
The Institute of Fire Safety Managers
IFSM
Tier 2
Competent Fire Risk Assessor (CFRAR)
2025
Steve Wiltshire
Safetymatters Ltd
Fire & Safety Solutions
Fire Risk Assessment
The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT

REPORT NO: 4814

Under the Regulatory Reform (Fire Safety) Order 2005

Undertaken By: Steve Wiltshire MIFSM CFRAR

Building Address: Patchway Town Council, Casson Hall, Rodway Road, Patchway BS34 5DQ

Date of Assessment: 20th February 2025

Approximate age of building:	1980's	**Refurbished: Several times**	Not listed
Floor area:	Approx: 326.51m2	**Responsible Persons: General Safety:**	Patchway Town Council Sue Howard
Building Construction		**Construction class: Type 2**	Type 2 construction, also known as non-combustible, is a building classification in which the walls, columns, partitions, floors, and roofs are made of non-combustible materials. This type of construction uses the same types of materials as type 1 or fire-resistive construction.
External walls:	Solid Brick & k rendering.	**Inner walls:**	Blockwork, partition, concrete
Roof:	Pitched and Glass atrium	**Floors:**	Concrete & wooden
Number of floors:	One	**Number of basements:**	N/A
Number of staircases:	Internal and external: N/A	**Number of final exits:**	Doors to the outside: Seven

Number of lifts *(passenger/goods/evacuation):*	N/A			**Lightning protection provided and location:**	Installed by Cuttings West (Atlas Registered) 25.09.24 which was not a requirement of 2023 assessment.

This assessment considers that the risk to life from fire at these premises is **Moderate**. No substantial additional controls required. However, there is a need for improvements that involve 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 minimise that risk.

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

Ground Floor: Town Council Offices, Meeting Rooms, Kitchens, Mains electrical distribution boards & Casson Hall.
Ceiling heights 3.89m 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 occupant's escape route. Considering the Grenfell Tower fire, the fire rating on the external materials 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 window frames and fascia board are likely to be fixed to block work or brick work, the risk of ignition is low; therefore, the windows and fascia do not appear to be a significant fire risk.
False Ceilings on site which were inspected.

Use of premises: (Council Offices and Function Hall)

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 Residents who need assistance in an emergency evacuation have their own Personal Emergency Evacuation Plan.
Management levels of risk profiles
BS9999 sets out fire management levels for risk profiles.
A2 risk profile – level 2 management
A3 risk profile – level 1 management
B2 risk profile – level 2 management
Cii2 risk profile – level 1 management
Kitchens, electrical cupboard & Boiler room profiles: A3 risk profile – level 1 management, 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.
Function rooms, Offices & Meeting Rooms: A2 risk profile – 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.

Fire Risk Assessment undertaken by: Steve Wiltshire

Date of assessment: 20/02/2025

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.

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.

Fire Hydrant location: Nearest hydrant 20m away from property outside number 2A Worthing 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 Temple 1852 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 emergency lighting, failed emergency lighting 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, 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: Behind building by the rear garages.

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 5DQ**
- **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**

Disclaimer: (The risk assessment had restrictions regarding access to locked rooms, restricted access, ceiling voids, risers etc)

This Fire Risk Assessment was completed after inspection of all areas. 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, PAS 79-1, The Fire Safety Regulations (England) 2021 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: Possible building changes **Reason for review: Possible building changes**

Undertaken by: Steve Wiltshire MIFSM CFRAR

Contents:

(**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)		Y		Kitchen in Casson Hall open flame have cooking appliances.	No action required
Gas supply (Location of isolation switch)		Y		Gas Boilers have ongoing Annual inspections (due retest February 2026). Undertaken by Advanced Plumbing & Heating (Gas Safe Registered).	No action required
Electrical supply including test date of mains system (Location of isolation switch)		Y		Mains electrical cupboard fire door has not been installed to Fire Door Federation requirements as well as 26% moisture recorded. Due IEE BS7671 retest February 2025.	Passive fire protected cupboard required. EICR requires testing
Oil-fired equipment (Location of isolation switch)	N/A				
All electrical equipment been PAT tested.		Y		Microwaves, toasters etc all have thermostats that could fail. P A T testing of all portable electrical appliances is undertaken. Due retest January 2026.	Management controlled
Failure of temperature thermostats.		Y		Microwaves, toasters etc all have thermostats that could fail. P A T testing of all portable electrical appliances is undertaken. Due retest January 2025.	Management controlled
Faulty, misused electrical equipment or poor installation		Y		Generally, good controls regarding extension leads in offices.	Management controlled
Lighting equipment		Y		Desk and table lamps used on site.	Management controlled
Hot surfaces and obstruction of equipment ventilation		Y		Conventional ovens, Microwaves and toasters, located in Kitchens.	Management controlled
Hot processes e.g. welding, glass-blowing	N/A				
Portable or fixed heating systems		Y		Boiler systems feeding hot water to radiators, Main isolator located entrance of Casson Hall.	Management controlled
Static charge from equipment		Y		Earth bonding under sinks etc.	No action required
Cooking equipment hot ducting, flues etc		Y		Conventional ovens, Microwaves and toasters, located in Kitchens.	Management controlled

Extract fans for dust and fume removal (Location of isolation switch)		Y		Kitchens and Bathrooms rooms have extractors installed.	No action required
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			N	Smoking is prohibited within buildings. Non accumulation of butts/matches etc outside.	Management controlled
Arson, vandalism			N	No history or vandalism. What steps have been taken to reduce arson? External waste controlled & restricted as much as possible	Management controlled
Personal equipment in use (not PAT tested)	N/A			Staff advised not to bring their own electrical equipment into council offices.	Management controlled

STEP 1: SOURCES OF FUEL	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Are flammable substances used (Solid, liquid, gas)?		Y		Cleaning products located in COSHH Cupboard but not large quantities.	Management controlled
Is an inventory of flammable substances maintained?		Y		Cleaning products located in COSHH Cupboard but not large quantities and data sheets available.	Management controlled
What safe working procedures are in place / enforced:		Y		Permits to work established.	Management
Appropriate hazard signs in place		Y		Warning High voltage signage installed on outside of mains electrical intake boards.	controlled
Personal belongings		Y		Excessive personal belongings located in Office areas.	Management controlled
Toiletries, aerosols etc		Y		Located in Toilets.	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).	Management controlled
Does furniture comply with the Furniture and Furnishings Regulations		Y		Staff to Look for a label or seek information. Anything old will not comply but solid timber furniture is less of a problem than older foam-filled furniture etc.	Management controlled
Displays and stands	N/A				
Drapes and curtains	N/A				
Notice boards		Y		Main entrance to Council Reception area has protected Notice Board	Management controlled

Packaged foodstuffs including those containing sugar and oil		Y		Located in kitchen cupboards and fridge/freezers.	No action required
Paper and cardboard including packaging		Y		Located in Metal cabinets	No action required
Floor coverings		Y		Wooden, laminate and carpet flooring.	No action required
Other combustible materials and decorations	N/A				
Wall and ceiling linings / finishes		Y		Emulsion-painted, plasterboard and panelling.	Management controlled
Plastic and rubber products e.g. videos, DVDs, CD'S etc		Y		Lesser amounts stored generally safely in offices.	No action required
Plastic and timber storage facilities e.g. pallets, bins etc		Y		External waste bins not located outside of premises	Management controlled
Wheelie bins, skips		Y		Waste bins emptied weekly.	Management controlled
Laundry supplies	N/A				
Stored goods / racked storage	N/A				
Step 1: OXYGEN	**N/A**	**Yes**	**No**	**COMMENTARY / CONTROL MEASURES**	**Action By**
Oxidising processes	N/A				
Piped oxygen supply	N/A				
Pressurised 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: 12 Max Evening: 141 Max Night: 141 Max Weekend: 141 Max		Y Y Y Y		3 Staff maximum. Council Meetings Max 15 Persons, Casson Hall maximum capacity. Person's maximum in Hall, calculations Management based upon 0.5m per person to the square Controlled meterage of hall = 141 m2 ground floor and 141 persons maximum.	Management controlled
Any persons with disabilities Physical: Hearing: Eyesight:			N N N	Personal Emergency Evacuation plan forms not established	Establish PEEP Forms
Any persons with language difficulties			N	Personal Emergency Evacuation plan forms not established	Establish PEEP Forms
Lone working including location	N/A				
Contractors and their working location		Y		Contractor's report and appointment required when they come to site. Work permits established.	Management controlled
Instructions or information given		Y		Building-specific information provided by Management.	Management controlled
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 by the Management Company.	Management controlled
Instructions or information given		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 by the Management, Fire action routine signage provided throughout the site.	Management controlled
Conferences, Ceremonies, public events etc		Y		Casson Hall hired out to public events and Meeting rooms for Council Meetings. 1 Staff and 15 councillors maximum. 100 visitors maximum, calculations based upon 1m2 per person in Casson Hall = 141 ground floor. Traditional substantially built 1980's, and refurbs built to modern Building Regulations standards:- 2 minutes for evacuation maximum.	Management controlled

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		Ground floor main electrical board, fire door has not been installed to required standard, framework has not been upgraded. Recorded 26% moisture in door.	Passive fire protection required.
Fire spread via vertical shafts or horizontal ducts			N	Generally good sealing	No action required
Fire spread through combustible structural elements			N	Solid concrete floors and at least double skinned plasterboard.	No action required
Fire spread through copious quantities of combustible materials		Y		Generally, good housekeeping observed at the time of assessment.	Management controlled
Vertical fire spread through racking or displays	N/A			Generally, good housekeeping observed at the time of assessment.	Management controlled
Fire spread through poor installations		Y		Ground floor main electrical board, fire door has not been installed to required standard, framework has not been upgraded. Non-fire rated glazing above Casson Hall Fire exit.	Passive fire protection required.
Fire spread through poorly maintained fire precautions		Y		Full testing records not available on site. No records for emergency light monthly tests or annual maintenance and no fire drill records.	Establish tests and drills.
Fire spread through poorly used fire precautions e.g. wedged open fire doors			N	Staff have been made aware of poor fire precautions.	No action required
Fire within an assembly space			N	Assembly point is located at least 12 meters away from these buildings.	No action required

Step 3: FIRE ALARM AND DETECTION SYSTEM	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
What is the fire alarm sound? Electronic Sounders		Y		Good sound levels will be achieved in all communal areas.	No action required
Does the fire alarm conform to BS5839 pt1 2013?		Y		L3 standard is achieved through detection. BS5839-6 Domestic smoke alarm system installed in Casson Hall	No action required
Is the alarm specification known? (L3)		Y		L3 standard is achieved through detection. BS5839-6 Domestic smoke alarm system installed in Casson Hall	No action required
Does the fire alarm automatically signal monitoring station when it sounds?		Y		Linked to Monitoring station.	No action required
Is the fire alarm system sub-standard?			N	L3 standard is achieved through detection. BS5839-6 Domestic smoke alarm system installed in Casson Hall	No action required
Are fire alarm call points located by storey and final exits		Y		Generally installed by doors to fresh air and conspicuous.	No action required
Are the call points unobstructed?		Y		Generally installed by doors to fresh air and conspicuous.	No action required
Can the alarm be raised without placing people in danger?		Y		L3 standard is achieved through detection. BS5839-6 Domestic smoke alarm system installed in Casson Hall	No action required
Is the alarm clearly audible throughout the building?		Y		Good sound levels will be achieved in all communal areas.	No action required
Are there alternative provisions for deaf or hard-of-hearing?			N	No DDA Beacons installed in disabled toilets or in Casson Hall.	VADS Required

Suitable arrangements in place for noisy environments	N/A				
Suitable arrangements in place in noise-sensitive areas including public performances, research areas etc			N	No DDA Beacons installed in disabled toilets or in Casson Hall.	VADS Required
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:		Y Y	N	Weekly tests, Maintenance records are available. Last maintained by Advanced Security Systems 10/01/25. No fire alarm accreditations on there website when checked.	No action required
Step 3: FIRE-FIGHTING EQUIPMENT					**Action By**
Is the fire-fighting equipment suitable for the risk		Y		Firefighting equipment installed	No action required
Is it in the right location – by storey exits and final exits		Y		Firefighting equipment installed	No action required
Is the equipment free of obstruction and easily visible		Y		Firefighting equipment installed	No action required
Securely fixed to the wall or on floors stands		Y		All extinguishers wall mounts in position.	No action required
Sufficient in number		Y		Generally, yes, the correct number of extinguishers installed.	No action required
In good condition e.g. free from damage, misuse, leaks etc		Y		Generally, yes, the correct number of extinguishers installed.	No action required
Is it within twelve months of the last inspection (label)		Y		Extinguishers maintained by external contractor February 2025. Anthony Buckley & Company Ltd Registered with The Fire Industry Association.	No action required
Are people trained to use it			N	All Staff have been trained in the use of fire extinguishers. All certificates were out of date.	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? Simultaneous.		Y		Specific Fire action plans have been provided. **Simultaneous Evacuation** In most premises, the **evacuation** in case of **fire** will simply be by means of everyone reacting to the warning signal given when a **fire** is discovered, then making their way, by the means of escape, to a place of safety away from the premises.	Management Controlled
Approximate time to evacuate all people from the building		Y		Should be 2-Minutes. **Simultaneous Evacuation** In most premises, the **evacuation** in case of **fire** will simply be by means of everyone reacting to the warning signal given when a **fire** is discovered, then making their way, by the means of escape, to a place of safety away from the premises.	Management Controlled
Can heat or smoke travel through the building to prevent use of escape routes		Y		Fire door not installed correctly in Mains electrical cupboard.	Passive fire protection requires upgrading.
Are all fire doors in good condition?			N	Fire door not installed correctly in Mains electrical cupboard.	Passive fire protection requires upgrading.
Are there holes in walls, floors or ceilings to allow smoke and heat to spread			N	Generally good sealing.	Management Controlled
Are all fire doors in good condition?			N	Fire door not installed correctly in Mains electrical cupboard.	Replace or upgrade or fire doors.
Are fire doors held open or obstructed?			N	Staff have been made aware of poor fire precautions.	Management Controlled
Are all staff aware fire doors must not be held open or obstructed/prevented from closing		Y		Should be aware through in-house communications.	Management Controlled
Are there an adequate number of protected areas?			N/A	Essentially this will mean staircases.	No action required

Do all final exits lead to a place of safety away from the fire area outside the premises			N	7 x Ground floor door leading to fresh air and maximum travel to front door to fresh air is 10.42m. Side exits into school yard take you to enclosed area with no escape. Back & front office and meeting areas to be made into official escape exits. Emergency light inside office electrical cupboard not working.	Additional signage and emergency lighting required.
Are corridors and stairwells forming the escape route free from storage and obstruction			N	Casson Hall Storeroom and fire exit into school yard take you to enclosed area with no escape.	Additional signage
Do all doors open in the direction of escape			N	All Exit and front doors open inwards.	Additional signage
Are final exit doors easily opened without the use of a key			N	Single-handed opening is available push to open. Additional latches have been added to Casson Hall main fire exit.	No action required
Will all persons be able to easily use all the escape routes			N	7 x Ground floor door leading to fresh air and maximum travel to front door to fresh air is 10.42m. Side exits into school yard take you to enclosed area with no escape. Back office and meeting areas to be made into official escape exits. Casson Hall Storeroom and fire exit into school yard take you to enclosed area with no escape.	Additional signage.
Have provisions been made for the escape of people with a disability	N/A			Only needs to be if an individual has a disability that requires assisted escape.	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	No action required
Is there a Personal Emergency Evacuation Plan in place for any disabled staff or resident who needs one		Y		Only needs to be if an individual has a disability that requires assisted escape.	No action required
Are floors and stairways in good condition and free from slip or trip hazards		Y		Regular inspections established.	No action required
Are external pathways and stairs in good condition and free of slip and trip hazards or other obstructions		Y		Uneven surfaces/changes of level, obstructions, vegetation will all act as a slip or trip hazard.	No action required

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			N	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 Management. Back & front office and meeting areas to be made into official escape exits. Emergency light inside office electrical cupboard not working.	Additional signage and emergency lighting required.
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)	No action required
Is the emergency lighting regularly tested and records held: Monthly *(by building users)* Annually *(by Maintenance Services)*			N N	Monthly user tests involve operating a test key, Annual maintenance which is not undertaken.	Establish testing & maintenance.

Step 3: SIGNS AND NOTICES	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Are all escape routes clearly signed with Fire Exit signs along their length			N	All signage visible and unambiguous. Health & Safety Signs & Signals BS 5499 part 4/ISO 7010 does not accept graphic symbols only, the British Standard requires supplementary text to aid comprehension. Rear escape routes now take you into the enclosed school yard, no escape signage required, and alternative directional signage required.	Additional directional signage required
Do final exit doors have suitable signs telling how to open the door		Y		Simple push or turn operation and override	No action required
Fire exits fitted with security devices have signs telling how to operate and signs clearly visible		Y		Simple push or turn operation and override	No action required
Automatic fire doors have Fire Door Keep Clear signs	N/A				
Doors fitted with Dorgard or similar have appropriate signs	N/A				
Riser doors, cupboard doors have Fire Door Keep Locked signs as appropriate		Y		Main electrical cupboard has keep locked signage.	No action required
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			N	BS5499 Fire action routine signage installed but additional required in new alternative escape routes.	BS5499 Fire action signage required.
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		Y		Fire policy updated.	Management Controlled
Does the plan take into account other emergency plans (e.g. bomb threat) applicable to the building		Y		Fire policy updated.	Management Controlled
Is the plan available to the enforcing authority		Y		Fire policy updated.	Management Controlled
Is the plan readily available for Residents to read		Y		Fire policy updated.	Management Controlled
STEP 4: INFORMATION and INSTRUCTION	**N/A**	**Yes**	**No**	**COMMENTARY / CONTROL MEASURES**	**Action By**
Have staff been told about the emergency plan		Y		As above	Management Controlled
Have nominated staff (fire wardens, Building Fire Coordinator, first-aiders) been identified to new staff		Y		As above	Management Controlled
Have staff been given information about relevant dangerous substances		Y		As above	Management Controlled
Are there suitable arrangements in place to inform temporary workers, agency staff, contractors etc		Y		As above	Management Controlled
Are fire safety arrangements coordinated between all departments or similar within the building		Y		As above	Management Controlled
Have the arrangements and information provided been recorded		Y		As above	Management Controlled

Step 4: FIRE SAFETY TRAINING	**N/A**	**Yes**	**No**	**COMMENTARY / CONTROL MEASURES**	**Action By**
Is fire safety included in departmental induction training?		Y		Induction training established.	Management Controlled
Is basic fire safety awareness training provided to all staff?		Y		Induction training established.	Management Controlled
Are fire drills carried out every term in line with the Fire Safety Policy			N	Fire evacuation drills not recorded.	Management Controlled
Are there people trained in specific roles: Fire warden Alarm investigation Fire Risk Assessment Use of fire extinguishers	 N/A	 Y	 N N	Additional Fire extinguisher training required.	All staff to be trained in the use of fire extinguishers.
Is a record of staff fire safety training maintained?			N	Establish and update all fire training Records.	All to be trained in the use of fire extinguishers.

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		Possible as building will have ongoing improvements.	Management Controlled
Change of use			N	But in many cases the change is unlikely to occur.	Management Controlled
Increase in storage or use of hazardous materials		Y		As above	Management Controlled
Failure of the fire detection system, ventilation plant or life safety systems		Y		As above	Management Controlled
Significant problems reported by staff		Y		As above	Management Controlled
Significant changes in staff numbers	N/A				
Staff with a disability requiring provision of a Personal Emergency Evacuation Plan and associated equipment/trained helpers.	N/A				
MISCELLANEOUS	N/A				
Where installed, are ventilation systems:				If your building has them state how they work	N/A

EVALUATION OF A FIRE OCCURRING	High	Med	Low	COMMENTARY / CONTROL MEASURES	Action By
Accident:	X			EICR Testing out of date in main office.	Works required
Act or omission:		X		New exit escape routes to be established via Meeting room and back office, due to no escape from rear of buildings. No fire drills, staff training or monthly/annual emergency light testing established. Office electrical cupboard requires work. No VADS installed in disabled toilets.	Works required
Deliberate / expected due to work:			X	When the premises are vacated checks to be made to ensure electrical equipment is turned off if possible, windows and doors closed etc.	Management Controlled
Deliberate / malicious		X		As above	Management Controlled

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.

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 LAST 12 MONTHS	

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	Rear exits	Escape routes from Council offices and Casson Hall no longer provide guaranteed escape from building, due to building changes now take into enclosed courtyard.	The Regulatory Reform (Fire Safety) Order 2005 Emergency routes and exits 14 (2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons— (a)emergency routes and exits must lead as directly as possible to a place of safety; (b)in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible; Ensure the installation of BS5499 No escape signage on all escape doors leading into school courtyard. The alternative escape routes are to be from the Meeting Room and Back Office, additional BS5499 Exit signage to be installed which provide directions to be taken in the event of imminent danger.	Patchway Town Council		04/06/25	

2	L	Site	No Personal emergency evacuation plans established.	A PEEP is a **P**ersonal **E**mergency **E**vacuation **P**lan. 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 in the event of any emergency. **Who needs a PEEP?** PEEPs may be required for staff with: Mobility impairments Sight impairments Hearing impairments Cognitive impairments Other circumstances A temporary PEEP may be required for: Short term injuries (i.e. broken leg) Temporary medical conditions Those in the later stages of pregnancy The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the	Patchway Town Council		04/12/25	

				answer is "no", then it is likely that a PEEP is needed.				
3	M	Town Council offices. Casson Hall	Emergency lighting not being tested monthly or annually.	As per Regulatory Reform Fire Safety Order 2005 Article **17.**—(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair. Due to emergency light systems being so important in the process of protecting building occupants and highlighting escape routes and firefighting equipment, it is essential that emergency escape lighting is regularly tested and maintained to ensure that in the event of a failure of mains power, the lighting works correctly and escape routes are effectively illuminated (escape route lighting). The frequency in which you should get your emergency lighting tested can vary depending on system type (i.e. maintained emergency lighting or non-maintained), but as a general guide, you should aim to get	Patchway Town Council		04/06/25	

				your emergency lighting system tested monthly, in addition to an annual 'full duration' test as described in BS 5266-1.				
4	M	Town Council Office	Recently installed lightning not on the requirements of 2024 fire risk assessment.	The short answer is no, lightning protection is not a legal requirement in the UK unless it has been identified as a risk through a Lightning Protection Survey for your property. The necessity of lightning protection depends on the level of risk posed by lightning strikes to your building compared to others in the area. Insurance companies may also require lightning protection for certain properties. Not all buildings need lightning protection. The necessity for lightning protection is usually determined based on two main factors: 1. Location: Buildings situated on hills or higher ground are at a greater risk of being struck by lightning. 2. Building Height: The taller the building, the higher the chances of it being struck by lightning. The question would be asked is why this was installed when the building is not at risk.	Patchway Town Council		04/06/25	

5	H	Main electrical cupboard Council Office	It was observed at time of fire risk assessment that the electrical fuse boards were not up to date regarding EICR Testing. 	EICR's act as a crucial benchmark to make sure your electrical systems are compliant, while also ensuring the safety of people in your premises. Also known as Fixed Wire Testing and Periodic Inspection Testing, EICR tests play a key role in making sure your electrical components are safe for continued use. The EICR law for commercial property is outlined in the Health and Safety at Work Act (1974). This law requires employers to ensure their employees' safety, including the electrical safety of the premises. To comply with this law, an EICR test should be conducted every five years.	Patchway Town Council		10/03/25	

6	M	Main electrical cupboard Council Office, Casson Hall Fire exit and kitchen.	Fire door installed, framework has not been upgraded or replaced to suit door, non-fire rated ironmongery and hinges (Only two), installed without intumescent protection and 26% moisture recorded in door. Non-fire rated glazing installed above fire exit and damaged Georgian wired glazing. Casson Hall kitchen fire door has no intumescent strips, smoke seals installed, does not close fully and has gaps which exceed tolerances. 	Certification is the cornerstone of the BWF-CERTIFIRE Fire Door & Doorset Scheme and should be the minimum requirement demanded for every passive fire protection product. Third party certification tests and verifies a fire door's design, performance, manufacturing process and quality assurance from manufacture to installation. Third party certification is the only way to ensure that Fire Doors and Door sets are installed Correctly. The assembly, or doorset, as it is also known, is fixed in a wall representing its use in practice. It is important that the actual frame to be used is tested as well as, should a door be tested in one type of frame and then used in another, no guarantee could be given of its performance under fire conditions. Ensure that fire door is installed correctly, and new Door set is installed to meet the fire door requirements. Three Grade 13 BSEN1935 Door hinges will be required along new fire rated ironmongery. A fire door is a vital safety device engineered to save lives and property. Its correct specification, fitting and maintenance are the responsibility of each, and every person involved in the process from specification to maintenance. Ensure that all ironmongery is fire rated, and	Patchway Town Council		01/06/25	

			  	all hinges and ironmongery are protected with intumescent gaskets or pads. A passive fire consultant or Fire door specialist who is NAPFIS, BWF or IFC Accredited must be consulted regarding fire door installations. Compliance with the minimum standards of fire safety laid down in Building Regulations is crucial in achieving buildings which provide adequate protection for life and property in the event of fire. **Pyroshield™** 2 Safety Clear A monolithic safety wired glass for use where there is a specific requirement for both integrity fire protection and impact resistance A certificate to Class 3 of BS EN 12600 has been achieved is to be installed at top of Fire exit.				

			  FRAMEFIT Bringing Life Back To Fire Doors 0cm 1 2 3 4 0 inch 1					

7	M	Town Council disabled toilet and Casson Hall.	No visual warning lights linked to the fire alarm systems.	The requirements for fire detection and alarm systems in relation to VADs are described in the following documents: Building regulations Approved Document B2 (ADB), Fire Safety. Building regulations Approved Document M2 (ADM), Access to and use of buildings. BS 5839-1: 2013, Fire detection and fire alarm systems for buildings. BS 8300 2009, Design of buildings and their approaches to meet the needs of disabled people. The sources make it clear, that to avoid discriminating against disabled people, BS EN 54-23 compliant VADs MUST be installed in all sanitary accommodation (not just WCs).	Patchway Town Council		29/07/25	

8	M	Casson Hall.	Main entrance/primary escape route has main gas intake installed and not encased in fire rated construction. 	Gas intake in rear fire exit in Casson hall is not encased in a fire rated construction. The stairways/escape routes should not contain any significant fire hazards and should, ideally, not contain anything other than lifts or protected electrical meter cupboards. Ideally, gas installations should not be located within protected escape routes, again can be in fire resistant construction.	Patchway Town Council		29/06/25	

9	M	Council Office.	No up-to-date fire evacuation drills recorded.	By law, there should be, at the minimum, **one annual fire drill**. The drill should be documented and records held as part of the workplace fire safety and evacuation plan. The Regulatory Reform (Fire Safety) Order 2005, sets out the expected fire safety standards that should be met. **It says:-** 15.—(1) The responsible person must— (a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;	Patchway Town Council		21/06/25	

10	M	Site	No up-to-date training records for staff in the use of fire extinguishers. 	As per Regulatory Reform Fire Safety Order 2005 Article 21 (1) The responsible person must ensure that his employees are provided with adequate safety training— (a)at the time when they are first employed; (2) The training referred to in paragraph (1) must— (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; (b)be repeated periodically where appropriate; Ensure that all Staff are trained in the use of firefighting equipment and that fire evacuation drills.	Patchway Town Council		01/07/25	

11	M	Town council offices.	Fire action routine signage not installed above every fire alarm break glass call point.	As the lights could fail in the event of a fire, it may be wise for businesses to install photoluminescent fire action signs. These will soak up both artificial and natural light in through the windows. Then, should the lights fail, the message displayed on the sign will glow, with the text becoming clearly visible and easy to read in a darkened room or corridor. In the UK it is perceived wisdom to install this sign at the final fire exits at ground level. Many members of staff responsible for fire procedures will also position this sign in places where there is a high footfall, like the reception or the canteen. However, as important as these signs are, in truth not many staff members will read them during their break time or on their way home! Often, the only time this sign will ever be read is in an emergency – usually just after someone hits the fire alarm call point to raise the alarm. It is at this point they will need to know what to do next. It is for these reasons that fire action notices must be positioned adjacent to every fire alarm call point in the building.	Patchway Town Council		01/08/25	

12								
13								
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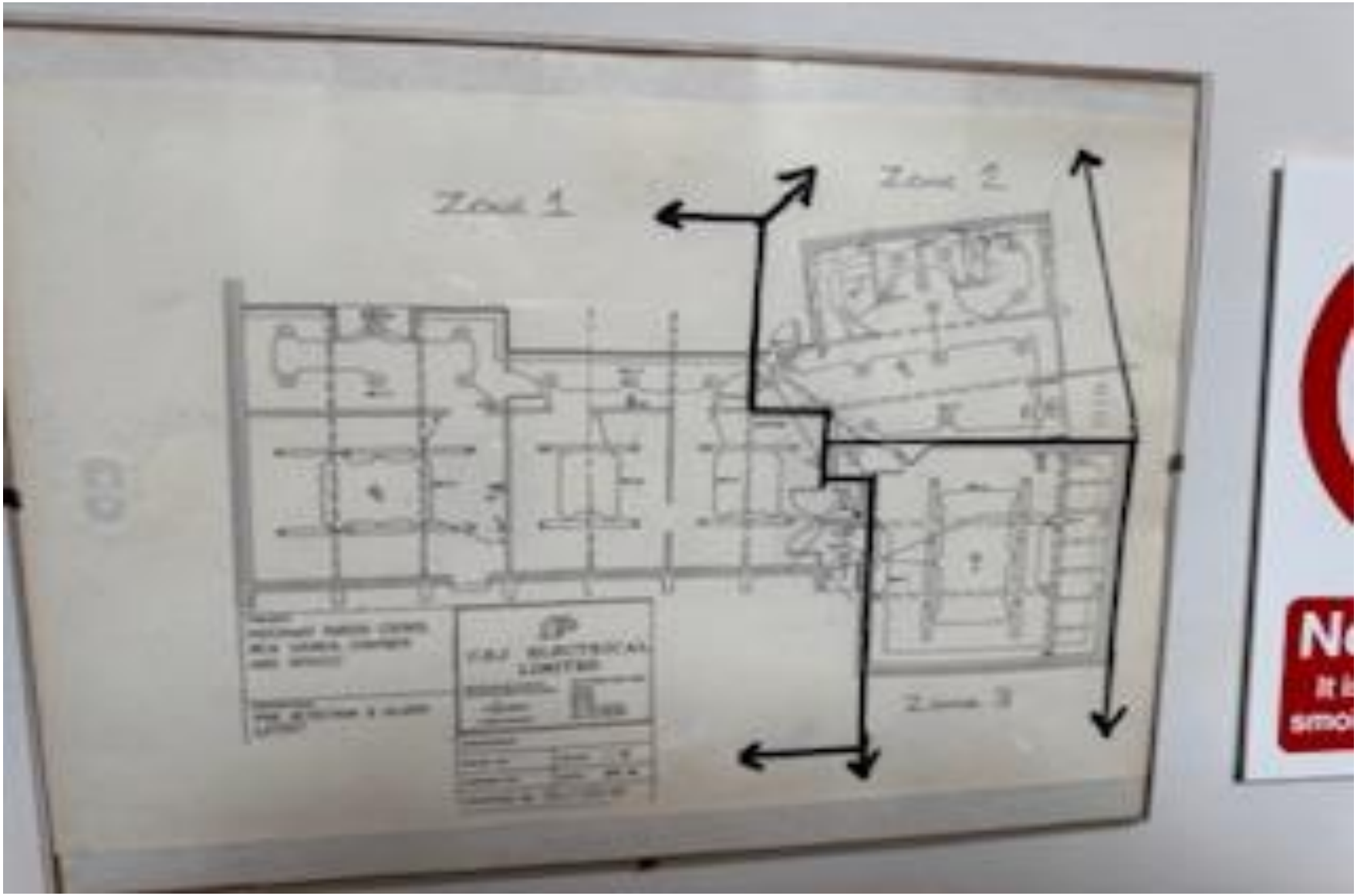
Zone 1
Zone 2
Zone 3

Methodology:

Following procedures were adopted at time of risk assessment;

∇ **Consultation carried out with proprietor's representative (Sue Howard)**

∇ **A non-intrusive inspection of the premises, with limited access**

∇ **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.**

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.
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.

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 Safety Act 2021.**
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 &The Fire Safety Act 2021** 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.**

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	X	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	X	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.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial		Tolerable		Moderate		Substantial		Intolerable	

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 by BS 8800 for general health and safety risks:

Risk level	Action and 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 cost.**
Moderate	It is essential that efforts be made to reduce the fire risks. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk of fire. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

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

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 person' 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.

Second 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.