



FIRE RISK ASSESSMENT

Date of Assessment	1 st October 2024
Recommended Review Date	October 2025
Name of Assessor	Ian Shaw
	John Best



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Introduction

The risk assessment has been produced in accordance with the principles contained in PAS 79 Fire risk assessment. Its purpose is to:

“Provide a suitable and sufficient assessment of the hazards and risks to life from fire at the premises, to determine the risk-proportionate fire precautions required and to make recommendations, if any, to ensure compliance with the relevant fire safety legislation”.

It should be noted that this report does not address the risk to property or business continuity from fire.

PAS 79-1:2020 Premises other than housing

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or Chairperson having control of the premises:

East Cowton Village Hall Management Committee.

Address of premises:

East Cowton Village Hall

Main Street, East Cowton

North Yorkshire

DL7 0DF

Person(s) consulted:

Mr. Jim Crabbe

Chair Management Committee

Person conducting risk assessment:

Ian Shaw

John Best

Date of fire risk assessment:

01/07/2023

Date of previous fire risk assessment:

None

Suggested date for review:

October 2025

The building was assessed to be at MEDIUM hazard from fire, and the consequences for life safety are considered to be SLIGHT.

Therefore, it is considered that the risk to life from fire at these premises is TOLERABLE.

In this context a definition of Tolerable is No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

General Information

THE PREMISES

- Type of premises

Single Storey Village Hall

- Use of premises:

Meeting room and village hall for hire, used for parties, stage shows etc.

- Number of floors at ground and above. 1
- Approximate floor area: 190 m2 Ground floor
- Age of Building 1935
- State parts of building assessed; all areas accessed except roof space
- Number of:
 - escape routes 3
 - final exits 5
 - stairs 1
- Evacuation Strategy Simultaneous Evacuation
- Description of Building

The property is built on a slightly elevated site with a brick base with externally clad in stained planking with an asbestos inner lining. There is a tiled roof which at the time of inspection was moss covered and is underlined with asbestos. The windows have recently been replaced with double glazed UPVC. The property is on mains drains, and electricity. The property faces north to front, south to rear. There is a concrete walkway to the eastern boundary which comes up the side and down the back of the property. There is an outside small shed. There is post and planking at the rear. The rear area is partially overgrown. There are three air source pumps for heating. There are signs at the front that some of the planking is rotten, as are door frames. There are solar panels on the back, they are owned and get a feed in tariff.

In through front door into:

- Entrance Vestibule 1.69m x 1.13m (5' 7" x 3'9") With a panelled ceiling. Light point. Internal door gives access to:
- Main Hall - 7.06m x 14.63m (23'2" x 48') To rear of stage. Sprung wooden floor. Part panelled walls. Numerous light points and gantries. Emergency exit. Wall mounted air source heaters. Raised stage with useful storage beneath.
 - To the rear of the hall is: Gents WC - 2.30m x 2.20m (7'7" x 73") With urinals and cubicles. Light point. Corner mounted wash basin. Panelled splashback and electric water heater over. Hanging hooks.
 - Store Cupboard-2.13m x 0.96m (7' x 3'2") used as table and hoover storage.
 - Ladies WC-2.30m x 3.57m (7'7" x 11 With two cubicles. Unit inset wash basin with tiled shelf. Cupboard storage under. Electric water heater. Panelled walls. Ceiling light point. Hanging hooks.

- To the rear of the Hall is door through into:
 - Small Meeting Room -4.06m x 7.03m (13'4" x 23'1") With a continuation of the sprung wooden floor. Panelled ceiling with inset flush mounted lighting. Wall mounted air source heater. Windows to two sides. Door and steps up to rear of stage. Twin rear doors give access to:
 - Kitchen-7.03m x 2.25m (23' 1" x 7'5") A range of stainless-steel sinks and appliances. Useful bank of base cupboards topped with granite effect work surfaces. Numerous spaces for fridge and freezers. Panelled ceiling with an inset flush mounted light point. Extensive electrics which have recently been checked.

THE OCCUPANTS

Approximate maximum number of employees at any one time: None

Approximate number of other occupants at any one time: 130 135

Approximate total number of people present: 130 135

Associated times/hours of occupation: 09:30 – 24:00

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants:	None
Disabled employees	None
Other disabled occupants:	Varies with each hire
Occupants in remote areas and lone workers:	Occasional lone worker
Young persons:	None employed, but young children present at events
Other:	Building is let out for private parties so persons under influence of alcohol may be on premises

FIRE LOSS EXPERIENCE

None.

OTHER RELEVANT INFORMATION

Village hall managed by the Hall management committee. Village hall used for numerous clubs and shows.

RELEVANT FIRE SAFETY LEGISLATION

The following fire safety legislation

The Regulatory Reform (Fire applies to these premises: Safety) Order 2005

The above legislation is enforced by:

North Yorkshire Fire & Rescue Service

Other legislation that makes significant requirements for fire precautions in these premises other than the Building Regulations:

Licensing Act 2003

This legislation is enforced by: North Yorkshire County Council

Comments: The premises applies for a license for public entertainment etc.

The Fire Safety (England) Regulations 2022 do not impact on this building as they only apply to buildings with domestic accommodation.

1.0 Fire Hazards and their Elimination or Control

Item	Electrical Sources of Ignition	Observations	Recommendations	Priority
1.01	Reasonable measures taken to prevent fires of electrical origin?	Yes, suggest that electrical wiring board is updated so that all unused meters, switches, isolators are removed.	Update wiring board in kitchen	Low
1.02	Are fixed installations periodically inspected and tested?	Yes	No action required	
1.03	Is portable appliance testing (PAT) carried out?	In part, some of the portable electrical equipment in hall area was marked but out of date. There were no signs of PAT testing to extension leads.	No regulatory requirement. However, suggest a one-off test of all portable electrical equipment as best practice and retest at 5-year intervals.	Low
1.04	Is there suitable limitation of trailing leads and adaptors?	Yes, extension leads were in use, but this was for lighting on stage and no leads were “daisy chained” but see comment above regarding PAT testing.	When further work is carried out, provide additional plug sockets	Low

1.05

Relevant information (including description of arrangements and deficiencies observed)



No PAT labels or out of date

Item	Smoking	Observations	Recommendations	Priority
1.06	Reasonable measures taken to prevent fires because of smoking?	Yes	No action required	
1.07	Smoking prohibited in the building?	Yes	No action required	
1.08	Smoking prohibited in appropriate areas?	Yes	No action required	
1.09	Are there suitable arrangements for those who wish to smoke?	Yes	No action required	
1.10	Did the policy appeared to be observed at time of inspection?	Yes	No action required	
1.11	Relevant information (including description	As a public building smoking is not	No action required	

of arrangements and deficiencies observed): allowed

Item	Arson	Observations	Recommendations	Priority
1.12	Does basic security against arson by outsiders appear reasonable?	Yes	No action required	
1.13	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes	No action required	
1.14	Relevant information (including description of arrangements and deficiencies observed):	Examination of the North Yorkshire Police crime map shows no record of Arson in the area where the village hall is situated.	No action required	

Item	Portable Heaters and Heating Installations	Observations	Recommendations	Priority
1.15	Is the use of portable heaters avoided as far as practicable?	Yes	No action required	
1.16	Are fixed heating and ventilation installations subject to regular maintenance?	Yes	No action required	

1.17 Relevant information (including description of arrangements and deficiencies observed):



Heating is via a 3 air source heat pumps, 2 in the main hall and 1 in the small hall Photo

Item	Cooking	Observations	Recommendations	Priority
1.18	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	No action required	
1.19	Filters changed and ductwork cleaned regularly?	N/A no kitchen ductwork	No action required	
1.20	Suitable extinguishing appliances available?	Yes	No action required	
1.21	Where oils and fats are present, are type F extinguishers available?	N/A no deep fat or cooking oil present	No action required	

1.22 Relevant information (including description of arrangements and deficiencies observed):

Photo of Kitchen Oven and Fire Extinguisher



Item	Lightning	Observations	Recommendations	Priority
1.23	Does the building have a lightning protection system	No - given the use and location of the building, risk of lightning strike is low.	No action required	

Item	Housekeeping	Observations	Recommendations	Priority
1.24	Is the standard of housekeeping adequate?	Yes	No action required	
1.25	Do combustible materials appear to be separated from ignition sources?	Yes	No action required	
1.26	Is unnecessary accumulation of combustible materials or waste avoided?	No	No action required	

- 1.27 How is refuse handled and stored? Waste and recycle bins are stored outside at front of building. No action required
- 1.28 Photo Bin area



Item	Hazards Introduced by Outside Contractors and Building Works	Observations	Recommendations	Priority
1.29	Are fire safety conditions imposed on outside contractors?	Yes, detailed in Health and Safety Policy and also in conditions of hire	No action required	
1.30	Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)?	Yes, Health and Safety Policy details control measures including need for hot work permits	No action required	
1.31	If there are in-house maintenance personnel, are suitable precautions taken?	Yes	No action required	
1.32	<u>Relevant information (including description of arrangements and deficiencies observed):</u> Conditions of hire and H&S Policy available in kitchen folder			

Item	Dangerous Substances	Observations	Recommendations	Priority
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1.33	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored.?	Yes – Conditions of hire do not allow highly flammable or other dangerous substances into the building.	No action required
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1.34	<u>Relevant information (including description of arrangements and deficiencies observed):</u>		
	None		

Item	Other Significant Fire Hazards that Warrant Consideration Including Process Hazards that Impact on General Fire Precautions	Observations	Recommendations	Priority
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1.35	<u>Relevant information (including description of arrangements and deficiencies observed):</u>			
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No process hazards on site.

System in place through conditions of hire and signature of hirer to control significant fire hazards that might be introduced by those hiring the premises, for example use of real flame in stage type shows, of highly flammable material.

Candles are allowed when placed on non-combustible surface but only after consent of the hall secretary.

Conditions of hire also cover use of theatrical pyrotechnics including need for approval before use.

2.0 Fire Protection Measures

Item	Means of Escape from Fire	Observations	Recommendations	Priority
2.01	Is the design and maintenance of the means of escape considered adequate?	Yes	No action required	
2.02	Do exit capacities appear to be adequate for the number of occupancies?	Yes	No action required	
2.03	Reasonable distances of travel	Yes	No action required	
2.03a	Where there is a single direction of	Yes	No action required	

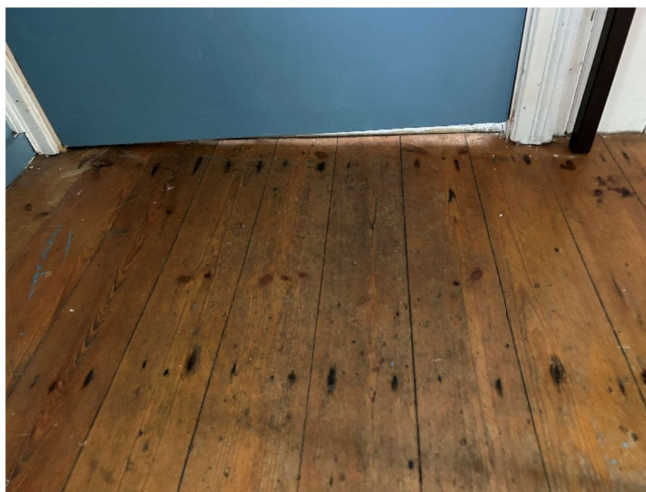
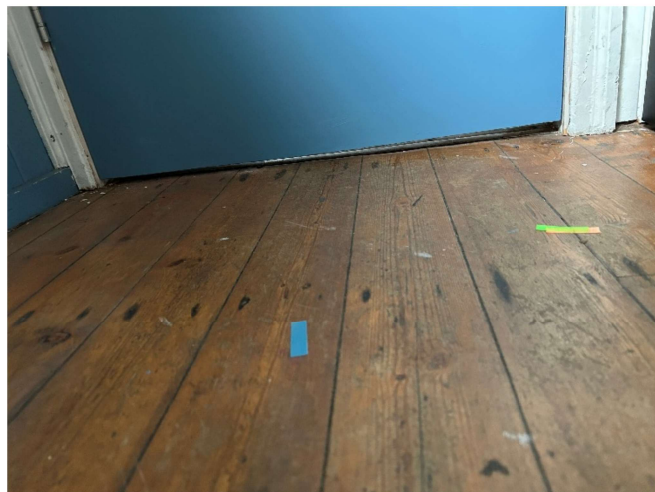
	travel to front?			
2.03b	Where there is a single direction of travel to rear?	Yes	No action required	
2.03c	Where there are alternative means of escape?	Yes, front and rear	No action required	
2.04	Is there adequate provision of exits?	Yes	No action required	
2.05	Do fire exits open in direction of escape where necessary?	Yes	No action required	
2.06	Are there satisfactory arrangements for where sliding or revolving doors are used as exits?	Yes - not present	No action required	
2.07	Is a suitable standard of protection designed for escape routes?	Yes - see section on fire doors	No action required	
2.08	Are there reasonable arrangements for means of escape for disabled people	Yes – Evacuation Mattress hanging on wall in small meeting room	No action required.	
2.09	Are the escape routes available for use and suitably maintained.	Yes	No action required	
2.10	Are fire-resistance doors maintained in sound condition and self-closing, where necessary?	Yes	No Action required	
2.11	Is the fire-resistance construction protecting escape routes in sound condition?	Yes	No action required	
2.12	Are all escape routes clear of obstructions?	Yes- it is a condition of hire that escape routes are kept free.	No action required	
2.13	Suitable protection of escape routes?	Yes	No action required	
2.14	Suitable fire precautions for all inner rooms?	Yes	No action required	
2.15	<u>Relevant information (including description of arrangements and deficiencies observed):</u> Since the last inspection, the recommendation regarding fire alarms, fire direction signs, fire doors between kitchen and meeting room and a fire rated fire exit from kitchen have all been completed. A Evacuation Mattress has been hung in small meeting room			



Item	Measures to Limit Fire Spread and Development	Observations	Recommendations	Priority
2.16	Based upon a visual inspection and a degree of sampling as appropriate is the building compartmentation of a reasonable standard.	No problems were noted	None	
2.17	Reasonable limitation of linings that might promote fire spread	Yes - the building does not have any external surface that could be considered as having linings that might promote fire	This is planned to be replaced under the refurbishment plan	

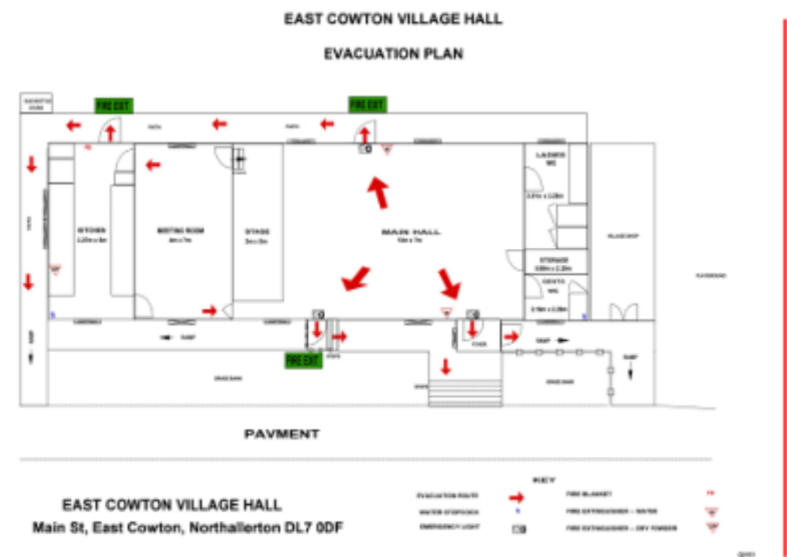
		spread. Timber cladding to building.		
2.18	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A none fitted	No action required	
2.19	Do the elements of construction i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition?	Generally, the construction within the building appeared in satisfactory condition. The cladding is showing wear in places and has been patched at the front using planking from the rear.	This is planned to be replaced under the refurbishment plan	
2.20	Is there a roof void? If so, was it possible to gain access?	Yes, there is a roof void. Due to the height of the ceiling access was not available	No action required	
2.21	<u>Relevant information (including description of arrangements and deficiencies observed):</u>			

Item	Fire Doors	Observations	Recommendations	Priority
2.22	Do the Fire Doors appear to offer adequate fire and smoke resistance?	No, new fire doors between the kitchen and small meeting room have gaps which would not seal in case of a fire. New fire door to kitchen exit. Other fire doors checked and okay	Fittings to fill gaps at bottom of doors needed	High
2.23	Are the fire doors self-closing and are they fitted with intumescent strips and smoke seals?	Doors are not self-closing, no smoke seals fitted. There are gaps at the bottom of both kitchen fire doors, due to slope of floor.	Internal doors need to be self-closing. Fitting of intumescent strips and drop-down fire door seals to alleviate gaps	High
2.24	Are the Fire Doors certified to FD30s standard	New doors now fitted	Copy of certificate required from fitter	Medium
2.25	<u>Relevant information (including description of arrangements and deficiencies observed):</u>			



Item	Emergency Escape Lighting	Observations	Recommendations	Priority
2.26	Has a reasonable standard of emergency escape lighting system provided?	Yes - there is a reasonable standard with bulkhead emergency lights. Lighting of external route is through borrowed light from surrounding area and some external emergency lighting. At the time of the inspection one emergency lighting units was showing red light	EL to be tested at regular intervals. Red light to be investigated	High
2.27	Does the emergency escape lighting include illuminated signage?	No	None	

2.28	Relevant information (including description of arrangements and deficiencies observed):  Red Light on emergency lighting when survey carried out			
Item	Fire Safety Signs and Notices	Observations	Recommendations	Priority
2.29	Is there a reasonable standard of fire safety signs and notices?	Exits are suitably indicated including with directional exit signs. Doors fitted with push bars have appropriate signage. Firefighting equipment has suitable signage.	Consider including location with building details listed by front door, for example by the use of “what 3 words” to assist emergency services with establishing the exact location of the building.	Low

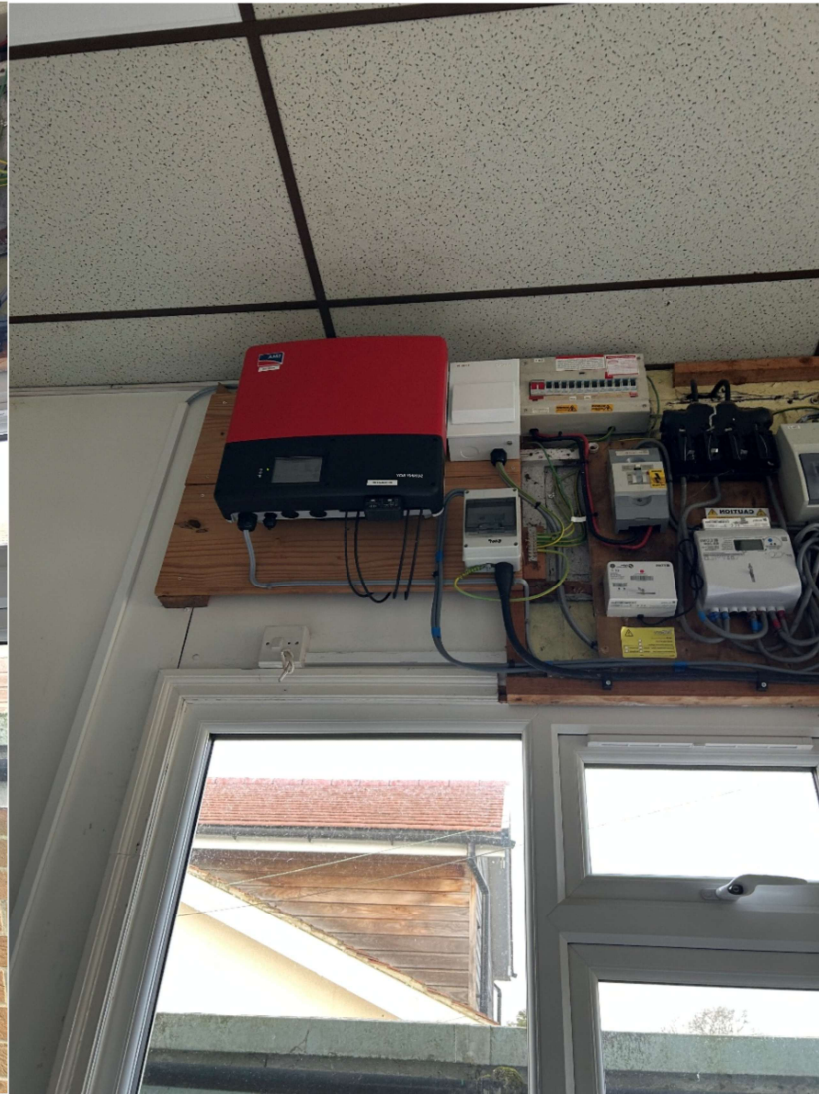
2.30	Relevant information (including description of arrangements and deficiencies observed): 			
Item	Means of Giving Warning in Case of Fire	Observations	Recommendations	Priority
2.31	Is a reasonable fire detection and alarm system provided?	Yes – Smoke detectors mounted in small meeting room and kitchen	Annual check that alarms are working	Low
2.32	Is there a remote transmission of the alarm signal?	No - only manual fire alarm system fitted. Instructions on calling fire service contained in hirer agreement	No action required	
2.33	Is a zone plan displayed?	Yes	No action required	

2.34	Comments and deficiencies observed. 			
Item	Manual Fire Extinguishing Appliances	Observations	Recommendations	Priority
2.35	Is there a reasonable provision of portable fire extinguishers?	Yes	No action required	
2.36	If present, to what extent and what type is the FSS provided within the building?	N/A		
2.37	What types of appliances are provided? Portable Hose Reels Fire Blankets	Yes, fire blanket and extinguisher in kitchen	No action required	

2.38	Are all fire extinguishers readily accessible?	Yes	No action required	
2.40	<u>Relevant information (including description of arrangements and deficiencies observed):</u>  			
Item	Other Relevant Fixed Systems and Equipment	Observations	Recommendations	Priority
	Type of system			
2.41	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc. Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	N/A none fitted Solar panel fitted to roof, isolation switch in Electrical intake. No gas supply to kitchen No Carbon monoxide detector fitted, not needed	No action required Fit a suitable sign to the electrical board indicating PV isolation switch.	Medium

2.42

Relevant information (including description of arrangements and deficiencies observed):



3.0 MANAGEMENT OF FIRE SAFETY

Item	Procedures and Arrangements	Observations	Recommendations	Priority
3.01	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes	No action required	
3.02	Fire safety is managed by	East Cowton Village Hall Management Committee		
3.03	Is there a suitable record of the fire safety arrangements?	Yes - as part of village hall Health and Safety Policy	No action required	
3.04	Are procedures in the event of fire appropriate and properly documented	Yes - as part of conditions of hire and in Health and Safety Policy.	No action required	
3.05	Are there adequate arrangements for investigating fire alarm signals?	Yes - as part of conditions of hire, responsibility of hirer.	No action required	
3.06	Are there suitable arrangements for summoning the fire and rescue service	Yes - dial 999 and detailed in conditions of hire.	No action required	
3.07	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes - responsibility of hirer. Detailed requirement's provided to hirer	No action required	
3.08	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes - responsibility of hirer	No action required	
3.09	Is there a suitable fire assembly point(s)?	Yes – children's play area	Muster sign needs mounting	High
3.10	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes - responsibility of hirer.	No action required	
3.11	Are persons nominated and trained to use fire extinguishing appliances?	Yes - responsibility of hirer to nominate a responsible person.	No action required	
3.12	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes - responsibility of hirer and requirement for supervision included in hire agreement.	No action required	
3.13	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Building does not present a risk from a firefighter safety point of view	No action required	
3.14	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Included in management of premises	No action required	
3.15	<u>Comments:</u>			
Item	Training and Drills	Observations	Recommendations	Priority

3.16	Are all staff given adequate fire safety instruction and training on induction?	No staff employed. Responsibility of those hiring hall to be familiar with firefighting equipment as no one from the building owner may be present when building in use	No action required	
3.17	Are they trained on induction? Are they all given periodic refresher training? Are they given additional training to cover any Specific roles and responsibilities? Is the content of training adequate?	N/A	No action required	
3.18	Are fire drills carried out at appropriate intervals?	No	Perform a fire drill	Medium
3.19	When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	Yes - forms part of health and safety policy and conditions of hire.	No action required	
3.20	<u>Relevant information (including description of arrangements and deficiencies observed):</u> None			
Item	Testing and Maintenance	Recommendations	Observations	Priority
3.21	Adequate maintenance of premises?	Yes	No action required	
3.22	Is testing and periodic servicing of fire detection and alarm system?	Yes - as detailed in Health and Safety Policy	No action required	
3.23	Are testing routines for emergency escape lighting?	EL tested on regular basis	One EL out of order	High
3.24	Annual maintenance of fire extinguishing appliances?	Yes - last service of fire extinguishers 10/2024	No action required	
3.25	Are periodic inspections of external escape gangways undertaken?	Yes - as detailed in Health and Safety Policy	No action required	
3.26	Six-monthly inspection and annual testing of rising mains?	N/A	No action required	
3.27	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A	No action required	
3.28	Routine checks of final exit doors and/or security fastenings?	Yes - as part of Health and Safety Policy and conditions of hall	No action required	
3.29	Other relevant inspections or tests:	None	No action required	

3.30	Relevant information (including description of arrangements and deficiencies observed): 			
Item	Records	Observations	Recommendations	Priority
	Appropriate records of:			
3.31	Fire drills	No fire drills to date	Perform fire drill	Medium
3.32	Fire training	TBC	TBC	Low
3.33	Fire alarm tests.	Yes	No action required	
3.34	Emergency escape lighting tests	None	EL tests required	Medium
3.35	Maintenance and testing of other fire protection systems?	N/A	No action required	
	Relevant information (including description of arrangements and deficiencies observed): None			

Fire Risk Assessment Outcome

The following simple risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering 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 occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering 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 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 minor or limited cost

Moderate	It is essential that efforts are made to reduce the risk. 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. 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

The table above is produced to allow the responsible person a guide to determine which risks should be addressed first and how best to allocate resources. Easy actions, for example closing wedged open fire doors, should be carried out quickly. More difficult actions to resolve that may result in alteration to building fabric etc., should be programmed depending on their severity and difficulty to resolve. The amount of resources allocated to an action is dependent on risk.

The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk may be too high compared to their perception of the risk. These observations should be recorded so that the reasons for not completing It is obviously strongly recommended that the higher risk recommendations are resolved and not just 'justified.'

ACTION PLAN

It is considered that the following recommendation should be implemented in order to reduce or maintain the level of fire risk.

Item	Recommendations/Actions	Priority (Where applicable)
1.01	Update wiring board in kitchen	Low
1.03	Suggest a one-off test of all portable electrical equipment as best practice and retest at 5-year intervals.	Low
2.22	Fitting of intumescent strips and drop down fire door seals	High
2.23	Internal doors need to be self-closing. Fitting of intumescent strips and drop-down fire door seals to alleviate gaps	High
2.24	Copy of certificate required from fitter	High
2.26/3.23/3.34	Emergency Lighting to be tested at regular intervals. Red light to be investigated	High
2.29	Consider including location with building details listed by front door, for example by the use of “what 3 words” to assist emergency services with establishing the exact location of the building.	Low
2.31	Annual check that alarms are working	Low
2.41	Fit a suitable sign to the electrical board indicating PV isolation inside.	Medium
3.09	Muster sign needs mounting	High
3.31	Fire Drill	Medium

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 action plan. The fire risk assessment should be reviewed regular.

Fire Safety Legislation

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on behalf of the named person on page 4 of this Fire Risk Assessment and as Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005, and/or being the person having control, to any extent, of the premises as occupier or otherwise. It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures that it considers necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire.

Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice. The Fire Safety Order requires that you make arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified within this Fire 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:

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

This Fire Risk Assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. The committee should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

This fire risk assessment has considered dangerous substances that are used or stored in the premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored on these premises, the committee 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 does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office or freely downloaded from www.opsi.gov.uk/si/si2005/20051541.htm

Disclaimer

The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this Fire Risk Assessment (FRA) provides relevant advice on compliance with this statutory requirement.

The observations and recommendations within this Fire Risk Assessment are only pertinent to the conditions at the time of the Assessment. Regular inspections and reviews of this Fire Risk Assessment are required to ensure standards are maintained.

- a) makes any warranty, express or implied.
- b) assumes any liability.

with respect to the use of the information or methods contained in this report to any other person or party. The report and the information or methods contained therein may only be used for purposes in connection with this project.

This FRA has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the common areas only of the above-mentioned premises. In order to carry out this FRA the Assessors have used their professional expertise and judgement, and guidance contained in publicly available specification (PAS 79: 2020) and fire safety risk assessment guides issued by H.M Government. The recommendations made represent our assessment of the minimum fire safety standards considered necessary for the premises.

It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

Information for the completion of this assessment was obtained by a physical non-intrusive inspection of the premises.

Changes generally introduced in the workplace may have an effect on potential fire risk and associated precautions e.g. changes to the premises layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the workplace, including those persons with a temporary or permanent disability.

Any of these could lead to a new hazard or increased risk and as such will require this assessment to also be reviewed and/or a new assessment to be undertaken.

References

BS 5266-1, Emergency lighting – Part 1: Code of practice for the emergency lighting of premises

BS 5306-1, Code of practice for fire extinguishing installations and equipment on premises –

Part 1: Hose reels and foam inlets

BS 5306-8, Fire extinguishing installations and equipment on premises – Part 8: Selection and installation of portable fire extinguishers – Code of practice

BS 5499-4, Safety signs – Part 4: Code of practice for escape route signing.

BS 5499-10, Guidance for the selection and use of safety signs and fire safety notices

BS 5839- 1, Fire detection and fire alarm systems for buildings –

BS 7671, Requirements for Electrical Installations – IET Wiring Regulations

BS 9997, Fire risk management systems – Requirements with guidance for use

BS 9999:2017, Code of practice for fire safety in the design, management and use of buildings BS EN 12845, Fixed fire-fighting systems – Automatic sprinkler system – Design, installation and maintenance.

BS EN 50172 (BS 5266-8), Emergency escape lighting systems

BS EN 62305 (all parts), Protection against lightning BS EN ISO 7010, Graphical symbols – Safety colours and safety signs – Registered safety signs

PAS 79-2:2020, Fire risk assessment – Part 1: Premises other than housing – Code of practice

Other publications

GREAT BRITAIN. Regulatory Reform (Fire Safety) Order 2005.

Building Regulations Approved Document B

HM Government Guides.

Fire safety – Risk assessment – Offices and shops.

Fire safety – Risk assessment – Small and medium places of assembly

Appendix A Premises Fire Equipment