

# Fire Risk Assessment

Northam Town Council



## Location address

Northam Town Council

**Fire Risk Assessor** James Stowe

**Date of FRA** 14/06/2022 9:30

**Responsible Person** Guy Langton

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## Purpose of Report

This fire risk assessment has been prepared on your behalf by WorkNest and is an assessment of the fire risks as required under relevant fire legislation including the Regulatory Reform (Fire Safety) Order 2005 (for premises in England and Wales), the Fire (Scotland) Act 2005 (for premises in Scotland) and the Fire and Rescue Services (Northern Ireland) Order 2006 (for premises in Northern Ireland) as appropriate. The primary purpose of this report is to enable the Employer or other responsible person to comply with the aforementioned legal requirements.

In this report you will find comment on the existing risk control measures you have in place together with the details of improvements required to your fire safety arrangements. Section D includes a 'Safety Action Plan' and Priority Rating for any improvements required. By completing the actions recommended within the timeframes stipulated you will improve fire risk management within your workplace. This means you will reduce the likelihood of a fire occurring and any legal action being taken against your company whether by the Regulator or in the civil courts. To manage risks and actions identified in this report please use the SafetyNest software. Section E comments on the existing risk control measures you have in place and provides an overall Risk Rating. In Section F we detail other areas that were deemed not applicable but are nevertheless included for your reference. An explanation of the ratings and descriptors is provided on the following pages.

In compiling this report every effort has been made to cover the significant fire hazards and risks likely to affect your organisation and we have relied on the information and responses made by the Employer or Responsible Person to be current and true. We have assumed that construction of the premises complies with relevant building regulations and that unless otherwise stated all fire safety devices, installations and equipment has been installed and carried out by persons competent to do so and in accordance with the relevant standards. Unless there was an obvious fire hazard or we have explicitly stated otherwise we have not examined roof/loft areas, false ceilings and other hidden areas. It is the responsibility of the Employer or Responsible Person to relay all relevant information to their employees and to act upon the recommendations included in this report. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

### Purpose of Report

This fire risk assessment should be available for inspection by the relevant enforcing authority. It should be reviewed regularly by the responsible person to ensure it is still valid. The recommended frequency for review is every year although it should also be reviewed if there is reason to suspect it is no longer valid and/or there has been a significant change.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the WorkNest Advice Line on: 0345 226 8393

**This report becomes uncontrolled when printed**

### About Fire Risk Assessments

Fire safety legislation requires the Responsible Person (RP) of any non-domestic premises to carry out a fire risk assessment, including measures to reduce or eliminate the risk of fire, and identify persons at risk. The primary objective of a fire risk assessment is the safety of the occupants of the building although some of the recommendations may also be beneficial to property protection and avoiding business interruption from fire.

The phrase 'Fire Risk' can be defined as a combination of the Likelihood of a fire occurring and the Severity of the fire i.e. the 'harm potential' and consequences in terms of loss of life, fire spread, damage etc. The harm potential from a fire hazard depends on the potential for development of a fire originating from the hazard and then the potential consequences in terms of life and/or property loss. Determining the potential for harm requires the assessor to make a judgement on the possible outcome of the hazard.

A fire risk assessment must fulfil a number of criteria as follows:

- Be a suitable and sufficient assessment of the fire risk;
- Include significant findings and measures to reduce and manage the risk from fire;
- Identify any group of persons especially at risk;
- Be a written record (when there are five or more employees);
- Be reviewed regularly to meet changes in the premises, technical and organisational measures, work processes and routines etc.

When carrying out the assessment the following process is recommended:

- Step 1 - Identify the fire hazards within your premises;
- Step 2 - Identify the people at risk;
- Step 3 - Evaluate and decide if the existing fire safety arrangements are satisfactory or need improving;
- Step 4 - Record the findings, produce an emergency plan, instruct, inform and train;
- Step 5 - Arrange to regularly review the assessment.

## A Introduction

### Key Ratings and Definitions

Throughout this report you will see reference to various ratings relating to [Priority](#) and [Risk](#). An explanation of these descriptors together with the section of the report they are found in is provided below:

#### **Priority Rating - Section D Safety Action Plan**

This is a measure of the significance of the risk identified and how soon action should be taken.

**"Intolerable"** Action within 7 days of FRA publish date.

**"Substantial"** Action within 30 days of FRA publish date.

**"Moderate"** Action within 90 days of FRA publish date.

**"Tolerable"** Action within 360 days of FRA publish date.

**"Compliant"** No action required.

#### **Risk Rating - Section E Assessment Report**

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place.

**"High Risk"** relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

**"Medium Risk"** relates to the possibility of a serious injury or serious health effect.

**"Low Risk"** relates to the occurrence of a minor injury or reversible minor health effect.

## **B** Building Description

### Brief details of construction

See summary

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### Approximate area in sqm of building footprint

300

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### Description of layout (inc number and use of rooms, number of fire exits, stairs etc.)

See summary

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### Number of floors including ground (specify if any below ground)

4

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### Parts of building not assessed and reason why

Guide store and st John's ambulance store not assessed as no access possible at time of visit.

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### Describe the Fire Alarm System

Automatic zones alarm in escape route and adjacent rooms.

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### Describe the Means of Escape including exit widths

Single escape corridor partially protected by fd30 doors and construction. Single exit from building 1100mm wide.

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### Maximum occupancy figure

200

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## Scope

This report is an assessment of the risk of fire at:

Northam Town Council  
Council Offices,  
Windmill Lane,  
Northam  
BIDEFORD  
EX39 1BY

Its purpose is to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

### Description of premises:

1930's brick building with 3 stories and a small basement level containing a gas boiler that leads into a void space beneath the property. Three lean-to storage structures are built on the building but were not accessible on the day of inspection.

The building has one exit at the front of the property 1.1m useable width. Separate entrance for gas boiler room in basement.

One stairway, minimum 890mm width.

### Maximum capacity calculation:

Main hall area (used as meeting room) =  $86\text{m}^2 \times \text{assumed } 1 \text{ person per } 0.5\text{m}^2 = 172 \text{ people}$

Office area total approx  $130\text{m}^2 \times \text{assumed } 1 \text{ person per } 6\text{m}^2 = 21 \text{ people}$

Exit capacity (one exit 1.1m wide) = 200 persons

Stair width at narrowest point 890mm however only low numbers (max 20) likely to use the stairs in an emergency as the upper levels are for archive and storage only so width of stairs is not a significant factor in the escape route.

Total capacity of building (lowest of area and exit width) = 200 persons.

Attendees:

Guy Langton, Deputy Town Clerk  
Jim Stowe, H&S consultant



## D Safety Action Plan

Subject Area	Priority Rating	Action Required	Suggested Completion	Completed By
4.1 BUILDING INTEGRITY - Is fire separation between floors considered satisfactory?	S	ACTION: The boiler room in the basement area should be lined to FD30 standard. The current lining appears damaged (this may be asbestos, confirm via asbestos register before undertaking works) and should be repaired to this standard. A smoke detector should be installed in this area and linked to the fire alarm system for the building.	17/07/2022	
4.6 OTHER COMMENTS - Fire Spread- Other comments (3)	S	ACTION: Access into storage areas labelled as Guide store, St John's ambulance and Scout store was not possible on the day of visit. these areas must be separately assessed by competent fire risk assessors with particular emphasis on the potential for fire to breach the walls between these area via doors or breaks in the wall. Consideration must also be given to shared fire alarms in these areas if deemed necessary.	17/07/2022	
6.1 ESCAPE ROUTES & FIRE DOORS - Are all escape routes clearly defined & unobstructed?	S	Action: clear combustible items from stairways and escape corridor.	17/07/2022	
6.1 ESCAPE ROUTES & FIRE DOORS - Do doors onto protected escape routes conform to current standards?	S	ACTION: Doors opening onto protected escape route must be half hour fire safe (FD30s) doors conforming to current standards. All doors, including cupboard doors, opening onto the stairs, landing and corridor through the building should be reviewed by a competent person and repaired or replaced as needed to be at a FD30 standard. Doors likely to need repair are shown in the attached photos but this should not be considered an exhaustive list.	17/07/2022	
2.1 ELECTRICAL IGNITION SOURCES - Are fixed electrical wiring tests in date?	S	ACTION: The fixed electrical wiring test is overdue. An inspection and test should be carried out as soon as possible by a competent electrician and kept up to date in accordance with BS 7671.	17/07/2022	
2.8 LIGHTNING - Is the buildings lighting protection system serviced and maintained?	S	ACTION: Ensure the building's lightning protection system is serviced and maintained every 11 months in accordance with BS 6651/BS EN 62305 .	17/07/2022	

Subject Area	Priority Rating	Action Required	Suggested Completion	Completed By
4.1 BUILDING INTEGRITY - Is the integrity of fire-separating walls intact and suitable?	M	ACTION: The integrity of walls separating compartments has been compromised in places as shown in the attached photographs. All openings in into the stairwell and hall that act as the escape route should be blocked with intumescent materials by a competent person.	15/09/2022	
4.6 OTHER COMMENTS - Fire Spread- Other comments (1)	M	ACTION: the plasterboard lining of the upper archive room shows signs of water damage that has compromised it's effectiveness as a fire resistant surface. Arrange for repair of this area to restore integrity.	15/09/2022	
4.6 OTHER COMMENTS - Fire Spread- Other comments (2)	M	ACTION: repair the former enquiries window shown in the upper floor archive room to ensure it is fully closed and FD30 fire rated.	15/09/2022	
6.4 EMERGENCY LIGHTING - Is adequate emergency lighting provided where required?	M	ACTION: The number of emergency lighting units is consider inappropriate to illuminate the exit routes adequately in line with BS 5266-1 and should be reviewed and improved upon. At least one additional emergency light should be installed in the main hall over the escape door to illuminate and indicate the direction of escape.	15/09/2022	
6.4 EMERGENCY LIGHTING - Does emergency lighting have a monthly short duration test?	M	ACTION: There is no record of monthly testing of emergency lighting. Monthly short duration testing and recording must be undertaken in accordance with BS 5266-1.	15/09/2022	
6.5 SIGNAGE - Is directional signage provided and adequate?	M	ACTION: There is a lack of directional signage identifying escape routes and exits. Provide additional signage to indicate direction of travel from the 2nd floor.	15/09/2022	
6.5 SIGNAGE - Are Fire Door- Keep Locked signs provided where required?	M	ACTION: "Fire Doors keep Locked shut" signs are required on all storage room and utility doors.	15/09/2022	
6.7 DISABLED PERSONS - Are Personal Emergency Evacuation plans (PEEPs) in place where required?	M	ACTION: Prepare a Personal Emergency Evacuation Plan [PEEP] for all disabled persons regularly within the building.	15/09/2022	

Subject Area	Priority Rating	Action Required	Suggested Completion	Completed By
7.4 P50 FIRE EXTINGUISHERS - Action: Records of P50 inspection not maintained	M	ACTION: Records of inspection of P50 extinguishers are not being maintained, ensure a record of inspection stating condition is recorded. Guidance on frequency and type of inspection is given on the link below and is listed on the side of the extinguishers. <a href="https://www.safelincs.co.uk/p50/3-step-maintenance-process/">https://www.safelincs.co.uk/p50/3-step-maintenance-process/</a>	15/09/2022	
7.4 P50 FIRE EXTINGUISHERS - Advisory: Replace P50 extinguishers over 10 years old	M	ADVISORY: It is recommended that those P50 extinguisher over 10 years old should be replaced. Manufacture date could not be seen on extinguishers inspected, confirm and replace if needed.	15/09/2022	
10.4 RECORDS - Are annual (or more frequent) evacuation drills conducted?	M	ACTION: Regular annual evacuation drills should be carried out and recorded in the fire log.	15/09/2022	
10.4 RECORDS - Are weekly checks on location and condition of extinguishers conducted?	M	ACTION: The location and condition of portable fire fighting appliances should be checked weekly.	15/09/2022	
2.1 ELECTRICAL IGNITION SOURCES - Is there a suitable policy in place in relation to the use of personal electrical appliances?	M	ACTION: Implement a policy for the use of personal electrical appliances. See staff H&S handbook electrical guidance section. Ensure the handbook is issued to staff.	15/09/2022	
2.1 ELECTRICAL IGNITION SOURCES - Is there a portable appliance inventory	M	ACTION: Create an inventory of all portable appliances requiring inspection and testing.	15/09/2022	
2.3 CONTRACTOR AND BUILDING WORK HAZARDS - Are temporary hot works permits used?	M	ACTION: When undertaking temporary work with equipment using flames or a heat source that can ignite combustible materials a Hot Works Permit system must be adopted.	15/09/2022	
3.1 COMBUSTIBLE MATERIALS - Is the location of external waste storage considered appropriate?	M	ACTION: External storage of waste is considered too close to the building and should be moved. It is recommended that waste bins are moved away from the pictured location, preferably in a remote fenced area at least 5m from the building but at minimum to an external area away from windows and doors.	15/09/2022	

Subject Area	Priority Rating	Action Required	Suggested Completion	Completed By
3.4 GAS LEAKS - Is an annual inspection /test carried out on gas systems?	M	ACTION: The gas system annual inspection and test is out of date, arrange for an inspection and test by a qualified Gas Safe engineer as soon as possible.	15/09/2022	
3.4 GAS LEAKS - Is there a gas leak procedure?	M	ACTION: Provide a procedure for isolating and responding to a gas leak.	15/09/2022	
9.1 FIRE SAFETY AWARENESS - Is fire awareness training provided for staff?	M	ACTION: Ensure all staff have received fire safety awareness training.	15/09/2022	
9.2 INDUCTION - Does induction include fire safety procedures?	M	ACTION: All new starters must receive fire safety instruction as part of their induction training.	15/09/2022	
9.3 FIRE WARDENS - Are there adequate numbers of trained fire wardens where required?	M	ACTION: Appoint and train an adequate number of staff to act as fire wardens, to ensure appropriate evacuation of the building and the evacuation of disabled persons.	15/09/2022	
5.2 AUTOMATIC ALARM - Are weekly alarm tests conducted and recorded for the automatic system?	M	ACTION: The lack of records indicate that the fire alarm system is not being tested weekly.	15/09/2022	
5.8 VISUAL ALARMS - Visual alarms required	M	ACTION: There is a need to warn persons with impaired hearing of a fire, visual alarm warning devices are recommended in toilets. Sounders with flashing beacons are available for this purpose.	15/09/2022	

**1** PREMISES INFORMATION

**ADDITIONAL PREMISES DETAILS**

Approximate Date of Construction and layout

1934 with subsequent refurbishments and additional lean to storage added at later dates. Unable to determine if alarm system is linked into external storage areas that could not be accessed during visit.

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Number of Lift

0

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Number of internal staircases

1

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Number of external staircases

0

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✔ Type of Occupancy (single or multi-occupancy)

Premises are owned by: Torridge District Council  
Premises are shared by: Northam Town Council (operational control of majority of building)  
Bideford Archive 1st 2nd floor and 1 round room floor  
Unknown parties in control of three attached storage areas

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✔ Description of the premises/building and an outline of the processes carried out within the premise

See summary for building layout description. Primary activities:- Town council meetings in main hall up to 85 in attendance.- Town Council administration offices and storage- Bideford district archive storage on 1st and 2nd floors- Third party storage of unknown items in attached lean to storage areas (see area of building not covered notes)

## OCCUPANT DETAILS

✔ Approximate maximum number of Employees on Site (Day) (at any one time)

10

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✔ Approximate maximum number of Employees on Site (Night) (at any one time)

0

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✔ Approximate number of other persons sharing facilities

10

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✓ Approximate number of visitors

100

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✓ Approximate number of contractors that may resort e.g. cleaners (out of hours)

1

## OCCUPANT DETAILS HIGH RISK

✓ Detail risk to occupants

Two Councillors who attend council meetings have vision impairment.

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✓ Remote or lone working occupants

Two operatives work remotely from the building regularly.

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✓ Young persons

None working for Town Council

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✓ Are there any identified persons that require assistance in the event of emergency/evacuation?

Two councilors with limited vision impairment.

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✓ Special arrangements (if any are in place) for disabled persons

Vision impaired councilors are accompanied at all times when on site.

## FIRE ALARM SYSTEM

✓ Additional details of fire alarm system

Automatic, connected to an Alarm Receiving Centre (ARC), smoke/heat detection, manual call points, . Alarm classification in accordance with BS 5839-1 is L2

## COMMON HAZARDS

✓ Common hazards

Uncontrolled sources of ignition; Combustible materials and other fuel sources; Uncontrolled spread of smoke and fire; Inappropriate levels of detection and warning; Inadequate means for fighting/suppressing fires; Failure to provide adequate means of escape; Inadequate development and management of fire safety arrangements.

## PEOPLE AT RISK FROM FIRE

✓ People at risk 1

All employees

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✔ People at risk 4

Visitors

✔ People at risk 8

Other building occupants

## 2 FIRE HAZARD CONTROL OR ELIMINATION

### ELECTRICAL IGNITION SOURCES

**M** Is there a suitable policy in place in relation to the use of personal electrical appliances?

ACTION: Implement a policy for the use of personal electrical appliances. See staff H&S handbook electrical guidance section. Ensure the handbook is issued to staff.

LAST ACTION

Not actioned

**S** Are fixed electrical wiring tests in date?

ACTION: The fixed electrical wiring test is overdue. An inspection and test should be carried out as soon as possible by a competent electrician and kept up to date in accordance with BS 7671.

LAST ACTION

Not actioned

✔ Are portable appliance tests in date?

CURRENT CONTROL: All portable appliances are examined/tested in line with the following guidance:- Every 48 months (Fixed items with earth - Printers; Personal Computers etc.)- Every 24 months (Movable items - extension leads; fans; chargers etc.) - Every 12 months (hand held equipment)Torrige district council approximately December 2021

Ⓜ Is there a portable appliance inventory

ACTION: Create an inventory of all portable appliances requiring inspection and testing.

**LAST ACTION**

**Not actioned**

✔ Is there adequate management of extensions and adaptors?

CURRENT CONTROL: Extension cable and multi plug adaptors are kept to a minimum and only used when necessary.

## CONTRACTOR AND BUILDING WORK HAZARDS

Ⓜ Are temporary hot works permits used?

ACTION: When undertaking temporary work with equipment using flames or a heat source that can ignite combustible materials a Hot Works Permit system must be adopted.

**LAST ACTION**

**Not actioned**

## NAKED FLAMES/HEAT

✔ Is the use of candles/oil lamps either prohibited or adequately controlled where they are used?

CURRENT CONTROL: The use of candles or oil lamps are not permitted on the premises.

## SMOKING

### Smoking prohibited in appropriate locations?

CURRENT CONTROL: Smoking is prohibited in appropriate areas i.e. near high risk areas or where smoke may enter the building etc.

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### Are no smoking notices displayed?

CURRENT CONTROL: Notices prohibiting smoking on the premises have been displayed.

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### Is there any evidence of smoking on premises in smoke-free areas?

CURRENT CONTROL: There is no evidence of any breach of the no smoking policy.

## ARSON

### Is arson considered to be at particular risk in this area?

CURRENT CONTROL: There is no evidence of arson being an issue in this area from conversations with the client and from a view of the Police.UK website. Security against arson appears to be reasonable and that there is an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders.

## LIGHTNING

**S** Is the buildings lightning protection system serviced and maintained?

ACTION: Ensure the building's lightning protection system is serviced and maintained every 11 months in accordance with BS 6651/BS EN 62305 .

### LAST ACTION

**Not actioned**

## HAZARD RATING

IGNITION SOURCES: Estimated overall hazard rating

Normal

## 3 FUELS

### COMBUSTIBLE MATERIALS

Are combustible materials segregated from ignition sources?

CURRENT CONTROL: Combustible materials appear to be segregated from ignition sources.

Are levels of combustible materials considered appropriate?

CURRENT CONTROL: The level of combustible material within the premises is considered appropriate for the everyday running of the organisation. .

✔ Does the level of external waste storage pose a significant risk?

CURRENT CONTROL: The level of external waste storage does not pose a significant risk to the building.

Ⓜ Is the location of external waste storage considered appropriate?

ACTION: External storage of waste is considered too close to the building and should be moved. It is recommended that waste bins are moved away from the pictured location, preferably in a remote fenced area at least 5m from the building but at minimum to an external area away from windows and doors.



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LAST ACTION

Not actioned

## GAS LEAKS

**M** Is an annual inspection /test carried out on gas systems?

ACTION: The gas system annual inspection and test is out of date, arrange for an inspection and test by a qualified Gas Safe engineer as soon as possible.

LAST ACTION

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Not actioned

**M** Is there a gas leak procedure?

ACTION: Provide a procedure for isolating and responding to a gas leak.

LAST ACTION

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Not actioned

## HAZARD RATING

**✓** FUELS: Estimated overall hazard rating

Normal

## 4 FIRE SPREAD

## BUILDING INTEGRITY

**S** Is fire separation between floors considered satisfactory?

LAST ACTION

ACTION: The boiler room in the basement area should be lined to FD30 standard. The current lining appears damaged (this may be asbestos, confirm via asbestos register before undertaking works) and should be repaired to this standard. A smoke detector should be installed in this area and linked to the fire alarm system for the building.



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**M** Is the integrity of fire-separating walls intact and suitable?

ACTION: The integrity of walls separating compartments has been compromised in places as shown in the attached photographs. All openings in into the stairwell and hall that act as the escape route should be blocked with intumescent materials by a competent person.

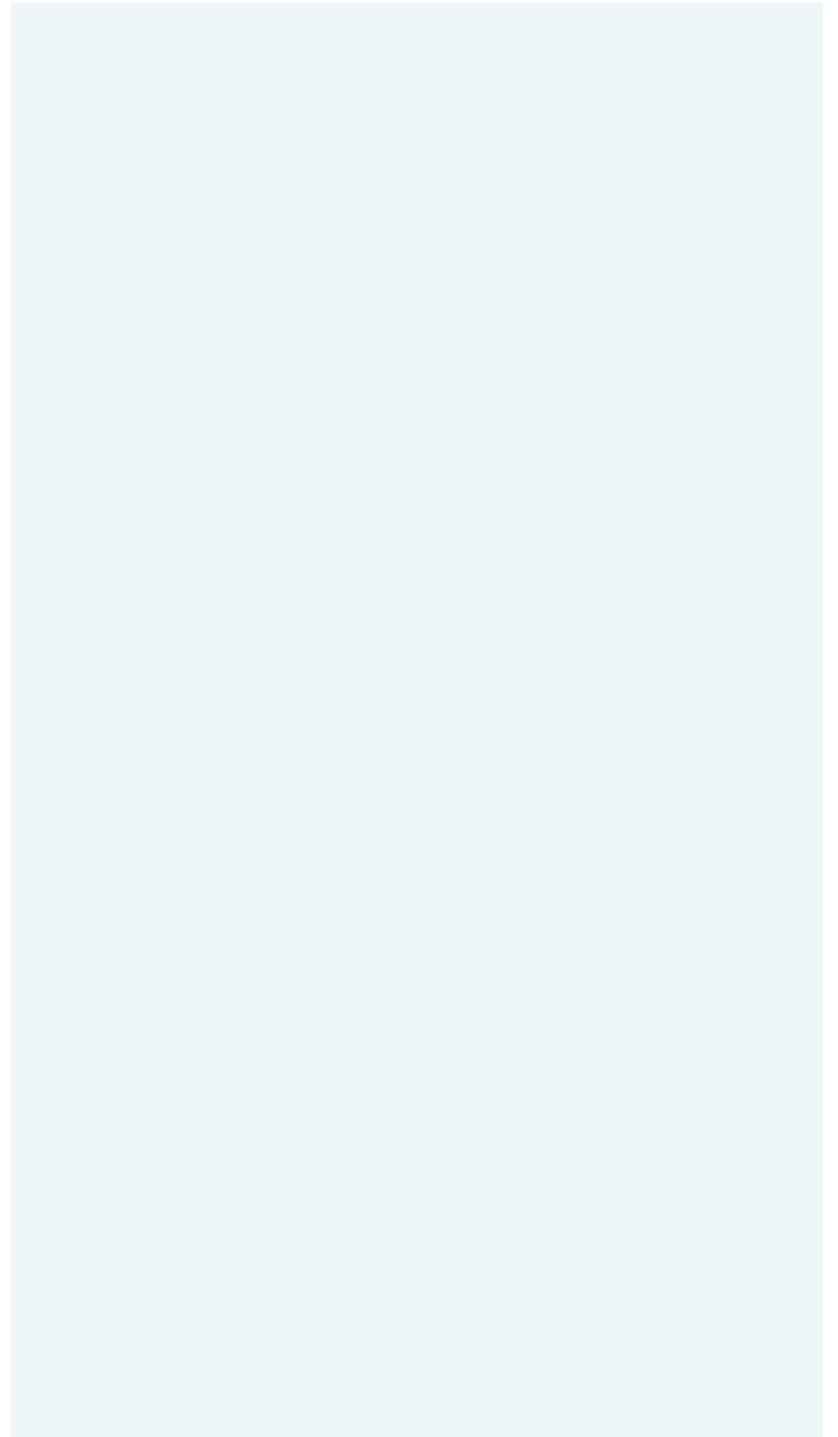
**Not actioned**

**LAST ACTION**

**Not actioned**



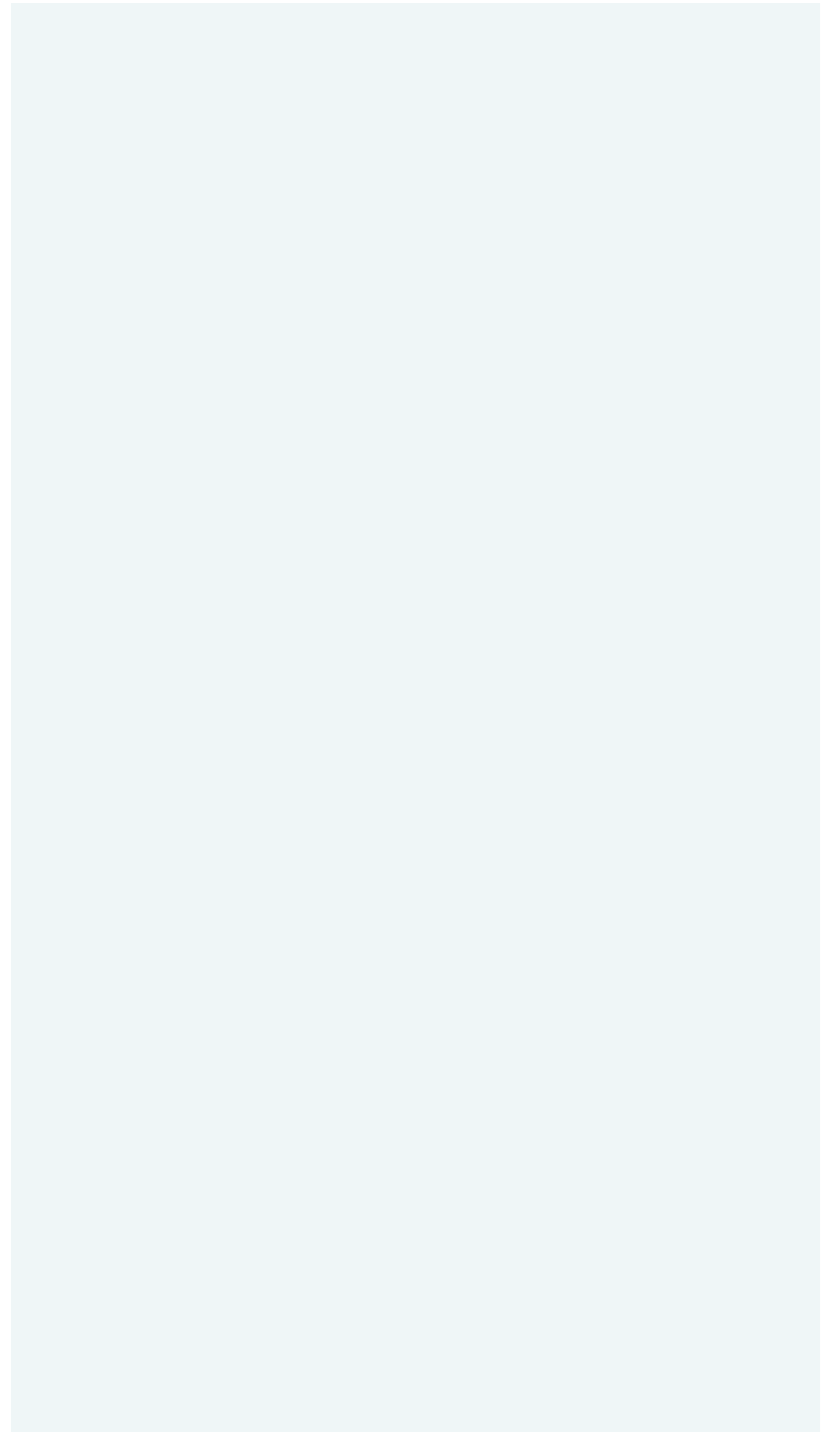
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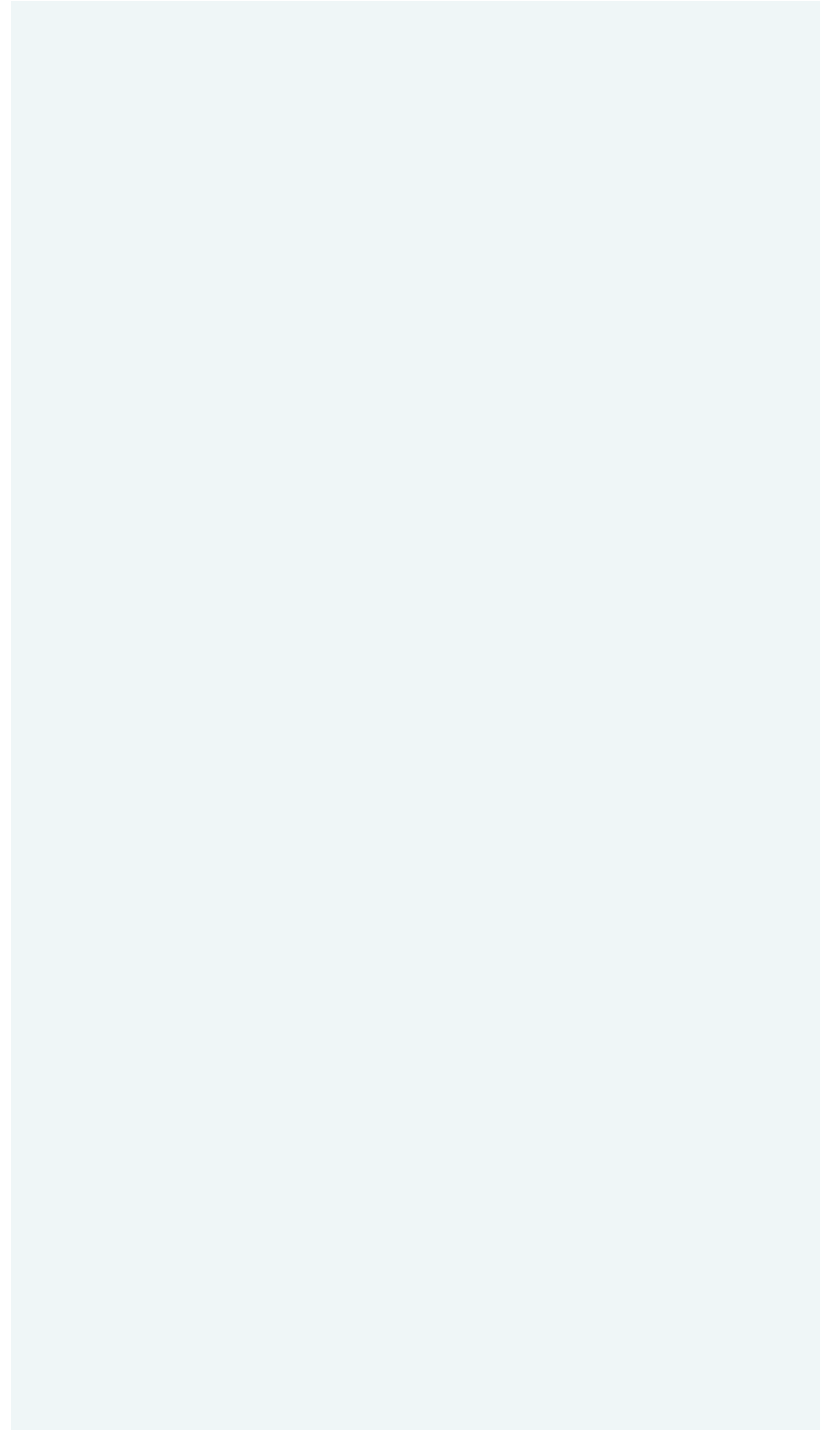


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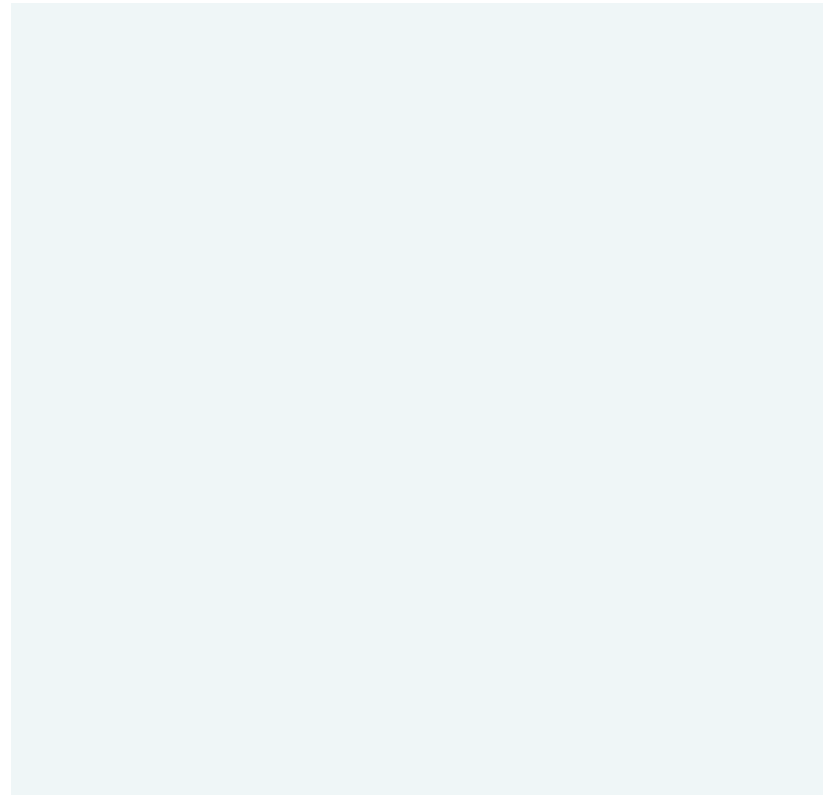


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20220614\_094324



## WALLS & CEILINGS

- ✓ Are walls & ceilings sufficiently clear of combustible materials?

CURRENT CONTROL: The walls and ceilings within the escape route are adequately clear of combustible materials that would significantly contribute to the spread of fire.

## FURNISHINGS ETC

- ✓ Are furnishings and fittings suitable?

CURRENT CONTROL: The furniture and fittings provided in the building appear to conform to the requirements of the Furniture and Fitting (Fire Safety) Regulations 1988, 1989, 1993 and 2010, with the appropriate labelling displayed.

## OTHER COMMENTS

### **M** Fire Spread- Other comments (1)

ACTION: the plasterboard lining of the upper archive room shows signs of water damage that has compromised it's effectiveness as a fire resistant surface. Arrange for repair of this area to restore integrity.

#### LAST ACTION

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**Not actioned**

### **M** Fire Spread- Other comments (2)

ACTION: repair the former enquiries window shown in the upper floor archive room to ensure it is fully closed and FD30 fire rated.

#### LAST ACTION

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**Not actioned**



20220614\_095919

### **S** Fire Spread- Other comments (3)

ACTION: Access into storage areas labelled as Guide store, St John's ambulance and Scout store was not possible on the day of visit. these areas must be separately assessed by competent fire risk assessors with particular emphasis on the potential for fire to breach the walls between these area via doors or breaks in the wall. Consideration must also be given to shared fire alarms in these areas if deemed necessary.

## HAZARD RATING

**✓** FIRE SPREAD: Estimated overall hazard rating

### LAST ACTION

**Not actioned**

## 5 DETECTION AND WARNING

### AUTOMATIC ALARM

✓ Are there adequate numbers and types of smoke/heat/flame detectors?

ACTION: An additional smoke detector should be installed in the boiler room in the basement area to provide early warning of fire in this area. See also comments in section 4.1.1

M Are weekly alarm tests conducted and recorded for the automatic system?

ACTION: The lack of records indicate that the fire alarm system is not being tested weekly.

#### LAST ACTION

**Not actioned**

✓ Is the automatic alarm system inspection/maintenance satisfactory?

CURRENT CONTROL: The alarm system is Inspected and tested every 6 months and records maintained.

### ZONED ALARM

✓ Is a zoned alarm installed or recommended?

CURRENT CONTROL: Due to the size of the building the premises has been divided into zones that are clearly displayed on the fire alarm panel.

## SOUNDER AUDIBILITY

### ✓ Is sounder audibility adequate throughout the premises?

CURRENT CONTROL: The location of alarm sounders installed in the building appears to be adequate coverage throughout each area from a visual assessment. The fire alarm system wasn't heard during the visit, therefore we are unable to comment on that. However, it was stated by the Deputy Town Clerk that the system is audible throughout.

## VISION PANELS

### ✓ Where required, do glazed panels appear to conform to current British Standards?

CURRENT CONTROL: All glazed panels incorporated into fire doors and fire separation panels appear to comply with current British Standards for fire resistant glazing.

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### ✓ Are vision panels provided in rooms within rooms?

CURRENT CONTROL: All rooms within rooms are fitted with vision panels or automatic smoke detection in outer room.

## VISUAL ALARMS

### Ⓜ Visual alarms required


ACTION: There is a need to warn persons with impaired hearing of a fire, visual alarm warning

LAST ACTION

devises are recommended in toilets. Sounders with flashing beacons are available for this purpose.

**Not actioned**

## HAZARD RATING

 DETECTION & WARNING: Estimated overall hazard rating

Normal

## 6 MEANS OF ESCAPE

### ESCAPE ROUTES & FIRE DOORS

 Are all escape routes clearly defined & unobstructed?

Action: clear combustible items from stairways and escape corridor.

**LAST ACTION**

**Not actioned**





20220614\_100452

**S** Do doors onto protected escape routes conform to current standards?

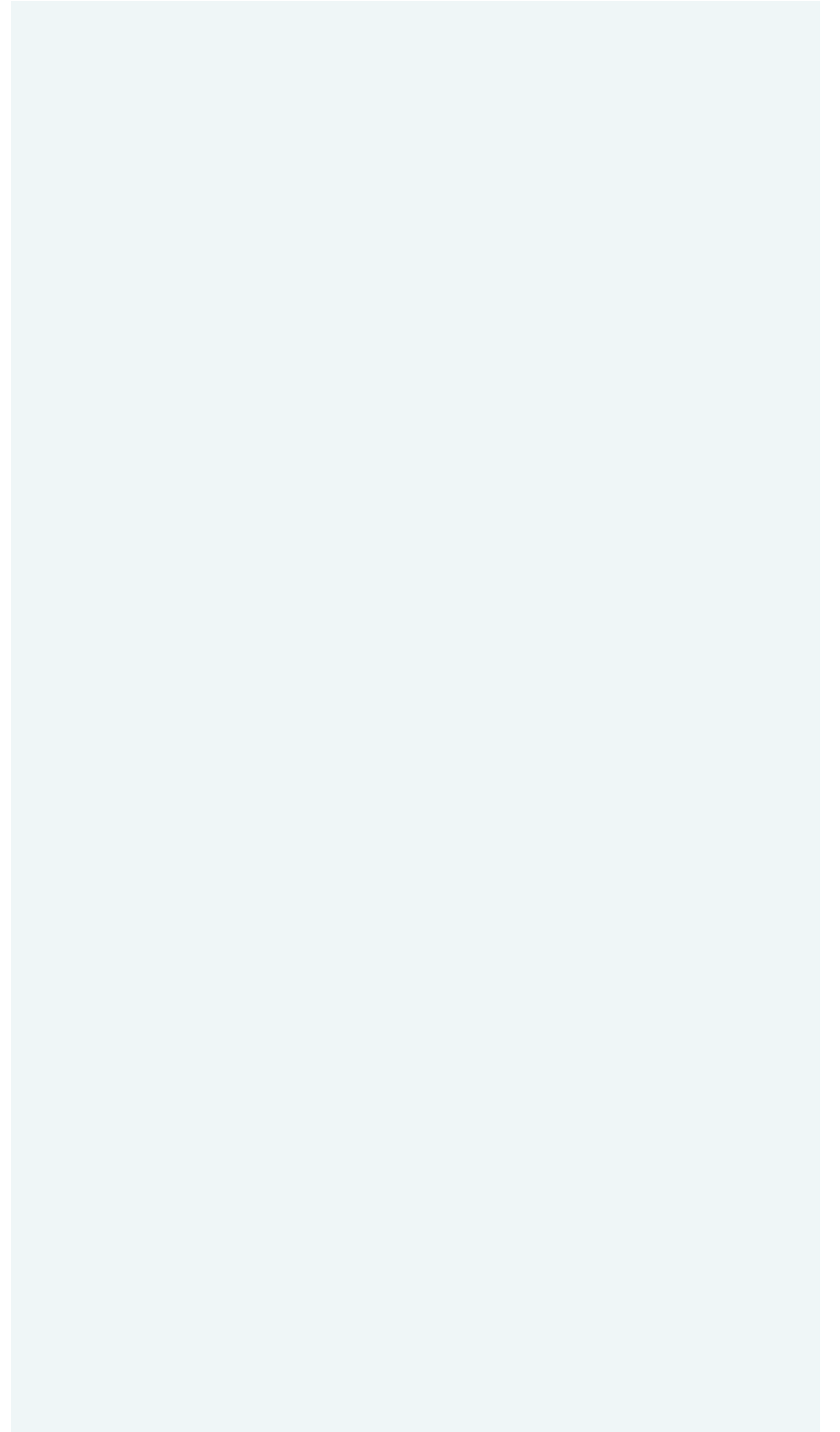
ACTION: Doors opening onto protected escape route must be half hour fire safe (FD30s) doors conforming to current standards. All doors, including cupboard doors, opening onto the stairs, landing and corridor through the building should be reviewed by a competent person and repaired or replaced as needed to be at a FD30 standard. Doors likely to need repair are shown in the attached photos but this should not be considered an exhaustive list.

**LAST ACTION**

**Not actioned**

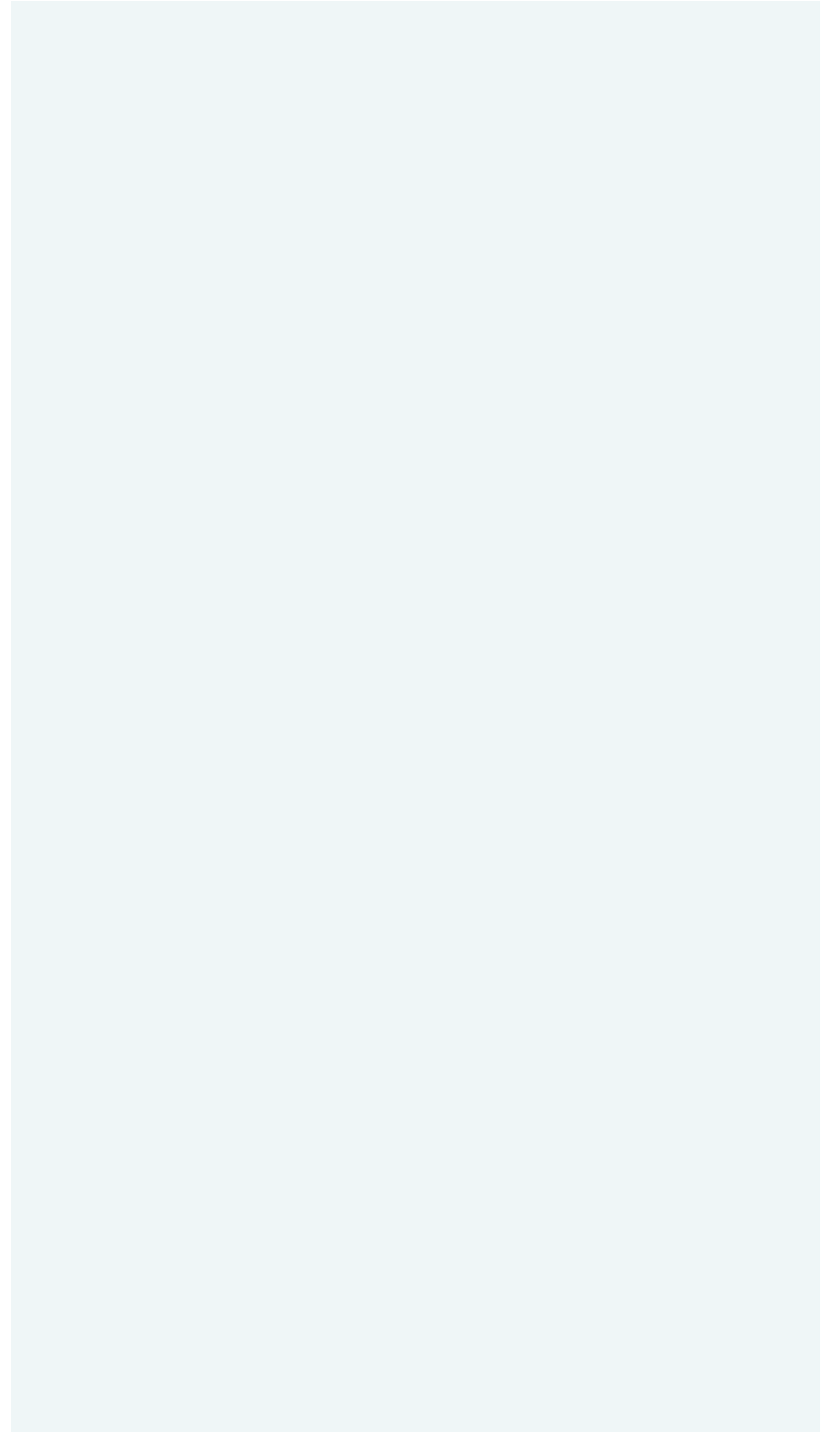


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20220614\_094558





20220614\_094508

✓ Are there reasonable limitations on escape route linings to prevent the spread of fire?

CURRENT CONTROL: Reasonable limitation on escape route lining to prevent fire spread appear in place.

## TRAVEL DISTANCE

✓ Are travel distances (via a single exit) suitable?

CURRENT CONTROL: These premises consist of a single final exit. The maximum travel distance from the furthest part of the building to a place of total safety has been assessed as a maximum of 21m from the upper floors. This is longer than normally considered acceptable in relevant fire safety guidance (18m). This is mitigated however by the provision of the automatic fire detection in the building to L2 standard. therefore escape distances are considered to be acceptable.

## FINAL FIRE EXITS

### ✓ Are final fire exits suitable and sufficient?

CURRENT CONTROL: The number; width and location of the final fire exit door leading to a place of complete safety is considered appropriate after consideration of the level of occupation within the building. The door is in working order and complied with the current legislation and guidance.

## EMERGENCY LIGHTING

### Ⓜ Is adequate emergency lighting provided where required?

ACTION: The number of emergency lighting units is consider inappropriate to illuminate the exit routes adequately in line with BS 5266-1 and should be reviewed and improved upon. At least one additional emergency light should be installed in the main hall over the escape door to illuminate and indicate the direction of escape.

#### LAST ACTION

Not actioned

### Ⓜ Does emergency lighting have a monthly short duration test?

ACTION: There is no record of monthly testing of emergency lighting. Monthly short duration testing and recording must be undertaken in accordance with BS 5266-1.

#### LAST ACTION

Not actioned

### ✓ Does emergency lighting have an annual full duration test?

CURRENT CONTROL: Emergency lighting has a full duration test carried out annually to ensure appropriate operation.

## SIGNAGE

### Is directional signage provided and adequate?

ACTION: There is a lack of directional signage identifying escape routes and exits. Provide additional signage to indicate direction of travel from the 2nd floor.

#### LAST ACTION

**Not actioned**

### Is fire signage compliant with current legislation & guidance?

CURRENT CONTROL: All signage complies with current legislation and guidance.

### Are fire action notices provided where required?

CURRENT CONTROL: "Fire Action Notices" are provided throughout the building with clear instruction on what to do in the event of a fire.

### Are Fire Door- Keep Locked signs provided where required?

ACTION: "Fire Doors keep Locked shut" signs are required on all storage room and utility doors.

#### LAST ACTION

**Not actioned**

### Are Fire Door- Keep Closed signs provided where required?

CURRENT CONTROL: "Fire Doors Keep Closed" are displayed on doors dividing zones and fire doors.

✓ Are fire extinguisher instructions posted next to extinguishers?

CURRENT CONTROL: Instruction on Fire Extinguishers is clearly displayed above the extinguishers.

## DISABLED PERSONS

✓ Has an evacuation plan for disabled persons been developed?

CURRENT CONTROL: Disabled visitors can safely evacuate by being catered for on the ground floor in offices close to the exit.

M Are Personal Emergency Evacuation plans (PEEPs) in place where required?

ACTION: Prepare a Personal Emergency Evacuation Plan [PEEP] for all disabled persons regularly within the building.

### LAST ACTION

**Not actioned**

## STAIRCASES

✓ Are staircases considered to be of sufficient width for occupancy levels?

CURRENT CONTROL: The width of the staircases is considered appropriate for the level of occupancy to ensure a safe exit from the building.

✓ Are all exit staircases fitted with hand rails?

CURRENT CONTROL: All exit staircases have been provided with hand rails.

## HAZARD RATING

✓ MEANS OF ESCAPE: Estimated overall hazard rating

Normal

## 7 FIRE-FIGHTING EQUIPMENT

### FIRE EXTINGUISHERS PROVISION

✓ Is there suitable provision of portable fire extinguishers to all final exits?

CURRENT CONTROL: A suitable level of portable fire extinguishers has been provided. This consists of a 27A P50 foam extinguisher on each floor located in visible areas. A dry powder extinguisher is available in the boiler room.

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✓ Are appropriate specific types of extinguisher provided for specific risks?

CURRENT CONTROL: The following Fire Fighting Media has been specifically provided for the following hazards: - P50 extinguisher for all classes of fire likely to be present within the building given current usage.

### P50 FIRE EXTINGUISHERS

Ⓜ Action: Records of P50 inspection not maintained

LAST ACTION



ACTION: Records of inspection of P50 extinguishers are not being maintained, ensure a record of inspection stating condition is recorded. Guidance on frequency and type of inspection is given on the link below and is listed on the side of the extinguishers.  
<https://www.safelincs.co.uk/p50/3-step-maintenance-process/>

**Not actioned**

**M** Advisory: Replace P50 extinguishers over 10 years old

ADVISORY: It is recommended that those P50 extinguisher over 10 years old should be replaced. Manufacture date could not be seen on extinguishers inspected, confirm and replace if needed.

**LAST ACTION**

**Not actioned**

## HAZARD RATING

**✓** FIRE FIGHTING EQUIPMENT: Estimated overall hazard rating

Normal

## 9 FIRE TRAINING

### FIRE SAFETY AWARENESS

**M** Is fire awareness training provided for staff?

ACTION: Ensure all staff have received fire safety awareness training.

**LAST ACTION**

**Not actioned**

## INDUCTION


 Does induction include fire safety procedures?

ACTION: All new starters must receive fire safety instruction as part of their induction training.

LAST ACTION

Not actioned

## FIRE WARDENS

 Are there adequate numbers of trained fire wardens where required?

ACTION: Appoint and train an adequate number of staff to act as fire wardens, to ensure appropriate evacuation of the building and the evacuation of disabled persons.

LAST ACTION

Not actioned

## CALLING EMERGENCY SERVICES

 Have selected staff received training in calling emergency services?

CURRENT CONTROL: Appropriate instruction has been given to those members of staff responsible for calling the Fire & Rescue Service to ensure they are aware of the information required by the Fire Service and how to place a call.

## HAZARD RATING

 TRAINING: Estimated overall hazard rating

## 10 FIRE RISK MANAGEMENT

### RESPONSIBILITIES

#### Has a Responsible Person been identified?

CURRENT CONTROL: The Town Clerk is the Responsible Person ensuring Fire Safety standards and management of those standards are implemented.

---

#### Identify of the competent person appointed by the Responsible Person?

CURRENT CONTROL: The deputy Town Clerk has been appointed by the Responsible Person as the Competent Person to advise and manage the everyday requirements for Fire Safety within the organisation.

### FIRE SAFETY PLAN

#### Is there a suitable & sufficient fire safety plan?

CURRENT CONTROL: A full and comprehensive safety plan is in place to provide clear instruction to all staff as to what to do in the event of a fire.

### RISK ASSESSMENT REVIEW

✔ Is the Competent Person aware of the need to review this assessment?

CURRENT CONTROL: The Competent Person is aware of their legal obligation to review this Fire Risk Assessment annually.

## RECORDS

Ⓜ Are annual (or more frequent) evacuation drills conducted?

ACTION: Regular annual evacuation drills should be carried out and recorded in the fire log.

LAST ACTION

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Not actioned

Ⓜ Are weekly checks on location and condition of extinguishers conducted?

ACTION: The location and condition of portable fire fighting appliances should be checked weekly.

LAST ACTION

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Not actioned

## HAZARD RATING

✔ MANAGEMENT: Estimated overall hazard rating

Normal

## **F** Not Applicable

During the course of this report, the following sections were deemed not applicable, but included here for your reference:

### Not Applicable

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People at risk 2

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People at risk 3

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People at risk 5

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People at risk 6

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People at risk 7

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People at risk 9

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People at risk 10

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People at risk 11

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Any other relevant information i.e. are the premises listed?

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People at risk 12

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Details of previous fire loss events

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Is competence/supervision of cooking equipment adequate?

---

Is there a suitable maintenance/isolation method for cooking equipment?

---

Are deep fat fryer controls adequate?

---

Are ducting and filters regularly cleaned?

---

Are suitable fire extinguishers provided?

---

Are outside contractors provided with fire safety rules?

---

Are external smoking facilities provided?

---

Is there adequate separation of combustible materials from battery chargers?

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Is the distance between charger & vehicle suitable?

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Is ventilation in battery charging areas adequate?

---

Is testing, maintenance and RCD protection of charging units adequate?

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Is a CO2 extinguisher located in the vicinity of the battery charging area?

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Are Lithium Ion battery charging risks adequately controlled?

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Fire Hazard Control or Elimination- Other comments (1)

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Fire Hazard Control or Elimination- Other comments (2)

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Fire Hazard Control or Elimination- Other comments (3)

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Fire Hazard Control or Elimination- Other comments (4)

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Fire Hazard Control or Elimination- Other comments (5)

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Fuels- Other comments (1)

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Fuels- Other comments (2)

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Fuels- Other comments (3)

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Is waste removed from the premises daily & stored appropriately?

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Are levels of flammable liquids used on the premises appropriate?

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Are approved, lockable storage cabinets provided for flammable liquids?

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Advisory: Dangerous Substances and Explosive Atmospheres Regulations 2002

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Is LPG storage considered adequate?

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Is adequate emergency information displayed near flammable gas storage?

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Are walls round staircases intact, maintaining their integrity as places of safety?

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Are void areas suitable to prevent unhindered fire spread?

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Is ventilation duct protection adequate?

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Is building compartmentation adequate?

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Are 60 minute fire-resistant doors provided where required?

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Is compartmentation/protection of stairwells adequate?

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Are roof spaces and voids provided with suitable compartmentation to prevent the spread of fire?

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Is there adequate means of raising the alarm where no automated alarm/detection is in place?

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Detection & Warning- Other comments (1)

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Detection & Warning- Other comments (2)

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Detection & Warning- Other comments (3)

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Detection & Warning- Other comments (4)

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Are suitable and sufficient Manual Alarm Call (MCP's) points provided?

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Are weekly alarm tests conducted and recorded for the manual alarm system?

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Is the manual alarm system inspection/maintenance satisfactory?

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Advisory: Consider automatic detection

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Is an automatic staged alarm provided or required?

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Staged alarm: Weekly alarm tests not occurring weekly

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Staged alarm: Alarm system inspection/maintenance inadequate

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Are visual alarms provided for the hearing-impaired?

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Visual alarms inadequate

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Are fire doors controlled by Maglock/Door guard etc used correctly?

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Are exit stairs leading to place of safety suitably protected?

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Are travel distances (via more than one exit) suitable?

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Action: Final fire exits of unsuitable number/width/location

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Action: Final fire exits inoperative or inadequately signed

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Action: Final fire exits blocked

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Action: final fire exits locked

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Is borrowed lighting sufficient to eliminate the need for emergency lighting?

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Are push bars & pads and external fire exits appropriately signed?

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Are fire evacuation chair(s) provided or required?

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Do lift doors open onto places of relative safety?

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Are notices posted to instruct that lifts should not be used in case of fire?

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Are lifts equipped with a 'fireman's switch'?

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Is fire separation within staircases considered adequate?

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Are external fire escape staircases and gangways routinely inspected and maintained?

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Means of Escape- Other comments (1)

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Means of Escape- Other comments (2)

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Means of Escape- Other comments (3)

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Means of Escape- Other comments (4)

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Means of Escape- Other comments (5)

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Means of Escape- Other comments (6)

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Are routine inspections of final exit doors and fastening in place?

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Are fire fighting lifts subject to appropriate inspections and testing?

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Is the fire hose reel subject to routine service and maintenance?

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Are riser mains subjected to six monthly inspections and annual testing?

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Is sprinkler system installation subject to weekly and periodic inspections?

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Fire-Fighting Equipment- Other comments (1)

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Fire-Fighting Equipment- Other comments (2)

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Fire-Fighting Equipment- Other comments (3)

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Are P50 type extinguishers being considered?

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Advisory: Benefits of P50 type

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Is the fire ventilation system linked to the alarm system?

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Is ventilation specifically designed to vent smoke and heat provided?

---

Is a sprinkler system in place?

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Are fire shutters provided/required?

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Action: Ensure fire shutters maintained

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Fire wardens are not considered necessary

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Have selected staff received training in fire extinguisher operation?

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Fire Training- Other comments (1)

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Fire Training- Other comments (2)

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Fire Training- Other comments (3)

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Is suitable periodic refresher training provided?

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Fire Risk Management- Other comments (1)

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Fire Risk Management- Other comments (2)

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Fire Risk Management- Other comments (3)

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Is fire safety management discussed by senior management annually?

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Are weekly alarm tests recorded?

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Are recording of inspection & test of the alarm system maintained?

---

Are training records maintained?

---

Are fire extinguishers (non-P50 type) serviced annually?

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Are P50 extinguisher checks conducted every 6 months?

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Are the whereabouts of visitors and others supervised or recorded?

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Are plan drawings of the premises available?

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Other comments (1)

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Other comments (2)

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Other comments (3)

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Other comments (4)

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Other comments (5)

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Other comments (6)

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Other comments (7)

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Other comments (8)

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Other comments (9)

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Other comments (10)

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