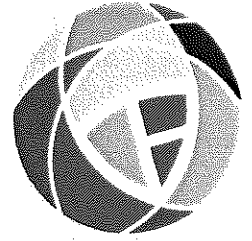


Fire Risk Assessment

Completed by Liz Longman, 6th September 2023



**Canvey Island
Town Council**



Canvey Town Council Office

11 High St SS8 7RB,
Canvey Island
Essex
SS8 7RB



Fire Risk Assessment

Fire Safety Order 2005

Date of Risk Assessment: 6th September 2023

Site Type: Offices & Shops

Client: Canvey Town Council

Site Address: Canvey Town Council Office
11 High St SS8 7RB,
Canvey Island
SS8 7RB

Assessor: Liz Longman (CFPA Level 5 diploma -
Technical Cycle)

Validator: Mark Thomas

Suggested Date for Review: 6th September 2024

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk of property or business continuity from fire.



User Guide

This Fire Risk Assessment is written and produced in compliance with BAFE SP205 and assessed as being based on the Risk Rating set out in PAS 79 1 & 2 2020 Fire Risk Assessment Code of Practice.

This guide is to assist the reader in understanding how to use this document.

A fire risk assessment should be seen as the start of a process; the significant findings should form the basis for an action plan which will help to rectify any deficiencies found in this assessment.

The action plan should be reviewed to ensure items are dealt with within the timescales provided in the significant findings.

Once the items on the action plan have all been completed this document must then be reviewed annually by a competent person to ensure that it's contents are still correct and relevant to the site in question.

The fire risk assessment is broken down into the following parts:

1. General Information

Comments on the overall risk rating for the site and the findings.

2. Fire Protection Measures

Provides information regarding the site, it's activity, people and the "human risks" present during the survey.

3. Management of Fire Safety

Comments on the physical fire protection that the building is provided with.

4. Fire Risk Assessment Summary

Comments on the management policies and practises in place and their suitability.

5. Significant Findings and Action Plan

Details the issues found that need to be resolved and provides a timetable for each item. This should form the basis of your action plan.

Appendix A (Limitations)

This sets out the limitations of the report.

Appendix B (Conclusion)

The conclusions of the fire risk assessor have been reached by applying the guidance contained in PAS 79 1 and 2 2020 Fire Risk Assessment Code of Practice guidance and methodology together with various fire related British Standards, National Guidance and the LGA Guidance for Fire Safety in Purpose Built Blocks of Flats where applicable.



Fire Risk Assessment Summary

Likelihood of Fire Starting

The definition of this is defined as follows:

LOW

Unusually low likelihood of a 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.

HIGH

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking into account the fire prevention measures observed at the time of the Risk Assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW

Consequences For Life Safety In The Event Of A Fire

The definition of this is defined as follows:

LOW

Outbreak of fire unlikely to result in serious injury or death.

MEDIUM

Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

HIGH

Significant potential for serious injury or death of one or more occupants.

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 the Fire Risk Assessment it is considered that the consequences for life safety in the event of a fire would be:

LOW



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

TRIVIAL RISK

The risk rating of Trivial has been reached as there are X not adequate controls concerning the management of potential ignition sources and readily combustible materials. In the event of a fire, the smoke detection would give early warning indication to all occupants along with the short travel distances and numerous exits would ensure a safe and quick exit from the property for all occupants.

Likelihood of Fire Starting	Consequences For Life Safety In The Event Of A Fire		
	LOW	MEDIUM	HIGH
LOW	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
MEDIUM	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
HIGH	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Any defects, deficiencies or significant issues identified in this report should be actioned as soon as possible and within the recommended time frames. It is the client's responsibility to ensure that effective and permanent remedial actions are completed, and the fire risk assessor will not be required to follow up to ensure that they are completed unless specifically requested and agreed in writing with the client



General Information

1. Description of Building

1.1 Responsible Person / Duty Holder / Appropriate Person

Canvey Island Town Council

1.2 Details of Previous Fire Risk Assessment

YES

The fire risk assessment was completed on 4th October 2022 by MB Fire Risk Ltd and rated the property's fire risk as Trivial.

1.3 General description of building

The building is a single-storey end-of-terrace office located on a main high street. Originally, the building was two buildings, unit 11 and 13, which have now been opened into one building.

Inside are two main rooms comprising a main office and meeting room and two sub-rooms: the clerk's office and the waiting area. There are two toilets, a store room and a small tea point.

At the rear of the building is the car park, and the front leads on the the high road.

The building is used predominantly for administrative activities and hosts councillor meetings and some face-to-face meetings with public members.

Images



1.4 Number of Floors

1

1.5 Number of Flats

0



1.6 Brief detail of construction

The building's external walls are constructed of traditional brick, and the roof is a slate-tiled pitch roof .

Buildings 11 and 13 are separated via a solid brick construction, apart from one doorway with a nominal fire door for people to move between the two areas.

Internal walls are constructed of stud-plastered walls.

It was not confirmed if the party wall between the two buildings reached the roof, but it would not be a significant risk to the occupants.

The party wall separating the Canvey town council offices from the neighbouring property appears completely separated via brick construction.

Images



1.7 Brief description of external facade

The exterior of the property appears to be comprised of brick with glazed windows at the front. It is highly unlikely due to the construction materials and the property being ground level only that an FRAEW is required.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter.

See Appendix A 9

1.8 Fire safety guidance relating to this type of property

- BS 9999: Code of practice for fire safety in the design, management and use of buildings
- Fire Safety Risk Assessment Offices & Shops (DCLG)

1.9 Contemporaneous Notes

The assessor confirms that they have gained access to all areas of the premises under the scope of this risk assessment.

2. The Occupants

2.1 Total maximum number

30 including clerical employees, councillors during meetings and members of the public.



2.2 Approximate number of employees at any one time

4

2.3 Maximum number of members of the public at any one time

3

2.4 Associated time/hours of occupation

09:00 til 17:00 Monday to Friday for office staff.

Public opening times are

2.5 Occupancy lower than that prescribed in relevant guidance

No

3. Occupants Especially at Risk from Fire

3.1 Sleeping occupants

None identified

3.2 Disabled occupants

No members of staff or councillors identified. There may be a member of the public occasionally.

3.3 Other disabled occupants

None identified

3.4 Occupants in lone areas and lone workers

None identified

3.5 Young persons employed

None identified

3.6 Others

None identified



3.7 Occupancy profile

- Members of staff who are awake and aware of the premise's layout.

4. Fire Hazards From Work Process That Warrant Consideration and May Have An Impact On The General Fire Precautions

4.1 Are there any fire hazards from work processes that warrant consideration and may have an impact on the general fire precautions?

N/A

N/A

5. Fire Loss Experience

5.1 Fire loss experience

No recent fires were highlighted to the assessor.

5.2 Other relevant information

N/A

5.3 References

N/A

6. Relevant Fire Safety Legislation

6.1 The following fire safety legislation applies to these premises:

- Fire Safety Order 2005

6.2 The above legislation is enforced by:

Castle Point Fire & Rescue Authority.

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 and any relevant Local Act):

- Health & Safety at work Act 1974



6.4 The other legislation referred to above is enforced by:

- Health & Safety at work Act 1974 is enforced by the Local Authority

6.5 There are no alteration notices in force?

✓ YES

6.6 Relevant information and deficiencies observed:

Alterations notices were not highlighted to the assessor.

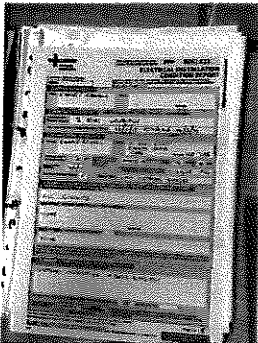
7. Electrical Sources of Ignition

7.1 Is the fixed electrical wiring test in date?

✓ YES

The electrical fixed wiring test was completed 16/11/2019 by a competent electrical installer and there were no C1 & C2 issues identified.

Images



7.2 Is there good management of trailing leads and extension points and are square plug adaptors not in use?

✓ YES

There is good management of trailing leads and extension points, there are no trailing leads that could be caught or trapped, extension leads are all plugged directly into a wall socket and not plugged into one another leading to overloading, and there are no square plug adaptors being used.

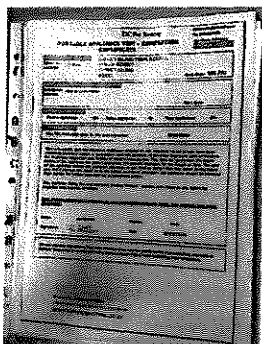


7.3 Is there a testing and inspection regime for portable electrical appliances?

YES

PAT testing is carried out on all portable electrical appliances and was last carried out 5th Sept 2023

Images



7.4 Are there suitable facilities for charging mobility scooters which is away from protected escape routes, behind a fire door with smoke detection and does not pose a hazard?

N/A

N/A

8. Smoking

8.1 Are there reasonable measures taken to prevent fires as a result of smoking?

YES

Smoking is prohibited within the premises and the policy appears to be observed at the time of the inspection.

Images





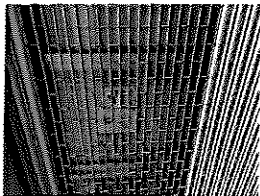
9. Arson

9.1 Does basic security against arson by outsiders appear reasonable?

✓ YES

The site has reasonable security around the perimeter to deter arsonists.

Images



See Appendix A 2

9.2 Is there an absence of unnecessary fire load near the premises or available for ignition by outsiders?

✓ YES

There are no readily combustible materials stored close to the building and refuse bins are kept away from the exterior.

10. Portable Heater and Heating Installations

10.1 Is the use of portable heaters avoided as far as practicable?

✓ YES

The site is heated via a HVAC system which is located throughout the building..

10.2 Are wall-mounted electrical heaters in use?

✓ YES

Wall-mounted electrical heaters are installed in the reception and are subject to their own maintenance regime.

Images





10.3 Where radiant bar fires or lpg appliances cannot be avoided, are suitable measures taken to minimise the hazard of ignition of combustible materials?

N/A

These portable heaters are not in use.

10.4 Are fixed heating installations subject to regular maintenance?

N/A

N/A

11. Cooking

11.1 Are there staff tea points?

YES

There are staff tea points these are predominantly used for reheating food and making hot drinks tea and coffee.

11.2 Are reasonable measures taken to prevent fire as a result of cooking?

N/A

There are no cooking facilities on this site.

11.3 Where extraction ductwork passes through a compartment wall is the ductwork protected on the nonkitchen side?

N/A

N/A

11.4 Suitable extinguishing appliances available?

YES

The fire extinguishers are adequately provided close to hand for the staff tea points.

12. Lightning

12.1 Do the premises have a lightning protection system?

N/A

Lightning protection is not required.

12.2 Is the lightning protection system inspected by a competent person?

N/A

N/A



13. Housekeeping and Storage of Combustible Materials

13.1 Do combustible materials appear to be separated from ignition sources?

✓ YES

There is good management of the separation of combustible materials from potential ignition sources.

13.2 Has the unnecessary accumulation of combustible materials or waste been avoided?

✓ YES

Combustible materials are stored in the appropriate locations with adequate protection.

13.3 Appropriate storage of hazardous materials in line with COSHH (Control of Substances Hazardous to Health Regulations 2002)

N/A

There are no highly flammable or oxidising COSHH materials stored on site.

See Appendix A 10

13.4 Appropriate measures in place regarding materials that may fall under DSEAR regulations (The Dangerous Substances and Explosive Atmospheres Regulations 2002)

N/A

There are no areas on site that would be considered to require a DSEAR assessment.

See Appendix A 11

13.5 Overall are general fire precautions adequate to address the hazards, associated with the types of combustible material stored in the premises?

✓ YES

The General fire precautions adequate to address the hazards, associated with the types of combustible material stored in the premises.

14. Hazard Introduced by Outside Contractors and Building Works

14.1 Are fire safety conditions imposed on outside contractors?

✓ YES

Fire safety conditions are imposed on outside contractors, this is communicated via verbal communication and the organisation's policies.

14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including 'hot work' permits)?

N/A

N/A

14.3 If there are in-house maintenance personnel, are suitable precautions taken during 'hot work' including the use of 'hot work' permits?

N/A

Members of staff do not carry out 'hot works'.



Fire Protection Measures

1. Means of Escape from Fire

1.1 Is the design of the means of escape considered adequate?

YES

The escape routes are adequately designed, there are 4 escape routes from the property via the front and back of the building, which all lead out to an area of total safety.

1.2 Reasonable distances of travel:

YES

Travel distances and the direction of travel were checked during this inspection and found not to be excessive or incorrect in accordance with the guidance.

See Appendix A 12

1.3 Is there adequate provision of exits?

YES

There are 4 exits from the property. These are in line with the maximum number of occupants currently allowed in the property.

See Appendix A 12

1.4 Do staircase and exit capacities appear to be adequate for the number of occupants?

N/A

N/A

See Appendix A 12

1.5 Are the premises provided with reasonable arrangements for means of escape for disabled people?

YES

The property has adequate provisions in place for the means of escape for disabled occupants, due to it being a small ground floor office it is not foreseeable further controls are prudent. This arrangement should be monitored and amended should there be any future DDA requirements.

See Appendix A 12

1.6 Do all fire exits open easily, immediately and in the direction of escape where necessary?

YES

All fire exits opened easily, were unblocked and unobstructed on the exterior of the premises and they opened in the direction of escape.

See Appendix A 12

1.7 Has using sliding or revolving doors as fire exits been avoided?

N/A

N/A

See Appendix A 12



1.8 Is there satisfactory means for securing exit where there is a single direction of travel?

N/A

N/A

See Appendix A 12

1.9 Is there satisfactory means for securing exits where there are alternative means of escape?

YES

There are alternate directions of travel from the premises. This is via the front reception, the meeting room, via the escape route adjacent to the toilet and via the clerks office. A procedure is in place to ensure the roller shutters are opened by the first employee in the office, and secured by the last person leaving.

See Appendix A 12

1.10 Is there suitable fire precautions for all inner rooms?

YES

Inner rooms are afforded protection via smoke detection in the outer room and in the offices. All doors have vision panels and escape routes do not pass through high risk areas.

See Appendix A 12

1.11 Are escape routes unobstructed?

YES

Escape routes are free from any unnecessary clutter and are easily, safely and immediately usable at all times.

See Appendix A 12

1.12 Is the fire-resisting construction which protects escape routes in good condition?

YES

Fire-resisting construction is provided via stud partition walls and appears to provide a minimum of 30 minutes fire protection. This was in a good state of repair and there were no holes or large cracks in the walls or ceilings.

See Appendix A 13

1.13 Are dead-end corridors afforded appropriate protection?

N/A

N/A

See Appendix A 13

2. Measures to Limit Fire Spread and Development

2.1 Are fire doors installed and, if so, what type of fire doors are installed?

NO

The doors present as domestic doors and are considered as 20 minute notional fire doors and are acceptable for the risk.

2.2 Do fire doors close correctly into their rebates and latches?

YES

All notional fire doors were inspected. All doors opened fully without catching on the flooring and closed correctly into their latch.



2.3 Are fire doors in a reasonable state of repair?

YES

All notional fire doors are all undamaged and in a good state of repair with no damage to leaves, frames, vision panels, door handles or hinges.

2.4 Do fire doors have edge gaps of 4mm or less?

YES

All notional fire doors were inspected, and all have edge gaps of 4mm or less.

2.5 Where fire doors are wedged open, are automatic closers are installed?

NO

Some notional fire doors have been wedged open. It was reported they are normally closed by employees at the end of day when the office is closed.

Significant Findings

6-12 MONTHS

1

2.6 Is compartmentation of a reasonable standard?

YES

Compartmentation is provided via stud wall and appears to provide a minimum 30 minutes] minutes horizontally..

A sample of voids and compartmentation walls in the photocopier room was inspected and, where services penetrate these walls, they are adequately fire stopped in line with the regulations of the time. Where new penetrations have been made, these have been fire stopped by using up to date and modern methods.

See Appendix A 13

2.7 Is there reasonable limitation of linings that might promote fire spread?

YES

The wall linings are class 0, where there are combustible materials, such as notice boards and displays. These constitute less than 25% of the surface area and are not on escape routes.

2.8 Where fire dampers are installed, are they accessible for inspection?

N/A

N/A

See Appendix A 4

3. Emergency Escape Lighting

3.1 Is a reasonable standard of emergency escape lighting system provided?

YES

Emergency lighting is provided adequately, on fire exits, on all escape routes, at intersections in corridors, outside final exits, near emergency exit signs and near to the fire alarm panel. The emergency lighting is provided via non maintained bulkhead integral fittings located in each room.

See Appendix A 5



4. Fire Safety Signs and Notices

4.1 Is there a reasonable standard of no smoking signs?

✓ YES

'No Smoking' signs are installed at the entrance.

4.2 Is there a reasonable standard of directional fire safety signs?

✓ YES

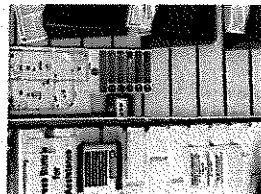
'Emergency Exit' signs are clear and unambiguous. There are directional arrows in the correct locations or where the exit is not obvious. All signs are the same type and uniformly mounted.

4.3 Is there a reasonable standard of fire safety notices?

✓ YES

Fire action notices are legible, unobstructed, and installed at all exits above the manual call points.

Images



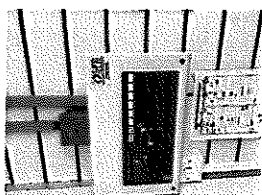
5. Means of Giving Warning in Case of Fire

5.1 Automatic detection/alarm system details

✓ YES

The fire alarm system is broadly compliant with BS5839 Pt 1 L1. The premises are fitted with an automatic fire alarm and detection system giving local alarm provision, this is installed to the front waiting area. A zone plan is installed next to the panel and identifies two zones for unit 11 & 13]. Automatic detection installed throughout the building including escape routes, rooms off, voids and all spaces rooms over 1M2. Manual call points are installed at all exits. The system is linked to a remote monitoring/landlord system.

Images



See Appendix A 6



5.2 Is automatic fire protection provided and is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?

YES

Automatic detection is installed to meet the requirements of the site and provide mitigation where required.

5.3 Are smoke control systems installed?

N/A

N/A

5.4 Are there connections to secondary shut down or automated systems?

N/A

N/A

5.5 Are there connections to fire shutters or curtains?

N/A

N/A

6. Manual Fire Extinguishing Appliances and Facilities for Fire and Rescue Services

6.1 Are there reasonable provisions of portable fire extinguishers?

YES

Portable firefighting equipment is provided throughout the property with Class A, B & electrical which are adequately spaced (minimum class A of 13A per 200M2 & 30meter travel distance) and adequately provided for the risk.

6.2 Are all fire extinguishing appliances readily accessible?

YES

Portable firefighting equipment is adequately mounted and easily accessible.

Images



6.3 Are hose reels provided?

N/A

Hose reels are not installed or required.



6.4 Are all dry/wet risers installed?

N/A

Dry or wet risers are not installed or required in these premises.

6.5 Are firefighting shafts provided with lobby protection?

N/A

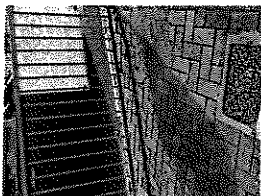
A fire fighters lift is not installed or required in these premises.

6.6 Are fire hydrants installed within the boundary of the site?

YES

Fire hydrants are installed across the road from the boundary of the site. The site is aware of these and has information to provide to the fire and rescue services regarding their location.

Images



6.7 Are there relevant automatic fire extinguishing systems?

N/A

Automatic fire extinguishing systems are not installed.



Management of Fire Safety

1. Procedures and Arrangements

1.1 Fire safety at the premises is managed by:

Canvey Island Town Council manages the property and the Deputy Clerk provided the information during the assessment.

See Appendix A 7

1.2 The competent person(s) appointed, under Article 18 of the Fire Safety Order, to assist the Responsible Person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:

Canvey Town Council

1.3 Have all relevant actions from the previous fire risk assessment been completed?

YES

All relevant actions have been undertaken and resolved.

1.4 Are there suitable records of the fire safety arrangements?

YES

The organisation's policy sets out in writing; the person who holds responsibility for fire safety at board level, who the responsible person for the premises is, fire wardens nominated for particular tasks in the event of a fire, the proactive arrangements for maintaining and testing life safety systems, and the proactive arrangements to monitor and check that individuals responsible for fire safety are meeting the requirements.

1.5 Are appropriate fire procedures in place?

YES

There is an emergency evacuation plan in place.

See Appendix A 14

1.6 Are the procedures in the event of a fire appropriate and properly documented?

YES

The emergency plan is appropriate to the premises and includes the roles of staff in the event of a fire.

1.7 Are there suitable arrangements for summoning the fire and rescue service?

YES

The emergency plan includes details of how the fire and rescue service, and any other necessary services, will be called and who will be responsible for doing this.

1.8 Are there suitable arrangements to meet the fire and rescue service on arrival?

YES

The emergency plan includes procedures for meeting the fire and rescue service on their arrival.



1.9 Are there suitable arrangements for ensuring the premises have been evacuated?

✓ YES

The emergency plan includes arrangements for the safe evacuation of all people. This is done by the use of fire wardens who sweep the building to ensure all occupants have evacuated.

1.10 Are there adequate procedures for the evacuation of any disabled people who are likely to be present?

✓ YES

The emergency plan includes PEEPS (personal emergency evacuation plans) for the disabled members of staff. There is also a GEEP (general emergency evacuation plan) for any disabled visitors.

1.11 Is someone nominated and trained to use fire extinguisher appliances?

✓ YES

Fire wardens are provided with additional training in the use of firefighting equipment, including understanding of the purpose of all portable and any fixed firefighting equipment.

1.12 Is someone nominated and trained to assist with evacuation? (including EVAC chair training if required)

N/A

N/A

1.13 If there has been liaison with the local fire and rescue services, have details from enforcement notices been resolved?

N/A

There have been no visits by the fire and rescue services.

2. Training and Drills

2.1 Are all staff given adequate refresher training at suitable intervals?

✓ YES

All members of staff have a periodic review which includes a review of the emergency plan and a tour of the building which includes the locations of escape routes and exits, use of the fire alarm system and the location of portable firefighting equipment.

2.2 Does all staff training provide information, instruction or training on the following: fire risk in the premises, fire safety measures on the premises, action in the event of a fire, action on hearing the fire alarm signals, method of operation of manual call points, location and use of extinguishers, means of summoning fire and rescue services, the identity of persons nominated to assist with evacuation, and identity of persons nominated to use fire extinguishing appliances?

✓ YES

Staff training is well documented and was included in a dual training session for fire marshals/ fire safety awareness and covers; fire risk in the premises, fire safety measures on the premises, action in the event of a fire, action on hearing the fire alarm signals, method of operation of manual call points, location and use of extinguishers, means of summoning fire and rescue services, the identity of persons nominated to assist with evacuation and the identity of persons nominated to use fire extinguishing appliances.

See Appendix A.15

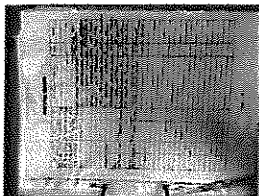


2.3 Are fire drills carried out at appropriate intervals?

✓ YES

Fire drills are carried out annually and the last documented fire drill was carried out on the 29th Aug 2023

Images



2.4 When the employees of another employer work in the premises is their employer given appropriate information on fire risks and general fire precautions, and have they ensured that the employees are provided with adequate instruction and information?

✓ YES

Staff who do not work directly for the employer are subject to the same training regime as members of staff and are included in all fire drills.

3. Testing and Maintenance

3.1 Is there adequate maintenance of the workplace?

✓ YES

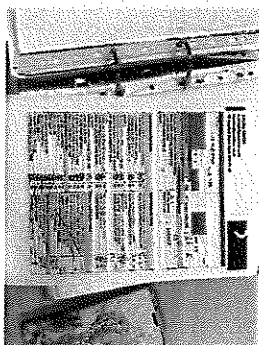
The workplace is maintained and in a good state of repair.

3.2 Is there periodic servicing of the smoke detection system/fire detection and the alarm system?

✓ YES

The smoke detection system/fire detection and alarm system are serviced in line with recommendations set out in BS5839. The last recorded service was on the 7th August 2023, and verified by SFB Solutions as fully working.

Images





3.3 Is annual discharge testing of emergency escape lighting undertaken?

NO

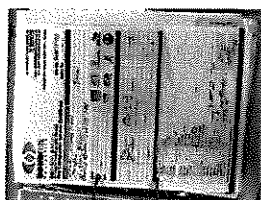
There are no records provided to show that the emergency lighting is maintained in line with the recommendations set out in BS5266.

3.4 Are fire extinguishing appliances tested annually?

YES

The portable fire extinguishers are serviced annually in line with the recommendations set out in BS5306. The last recorded service was on the 9th January 2023.

Images



3.5 Are six-monthly inspections and annual testing of rising mains undertaken?

N/A

Dry/wet risers are not installed within these premises.

3.6 Is the periodic maintenance of the disabled refuge system undertaken?

N/A

A disabled refuge system is not installed within these premises.

3.7 Is the periodic maintenance of smoke vents and smoke ventilation systems undertaken?

N/A

Smoke vents or smoke ventilation systems are not installed within these premises.

3.8 Are periodic checks of final exit doors, security fastenings, and inspection of external escape staircases and gangways recorded?

YES

The escape routes, exits fastenings and gangways are inspected at least daily by staff, because they are all used daily. The checks are not recorded but this is not viewed as a necessary precautions given the small size of the building.

3.9 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?

YES

The manager of the site has the authority to effect any repairs required to life safety systems.

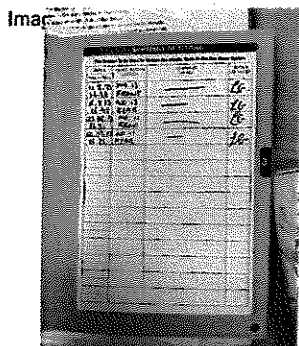


4. Records

4.1 Are appropriate client records kept of weekly testing for fire detection/alarm systems?

YES

There are records of regular testing of the fire detection/alarm systems, including any disabled refuge and smoke ventilation.



4.2 Are appropriate client records kept of monthly emergency escape lighting tests?

YES

There are records of regular monthly testing of emergency escape lighting systems.

4.3 Are appropriate client periodic tests and records kept of other life safety systems?

YES

There are records of regular testing of life safety and security systems.

4.4 Are appropriate client records kept of fire training?

YES

There are records of fire safety training for staff and fire wardens.

4.5 Are appropriate client records kept of fire drills?

YES

There are records of periodic fire drills.



Significant Findings Action Plan

Measures to Limit Fire Spread and Development

1 Measures to Limit Fire Spread and Development

0-12 MONTHS

Where fire doors are wedged open, are automatic closers are installed?

Proposed Action

- The following fire door should not be wedged open. They should either be kept closed into the latch at all times or an automatic door closer installed.

Finding resolved



Appendix A (Limitations)

- 1 The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at an earlier date if there is a reason to suspect that it is no longer valid, or if there has been significant change in the matters to which it relates, or if a fire occurs.
- 2 Reasonable only in the context of this Fire Risk Assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.
- 3 Based on a visual inspection of readily accessible areas with a degree of sampling where appropriate.
- 4 A full investigation of the design of the HVAC systems is outside the scope of this Fire Risk Assessment.
- 5 Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.
- 6 The fire alarm category stated is based on a visual observation only, this is not a full compliance with the relevance British Standard. Also, no audibility tests or verification of full compliance with relevant British Standards carried out.
- 7 This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the Fire Risk Assessment.
- 8 Relevant to life safety and this risk assessment (as opposed to property protection).
- 9 Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter (<https://www.fia.uk.com/news/guidance-on-the-issue-of-cladding-and-external-wallconstruction-in-fire-riskassessments-for-multi-occupied-residential-premises.html>).
- 10 For the purpose of this risk assessment, the Fire Safety Order 2005 and Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006, dangerous substances are primarily; explosive, highly flammable or flammable substances and oxidising agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.
- 11 The management of other DSEAR areas is managed under the Health and Safety at Work Act 1974 and this assessment does not constitute compliance.



- 12 Based on current occupancy information provided. Detailed calculations (e.g., using floor space factors to predict maximum occupancy) not carried out.
- 13 This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.
- 14 Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.
- 15 Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.