



**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT REPORT
Type 1 (non-intrusive)**



Relevant information:

Client:	Julie Smith-Port Deputy Clerk / Responsible Financial Officer
Address:	Canvey Island Town Council 11 High St Canvey Island Essex SS8 7RB
Telephone No:	01268 683965
Date of previous Fire Risk Assessment:	03/09/2019
Date of previous Fire Risk Assessment:	14/10/2020
Date of Assessment:	21/10/2021
Assessor:	M.Bainbridge - FIFPO, SFIIRSM, MIFSM, EngTech GIFireE
Reason for commissioning Fire Risk Assessment:	Statutory compliance
Next Report Review Date: *	12 months
Responsible Person/s:	Elaine De-Can – Town Clerk
Person/s providing information:	Julie Smith-Port Deputy Clerk / Responsible Financial Officer
Enforcing Authority:	Essex County Fire & Rescue Service
Report Reference number:	FSQ 745b
Appropriate HM or other fire safety risk assessment guidance used during this assessment:	Offices and Shops, Small to medium places of assembly

****This assessment should be reviewed by the date indicated above, by a competent person, or at such earlier time when any physical or procedural changes are made in the premises, change in process, new fire hazards, increase in occupancy, if there is reason to suspect that it is no longer valid, or if a fire occurs.***



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Section 1 - INTRODUCTION

1.1 Fire Risk Assessment Report Guidance

This document serves as a record of a fire risk assessment as required by the Statutory Instrument 2005 No. 1541, Regulatory Reform (Fire Safety) Order 2005.

The purpose of this report is to provide an assessment of the risk of life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This fire risk assessment is not a DSEAR risk assessment.

1.2 Relevant Fire Safety Guidance and Legislation

- The following standards are referred to in this document (list not exhaustive).
- Regulatory Reform (Fire Safety) Order 2005 - known as the FSO or Fire Safety Order
- The Fire Safety (EMPLOYEES' CAPABILITIES) (ENGLAND) Regulations 2010
- Health and Safety at Work etc. Act 1974
- British Standard BS 5839 Part 1 – Code of practice for Fire detection and fire alarm systems for buildings or BS 5839-6 Fire detection and fire alarm systems for domestic premises as appropriate
- British Standard BS5266 - Code of practice for the emergency escape lighting of premises
- Electrical safety in the workplace - <http://www.hse.gov.uk/electricity/faq.htm>
- The Electrical Safety Council - Landlord's Guide to Electrical Safety
http://www.rla.org.uk/landlord/guides/responsibilities/electrical_inspections.shtml
- Maintaining Portable Electrical Appliances -
<http://www.hse.gov.uk/pubns/priced/hsg107.pdf>
- Electrical Safety First 'Use our 'socket calculator' -
<http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/>
- The Gas Safety (Installation and Use) Regulations 1998
<http://www.legislation.gov.uk/uksi/1998/2451/made>
- The Smoke-free (Signs) Regulations 2012
<http://www.legislation.gov.uk/uksi/2012/1536/note/made> and
http://www.camquit.nhs.uk/uploads/POL018_Smokefree_guidance_3.pdf
- Dust explosions - <http://www.dustexplosion.info/>
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
<http://www.legislation.gov.uk/uksi/1988/1324/contents/made>
- Warrington Fire testing centre – Pink 120-minute rated Fire foam failed within 10-minutes
https://www.youtube.com/watch?v=i7wrl0B_wo8



Section 2 - GENERAL PREMISES INFORMATION

2.1 The Premises Particulars	
Type of Construction	Traditional brick construction, timber-supporting pitch tiled roof perimeter with a flat rooftop. Suspended ceiling tiles. Part of a range of single-story shop/office premises of similar size. A solid wall separates each premise, it is unclear if wall extends to the underside of roof.
Approximate Age of building	Reportedly constructed in the 1970's
Approximate floor area	156M ²
Number of Floors	1
Number of Stairwells	0
Use of Premises	Unit 11 - Office space Unit 13 – Office space to the rear / Meeting room to the front
Brief Details of Property	Two interconnected units 11 & 13 formally shops, situated within a parade of units located on a busy main road through the town. Each with 2 fire exits. Unit 11 contains a small waiting area at the entrance, separated from the open plan office and admin areas to the rear by a glass partition. Unit 13 separated by a solid brick/block wall with an interconnecting door from the open plan office into the main meeting room. This unit is used to conduct town meetings and offers a large meeting room to the front with a toilet and a small office to the rear.
Any existing fire engineered solutions?	None
2.2 The Occupants	
Max. Number of Employees Inc. full/part time	4 employees Only 2 working at the same time during COVID-19 times.
Max. Number of Occupants	Unit 11 has space for 4 staff in the office and approximately 6 members of the public in waiting area, each space with a dedicated fire exit. Unit 13 is used to conduct meetings and can hold up to 25 people with one small office located at the rear for 1 member of staff. This space has 2 x dedicated fire exits.
Associated times/hours of occupation	<u>Members of the public</u> Tuesday - 9.30am to 12noon, Wednesday - 12.30pm to 2.30pm Thursday - 9.30am to 12noon <u>Office Staff</u> 9am to 5pm weekdays.
Vulnerable Groups	No. of sleeping Occupants: - 0 No of Disabled Occupants: - 0 Occupants in remote areas and lone: - 0 Young persons: - Possible, but under supervision of an adult. Others: - Due to unit 13 being used for town meetings it has the potential to hold a variety of vulnerable groups.
2.3 Fire Loss History	
Fire Loss History Inc. any outstanding issues with fire enforcing authority e.g. alteration notices, enforcement notices, prohibition notices	None reported.
Other Relevant Information (e.g. Flood, Burglary, Planned Building Works etc.	None reported. FRA inspection undertaken during COVID-19 2 nd lockdown.



Section 3 - FIRE HAZARD AUDIT

3.1 Electrical Sources of Ignition				
Description	Yes	No	N/A	Comment and hazards observed
Are Fixed Electrical Installations being Periodically Tested by a competent electrical engineer or independent qualified tester in accordance with BS 7671?	X			Last carried out by Electrical Services (M Shave) who is NICEIC registered on 16/11/2018 with remedials completed on 14/05/2019.
Do visible service cables appear to be suitably fixed so not to drop during the early stages of fire throughout dedicated, or other fire escape routes as required in British Standards most recently BS 7671:2008+Amendment 3:2015? * This fire inspection is non-invasive only. Integrity of cables and cable fixings should be properly inspected during regular periodic testing of fixed electrical installations by a competent electrical engineer as above.	X			Cables appear to be in very good condition.
Has the duty holder determined the frequency of inspection and testing Portable Electrical Equipment to meet requirements of The Electricity at Work Regulations 1989? Preventative Maintenance Schedule (PPM) for Portable Electrical Equipment? Are they regularly tested as recommended by the HSE Examples -? Earthed (class 1) items Inc. Kettles/toasters every 1-2 years Extension leads every 1-5 years	X			Last conducted 21/09/2021 by Dave Heath of DC PET.



Is there a suitable policy regarding the use of personal electrical appliances requiring staff to carrying out visual checks to spot early signs of damage or deterioration?		?		Advisory note: If not already in place, consider the inclusion of a statement within the new starter induction pack to include the use of personal electrical appliances at work.
Is the use of extension leads kept to a minimum, not daisy chained into each other increasing load and fire risk?	X			
Evidence of electrical adaptor blocks in use? (If so, advise replacement with extension leads or wall socket outlets)		X		
Have reasonable measures been taken to prevent fires of electrical origin?	X			
3.2 Smoking				
Description	Yes	No	N/A	Comment and hazards observed
Is smoking prohibited on the premises?	X			
If so, are suitable arrangements in place for those who wish to smoke?	X			Public highway.
Is there evidence of a breach of the smoking restrictions?		X		
At least one legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Act. Are "No Smoking" signs appropriately displayed in accordance with The Smoke-free (Signs) Regulations 2012?	X			Signs displayed in prominent locations.
Did this policy appear to be observed at the time of inspection?	X			
3.3 Arson				
Description	Yes	No	N/A	Comment and hazards observed
Are reasonable security measures in place to prevent Arson? <i>*Reasonable only in the context of this fire risk assessment. If specific</i>	X			Suitable locks on doors, 24 Hour CCTV in operation and bins to the rear of the building locked and managed well- no overloading. All staff have received Fire warden training advising on how to reduce the risk of arson related incidents.



<i>advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>				Advisory note: Should fire setting become an issue in the local vicinity, consider decommissioning letter boxes and use a locked wall mounted outside metal fire resisting letter box should arson become a challenge in the local area.
Evidence of combustible waste or other unnecessary fire loading in close proximity to the premises or available for ignition by outsiders?		X		Combustible waste organised and managed well.
Is there a history of Arson attacks in area surrounding the building?		X		None reported.
3.4 Portable heaters and heating installations				
Description	Yes	No	N/A	Comment
Is the use of portable heaters avoided as far as practicable?	X			
Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	X			
Are heating appliances securely fixed?	X			
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	X			
Are heating appliances suitably positioned to allow free flow of air?	X			
Are fixed heating installations subject to regular maintenance?	X			Unit 11 - Fixed wall mounted electrical radiant bar heater appears to be in good order. Advisory Advise regular visual inspections to ensure vents are always kept clear and dust is not allowed to accumulate. Ensure all air conditioning units are regularly serviced and maintained as per manufacturer's instructions.
3.5 Cooking				
Description	Yes	No	N/A	Comment
Are reasonable measures taken to prevent fires as a result of cooking	X			
Are filters and ductwork cleaned regularly?			X	
Is suitable Portable Fire-fighting equipment provided?	X			



Are Gas Shut-Off Valves suitably identified and free from obstruction?			X	
Are flammable materials stored appropriately i.e. away from ignition sources?	X			
3.6 Lightning				
Description	Yes	No	N/A	Comment and hazards observed
Is a Lightning Protection System installed?		X		
3.7 Housekeeping				
Description	Yes	No	N/A	Comment and hazards observed
Waste management Is the standard of housekeeping adequate?	X			
Are combustible materials separated from ignition sources and stored appropriately?	X			
Are accumulations of combustible waste avoided?	X			
Are Boiler Rooms and Electrical Intake Rooms kept free of storage?	X			Electrical consumer points located in rear photocopy area of unit 11 and rear office of unit 13.
Are hazardous materials stored appropriately?	X			No hazardous materials noted during inspection.
Are designated Escape Routes kept clear of obstruction and combustible materials?	X			
3.8 Hazards introduced by outside contractors and building works				
Description	Yes	No	N/A	Comment and hazards observed
Are Visitor/Contractors given instruction how to raise the fire alarm, respond to fire alarm and prevent fires?	X			Manual call points located at each exit. Fire action notices displayed at prominent locations giving occupants clear instruction on procedures to be followed in the event of fire.
Are contractors logged in and logged out of premises to assist managing the roll call in an emergency?	X			A sign in sheet system is in place. To support a rollcall.
Is there a permit to work system in place? When working on the fire alarm, emergency lighting doing hot works etc.		X		Due to the size, function and staff levels of the premise, a permit to work system is deemed unnecessary as staff can manage contractors and should request a method statement for consideration and filing as necessary.
3.9 Dangerous Substances				
Description	Yes	No	N/A	Comment
Are the general fire precautions adequate to address the hazards associated with dangerous	X			



substances used or stored within the premises?				
Are flammable liquids used and stored appropriately?			X	None reported.
Is flameproof equipment used where explosive atmospheres may be encountered?			X	
Are arrangements in place for the safe handling and transport of dangerous substances?			X	
3.9a Oxygen				
Description	Yes	No	N/A	Comment
Evidence of oxygen stored in cylinders for medical use, resuscitation or industrial purposes?			X	
Have staff operating oxygen apparatus been trained to use it in recent years?			X	
3.10 Other Significant Fire Hazards				
Description	Yes	No	N/A	Comment
Are there any works processes, other than those previously identified, that produce heat?		X		
Are there any other hazards or ignition sources that warrant consideration?		X		Possible asbestos reported on floor plans located in the flooring of managers office, unit 13.



Section 4 - PREVENTATIVE AND PROTECTIVE MEASURES AUDIT

4.1 Means of Escape				
Description	Yes	No	N/A	Comment
Adequate design of escape routes?	X			
Do the premises have reasonable means of escape in the event of a fire?	X			
Are exits easily and immediately openable where necessary?	X			Unit 13 main exit (entrance) is fitted with a thumb turn lock for security reasons during times when no meetings are being held. A pictorial notice has been displayed but is not clear, fading with the sunlight. See action 01 in section 7 <i>27/10/2021 new signs displayed duly signed off.</i>
Do existing security measures hinder means of escape?		X		Security steel gates provided to outside are part of a daily opening up process are managed daily by an opening up process.
Avoidance of sliding/revolving doors as fire exists where necessary?	X			
Satisfactory means of securing exits?	X			
Is there a reasonable travel distance where there is a single direction to a relatively safe place?	X			
Reasonable distances of travel where there are 2 or more alternate means of escape?	X			
Suitable protection of escape routes?	X			
Suitable fire precautions for all inner rooms?			X	
Escape routes unobstructed?	X			
Are there reasonable arrangements for means of escape for disabled people? Fire evacuation aids, Buddy system and sufficient trained staff to assist in a fire emergency.	X			01/11/2017 RP email confirmed the Town Council does have in place a Personal Emergency Evacuation Plan Procedure which was adopted by the Town Council in December 2010.
4.2 Measures to limit fire spread and development				
Description	Yes	No	N/A	Comment
Is the compartmentation of a reasonable standard? * <i>*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate</i>	X			Unclear if roof spaces between different neighboring premises are fully compartmented, however this is most likely due to the design of the units having partly wall separation front and rear. Compensated for by AFD and Emergency Fire Plans. Considered not to affect life safety in offices or neighboring commercial premises as it is likely there is no sleeping accommodation.



Is fire stopping in a reasonable condition around services penetrating fire compartment walls and floors? * <i>*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate</i>	X			
Are Fire Doors, including frames, closers and fittings, of an acceptable standard, closing fully and functioning as designed?	X			
Are adequate measures in place to limit surface spread of flame caused by wall covering, wall-hangings, furnishings and construction materials?	X			
Is stock being managed to acceptable levels?	X			
Are Fire Dampers provided within Ductwork to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of fire? * <i>*A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment</i>			X	
Ventilation provided may include natural or mechanical possibly with Automatic Opening Vents (AOV)			X	
Are surface finishes of walls and ceilings in escape corridor/staircases 0 rated surface spread of flame?			X	
4.3 Emergency escape lighting				
Description	Yes	No	N/A	Comment
Reasonable standard of emergency escape lighting system provided complying with BS5266? * <i>* Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.</i>	X			
Does emergency escape lighting extend to outside building helping people move away to safety in hours of darkness?	X			Final exits are fitted with exterior bulkhead light fittings supported by borrowed light from street lighting.
Has Part Night Lighting been introduced by the local authority affecting streetlight. If so, was street lighting considered 'borrowed lighting' for emergency lighting of premises in a fire?			X	Premise would not be occupied during the hours that 'part night' lighting would be in effect.
4.4 Fire safety signs and notices				
Description	Yes	No	N/A	Comment
Fire safety should comply with BS 5499. Are fire safety signs and notices of a reasonable standard?	X			



4.5 Means of giving warning in case of fire				
Description	Yes	No	N/A	Comment
Reasonable manually operated electrical fire alarm system provided? * <i>*Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>	X			Considered to be a Category L4M system. C Tec 2 zone conventional fire alarm panel linked to 4 x MCPs at final exits and smoke detectors protecting both units 11 and 13. Fire alarm zones in use has not been identified on the panel with 8 zone capacity. Lack of zone chart reflecting panel allocation or schematic drawing displayed below. See action 02 in section 7 <i>27/10/2021 Zones marked up on FACP duly signed off.</i>
Is there automatic fire detection provided throughout the premises?	X			
Is there automatic fire detection provided in part of the premises only?		X		
Is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?	X			
Are there remote transmissions of alarm signals?	X			Monitored by Yeomans who investigate.
Is a Fire Alarm Call-point sited at each exit from the premises?	X			
Are Fire Alarm Call-points sited within an acceptable distance of travel? i.e. Maximum distance of 45m.	X			
Does the Fire Alarm system provide the same sound throughout the premises as required?	X			
Is the Fire Alarm system compatible with Disability Discrimination Act (DDA) requirements if necessary?		X		Should specialised aids alerted by fire alarm be required, seek advice from the fire alarm engineer.
4.6 Manual fire extinguisher appliances				
Description	Yes	No	N/A	Comment
Are sufficient Class A Fire Extinguishers provided?	X			
Are sufficient additional Fire Extinguishers provided for Class B, C, D, E or F fires?	X			
Are Fire Extinguishers, Fire Blankets and Fire Hose Reels unobstructed and ready for use?	X			
4.7 Other relevant fire systems				
Description	Yes	No	N/A	Comment
Is a Fire Sprinkler System or other Fire Suppression System installed in the premises? * <i>* Relevant to life safety and this risk assessment (as opposed purely to property protection)</i>		X		Consider investing in an automatic fire suppression system. It is like having your own firefighter on site immediately ready to deploy and control any fire in the room of origin. Good for life safety and business continuity.



Is there suitable provision of fire-fighters isolation switch(es) for high voltage luminous tube signs etc?			X	
Where is the Nearest fire hydrant or other suitable water supply to fight fire located?	X			Located outside no 21 is a large 225mm water main.
Is access for fire appliances suitable?	X			In main road on a one-way system.
Easy access to gas and electrical supply isolations valves/switches?	X			Electrical consumer point within photocopy room to rear unit 11 and managers office in unit 13.



Section 5 - FIRE SAFETY MANAGEMENT AUDIT

5.1 Procedures and arrangements				
Description	Yes	No	N/A	Comment
Is fire safety being adequately managed during normal hours and out of normal working hours?	X			Fire safety systems provided include AFD and EL. Fire signs, schematic drawings, and Fire Action Notices. Last fire warden training in 2017 is due for renewal to include new members of staff.
Is there a suitable record of Fire Safety arrangements?	X			
Are there appropriate fire procedures in place?	X			Fire Action Notices and the Evacuation Plan displayed are suitable for the premises and are placed by most MCP.
Are procedures in the event of fire appropriate and properly documented?	X			
Are there suitable arrangements for summoning the fire and rescue service?	X			Out of hours key holders contact details have been shared with the Yeomans RMC.
Are there suitable arrangements in place to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	X			4 employees have received Fire Marshall training detailing procedures for meeting the Fire Service.
Are there arrangements in place to ensure full evacuation of the premises?	X			Covered within Fire Marshall training provided by CT via MB Fire Risk on 01/09/2021.
Is there a clearly designated Fire Assembly Point?	X			Canvey Library across the road.
Are there arrangements in place to evacuate persons requiring assistance? <i>If yes, a Personal Emergency Evacuation Plan must be written (PEEP)</i>	X			Covered within Fire Marshall training.
Are Unwanted Fire Alarm Signals (UWFS) recorded in the fire alarm logbook and managed to prevent summoning the Fire Service unnecessarily?	X			No UWFS reported recently.
Have any employees nominated to use firefighting equipment had sufficient training, experience or knowledge as can be obtained by attending live fire training?	X			All staff received 'Live Fire' training incorporated within Fire Marshall training delivered by MB Fire risk September 2017. Due for renewal. See action number 03 in section 7 <i>Fire Marshall training provided by CT via MB Fire Risk on 01/09/2021 duly signed off.</i>
Are persons nominated and trained to assist with evacuation, including evacuation of disabled people?	X			
Are liaison and familiarisation arrangements in place with the Fire & Rescue Service?	X			ECFRS conduct regular workplace fire safety inspections and familiarisation of topography and water supplies.



Is there a routine in-house inspection of fire precautions (e.g. in the course of health and safety inspections)?	X			Carried out and recorded 6 monthly.
5.2 Training and Drills				
Description	Yes	No	N/A	Comment
Is there an Induction process in place for new employees and does it include fire safety training?		X		Induction process relating to fire training for new employees is included within the office safety section of our staff induction pack.
Are records of Fire Safety Training maintained?	X			Fire Marshall training delivered via MB Fire Risk 01/09/2021.
Is periodic refresher training delivered to existing employees?	X			3 yearly refresher fire warden training is considered acceptable for these premises if staff remain unchanged. See action number 04 in section 7 <i>Fire Marshall training provided by CT via MB Fire Risk on 01/09/2021 duly signed off.</i>
Do employees demonstrate the level of competence in fire safety as required by the Regulatory Reform (Fire Safety) Order 2005?	X			
Did nominated employees demonstrate confidence in the use of evacuation equipment provided?			X	
Are employees with special responsibilities including the use of evacuation equipment or fire wardens, given suitable and sufficient training?	X			
Are fire drills carried out at appropriate intervals including out-of-hours working?		X		Fire drills should be carried out and logged at least annually. Last recorded fire drill 23/07/2018. See action number 05 in section 7
5.3 Testing and Maintenance				
Description	Yes	No	N/A	Comment
Are the following arrangements in place:				
Adequate general maintenance of premises?	X			
Weekly Testing of the Fire Alarm System?	X			Fire alarm call point last tested 21/10/2021 by JS.
Periodic Testing of the Fire Alarm System in accordance with BS5839 Part 1?	X			Carter Security System last test and inspection 26/03/2021. Changing contractor to SFB.
Monthly function testing of the Emergency Lighting System?	X			21/10/2021 by Julie Smith-Port Deputy Clerk / Responsible Financial Officer
Annual discharge Testing of the Emergency Lighting System in accordance with BS5266?	X			Last carried out on the 21/10/2021 by Carter Security System who wrongly indicated EL not working. Changing contractor to SFB.



Annual Testing of the Portable Fire-fighting Equipment?	X			Fire extinguishers- 'Bond Fire Protection' Last test 02/02/2021.
Annual Testing of the Hose Reels?			X	
Six-Monthly Inspection and Testing of the Wet/Dry Rising Mains to BS9990?			X	
Weekly testing of the Sprinkler System?			X	
Periodic Testing of the Sprinkler System to BS EN 12845?			X	
Periodic Testing of mechanically or electrically operated Smoke Vents/Curtains or Doors?			X	
Periodic inspection of external escape staircases and gangways?			X	
Weekly and monthly testing, six monthly and annual testing of fire-fighting lifts?			X	
Routine checks of final exit doors and/or security fastenings?	X			Doors are in good condition. Introduce regular annual fire door inspection. Open fire door fully and let go ensuring door closes shut to door stop unaided within a reasonable time frame suggest 12-15 seconds. Aim for a 3mm gap around the top and leading edges between door and frame and no more than 8mm at the bottom. Any holes, damaged glazing or missing door furniture should be repaired, missing fire strips replaced etc.
Is an annual or 11 monthly test of lightning protection system carried out in accordance with BS EN 62305?			X	
Are suitable systems in place for reporting and subsequent restoration of safety measures that have failed relevant standards?	X			
Testing and maintenance of evacuation equipment?			X	
Other relevant inspections or tests?			X	
5.4 Records				
Description	Yes	No	N/A	Comment
Is there a fire policy?	X			Revised July 2018 was next due for review 2020.
Are there fire procedures?	X			Evacuation plan, office plan drawing blended with Fire Action Notices and supporting signage.
Is there an Emergency Fire Escape plan (schematic drawing) highlighting fire escape routes and fire safety systems etc.?	X			Displayed under fire alarm panel unit 11 and also in meeting room unit 13.
Is there a Fire Logbook?	X			



Section 6 - FIRE RISK LEVEL ESTIMATOR

The following simple fire 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

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: Usually 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.

Taking into account the nature of the premises 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 of 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 that has been advocated for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited costs.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined timer 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Note:

- A. Although the purpose of section 6 is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.**
- B. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.**
- C. Due account should be taken of any advisories recorded in comments throughout the audit part of this report.**
- D. The fire risk assessment should be reviewed regularly by a competent person (registered or third party accredited). Frequency of review is indicated on page 1*.**





Section 7 - ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
1	4.1 4.4	<p>Are exits easily and immediately openable where necessary?</p> <p><i>Unit 13 main exit (entrance) is fitted with a thumb turn lock for security reasons during times when no meetings are being held. A pictorial notice has been displayed but is not clear, fading with the sunlight.</i></p> <p>Replace existing office made sign with a thumb turn lock signage as suggested below from a Google search.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Turn to open</p> </div> <p>or</p> <div style="text-align: center;">  <p>Turn to open</p> </div> </div> <p><i>27/10/2021 new signs displayed duly signed off.</i></p>		Town Council Staff	By 27/10/2021
2	4.5	<p>Reasonable manually operated electrical fire alarm system provided? *</p> <p>Fire alarm zones in use has not been identified on the panel with 8 zone capacity. Lack of zone chart reflecting panel allocation or schematic drawing displayed below.</p> <p>Arrange for Carter Security Ltd to highlight zones used and areas allocated on the fire alarm panel.</p> <p>Highlight zone areas once understood onto the fire plans displayed below fire panel. Zones should help trained Fire Wardens to identify zone immediately, narrowing down the search area.</p> <p><i>27/10/2021 Zones marked up on FACP duly signed off.</i></p>		Fire Alarm Engineer	By 27/10/2021

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
3	5.1	<p>Have any employees nominated to use firefighting equipment had sufficient training, experience or knowledge as can be obtained by attending live fire training?</p> <p><i>All staff received 'Live Fire' training incorporated within Fire Marshall training delivered by MB Fire Risk September 2017. Due for renewal.</i></p> <p>Engage a competent fire trainer like MB Fire Risk to provide live fire training incorporated with Fire Marshal training.</p> <p><i>Fire Marshall training provided by CT via MB Fire Risk on 01/09/2021 duly signed off.</i></p>		01/09/2021	Craig Todd Fire Trainer
4	5.2	<p>Is periodic refresher training delivered to existing employees?</p> <p><i>3 yearly refresher fire warden training is considered acceptable for these premises if staff remain unchanged.</i></p> <p>Arrange for Fire Marshall training early 2021. As before in 2017, MB Fire Risk can provide.</p> <p><i>Fire Marshall training provided by CT via MB Fire Risk on 01/09/2021 duly signed off.</i></p>		01/09/2021	Craig Todd Fire Trainer
5	5.2	<p>Are fire drills carried out at appropriate intervals including out-of-hours working?</p> <p><i>Fire drills should be carried out and logged at least annually. Last recorded fire drill 23/07/2018.</i></p> <p>Arrange regular realist fire drills. Suggest any regular meetings like Canvey Town Council should participate so all are prepared and well informed of evacuation procedure.</p> <p>27/10/2021 Suggest as a minimum during COVID-19 the duty staff undertake a refreshing tabletop exercise or discussion refreshing themselves of evacuation procedure and record this in the logbook as an interim measure.</p>	Low		

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



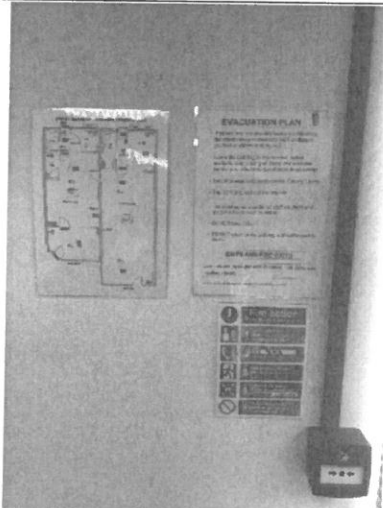
Section 8 - PHOTOGRAPHS



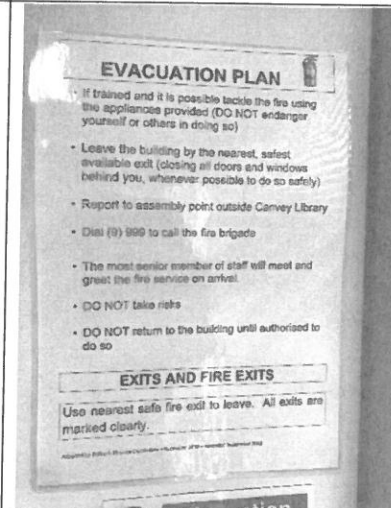
1- Front of Canvey Island Town Council



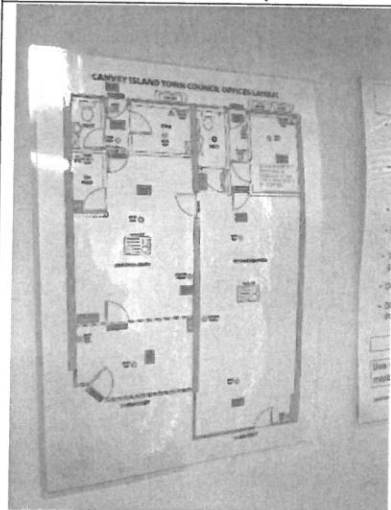
2- Unit 13 meeting room



3- Unit 13- Fire point



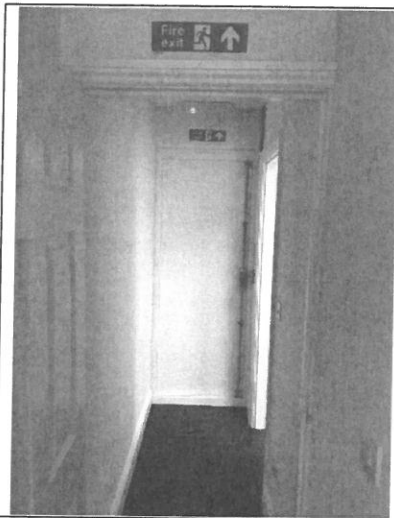
4- Good evacuation plan



5- Emergency floor plan



6- Unit 13- Fire point



7- Unit 13 fire exit route to rear



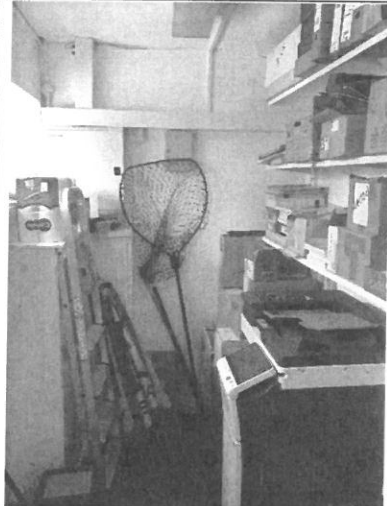
8- Unit 11 office space



9- Unit 11 fire exit route to rear



10- Unit 11 fire exit route to rear



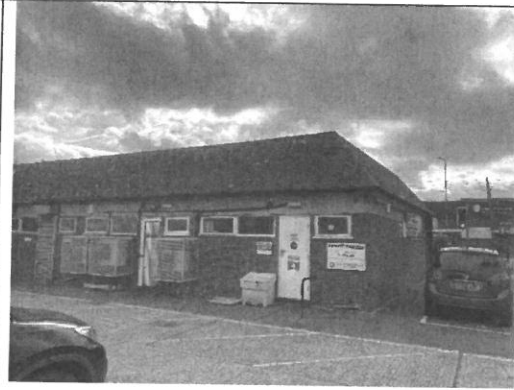
11- Storage cupboard in unit 11 without a door contains electrical equipment. Compensated for by regular fixed wire and PAT, staff training, AFD and alternate fire exits



12- Fire extinguisher tested annually



13- Pictorial thumb turn lock sign with arrow displayed



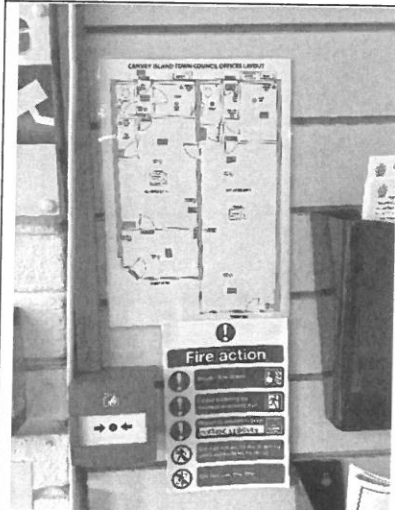
14- Rear of Canvey Island Town Council



15- Hoover PAT tested



16- 'Bond Fire Protection' fire blanket



17- Example of Fire Action Notice displayed near MCP's



18- No smoking sign



19- Radiant bar light in main entrance requires strict controls as evident here keeping clear space on the wall



20 – Entrance to the public is controlled by staff using a key. Alternate fire exits available with push bar to open at rear



Section 9 – DOCUMENT CONTROL

DOCUMENT CONTROL

Fire risk assessment reference number – FSQ 745b

Student mentor: Chloe Bainbridge - AMIFPO Not available on this occasion

Author: Martin Bainbridge - Fire Safety Consultant

Qualifications: FIFPO SFIIRSM, MIFSM, EngTech GFireE
Registered Fire Risk Assessor with IFPO

Signed: *M Bainbridge*

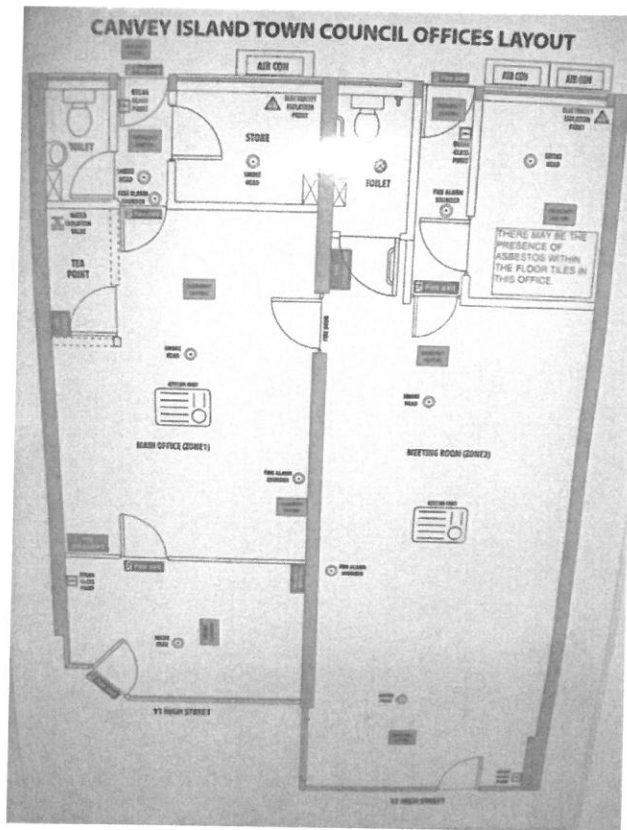
Date: 03/11/2021



Document version: MBCT 1



Section 10 – FLOOR PLAN



Canvey Island Town Council, Canvey, SS8 7RB– Fire risk assessment by MB Fire Risk October 2021.