



FIRE RISK ASSESSMENT TYPE 3

Under the Regulatory Reform (Fire Safety) Order 2005

Undertaken By: Steve Wiltshire MIFSM, C0284, NAPFIS

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

Date of Assessment: 12th November 2021

Approximate age of building:	1980's	Refurbished: Several times	Not listed
Floor area:	Approx: 326.51m2		
Building Construction		Construction class: Type 2	Solid mostly non- combustible
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:	Not applicable

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 & 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: 12/11/2021

Executive Summary

The purpose of this fire risk assessment was to carry out an examination of Patchway Town Council Offices & Casson Hall, to identify fire hazards and risks, to satisfy the Regulatory Reform (Fire safety) Order 2005 and be in line with CQC's statutory and regulatory inspection expectations. This report will prioritise findings to allow the Directors and Health & Safety Manager 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.

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 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 AIFSM NAPFIS DIP-Nebosh Nebosh-fire Nebosh-International

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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)		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. Main isolation switch in Casson Main Entrance, carbon monoxide missing from kitchen.	Replace carbon monoxide detector.
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.	Passive fire protected cupboard required.
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.	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.	Management controlled
Faulty, misused electrical equipment or poor installation		Y		Generally, good controls but coiled up reeled type extension in offices.	Advise more fixed sockets.
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.	
What safe working procedures are in place / enforced:	N/A				
Appropriate hazard signs in place		Y		No Warning High voltage signage installed on outside of mains electrical intake boards.	Warning signage required
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	Management controlled

				furniture supplied in the UK meet specified ignition resistance levels and are suitably labelled.	
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 unprotected Notice Board	Fire rated Notice Board
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		Y		Empty butane and helium cylinders located in rear yard into school, cylinders not secured.	Remove cylinders
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: 48 Max Night: 48 Max Weekend: 32 Max		Y Y Y Y		1 Staff maximum. Council Meetings Max 15 Persons, Casson Hall maximum capacity 32 due to covid restrictions.	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		Contractors report and appointment required when they come to site. Work permits established.	Management controlled
Instructions or information given			N	Building-specific information not provided by Management.	Fire policy to be established
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 not provided by the Management Company	Fire policy to be established

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 not provided by the Management, Fire action routine signage provided throughout the site.	Fire policy to be established
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.	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			N	Located in Metal filing cabinets.	No action required
Vertical fire spread through racking or displays	N/A				
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 and Georgian wired glazing has been damaged.	Passive fire protection required.
Fire spread through poorly maintained fire precautions		Y		Full testing records available on site.	No action required
Fire spread through poorly used fire precautions e.g. wedged open fire doors		Y		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.	No action 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.	No action 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.	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			N	Foam extinguisher in Casson Hall has been maliciously discharged at time of assessment.	Refill or replace fire extinguisher.
Is it within twelve months of the last inspection (label)		Y		Extinguishers maintained by external contractor.	No action required
Are people trained to use it			N	Not all Staff have been trained in the use of fire extinguishers. No fire evacuation records on site.	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?		Y		Staff have been made aware of poor fire precautions.	Remove all wedges.
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 office and meeting areas to be made into official escape exits.	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 and emergency lighting required.
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			N	Regular inspections established.	No action required
Are external pathways and stairs in good condition and free of slip and trip hazards or other obstructions			N	Uneven surfaces/changes of level, obstructions, vegetation will all act as a slip or trip hazard. Meeting room and back office now to be primary escape routes, no existing emergency lighting installed.	Twin spot emergency lighting 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. Very old emergency lighting installed in Casson Hall. Meeting room and back office now to be primary escape routes, no existing emergency lighting installed.	Advise new emergency lighting in Casson Hall as well as Main electrical cupboard and meeting room and back office exit in Council Building.
Is there adequate emergency escape lighting along each of the exit routes including external stairs and pathways			N	Out of hours/winter – external routes will be difficult to negotiate in the dark – there should not be a reliance on “borrowed lighting”(street lights)	Advise new twin spot external emergency lighting.
Is the emergency lighting regularly tested and records held: Monthly <i>(by building users)</i> Annually <i>(by Maintenance Services)</i>		Y Y		Monthly user tests involve operating a test key undertaken.	No action required

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 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			N	Main electrical cupboard requires keep locked signage	Additional signage 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			N	Fire policy to be updated.	Fire policy to be updated
Does the plan take into account other emergency plans (e.g. bomb threat) applicable to the building			N	Fire policy to be updated.	Fire policy to be updated
Is the plan available to the enforcing authority			N	Fire policy to be updated.	Fire policy to be updated
Is the plan readily available for Residents to read			N	Fire policy to be updated.	Fire policy to be updated
STEP 4: INFORMATION and INSTRUCTION	N/A	Yes	No	COMMENTARY / CONTROL MEASURES	Action By
Have Residents been told about the emergency plan		Y		As above	Fire policy to be updated
Have nominated staff (fire wardens, Building Fire Coordinator, first-aiders) been identified to new staff		Y		As above	Fire policy to be updated
Have staff been given information about relevant dangerous substances		Y		As above	Fire policy to be updated
Are there suitable arrangements in place to inform temporary workers, agency staff, contractors etc		Y		As above	Fire policy to be updated
Are fire safety arrangements coordinated between all departments or similar within the building		Y		As above	Fire policy to be updated
Have the arrangements and information provided been recorded		Y		As above	Fire policy to be updated

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		Y		Fire evacuation drills 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				
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MISCELLANEOUS

Where installed, are ventilation systems:

N/A

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		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
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.	Additional signage and emergency lighting.
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	<p>Escape routes from Council offices and Casson Hall no longer provide guaranteed escape from building, due to building changes now take into enclosed courtyard.</p>  	<p>The Regulatory Reform (Fire Safety) Order 2005</p> <p>Emergency routes and exits</p> <p>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—</p> <p>(a) emergency routes and exits must lead as directly as possible to a place of safety;</p> <p>(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.</p>	Patchway Town Council		04/01/22	

2	M	Site	<p>No Personal emergency evacuation plans established. Updating of fire policy required due to change in escape routes.</p>	<p>Advise the updating of the fire policy regarding dos and don'ts of fire safety on site and routes to be taken in the event of a fire. 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 in the event of any emergency.</p> <p>Who needs a PEEP?</p> <p>PEEPs may be required for staff with:</p> <p>Mobility impairments</p> <p>Sight impairments</p> <p>Hearing impairments</p> <p>Cognitive impairments</p> <p>Other circumstances</p> <p>A temporary PEEP may be required for:</p> <p>Short term injuries (i.e. broken leg)</p> <p>Temporary medical conditions</p> <p>Those in the later stages of pregnancy</p> <p>The underlying question in deciding whether a PEEP is</p>	Patchway Town Council		04/02/19	
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				necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.					
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3	M	Meeting room and back office externally. Casson Hall	<p>External emergency lighting now required outside, and very old lighting installed in Casson Hall.</p>  	<p>Out of hours/winter – external routes will be difficult to negotiate in the dark – there should not be a reliance on “borrowed lighting” (street lights). Best practice would be to install an additional external emergency above main entrance door As per Regulatory Reform Fire Safety Order 2005 Article 17.—</p> <p>(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. Ensure the installation of new 3 Hour BS5266 Emergency back up lighting in Casson Hall. Ensure the installation of 3 Hour external twin spot emergency lighting outside of Meeting Room and Back Office, as these are now to become primary escape routes.</p>	Patchway Town Council		04/02/21	
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4	M	Town Council Office	<p>Electrical reeled extension leads not fully unwound whilst in use.</p> 	<p>Cable reel extension leads must be fully unwound in use (to avoid coils overheating). Advise either additional electrical sockets to be installed or if extension leads must be used, then surge protected would be a safer option. As well as a standalone SPD or TVSS, surge protection devices can also be built into plug and multiway adaptors, and multi-socket power strips on extension leads. Surge protection on extension leads helps to protect devices from power surges and transient voltage by absorbing excess voltage.</p>	Patchway Town Council		04/02/21	
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5	M	Casson Hall kitchen	It was observed at time of fire risk assessment that the Carbon Monoxide was missing.	Ensure the installation of a new Carbon Monoxide detector in Casson Hall kitchen which will protector occupiers regarding the gas boiler installation.	Patchway Town Council		29/01/22	
6	M	Main electrical cupboard Council Office, Casson Hall Fire exit.	<p>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. Non-fire rated glazing installed above fire exit and damaged Georgian wired glazing.</p> 	<p>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</p>	Patchway Town Council		01/03/22	



responsibility of each, and every person involved in the process from specification to maintenance. Ensure that all ironmongery is fire rated, and 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. Ensure that damaged Georgian wired fire glazing is replaced.

7	M	Rear of Council Offices into playground.	Old Helium and butane gas bottles being stored externally at rear of council offices into playground.	If the PRESSURISED cylinder is empty, replace the cap and remove it to the empty cylinder storage area. Label all empty cylinders so that everyone will know their status. Empty cylinders can be marked with "MT and date" with chalk/marker. Handle empty cylinders as carefully as full ones; residual pressure can be dangerous. Ensure that pressurised cylinders are disposed of safely.	Patchway Town Council		29/01/22	
8	M	Casson Hall	<p>It was noted at time of fire risk assessment that a foam fire extinguisher inside entrance has been maliciously tampered with.</p> 	<p>BS5306:3:2017 Para 4 Inspection by the user. It is recommended that the user carry out regular visual inspections of extinguishers. The frequency of inspections by user should be not less than monthly and when circumstances require, inspections should be carried out more frequently.</p> <p>Ensure that water extinguisher is refilled by a competent person.</p>	Patchway Town Council		29/01/22	

9	M	Council Office electrical intake.	No warning signage or fire door keep locked signage installed outside of risk area	<p>The Health and Safety (Safety Signs and Signals) Regulations 1996, Provision and maintenance of safety signs</p> <p>4.—(1) Paragraph (4) shall apply if the risk assessment made under paragraph (1) of regulation 3 of the Management of Health and Safety at Work Regulations 1992(1) indicates that the employer/Landlord concerned, having adopted all appropriate techniques for collective protection, and measures, methods or procedures used in the organisation of work, cannot avoid or adequately reduce risks to employees except by the provision of appropriate safety signs to warn or instruct, or both, of the nature of those risks and the measures to be taken to protect against them. Ensure the installation of Warning high voltage signage and fire door keep locked signage.</p>	Patchway Town Council		21/04/22	
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10	M	Site	No training records for staff in the use of fire extinguishers. No Fire evacuation drill records.	<p>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—</p> <p>(a)at the time when they are first employed;</p> <p>(2) 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; Ensure that all Staff are trained in the use of firefighting equipment and that fire evacuation drills are undertaken twice Yearly and recorded in the fire logbook.</p>	Patchway Town Council		01/05/22	
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11	M	Entrance Reception Council Building	Notice Board unprotected in escape route.	By law you should know that all notice boards mounted in corridors, escape routes of all buildings MUST comply with BSEN13501:2002 and BS476 part 6 and 7 reaction to flame test. rule of thumb would be if you are looking to mount a notice board in any type of public area, corridor, stairs and potential escape route that you should always use class 0 fire retardant boards. Ensure the installation of fire rated notice board.	Patchway Town Council		01/05/22	
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Methodology:

Following procedures were adopted at time of risk assessment:

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

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.

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:

<u>Risk level</u>	<u>Action and timescale</u>
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.

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.