to L1 specifications.	No Action Required
Are there alternative provisions for deaf or hard-of-hearing		Y		Generally, to L1 specifications.	No Action Required
Suitable arrangements in place for noisy environments		Y		Fire Marshals to act as buddies to make all persons aware of fire alarm activation.	Management Controlled
Suitable arrangements in place in noise-sensitive areas including public performances, research areas etc		Y		Fire Marshals to act as buddies to make all persons aware of fire alarm activation.	Management Controlled
Suitable arrangements in place to facilitate use of refuge communications systems	N/A				
Is the alarm system tested (and records held) Weekly: Quarterly: Bi-Annually:	N/A	Y Y		System maintained January 2025 by Advanced Security systems.	Management Controlled

Step 3: FIRE-FIGHTING EQUIPMENT					Action By
Is the fire-fighting equipment suitable for the risk		Y		All fires extinguishers supplied, Co2 and foam extinguisher in garage which is not required as Firexo extinguishers have Class B rating.	Remove foam extinguisher
Is it in the right location – by storey exits and final exits		Y		Generally installed in correct conspicuous areas.	Management Controlled
Is the equipment free of obstruction and easily visible		Y		Generally installed in correct conspicuous areas.	Management Controlled
Securely fixed to the wall or on floors stands		Y		Generally installed in correct conspicuous areas.	Wall mount co2
Sufficient in number		Y		Appropriate firefighting cover in situ.	Management Controlled
In good condition e.g. free from damage, misuse, leaks etc			N	Fire extinguisher recently inspected by Anthony Buckley Company (FIA Registered) in officials changing room 1 had pressure loss.	Management Controlled
Is it within twelve months of the last inspection (label)		Y		Yes, last serviced by ABC Fire Protection February 2025.	Management Controlled
Are people trained to use it			N	No up-to-date training records for Snack Attack staff.	Staff training required.
Fire-fighting shafts provided:	N/A				
Fire-fighting lifts provided:	N/A				
Wet or dry riser (fire-fighting main) or sprinkler system and location:	N/A				

Step 3: EVACUATION STRATEGY	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Single stage / Two stage / Other? Single stage evacuation.		Y		Mobile phones are available and Provides alarm investigation time & avoids unnecessary evacuations due to false alarms.	Establish fire policy
Approximate time to evacuate all people from the building		Y		Not recorded in the fire logbook. Best time to evacuate would be 2 Minutes.	Fire evacuations not established
Can heat or smoke travel through the building to prevent use of escape routes		Y		Non fire rated roller installed at front of café.	Advise suppression system in Main Kitchen.
Are there holes in walls, floors or ceilings to allow smoke and heat to spread			N	Plant room have been fire stopped after installations;	Management Controlled
Are all fire doors in good condition			N	Fire rated doors installed in entrance to café require intumescent strips and smoke seals.	Works required
Are fire doors held open or obstructed?	N/A				
Are all staff and aware fire doors must not be held open or obstructed/prevented from closing		Y		Should be through in-house training.	Management Controlled
Are there an adequate number of protected areas?			N	Non-fire rated glazing installed in entrance to café.	New fire glazing required
Do all final exits lead to a place of safety away from the fire area outside the premises			N	Dead end awareness not instructed through in-house training.	Staff in house training
Are corridors and stairwells forming the escape route free from storage and obstruction		Y		Generally kept clear.	Management Controlled
Do all doors open in the direction of escape			N	Thumb-latches and push bar to open are in place, but front door is lockable but door always open during working hours.	Management Controlled
Are final exit doors easily opened without the use of a key		Y		Thumb-latches and push bar to open are in place, but front door is lockable but door always open during working hours.	Management Controlled
Will all persons be able to easily use all of the escape routes		Y		If people can get into the building, they should be able to get out, Persons with any physical impairment will be able to evacuate bar/ restaurant areas. Specific disabled accommodation established.	Management Controlled

Have provisions been made for the escape of people with a disability		Y		Buddy systems have been established and personal emergency evacuation plans have not been established.	PEEP forms to be established
Is there a Building Emergency Evacuation Plan in place for disabled visitors			N	Only needs to be if an individual has a disability that requires assisted escape.	PEEP forms to be established
Is there a Personal Emergency Evacuation Plan in place for any disabled staff or resident who needs one			N	Only needs to be if an individual has a disability that requires assisted escape.	PEEP forms to be established
Are floors and stairways in good condition and free from slip or trip hazards		Y		Generally kept clear.	Management Controlled
Are external pathways and stairs in good condition and free of slip and trip hazards or other obstructions		Y		Uneven surfaces/changes of level generally kept clear.	Management Controlled
Step 3: LIGHTING AND EMERGENCY ESCAPE LIGHTING	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Is there adequate lighting along each of the exit routes including external stairs and pathways		Y		Many types of emergency lights installed – Newer types will have a red or green LED indicating the light is working and the battery is charged. Failure of the LED indicates a fault on the system and needs to be reported to Maintenance. Adequate back-up lighting installed.	Management Controlled
Is there adequate emergency escape lighting along each of the exit routes including external stairs and pathways		Y		Out of hours/winter – external routes will be difficult to negotiate in the dark – there should not be a reliance on “borrowed lighting” (streetlights). External emergency lighting installed on exits.	Management Controlled
Is the emergency lighting regularly tested and records held: Monthly <i>(by External contractor)</i> Annually <i>(by External contractor)</i>		Y Y		Monthly user tests involve operating a test key where fitted. Brand new system installed 2022 which is tested on monthly basis.	Management Controlled

Step 3: SIGNS AND NOTICES	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Are all escape routes clearly signed with Fire Exit/Exit signs along their length		Y		All signage is not visible and unambiguous. Health & Safety Signs & Signals BS 5499 part 4 says that a fire exit is a door that is only ever used in the event of an emergency . These doors will open outwards, opened by a push pad or push bar. The safety sign that should appear above this fire exit door should show a running man, an upward arrow (as amended in 2000) and the text " Exit.	Management Controlled
Do final exit doors have suitable signs telling how to open the door		Y		Thumbscrew latch and push bar to open on rear exit.	Management Controlled
Fire exits fitted with security devices have signs telling how to operate and signs clearly visible		Y		Thumbscrew latch and push bar to open on rear exit.	Management Controlled
Automatic fire doors have Fire Door Keep Clear signs	N/A				
Doors fitted with Dorgard or similar have appropriate signs		Y		Signage in place	Management Controlled
Riser doors, cupboard doors have Fire Door Keep Locked signs as appropriate	N/A				
Cross-corridor fire doors have Fire Door Keep Shut signs on both sides (both doors if double doors)	N/A				
Fire Action Notices in place by manual call points and accurate/current		Y		Not installed at Front and rear of building.	
Signs advising of hazardous materials, processes etc in place and current	N/A				
Step 3: EMERGENCY PLANS	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Is there an emergency plan in addition to the Fire Action Notice			N	No fire policy established	Policy required
Does the plan take into account other emergency plans (e.g. bomb threat) applicable to the building	N/A				
Is the plan available to the enforcing authority			N	No fire policy established	Policy required
Is the plan readily available for staff to read			N	No fire policy established	Policy required

STEP 4: INFORMATION and INSTRUCTION	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Have staff been told about the emergency plan			N	No fire policy established	Policy required
Have nominated staff (fire wardens, Building Fire Coordinator, first-aiders) been identified to new staff			N	No fire policy established	Policy required
Have staff been given information about relevant dangerous substances			N	No fire policy established	Policy required
Are there suitable arrangements in place to inform temporary workers, agency staff, contractors etc			N	No fire policy established	Policy required
Are fire safety arrangements coordinated between all departments or similar within the building			N	No fire policy established	Policy required
Have the arrangements and information provided been recorded			N	No fire policy established	Policy required
Step 4: FIRE SAFETY TRAINING	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Is fire safety included in departmental induction training			N	No training records on site.	Staff fire training required.
Is basic fire safety awareness training provided to all staff			N	No training records on site.	Staff fire training required.
Are fire drills carried out every term in line with the Fire Safety Order 2005.			N	Evacuations not established yet.	Twice Yearly fire evacuations required.
Are there people trained in specific roles: Fire warden Alarm investigation Fire Risk Assessment Use of fire extinguishers	N/A		N N N	No training records on site.	Staff fire training required.
Is a record of staff fire safety training maintained			N	No training records on site.	Staff fire training required.

STEP 5: REVIEW	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
This Fire Risk Assessment may become invalid due to (any would require a review to be completed) :					
Change in work activity		Y		Yes but in many cases the change is unlikely to occur.	Management Controlled
Alterations to buildings		Y		Yes but in many cases the change is unlikely to occur.	Management Controlled
Change of use		Y		Yes but in many cases the change is unlikely to occur.	Management Controlled
Increase in storage or use of hazardous materials		Y		Yes but in many cases the change is unlikely to occur.	Management Controlled
Failure of the fire detection system, ventilation plant or life safety systems		Y		Yes but in many cases the change is unlikely to occur.	Management Controlled
Significant problems reported by staff		Y		Yes but in many cases the change is unlikely to occur.	Management Controlled
Significant changes in staff numbers		Y		As above	Management Controlled
Staff with a disability requiring provision of a Personal Emergency Evacuation Plan and associated equipment/trained helpers.			N	As above	Management Controlled

N/A

MISCELLANEOUS

Where installed, are ventilation systems:

EVALUATION OF A FIRE OCCURRING	High	Med	Low	COMMENTARY / CONTROL MEASURES	Action By
Accident:		X		When the premises close checks to be made to ensure cooking and electrical equipment is turned off if possible, good housekeeping, windows and doors closed etc.	Management to establish
Act or omission:		X		Inadequate roller shutter in kitchen, non-fire rated glazing into café. Fire extinguisher has pressure loss. Suppression system advised. Lack of staff training records.	Works required
Deliberate / expected due to work:		X		When the premises close checks to be made to ensure cooking and electrical equipment is turned off if possible, good housekeeping, windows and doors closed etc.	Management to establish
Deliberate / malicious		X		Regular checks to be established to ensure fire overloads are not created externally.	Management to establish


FIRE HISTORY:

Year	Brigade involved Y/N	Description of incident including known or likely cause	Extent of building affected by fire or smoke
		NO HISTORY OF ANY FIRE OCCURRING IN THE LAST YEAR	


FIRE RISK ASSESSMENT ACTION PLAN

Issue	Priority High, Medium Low (H, M, L)	Location	Issue description	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1	M	Café & Kitchen	No suppression system installed in Snack Attack as advised in 2023 report.	<p>All doors and hatches to be fitted with automatic fire shutters to the same fire rating as kitchen compartment walls, or to provide at least 90 minutes fire resistance. Fire shuttering to be linked via relay switch to fire alarm to ensure operation upon fire alarm activation. A catering fire suppression system to be installed to all commercial cooking ranges. Fire suppression systems to protect the extract system and all cooking appliances served by it, and be capable of detecting fires initiated in any of the cooking appliances and extract hood. The length of ducting to be protected to be determined by an assessment of the likelihood of fire breaching other areas and to account for building construction, fire compartmentation and position of the discharge duct etc. Automatic and manually actuated safety interlocks to be incorporated to shut-down the extract fan and the heat source of the catering equipment, and connection to the automatic fire detection system arranged where present.</p> <p>BAFE SP206 which covers Kitchen Fire</p>	Patchway Town Council		01/06/25	

				<p>Protection Systems. This Scheme exists to deliver quality, independent evidence that providers are competent to deliver design, installation, commissioning, maintenance and recharge services for your kitchen fire suppression system.</p>				
2	L	Site	<p>Personal emergency evacuation plans have not been established.</p>	<p>What is a PEEP? A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.</p> <p>Who needs a PEEP? PEEPs may be required for staff with:</p> <ul style="list-style-type: none"> Mobility impairments Sight impairments Hearing impairments Cognitive impairments Other circumstances <p>A temporary PEEP may be required for: short term injuries (i.e. broken leg). Temporary medical conditions. Those in the later stages of pregnancy.</p>	Snack Attack		08/01/26	

3	M	Changing room 1 for Officials	<p>Fire extinguisher has recently been serviced by ABC fire, Firexo all fires extinguisher has pressure loss showing on gauge.</p> 	<p>Ensure that if pressure gauge is faulty only a trained engineer could tell this with the equipment they carry. A Firexo service providers' trained engineer would service a Firexo extinguisher in the same way they would any other extinguisher; the extinguisher vessel and its components are broadly the same as others. However, the Firexo solution inside is totally different.</p>	Patchway Town Council		08/04/25	
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4	M	Café	No staff fire training records on site. No Fire evacuation drill records as reported in 2024 assessment.	<p>No staff fire training records or fire policy/procedures. As per Regulatory Reform Fire Safety Order 2005, Article 13”</p> <p>(b)nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned; and (21) The training referred to in paragraph (1) must—</p> <p>(a)include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;</p> <p>(b)be repeated periodically where appropriate. Fire safety arrangements</p> <p>11.—(1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.</p>	Snack Attack		01/07/25	
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5	M	Garage	<p>Foam spray left in garage when not required, at least 260 Class B Fire cover in situ already.</p> 	<p>There is plenty of Class B cover in garage, best practice would be to remove foam extinguisher from site. PFOS was listed as a persistent organic pollutant (POP) in Annex B (restriction) of the UNEP Stockholm Convention on POPs in 2009. Fire-fighting foams that were placed on the market before 27 December 2006 could also be used until 27 June 2011. Any firefighting foams containing PFOS should have been removed from use prior to June 2011 and ethically disposed of. Perfluorooctanoic acid (PFOA) in foam; “C8” chemistry This 2020 legislation relates to any substances that can degrade to produce PFOA which includes ‘long chain’ C8 fluorinated Firefighting foams. In summary, C8 fluorinated foams will no longer be able to be used after 1st January 2023 unless the end-users e.g. FRS’s can guarantee the containment of the foam and subsequent run off. In addition, the use of PFOA, its salts and PFOA-related compounds shall be allowed in fire-fighting foam for Class B fires already installed, until 4 July 2025, subject to the following conditions:</p>	Patchway Town Council		08/06/25	
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6	L	Staff	Fire action routine signage not installed. No fire policy established as reported 2024 assessment.	Each workplace should have an emergency plan which all employees and visitors must be made aware of. There should also be procedures in place to test or exercise the evacuation procedures and to ensure that any person who may need specific assistance is identified and appropriate evacuation plans adopted. The ability of the occupants of a building to evacuate in the case of fire to a place of ultimate or total safety is a fundamental aspect of fire safety. Under the relevant fire safety legislation, the responsible/appropriate person or duty holder must also: establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger. Pure literature fire action routine signs are no longer acceptable Under BS5499 Health & Safety Signs & Signals, literature must be accompanied with pictograms.	Snack attack		06/05/25	
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7	M	Site	No permits to work established such as hot work permits as reported 2023 assessment.	No permits to work on site for outside contractors. Permits to work are an important means of fulfilling the Company's general duty to ensure the health and safety of employees under section 2 of the Health and Safety at Work Act 1974 and Section 4, 2a, 2b & 3 of the Regulatory Reform Fire Safety Order 2005. Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce fire, health, and safety risks over and above those normally encountered in the workplace.	Snack Attack		06/06/25	
8	M	Assembly point.	No assembly point signage installed.	The Regulations implement European Council Directive 92/58/EEC on minimum requirements for the provision of safety signs at work. They require employers to provide safety signs where other methods, properly considered, cannot deal satisfactorily with certain risks and where the use of a sign can further reduce that risk. Ensure the installation of a BS5499 Fire assembly point in the car park at least 12 meters away from the buildings.	Patchway Town Council		11/07/25	

9	M	Site	At the time of assessment, the client advised assessor that there were no service records for lightning protection system.	Once a lightning protection system is installed, it must be professionally tested at least once a year to ensure it can conduct a potential lightning strike to a safe earthing point. This ensures compliance with the Electricity at Work Act 1989 and BS EN 62305. Engineers qualified to NVQ Level 2/3 and undertake detailed testing and inspection of completed installations. This includes verifying that testing and installation is in accordance with the correct specification and compliant with all current legislation.	Patchway Town Council		11/05/25	
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POST CONTROL RISK RATING	
	HIGH - Strong likelihood of significant injury to life, or considerable damage to property occurring.
	MEDIUM - Possibility of injury to life, or damage to property occurring.
X	LOW – Potential of a minor injury, or slight damage to property only.

Once this fire risk assessment has been completed, the committee must take ownership of the document and its findings. Steve Wiltshire will assist where he can, but the responsibility for carrying out remedial action rests with the premise's responsible person. The committee must make this fire risk assessment available for inspection to Enforcing Authorities, new owners and other relevant third party.

Methodology:

Following procedures were adopted at time of risk assessment;

▽ **Consultation carried out with proprietor's representative**

▽ **A non intrusive inspection of the premises.**

▽ **Through the above process; the following was achieved.**

▽ **Identification of fire hazards/risks throughout the premises (sources of ignition, fuels, air supply oxygen) and any escape impedances.**

▽ **Identify persons at risk in case of fire within the workplace or accommodation.**

▽ **Evaluate risk levels and the adequacy of the control measures.**

▽ **Assess fire policies, fire safety records, fire strategies and fire procedures.**

▽ **Document findings and control measures required.**

Date Received:

Name of Recipient:

Position:

Signature of Recipient:

Digital Copy:

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

Low

☐

Medium

☒

High

☐

In this context, a definition of the above terms is as follows:

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 building and activity, 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.

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 fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

☒

Moderate harm

☐

Extreme harm

☐

In this context, a definition of the above terms is as follows:

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 foreseeably result in injury (including serious 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.

Terms & Conditions.

This fire risk assessment has been prepared and written for [Patchway Town Council](#), using reasonable care and skill and, as far as reasonably possible, in accordance with generally accepted industry standards, by a professional and competent person.

Nothing in these conditions shall be deemed to limit or exclude Steve Wiltshire liability for fraud or for death or personal injury caused by negligence. Subject to this, Steve Wiltshire excludes to the fullest extent permitted by law, all liability arising by reason of any representation (unless fraudulent) or any implied warranty, condition or other term or any duty at common law or under the express terms of this report or otherwise to you or any other party for direct, indirect, special, or consequential loss or damage or for any loss of profit, use, anticipated savings, goodwill, reputation, or business contacts.

The report is limited as follows:

It may be that certain conditions or situations were either not noted, not informed, or not being performed during the visit and, therefore, non-inclusion of such conditions or situations in this report does not equate to legislative compliance.

- Steve Wiltshire will not be able to report on conditions or matters that are covered, hidden or inaccessible
- Steve Wiltshire may rely on information that is not verified on site, which is made available by person acting for [Patchway Town Council](#), or a third party.
- Steve Wiltshire will not be liable for any loss suffered arising because of the provision of false, misleading, or incomplete information or documentation, or the withholding or concealment or misrepresentation of information or documentation by any person.

Subject to the statements above, no liability can be accepted by Steve Wiltshire if, because of the interpretation of this report or the misapplication of remedial measures by [Patchway Town Council](#), any proceedings, claims, loss, or damage occurs. The report is solely for [Patchway Town Council](#), to use. No responsibility will be accepted to other persons seeing the report who rely on it at their own risk. In regards to the [fire risk assessment](#), a fire safety inspection/audit of the identified premises/building will be carried out to enable the production of a fully compliant [fire risk assessment](#), Fire Safety Policy, Fire Emergency Plan, and Fire Safety Management Plan to satisfy the requirements of all relevant guidance including the [Regulatory Reform \(Fire Safety\) Order 2005](#) & [The Fire Safety Act 2021](#).

The assessment will be undertaken using [Approved Document B](#) and the appropriate [Home Office Guide](#) as guidance and best practice for satisfying the requirements of [The Regulatory Reform \(Fire Safety\) Order 2005](#).

The [fire risk assessment](#) and integral Fire Safety Policy, Fire Emergency, and Fire Safety Management Plans, henceforth referred to solely as, the [fire risk assessment](#), will have due regard to the nature of the premises/building; the use to which they are put, endeavours to identify the hazards, risks, and control measures associated with the premises/building and to identify the significant hazards and the relevant persons at risk from them. It is intended to assist the Responsible Person and/or their Representative, in meeting their legal obligations but does not in itself ensure or confirm compliance.

The [fire risk assessment](#) will be based upon good faith and will refer to areas, items, provisions, and systems readily identifiable and available, and upon information provided by the Responsible Person and/or their Representative.

The fire safety inspection/audit will be neither intrusive nor invasive and therefore, by necessity, certain assumptions may be made, and liability will be confined to specified hazards and risks. Invasive inspections may result in damage that if not dealt with quickly, could potentially impact the passive safety measures installed or result in unsightly repairs.

The risk assessment does not include specialist tests or detailed inspection of the heating, hot and cold-water appliances, gas, electrical appliances, drainage, fire alarm and smoke detection, or other services as this does not form part of our brief. In addition, service ducts, ceiling voids, areas above false ceilings, or similarly enclosed areas where opening-up works would cause damage to the existing fixtures and finishes, will not be inspected. Fitted carpets, furniture, and heavy objects will not have been lifted or moved. The electrical and mechanical worthiness of all plant and equipment are outside the scope of this report although the servicing and maintenance of such items may be commented upon, as well as the design and coverage of installed systems.

If there is good reason to suspect serious structural deficiencies that could lead to the spread of fire beyond the point of the fire origin, a further investigation may include a degree of destruction (on a sampling basis to check the separating construction of the property) will be recommended. This should be carried out by a competent contractor, both to open the building and to make good the damage following an investigation.

Please note that if a more in-depth assessment is needed, an additional cost will be incurred. Both types of assessment include a comprehensive report that includes the significant findings, the issues identified, and the actions required.

The [Consultant/Assessor](#)/Auditor will only be able to comment and report on the situation and circumstances as witnessed by, and/or advised to them, at the time of inspection/audit.

It should be noted that it is the responsibility of the Responsible Person and/or their Representative to implement any required actions identified by the [fire risk assessment](#).

The [fire risk assessment](#) is a continuous, live process and must be monitored and audited, reviewed, and revised with any structural and material changes to the premises/building, the usage of, and any process carried out within it. The Responsible Person and/or their Representative should ensure that this is achieved.

The [Regulatory Reform \(Fire Safety\) Order 2005](#) doesn't specify how often a risk assessment needs to be performed but does state that a review should take place at 'regular' intervals ["any such assessment must be reviewed by the responsible person regularly so as to keep it up to date"]. It is best practice to continually monitor the measures in place to assess how successfully the risks are being controlled. Commonly, it has become standard practice to [review](#) assessments on a yearly basis.

However, if you feel that your assessment is no longer valid, or circumstances have changed within your premises, you are advised to conduct a [fire risk assessment](#) review to assess risks. As well as periodic updates, there are also a few things that could trigger a revisit of the assessment, regardless of the length of time that had elapsed since the last one:

- Alterations are made to the structure of the building (includes both internal and external changes)
- A fire-related incident or accident occurs; A staff member with a disability is hired
- Young persons are employed
- Fire safety equipment is damaged (e.g. extinguishers, alarms, detectors, fire doors, emergency lighting or any other item employed in the protection against fire)
- Personnel numbers increase significantly
- Changes to equipment, machinery, or larger furniture and fixtures occur
- Hazardous substance storage is introduced or change

The Responsible Person and/or their Representative should note that nothing within the [fire risk assessment](#) overrides any requirements needed to comply with statutory obligations under the [Health and Safety at Work Act, 1974](#), and all associated [Regulations and Approved Codes of Practice](#).

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

What are the main requirements of the order?

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.

In carrying out a fire risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified because of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence under other legislation is in force; or
- An alterations notice is in force requiring a record to be kept.

Where does it apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care • Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels, HMO'S, Landlords, Residential Management companies and self-catering accommodation
- Factories and warehouses
- Stables

What does this mean for me?

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is the normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If

dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must 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.

Fire Risk Assessment:

Fire Risk Assessment is divided into sections as follows:

- Front page
- General Information
- Identified Fire Hazards and Primary Control Measures
- Arrangements for Evacuation
- Provision of Elements of Fire Safety as Secondary Control Measures
- Management of Fire Safety
- Remedy Action Plan
- Methodology

The Responsible Person must ensure that each section is fully completed with additional details included where necessary.

The location of any further written information such as General Evacuation Plans, Personal Emergency Evacuation Plans, Personal Staff Training Records, Testing and Maintenance Records for alarms/lights etc, should be contained within the Fire Risk Assessment.

Front page

This section gives information as to who is the designated “Responsible Person” for the premises under the Regulatory Reform (Fire Safety) Order 2005 and information regarding who carried out the assessment, the date of completion and any subsequent reviews.

General Information

This section gives basic information about the premises itself (Number of floors, size, construction and usage).

Include details and numbers of occupants especially at risk from fire (i.e. sleeping, disabled, lone workers, young persons, elderly, infirm etc).

The fire safety measures required within your premises will be wholly determined by those likely to occupy it.

Identified Fire Hazards and Primary Control Measures

It is important that each section is **fully completed**, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. CLG guidance books will assist in the identification of most generic hazards and control measures which may be relevant to your premises.

Arrangements for Evacuation

The determined strategy of evacuation within your premises is paramount to the safety of all occupants.

Any evacuation strategy must be carried out without Fire Service intervention.

If Personal Emergency Evacuation Plans (PEEPS) are in use, then details of these should also be made reference to.

Means of Escape for Disabled People (Supplementary Guide)

Provision of Elements of Fire Safety as Secondary Control Measures

Primary Control Measures are taken to prevent, as far as reasonably practical, a fire from starting.

Secondary Control Measures are taken to ensure that if a fire does start; all occupants are alerted and evacuated quickly and safely as possible.

It is therefore important that you have suitable:

- Fire warning and detection;
- Means of escape (design of, travel distances, number of exits, etc)
- Compartmentation (fire resisting walls, glazing and doors);
- Emergency lighting;
- Signage;
- Fire extinguishers.

CLG guidance books provide more detailed information as to the minimum required standards.

Fire warning and detection systems are installed to British Standard 5839. Some examples of grading are as follows:

- o Type L5: Life safety generally when specific fire engineering solutions or where PI insurance is required.
- o Type L4: Life safety system, same as a manual system plus smoke detection on escape route.
- o Type L3: Life safety system, same as a manual system plus smoke detection on escape route and heat or smoke detection in adjacent rooms.
- o Type L2: Life safety system, same as L3 but additional detection provided in fire hazard/risk of ignition areas (i.e. kitchens, sleeping areas and other specified areas.)
- o Type L1: Life safety system, detection provided in all areas, including voids and unused spaces.

Fire Inspecting Officers may require seeing any relevant certificates required for a fire alarm installation, these are as follows:

- Installation Certificate
- Commissioning Certificate
- Alteration Certificate (if appropriate)
- Test Certificate

Management of Fire Safety

This section determines responsibility for different elements of fire safety within the premises.

It also should include information regarding initial and remedial fire safety training provision for members of staff and information provided to external contractors, testing and maintenance regimes for all fire safety measures and subsequent recording requirements.

Remedy Action Plan

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible persons.

