



**Warrington Certification UKAS (FRACS) & Institute of Fire Safety Managers
(NAFRAR) Tier 3 Registered Fire Risk Assessor**

Fire Risk Assessment

In compliance with the
**Regulatory Reform (Fire Safety) Order 2005, The Fire
Safety Act 2021 & Fire Safety (England) Regulations 2022**

For
**Motorbike Trade Ltd,
141 Broadway,
West Ealing,
London,
W13 9BE.**

Date assessment completed:

28th March 2024

Issue date:

30th March 2024

Next Review date:

27th March 2025

Fire Risk Assessment

Responsible Person:	Wael Shekho
Person Consulted:	Wael Shekho
Fire Risk Assessor:	Stephen Chadbon GFireE MIFSM MIFPO Warrington Certification UKAS (FRACS) & Institute of Fire Safety Managers (NAFRAR) Tier 3 Registered Fire Risk Assessor

GENERAL STATEMENT OF POLICY

‘It is the policy of “Motorbike Trade Ltd, 141 Broadway, West Ealing” to protect all persons including employees, customers, other building occupiers above, visitors, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose’.

Document History:

Version	Document No.	Date	Notes
Date of Assessment	FSA/MTWE/01/24	28/03/2024	Draft
Final		30/03/2024	None

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SECTION 1.0 - INTRODUCTION

General Information

The Risk Level of this property is considered to be – Moderate Risk.

Brief details of construction and building information:

Multiple-occupied building with the assessed premises occupying the ground floor only. Built of brick / block with plaster board ceiling above, standard construction. Means of escape are via two exits to safety. Travel distances are acceptable. This assessment relates to the areas occupied by Motorbike Trade Ltd, 141 Broadway, West Ealing only. Separate flat above – not assessed. When assessed the premises were under the control of contractors and were being developed still. The premises were assessed as seen and with the information that was provided.

Number of floors at ground level and above:

One in assessed premises, ground floor only.

Number of floors entirely below ground floor:

None.

Floors on which carparking is provided:

None.

Approximate floor area on ground floor:

600- m².

Approximate floor area in total:

600-m² in total.

Use of the premises:

Will be a motorbike shop and workshop.

Approximate maximum number of employees at any one time:

Up to 5 when in use.

Maximum number of other occupants at any one time:

Up to 5 when in use.

Approximate total number of occupants at any one time:

Up to 10 when in use.

SECTION 1.0 - INTRODUCTION

General Information

Occupants that may be especially at risk from fire –

Sleeping occupants:	Flat occupiers above.
Disabled employees:	None known.
Other disabled occupants:	Occasional customers.
Young persons employed:	None known.
Others at risk:	None known.
Fire loss experience:	None known.
Most likely fire development:	Fuel fire / hot works when in use.
Fire strategy:	Simultaneous full evacuation on alarm or fire.
Fire & Rescue Service involvement:	None known.
Is there any level of fire safety enforcement in force?:	None known.
Date of last fire risk assessment:	N/A as will be a new premises.
Relevant fire safety legislation that applies to this premises:	Regulatory Reform (Fire Safety) Order 2005. The Fire Safety Act 2021. Fire Safety (England) Regulations 2022.
Legislation is enforced by:	London Fire Brigade.
Other fire safety relevant legislation (Other than Building Regulations 2010 (As amended)):	None.
Other legislation enforced by:	N/A.

SECTION 1.1 - INTRODUCTION	
General Information	
Fire Safety Systems within the premises	
Fire Warning System:	<p>Comments</p> <ul style="list-style-type: none"> • Full fire alarm system with manual call points and automatic fire detection fitted throughout. • The system was being installed when assessed. It should be suitable and sufficient to the premises and risk.
Emergency Lighting:	<p>Comments</p> <ul style="list-style-type: none"> • Units throughout. The system was being installed when assessed.
Portable Firefighting Equipment:	<p>Comments</p> <ul style="list-style-type: none"> • Some units.
Fixed Installations:	<p>Comments</p> <ul style="list-style-type: none"> • None, not required.
Other Systems:	<p>Comments</p> <ul style="list-style-type: none"> • None, not required.
Method of calling the Fire and Rescue Service:	<p>Comments</p> <ul style="list-style-type: none"> • Exit premises and use a mobile phone or a phone at neighbouring building.
Relevant persons who were considered to be at risk for this Fire Risk Assessment:	<ul style="list-style-type: none"> • Employees. • Clients. • Other building occupiers above. • Contractors. • Visitors. • Official visitors to the premises. • People with disabilities or those who may have some other reason for not being able to leave the premises quickly. • Emergency service personnel. • People in the vicinity.

IDENTIFYING PHOTOGRAPH OF PROPERTY



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1.0 (Cont'd) INTRODUCTION

Purposes

The purpose of this risk assessment is to:
Identify the fire hazards in the common parts of the premises.
Identify who might be at risk from those hazards.
Evaluate the risks arising from the hazards and assess whether the existing protective and preventative measures are adequate, or whether additional measures are necessary.
Determine responsibility for making a suitable and sufficient assessment of risks and implementing adequate preventative and protective measures.
Record the findings of the risk assessment; and provide a prioritised action plan where additional measures are deemed necessary.

Scope

The fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022. It is in accordance with the clients' instructions.
Fire Safety Assessments LTD has no control over the premises, no control of the business and no control over staff where applicable.
It has been prepared for, is addressed to and is for the sole use of the client. No person other than the client may copy this document (in whole or part), use or rely on the contents without the prior written permission of **Motorbike Trade Ltd, 141 Broadway, West Ealing.**
Fire Safety Assessments LTD accepts no liability for any use of this risk assessment other than for the purposes stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan relate only to life safety.
This risk assessment is **not** intended to address property protection issues or business continuity, and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole. This assessment relates to the areas occupied by **Motorbike Trade Ltd, 141 Broadway, West Ealing** only.

Risk level:

Taking into account the hazards and potential ignition sources observed at the time of the risk assessment, it is considered that the likelihood of a fire starting in this premise is **Medium.**
Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of a fire would be **Moderate Harm.**
Accordingly, it is considered that the risk to life from fire at these premises is **Moderate Risk.**
If all the items listed in Section 2.0 are fully carried out satisfactorily and to the required standard the risk to life could be reduced to **Tolerable Risk.**

Review

This risk assessment should be reviewed regularly to keep it up-to-date and in particular:
Where there have been alterations, or it is intended to alter the layout of the premises;
Where there have been changes to work processes or it is intended to make changes to work processes;
Based on the residual life risk level, the next review date for this risk assessment is recommended to be **March 2025.**

1.0 (Cont'd) INTRODUCTION

Definitions

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition. Normal fire hazards for this type of occupancy, with the fire hazards generally subject to appropriate controls. Lack of adequate controls applied to one or more significant fire hazards, such as to result in a significant increase in likelihood of fire.
Medium	
High	
Slight Harm	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the death of an occupant sleeping in a room in which a fire occurs) Outbreak of fire could result in injury of one or more occupants but is unlikely to involve fatalities. Serious potential for the serious injury or death of one or more occupants.
Moderate Harm	
Extreme Harm	
Trivial Risk	No action is required. No major additional measures are required. However, there may be a need for minor improvements. It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a limited time period. Major work is required to reduce the risk. Consideration should be given to restricting the use of the building. The building (or parts of it) should not be occupied until the risk is reduced.
Tolerable Risk	
Moderate Risk	
Substantial Risk	
Intolerable Risk	

Definitions

The following standards are referred to in this document (list not exhaustive)

Regulatory Reform (Fire Safety) Order 2005. The Fire Safety Act 2021 and Fire Safety (England) Regulations 2022.

HSE Approved Code of Practice (ACOP) document L138 "Safe maintenance, repair and cleaning procedures".
Regulatory Reform (Fire Safety) Order 2005

British Standard BS5839 – Fire alarms.

British Standard BS5266 – Emergency lights.

British Standard BS5306 – Fire extinguishers.

In this report fire resistant means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20-23: (Part 8: 1972 in respect of items tested prior to 1st January 1988) achieve a minimum 30 minutes standard of fire-resistance, unless otherwise stated.

All fire-resistant elements of structure are to be constructed to true ceiling height. This report is not a full in depth of compartmentalisation. This should be carried out and should be fully intrusive and destructive where required.

Where reference is made to "Notices and Signs", they should be installed in accordance with the recommendations contained in BS 5499-10:2014+A1:2023 Guidance for the selection and use of safety signs and fire safety notices or a similar equivalent standard.

Management have the same responsibility to volunteers and staff therefore this group is called staff in this assessment.

1.0 (Cont'd) INTRODUCTION

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire at this building is:

Low	N/A	Medium	√	High	N/A
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Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm	N/A	Moderate harm	√	Extreme harm	N/A
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It is estimated that the risk to life from fire at this building is:

Potential consequences of fire	→	Slight harm	Moderate harm	Extreme harm
Fire hazard	↓	Trivial risk	Tolerable risk	Moderate risk
Low		Tolerable risk	Moderate risk	Substantial risk
Medium		Moderate risk	Substantial risk	Intolerable risk
High		Intolerable risk		

The effort and urgency required to improve matters should be proportional to the level of risk identified:

Risk level	Action and timescale
Trivial	No action.
Tolerable	No major additional measures need to be taken. Consider minor improvements identified.
Moderate	Action needs to be taken in accordance with a fixed timescale (see 2.0)
Substantial	Urgent action needs to be taken in relation to the significant findings listed below.
Intolerable	Do not allow the building to be occupied until the risk is reduced.

2.0 ACTION PLAN

1.0	High Priority Items:			
	These items should receive immediate attention. Within 24hours.			
Ref No:	Action item:	Nominated person	Date completed	Signature
1.1	<p>Finding Due to the current works Building Regulations approval may be required.</p> <p>At the time of this assessment the premises were a construction site and were under the control of Contractors.</p> <p>Required action Building Regulations approval must be obtained once the premises works are complete if required.</p> <p>You must obtain and liaise with the Local Authority Building Control Officers or an Approved Building Control Officer. You must seek approval before any works are carried out. This must be obtained in writing.</p> <p>The Assessor did not see any approvals for the intended works.</p> <p>At the time of this assessment the premises were a construction site and were under the control of Contractors. It must be ensured that the Contractors and their staff have fire risk assessments / RAMS (Risk Assessments and Method Statements) in place relating to the works that they are carrying out. In particular attention must be paid to;</p> <ul style="list-style-type: none"> • Means of escape. • Alerting staff in the event of a fire / emergency. • Minimising the chance of fire risk. • Emergency lighting. • Staff fire safety training. • First aid firefighting equipment. • Other building occupiers. <p>These were not seen at the time of this assessment.</p>			
1.2	<p>Finding Premises not actually in use at the time of assessment. It was still under construction.</p> <p>Required action It is advised that a full fire risk assessment is commissioned once the premises are in full use so as all fire safety matters may be addressed fully.</p> <p>The premises were assessed as seen at the time of the assessment. Advice is given based on what it is known that the future occupancy will be and the information that was available at the time of this assessment.</p> <p>Matters relating to management of the premises were not yet in place and are difficult to assess at the time. They must however be addressed when the premises are occupied by the Responsible Person.</p>			

2.0 ACTION PLAN

1.0	High Priority Items: These items should receive immediate attention. Within 24hours.			
Ref No:	Action item:	Nominated person	Date completed	Signature
1.3	<p>Finding Combustible items / tyres stored up against the neighbouring premises close to the assessed premises.</p> <p>Risk of arson and any fire spreading to the premises.</p> <p>Required action Liaise with next door premises to remove the items from by the premises.</p> <p>Ensure that items are not stored up against or too near the building.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items:			
	Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.1	<p>Finding At the time of this assessment limited evidence was available to demonstrate the testing, checking or maintenance of all fire safety equipment had taken place. Some items may not have been tested appropriately or items may have been tested but appropriate records were not available to demonstrate this.</p> <p>The fire safety systems and equipment were not fully installed and commissioned at the time of this assessment. They were not in full working order.</p> <p>Required action The checking, testing and servicing of fire safety equipment must be carried out as required. The tests and servicing of fire safety equipment should be carried out in accordance with the appropriate British Standard or the manufacturer's instructions as detailed in section 6 of this report.</p> <p>Records of training, fire drills, testing and maintenance of all fire safety systems and equipment should be entered in a fire logbook. Records of fire safety equipment tests carried out by outside contractors should also be recorded in a fire logbook. All fire-related documents and test certificates should be kept together in one secure place on site, and should be available for inspection by an Officer of the Fire Authority if required.</p> <p>No documentation was shown to the Assessor, but it was not all fully appropriate. Actual service certificates must be obtained from contractors; invoices for work or work sheets are not acceptable. Normally any test certificate will state "Service or Test Certificate" and will state the appropriate British Standard or EN number. In section 3 of this report "records available" are therefore marked "No" (Where applicable) as actual test certificates were not seen for all items. The dates of tests from other documents are entered in section 6 of this report if appropriate.</p> <p>All fire equipment must be full commissioned by a Competent Person when installed and before the premises are in use.</p> <p>Note The following tests, checks and servicing are your responsibility and currently only some checking and testing appears to have been carried out;</p> <ul style="list-style-type: none"> • Check of escape routes – internally and externally. • Fire extinguishers – checking and servicing. • Portable appliance testing (PAT). • General fire safety check of premises. • Your staff fire training and fire polices. • Emergency lighting testing and servicing. • Mains electrical intake equipment. • Fire drills. • Fire alarm system testing and servicing. 			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.2	<p>Finding No emergency action plan or fire policy in place for staff. These should be produced, implemented, reviewed regularly and must be documented.</p> <p>Required action The Responsible Person should produce, review (When necessary) and implement a "ACTION PLAN" and "FIRE POLICY" these should include :-</p> <ul style="list-style-type: none"> A suitable assembly point. Review action to take on discovering a fire. Review action to take on hearing the fire alarm sound. Review action to take by staff, visitors, disabled persons (Including the hard of hearing or deaf) and Contractors who may be on site. Evacuation of users. <p>The "ACTION PLAN" should be recorded in the fire logbook along with the date of the review, displayed throughout the premises and should be enforced as part of regular staff training. This plan should be reviewed regularly (at least annually) and upon any change in use or occupancy of the premises. It should take into account any other users of the premises.</p> <p>The "FIRE POLICY" should be conveyed to all occupiers as part of their regular fire training. It should be recorded that this has been delivered to them in the fire logbook.</p> <p>"FIRE DRILLS" should be carried out at least annually to test fire procedures and ensure all occupiers know what to do in the event of an alarm or fire. You must ensure that all occupiers take part in at least one drill and they should be conducted at different times of the day. A record of the drill and its outcomes must be maintained.</p> <p>A suitable "FIRE ASSEMBLY POINT" must be designated; in the street away from traffic is suggested. Provide a portable sign to be taken or "Hi-visibility coat" for the fire warden to wear to show the location of the point. A clip board with the names of staff and the visitor's book (When provided) must be used to conduct a roll call in the event of an evacuation.</p> <p>It must be documented that staff are actually aware of the action plan and fire policy. Normally staff would sign a log to demonstrate this. It must be a living document that is updated in the event of any changes to the buildings use, layout or staff.</p> <p>A logbook can be downloaded @ A logbook can be downloaded @ https://www.safelincs.co.uk/templates_safelincs/files/ffs-logbook.pdf</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items:			
	Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.3	<p>Finding A fire alarm system is partly installed when the premises were assessed. It appears to be a BS 5839-1 2017 manual system with automatic smoke detection to an L2 category. However, no documentation was seen relating to the system installation.</p> <p>Required action It is not known who detailed the system that is in place and why. The Assessor was informed that there is 60-minutes fire separation between the assessed premises and the flat above. This must be confirmed by a Competent Person. If this is the case, then just a manual fire alarm system will be required. If there is not 60-minutes, then the system with detection to a L2 standards will be required. It will require a sounder / heat alarm linking to the flat above to warn flat occupiers.</p> <p>It would need to be the following fire alarm system throughout the whole of the premises;</p> <ul style="list-style-type: none"> • A BS 5839-1 2017 manual system with automatic smoke detection to an L2 category. <p>Sufficient sounders and visual warning devices must be fitted throughout linked to this system.</p> <p>Call points must be fitted by all exits, final exits and story exits.</p> <p>Call point covers must be fitted to all break glass call points.</p> <p>The panel must be fully addressable and located by the main front exit.</p> <p>A floor plan with fire alarm zones / features must be provided by the panel.</p> <p>Instructions must be in place for persons to silence the system and reset it as required. These must be placed by the panel.</p> <p>Note – The current system that is being installed is acceptable with detection to an L2 standard and 60-minutes fire separation.</p>			
2.4	<p>Finding Insufficient directional fire exit signage directing persons to the closest exit route / final exit.</p> <p>Required action Review and provide directional fire exit signage to direct persons to safety. Ideally this should be via the shortest / quickest exit route and final exit to a place of ultimate safety.</p> <p>All signs must conform to BS 5499-10:2014+A1:2023 Guidance for the selection and use of safety signs and fire safety notices or a similar equivalent standard.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items:			
	Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.5	<p>Finding No evidence was available to show that all employees have received basic fire awareness training, or that fire wardens have been designated and trained sufficiently.</p> <p>If these are held centrally a copy should be available at the premises for inspection by a Fire Officer should they be required.</p> <p>Required action All Staff should receive basic fire awareness training on induction and as part of continued training at least annually.</p> <p>Basic fire training should consist of;</p> <ul style="list-style-type: none"> • Being made aware of the fire procedure. • Being made aware of the exits and routes. • Location of the fire assembly point. • Who the Fire Wardens are within the assessed premises. • Taking part in at least one fire drill a year. <p>It must be ensured that any new staff are informed of the action to take in the event of fire as part of their induction process.</p> <p>Fire drills must be conducted at least annually and must involve all staff; this can be counted towards part of their basic / annual fire safety training.</p> <p>Selected staff should be appointed as wardens and receive fire warden training.</p> <p>Fire wardens need to be appointed to cover all operating hours and monitor all records of fire safety equipment installed. Training should include providing assistance to visitors, or anyone on the premises who is disabled. It is recommended that key staff are trained to fire warden (Use of extinguishers) level. A ratio of 1 fire warden to 20 staff is advised with a minimum of 2 per floor / area.</p> <p>It should be noted that staff should be trained in the use of fire extinguishers so as they can safely deal with a small fire without putting themselves or others in danger. It should be to prevent a small fire developing only.</p> <p>Records of training and drills must be entered in the logbook or recorded in personal files.</p> <p>As you only have a small number of staff the following is recommended for staff fire warden training; https://www.sja.org.uk/courses/workplace-health-safety/fire-marshall/book-fm/</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.6	<p>Finding There was no documentary evidence within the premises to shown when the portable electrical items were last tested.</p> <p>Required action Arrange for items to be PAT tested where necessary or have a date when new tag fitted to them. Test as necessary when due. Ensure that any items which are brought in by Staff are tested or prohibit Staff from bringing in personal electrical equipment items.</p> <p>Testing should be carried out as detailed in the appropriate HSE guidance document. Further information on this is located in item 6.2 of this report. See; https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm</p>			
2.7	<p>Finding There was no documentary evidence within the premises of when the mains electrical systems were last tested.</p> <p>Required action The system should be tested 5 yearly by a competent person in accordance with the current regulations of the Institute of Electrical Engineers and BS 7671. When this has been carried out the records should be kept available.</p>			
2.8	<p>Finding Insufficient emergency lighting to illuminate escape routes, fire points, work areas and risk areas.</p> <p>Some of the emergency lighting appeared to be defective as they were not displaying their LED function indicator lamps.</p> <p>Required action A full survey should be commissioned to determine the levels of borrowed light available and artificial lighting from other lights.</p> <p>Emergency lighting must be installed, commissioned and maintained to BS 5266-1 2016. It is required to be installed in all areas internally and externally to illuminate routes to a place of ultimate safety and to the fire assembly point. Units must be provided over final and story exits, at changes of levels and directions and throughout areas to provide adequate lighting.</p> <p>They must also be provided to illuminate the main electrical fuse boards / systems, the fire alarm panel (If appropriate) fire points and within risk rooms / areas. All workplace areas must be covered with sufficient emergency lights.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.9	<p>Finding Limited recent record of a general fire safety check in the premises. This is of the passive and non-passive fire safety equipment.</p> <p>Required action Carry out a general fire safety check of the passive and non-passive fire safety equipment.</p> <p>For premises that have members of the public in them carry this out weekly. For non-public premises carry this out monthly.</p> <p>It must be ensured that extinguishers are available for use at all times, are not obstructed and wall or stand mounted.</p> <p>Ensure that all units are within their extended service date and are fully serviced to BS 5306 pt 3 and pt 8.</p> <p>Extinguishers should be numbered and checked. The check should include the following:</p> <ul style="list-style-type: none"> • Tamper seals are in place. • Pressure indicators (Where applicable) are showing in the green segment. • Extinguishers are wall or stand mounted. • Extinguishers are in good general condition. • Operation signage is fixed above each unit. <p>Part of the general fire safety check should be to check that doors are not staying open and shut fully by themselves.</p> <p>This check should include the following :</p> <ul style="list-style-type: none"> • Operation of the self-closer – ensure that the door closes fully when opened. • That the intumescent strip and cold smoke seals are in place and are not damaged. • That all screws are in place. • That the doors, frames and fittings are in good order. <p>Check escape routes are clear, fully available and easily openable.</p> <p>Carryout a visual check of any other fire safety equipment.</p> <p>This check must be recorded in the fire logbook.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.10	<p>Finding Insufficient fire extinguishers provided for use by staff in the event of a fire.</p> <p>Only old untested units are in place.</p> <p>Required action Provide the following units in pairs either stand or wall mounted with operation and use signage by each of the two exits;</p> <ul style="list-style-type: none"> • 1 x 6-litre foam. • 1 x 2-kg carbon dioxide. <p>Provide a fire blanket in the staff room / office.</p> <p>Ensure that all units are fully tested to BS 5306 pt 3 and pt 8 annually.</p> <p>Remove and dispose of the old extinguishers.</p>			
2.11	<p>Finding Section 156 of the Building Safety Act 2022 is now in place. It is not known if the Responsible Person for the premises is fully aware of their new legal responsibilities or if these are recorded and information shared to all relevant persons.</p> <p>Required action If you are a 'Responsible Person' on whom duties are imposed under the Regulatory Reform (Fire Safety) Order 2005, you have as the result of amendments made to the Fire Safety Order by Section 156 of the Building Safety Act 2022 new responsibilities. These new requirements come into force on 1 October 2023.</p> <p>For further guidance see - Check your fire safety responsibilities under Section 156 of the Building Safety Act 2022 (accessible) - GOV.UK (www.gov.uk)</p> <p>See section 6.1 of this report for further details.</p>			
2.12	<p>Finding There is a false ceiling fitted in the premises. It was not able to be checked above it.</p> <p>Required action It must be checked above the false ceiling. It must be fully fire stopped in the roof void area to at least a 60-minute fire resisting standard.</p> <p>Any wires must be secured in place with metal clips so as they do not become a risk to Fire-fighters.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.13	<p>Finding It was observed that there were holes around services / pipes in the walls / ceilings / under stairs.</p> <p>Required action Fill all small gaps with fire rated filler or foam. The filler / foam must be at least 60-minutes fire resisting and comply with BS 476.</p> <p>Foam must not be used excessively. It must only be used to seal small gaps and difficult small openings.</p> <p>Any gaps over 50-mm should be filled over with fire rated plater board and sealed with fire resisting sealant.</p>			
2.14	<p>Findings The rear final exit door has a key operated lock fitted to it.</p> <p>Risk that if these were locked persons could not exit.</p> <p>Required action If doors are inward opening, they should have a twist lock fitted on the inside with signage to show how the door is opened.</p> <p>Any doors that are locked when the building is not in use must be unlocked whenever the premises are in use. This must form part of the daily opening procedure; staff must be made aware of this.</p>			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items: These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.1	Finding No review date of Fire Risk Assessment set. Required action Set a review date of no later than March 2025 to review this Fire Risk Assessment.			
3.2	Finding No visitors signing in book is provided and no fire policy instructions for visitors or contractors are set. As an example, the assessor was not asked to sign in or was not detailed on what to do in the event of a fire. Required action Provide a visitor signing in book and ensure that staff are using the book correctly. Re-enforce policy during "Fire Training" sessions on the use and instructions of use of book. Visitors and contractors should be made aware of the following when signing in; <ul style="list-style-type: none"> • Fire procedures to be followed on the premises. • Location of the fire assembly point. • Risks and control measures on the premises. • Any procedures in place for carrying out "Hot Works" and the permits that would be required. A "Hot works" policy must be considered and put in place if any hot works are carried out. Alternatively, Contractors must be asked for their "Hot Works" policy before any work is carried out. An example of information can be found at; https://historicengland.org.uk/content/docs/advice/fire-safety-hot-work-historic-buildings/ Instruction could be in the form of a laminated card that persons are asked to read or displayed on the back of the Visitors / Contractors badge.			
3.3	Finding No fire alarm zone plan provided by the fire alarm panel. This is to identify the zone / location that the fire alarm / detection has been activated. Required action A floor plan with fire alarm zones / locations / features must be provided by the panel.			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items:			
	These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.4	<p>Finding No competent person has been appointed to manage the fire safety preventative and protective measures that are required for the premises.</p> <p>Required action It is imperative that the company Directors are aware of their fire safety responsibilities. It may be necessary to send one of them on a fire safety (Managers) training course so that they can implement their fire safety responsibilities to a satisfactory standard.</p> <p>A suitable course is - IOSH Fire Safety For Managers Online First4Safety.co.uk</p>			
3.5	<p>Finding No fire policy was in place for any disabled staff, persons or visitors who may be using the premises relating to fire safety.</p> <p>Required action Conformation is required that a fire policy is in place for disabled persons. A fire policy for visitors should also be produced if it has not been done so already. This should cover the evacuation of disabled persons in the event of fire or the alarm sounding. Staff should be made aware of these.</p> <p>If you have any disabled staff consideration should also be given to providing disabled evacuation aids such as "Evac Chairs". If these are provided staff must be trained in their use and manual handling.</p> <p>If you have any deaf or hard of hearing staff consideration should be given to the installation of flashing strobe beacons devices to warn deaf or persons who are hard of hearing of the activation of the fire alarm.</p> <p>Where necessary, you must conduct a full assessment in accordance with the Disability Discrimination Act and act on your findings. As a minimum a Personnel Emergency Evacuation Plan (PEEP) must be in place for those building occupants who would require assistance with their escape (I.e. disabled persons / learning difficulties / persons with short term injuries).</p> <p>In public building where the occupancy is not always known in advance Generic Emergency Evacuation Plans (GEEP's) must be carried out. An example is for someone who is heavily pregnant or a wheelchair user.</p>			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items:			
These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.				
Ref No:	Action item:	Nominated person	Date completed	Signature
3.6	<p>Finding No formal evidence that procedures are in place for liaison with other building occupiers relating to fire safety matters. Occupiers on the other floors within the building.</p> <p>Required action Occupiers of buildings which are used by more than one occupier should liaise regularly relating to fire safety matters. This should be recorded. Particular attention should be paid to items such as;</p> <ul style="list-style-type: none"> Shared escape routes (Internal or external / necessary). Emergency fire action plan and fire assembly point. General fire procedures including drills. Testing and servicing of fire safety equipment that covers shared areas or the building as a whole. An up to date fire risk assessment should be requested on an annual basis from each occupier. If no liaison is required, this should be recorded. 			
3.7	<p>Finding Limited operational information provided for local Fire & Rescue Service operational crews.</p> <p>Required action Whilst the premises are low risk and are unlikely to be audited by the Fire & Rescue Service (F&RS) Fire Safety Enforcement Officers it would be prudent to share information of the premises with the local operational Fire & Rescue Service Crews.</p> <p>A "Premise Information Box" or folder / pack should be provided for use by Firefighters. It should be positioned by the entrance to the building.</p> <p>It should contain the following;</p> <ul style="list-style-type: none"> Plans of your building. Fire alarm zone plan by fire alarm panel. Fire and safety systems. Utilities and environmental systems. Any other relevant information. Emergency contact details. Hazards / risks within the premises. <p>An example of Premise Information Boxes are;</p> <p>https://www.gerdasecurity.co.uk/productsandservices/premises-information-box/standard-pib.aspx</p> <p>https://www.fireprotectionshop.co.uk/p/fireshield-premises-fire-document-box-with-firemans-lock.html</p>			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items:			
	These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.8	<p>Finding “Fire Action Notices” not filled in fully throughout the premises or displayed by call points or exits.</p> <p>Required action “Fire Action Notices” should be produced and displayed throughout the premises. These should be positioned by fire points (and call points) by exits and in circulation spaces; they must have correct details filled in.</p> <p>They should detail the following information:</p> <ul style="list-style-type: none"> • What the fire alarm actually is (Sound) • What to do in the event of the alarm being raised. • What to do if discovering a fire. • Location of the fire assembly point. <p>All signs must conform to BS 5499-10:2014+A1:2023 Guidance for the selection and use of safety signs and fire safety notices or a similar equivalent standard.</p>			
3.9	<p>Finding Fuel in cans and in motorbikes will be stored / in use on the premises.</p> <p>No evidence that a risk assessment complying with The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) is in place.</p> <p>Required action No more than 2 x 5litre cans of fuel should be stored on site for use.</p> <p>Hazard warning signs should be fitted to the exterior of the shed door denoting “Flammable liquids”.</p> <p>All signs must conform to BS 5499-10:2014+A1:2023 Guidance for the selection and use of safety signs and fire safety notices or a similar equivalent standard.</p> <p>Carryout a risk assessment to comply with the DSEAR regulations. Further information may be sought at ; http://www.hse.gov.uk/fireandexplosion/dsear.htm#quick</p> <p>See also; http://www.hse.gov.uk/pubns/indg370.pdf</p>			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items:			
	These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.10	<p>Finding Low risk cleaning chemicals are likely to be stored / in use on site. No COSHH data information.</p> <p>Required action The number of Chemicals should be kept to a minimum. Obtain COSHH data sheets for each product.</p> <p>Carryout a risk assessment to comply with the COSHH regulations. Further information may be sought at : http://www.hse.gov.uk/coshh/</p> <p>Hazard warning signs should be fitted to the exterior of the cupboard where they are stored stating "Hazardous substances".</p> <p>Details of the chemicals and the COSHH data sheets should be included as part of the premise's information to Firefighters.</p> <p>All signs must conform to BS 5499-10:2014+A1:2023 Guidance for the selection and use of safety signs and fire safety notices or a similar equivalent standard.</p>			
3.11	<p>Finding With the increase in terrorism in London all premises must consider this and how they can reduce or deal with terrorism.</p> <p>Required action Whilst the assessed premises are considered to be of a low-risk target consideration must be given to terrorism.</p> <p>Advice should be sought and considered from;</p> <ul style="list-style-type: none"> • https://www.cpni.gov.uk/ • https://www.gov.uk/government/organisations/national-counter-terrorism-security-office 			

3.0 FIRE SAFETY MANAGEMENT AUDIT

Fire Safety Procedures and arrangements?	Yes	No	N/A
Is there a fully suitable record of the fire safety arrangements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has a competent person been appointed to assist in undertaking the preventative and protective measures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are appropriate full fire procedures in place where necessary and documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In particular:			
Are procedures to be followed in the event of fire or alarm properly documented and staff fully aware of these?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there suitable arrangements in place to meet the fire and rescue service on arrival?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a Premises Information Box / Information system with relevant information, including that relating to hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a suitable assembly point and is it signed where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there procedures in place for the evacuation of any disabled people who are likely to be present and are these documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are sufficient persons nominated and trained to use the fire extinguishers practically or is the policy not to fight fire recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are sufficient persons nominated and trained to assist with evacuation of the premises, including disabled people (PEEP & GEEP)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there appropriate liaison where necessary with the fire and rescue service (e.g. by crews visiting for 72D familiarisation visits or Fire Safety Audit)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are sufficient routine in-house inspections of the fire precautions undertaken and documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the premises multiple-occupied, if they are is there appropriate liaison?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.0 (Cont'd) FIRE SAFETY MANAGEMENT AUDIT

Training and information	Yes	No	N/A
Are sufficient persons employed to work in the premises provided with sufficient Training and instruction?		✓	
In particular:			
Are all staff given adequate fire safety training on induction?		✓	
Are all existing staff given adequate periodic basic refresher fire training?		✓	
Does staff basic fire training provide information & instruction about:			
The fire risks in the premises?		✓	
The fire safety measures in the building?		✓	
The action to be taken in the event of a fire or alarm?		✓	
The method of operation of the fire alarm?		✓	
The location and the use of fire extinguishers?		✓	
The method of calling the fire and rescue service?		✓	
The identity of persons nominated to undertake the fire fighting and evacuation duties?		✓	
Is the basic training considered to be adequate?		✓	
Have sufficient fire wardens received specialised training in relation to evacuation and Firefighting (Fire Wardens)?		✓	
Are fire drills carried out at periodic intervals where necessary?		✓	
When the employees of another employee work in the premises:			
Is their employer given appropriate information regarding fire risks and General fire precautions?		✓	
Is it ensured that the employees are provided with adequate instructions and information in particular relating to hot works?		✓	

3.0 (Cont'd) FIRE SAFETY MANAGEMENT AUDIT

Testing and Inspection	Yes	No	N/A
Fire warning system:			
Are arrangements in place to test the fire alarm system on a weekly basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are arrangements in place to subject the fire alarm system to a six monthly or annual test by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency lighting system:			
Are arrangements in place to test the emergency lighting system on a monthly basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are arrangements in place to subject the emergency lighting system to an annual test by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Firefighting equipment:			
Are arrangements in place to subject the portable fire extinguishers and hose reels to an annual test by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are arrangements in place to subject the portable fire extinguishers and hose reels to a monthly check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rising mains:			
Are arrangements in place to subject the rising mains to a six-monthly inspection and annual test?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sprinkler system:			
Are arrangements in place to subject the sprinkler system to a weekly test and Periodic inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the fire sprinkler system clear of any outstanding or recurring defects that need resolving?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you at all times gain easy access to the sprinkler pump room and/or tank room/control valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External escapes:			
Are external escapes fully available, clear, free of hazards and in good condition for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have external escapes been subjected to a structural engineer's examination in the last three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smoke vents:			
Are smoke vents tested periodically and serviced at least annually where fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Records	Yes	No	N/A
Is a logbook or other suitable method kept of records ?			
Fire warning system tests and servicing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency lighting system tests and servicing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Firefighting equipment tests and checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff training and fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rising mains tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sprinkler system tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General fire safety check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lightning conductor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smoke vents?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other fire safety equipment relevant?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary of FIRE SAFETY MANAGEMENT AUDIT

At the time of the inspection for the assessed premises limited records were available to demonstrate that all tests on fire safety equipment are taking place. These must be recorded in either a test record book or on a computer system which is capable of recording the required information. Staff should be aware of the "Fire action plan" for the premises when it is reviewed or produced. An in-house logbook must be maintained that records;

- Staff induction, refresher and fire warden training.
- Annual servicing of your fire extinguishers.
- Testing and servicing of the fire alarm system.
- Testing and servicing of the emergency lighting system.
- Monthly check of portable fire extinguishers.
- Annual Portable Appliance Tests.
- Fire drills and evacuations.
- A weekly general fire safety check of designated fire doors, escape routes, external escapes, and exits, record should be kept of faults.
- Tests of mains electrical equipment.
- All other fire precaution checks.
- Gas Safe servicing of the gas boiler (If appropriate).
- Sprinkler system check and service (If appropriate).
- Smoke vents (If appropriate).
- Servicing and maintenance by a competent person of fire protection measures in accordance with the appropriate British Standard or manufactures instructions.

4.0 HAZARD AUDIT

This section of the fire risk assessment seeks to identify potential fuel and ignition sources.

Housekeeping	Yes	No	N/A
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Is the general standard of housekeeping adequate?

In particular

Are combustible materials separated from ignition sources?	✓		
Are accumulations of combustible waste avoided?	✓		
Are boiler cupboards and electrical intake rooms kept free of storage?	✓		
Are combustible materials stored appropriately?	✓		
Are escape routes free of combustible items and obstructions?	✓		
Are there any other areas where housekeeping could be improved?		✓	

Electrical Sources of Ignition	Yes	No	N/A
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Are reasonable measures taken to prevent fires of electrical origin?

In particular:

Is the fixed electrical installation subject to a satisfactory periodic test?		✓	
Is portable electrical equipment subject to periodic test in accordance with HSE guidance or less than 12 months old (PAT)?		✓	
Is the use of trailing leads and adapters kept to a minimum?	✓		
Is the building provided with a lightning protection system as required by BS 6651?			✓
Is there appropriate and easily accessible electrical isolation available?			✓

4.0 HAZARD AUDIT (continued)

Arson

Yes

No

N/A

Is the general defence against arson adequate:

In particular:

Does security against arson by outside intruders appear to be reasonable?

✓		
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Is there any fire loading in close proximity to the premises?

	✓	
--	---	--

Is there a history of arson in the area or at the premises?

	✓	
--	---	--

Are CCTV and appropriate security fences, gates and access control measures provided?

✓		
---	--	--

Smoking:

Yes

No

N/A

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

In particular:

Is smoking prohibited in buildings?

✓		
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Is smoking prohibited in appropriate areas?

✓		
---	--	--

Are suitable arrangements in place for those who wish to smoke?

✓		
---	--	--

Is there any evidence of breach of the smoking policy?

	✓	
--	---	--

Are "No Smoking" signs fitted in accordance with the Smoke-free (Signs) Regulations 2007?

✓		
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Heating

Yes

No

N/A

Are reasonable measures taken to prevent fires due to heating appliances?

In particular:

Is there use of hazardous radiant bar and LPG fires?

	✓	
--	---	--

Are portable electric heaters in use?

	✓	
--	---	--

Are measures taken to minimise the ignition of combustibles?

✓		
---	--	--

Is the heating boiler or system serviced regularly and appropriately?

	✓	
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4.0 HAZARD AUDIT (continued)

Cooking

Yes

No

N/A

Are reasonable measures in place to prevent fires due to cooking activities?

In particular:

Are filters and ductwork cleaned regularly?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are suitable fire extinguishers provided?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

Are gas shut-off valves suitably indicated and free from obstruction?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

Are flammable materials kept away from hot surfaces and open flames?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Dangerous Substances:

Yes

No

N/A

Are measures in place to prevent dangerous or flammable substances; Coming into contact with ignition sources?

In particular:

Are flammable liquids or gas cylinders stored appropriately?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are only the quantities required for use exposed at any time?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

Is flameproof equipment used where flammable atmospheres may be encountered?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are arrangements in place for the safe handling and transport of dangerous substances?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	-------------------------------------

Has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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If fuel is in use / stored has a Petroleum Licence been considered or in place under The Petroleum (Consolidation) Regulations 2014?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Have COSHH data sheets been produced for hazardous substances?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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4.0 HAZARD AUDIT (continued)

Other Hazards and Ignition Sources	Yes	No	N/A
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Are there any work processes that produce heat?

	✓	
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Are there any other hazards or ignition sources that warrant consideration?

	✓	
--	---	--

Have the use of real candles been banned or managed sufficiently?

		✓
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Summary of HAZARD AUDIT

A daily check of your escape routes should take place to ensure that combustibles are not placed or stored in escape routes. Any items should be cleared immediately. Staff are to be educated on this matter.

“NO SMOKING” signs must be fitted on the entrance doors of the premises in accordance with the Smoke-free (Signs) Regulations 2007.

Smoking is permitted in the designated outdoor smoking area only away from the premises.

A regular check of the area around the premises should be conducted to ensure that combustible materials are not placed close to the premises should they be involved in fire that they could endanger life and or hamper escape from the premises.

The Assessor is not aware that there is no history of arson within the area. An inspection of the area found no contrary evidence.

There were no other obvious sources of ignition / fire hazards that warrant consideration / control measures.

5.0 AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

This section of the fire risk assessment seeks to identify fire safety measures with which the premises is provided

Emergency Routes and Exits:	Yes	No	N/A
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Is the premises provided with adequate emergency routes and exits?

In particular:

Is the design and maintenance of the means of escape considered adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were all exits fully usable and available at the time of this assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits easily openable by means of a "Push bar", "Push pad" or other means?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there a sufficient number of exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors immediately openable without the use of a key?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do fire exit doors open in the direction of escape where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If electronic locks are fitted do they open automatically when the fire alarm operates, or do they have a manual emergency operation point?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the travel distance reasonable in a single direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the travel distance reasonable where there is an alternative means of escape?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there satisfactory arrangements for sliding or revolving doors if fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are escape routes enclosed in fire resistance materials where appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inner room conditions dealt with appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are arrangements in place to deal with the evacuation of disabled persons?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are signs provided to indicate the emergency route and exits, and the function of fire doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient number of exits for the number of persons who will occupy the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Firefighting measures	Yes	No	N/A
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Are the premises provided with adequate firefighting measures?

In particular:

Is there at least one extinguisher provided for every 200-m² of floor space?

Are there at least one 13A rated extinguishers on each floor?

Is it possible to reach a fire extinguisher within 30-m travel?

Are special extinguishers provided to cover additional risks such as electrical equipment and flammable liquid fires?

Are extinguishers mounted on suitable brackets and indicated by identification signs where required?

Are extinguishers, hose reels and fire blankets readily accessible, unobstructed, in good working order and ready for use?

Is a fire sprinkler system or other fire suppression system installed in the premises or parts of it?

Emergency lighting	Yes	No	N/A
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Are the premises provided with adequate emergency lighting?

In particular:

Has a reasonable standard of emergency escape lighting system been provided?

Are adequate lighting units provided in all work / risk areas?

Are all lighting units in full working order and displaying charge lights?

Fire safety signs and notices	Yes	No	N/A
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Are the premises provided with adequate signage and notices?

In particular:

Is there adequate standard of fire safety directional signage where required?

Are fire alarm call points or exits accompanied by a fire action notice where necessary?

Does the signage comply with current standards?

Fire Detection and Alarms	Yes	No	N/A
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Are the premises provided with adequate fire detection and warning measures?

In particular:

Does the building have an effective means of raising the alarm?	✓		
Is a fire alarm call point sited at each exit from the building where required?	✓		
Is it possible to reach a fire alarm call point within 45-m travel?	✓		
Are automatic fire detectors provided in unoccupied or other required areas?	✓		
Are automatic fire detectors provided in high-risk areas?	✓		
Is the alarm audible throughout the building / site, and differentiated from other sounds?	✓		
Is the system in good working order and free of any faults / issues?	✓		
Are arrangements made for people with hearing disabilities?		✓	
Are the levels of detection and types of detection correct and appropriate to the risk?	✓		
Are there fire alarm panel zone plans available, correct and appropriate to the risk?		✓	
Are the break glass call points fitted with tamper proof covers?	✓		
Is the fire alarm system connected to an Alarm Receiving Centre (ARC)?			✓

Automatic Opening Vents (AOV) systems	Yes	No	N/A
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Are the premises provided with an adequate Automatic Opening Vents (AOV) system?

In particular:

Is a suitable and sufficient Automatic Opening Vents (AOV) system installed?			✓
Is there a manual operation point by the entrance of the premises for Fire-fighters to operate it?			✓
Is there automatic smoke detection to operate the system?			✓
Does the system appear to be in good working order?			✓

Other fire safety equipment or systems	Yes	No	N/A
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Are the premises provided with appropriate fire safety equipment or systems?

In particular:

Is there a wet riser installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there smoke sampling detection systems installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any gas flooding extinguishing systems installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do the systems appear to be in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there private fire hydrants installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there fire shutters installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Measures to limit fire spread and development	Yes	No	N/A
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Is it considered that there is a reasonable standard of compartmentation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is it considered that there is a reasonable limitation of linings that might promote fire spread?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As far as can be reasonable ascertained are fire dampers provided where ductwork passes through fire resisting walls protecting the means of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
As far as can be reasonable ascertained is the level of compartmentalisation provided as necessary to protect critical means of escape against the passage of fire, smoke and products of combustion in the early stages of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all fire stopping in walls / ceilings / floors been carried out around pipes, wires and services to prevent fire / heat / smoke spread?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As far as can be reasonable ascertained does there appear / is there Aluminium Composite Material (ACM) panels externally?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
As far as can be reasonable ascertained if there are ACM panels, has an assessment been made of them and their risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
As far as can be reasonable ascertained are there any types of other cladding that could allow / support fire spread / insufficient fire protection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.0 (Cont'd) AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

Maintenance of Preventative and Protective Measures:	Yes	No	N/A
Are the preventative and protective measures with the premises is provided Maintained in accordance with the original / updated specification?			
Are all fire-resisting elements / means of escape structure maintained in good repair?	✓		
Are all fire resisting doors (including their closing mechanisms) maintained in good repair and self-closing?			✓
Where necessary do all fire doors have the required protection measures fitted such as intumescent strips and cold smoke seals and are they in good order?			✓
Are all signs maintained in a legible condition?	✓		
Are the floor surfaces of emergency routes and exists maintained free from trip hazards and obstructions?	✓		
Are operating mechanisms for exit doors in good working order?	✓		
Is there evidence that the fire alarm system is subject to a regime of testing and servicing?		✓	
Is there evidence that the emergency lighting system is subject to a regime of testing and servicing?		✓	
Is there evidence that the firefighting equipment is subject to a regime of checking and servicing?		✓	
Is there evidence that any other fire safety equipment has been subject to checking and servicing?			✓
Where necessary, have fire door inspections been carried out? (Required for Residential / sleeping risk)			✓
For buildings over 11-m, Responsible Persons must undertake quarterly checks of all fire doors (including self-closing devices) in the common parts.			✓
Undertake, on a best endeavour basis an annual check of all flat entrance doors (including self-closing devices) that lead onto a building's common parts.			✓
A record of these checks must be maintained in a suitable logbook.			✓

Summary of **AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES**

Taking into account the features of the premises, the activities carried on and the hazards present, it is considered that the emergency routes and exits do fully meet the standards required by Article 14 of the Regulatory Reform (Fire Safety) Order 2005.

There was no evidence that any arrangements have been made for people with hearing disabilities in association with the fire alarm. It is not known at the time of this assessment if any staff were deaf or hard of hearing. Deaf or hard of hearing visitors should always be in the company of another person who can alert them to the sound of the fire alarm. These should be considered and recorded as necessary.

Limited records were available at the time of this inspection relating to fire safety equipment checks and tests being recorded for the assessed premises. Items may be being tested but only some records were available to demonstrate this. Section 6 of this report should be used to assist in this task.

It should be ensured that staff are familiar with all exits and routes. This familiarisation should form part of the staff training and regular fire drills.

All signs must conform to BS 5499-10:2014+A1:2023 Guidance for the selection and use of safety signs and fire safety notices or a similar equivalent standard.

A general fire safety check should be carried out and recorded monthly. It should include:

- Check of escape routes – not blocked or have items stored in / on them, that they are in good condition. All escape routes should be walked fully to the final exit and safety regularly.
- Opening of final exit doors that are not in day to day use.
- Fire doors are functioning correctly – fully shutting.
- General fire hazards.
- Control / removal of combustible materials.
- Control / removal of sources of ignition.
- Firefighting equipment.

Part of the general monthly fire safety check should be to check that doors are not staying open and shut fully by themselves. This check should include the following:

- Operation of the self-closer – ensure that the door closes fully when opened.
- That the intumescent strip and cold smoke seals are in place and are not damaged.
- That all screws are in place.
- That the door and fittings are in good order.

Extinguishers should be numbered and checked monthly. The check should include the following:

- Tamper seals are in place.
- Pressure indicators (Where applicable) are showing in the green segment.
- Extinguishers are wall or stand mounted.
- Extinguishers are in good general condition.
- Operation signage is fixed above each unit.

This check must be recorded in the fire logbook as a general fire safety check.

Pictures

 <p>28/03/2024 09:26</p>	 <p>28/03/2024 09:26</p>	 <p>28/03/2024 09:26</p>
<p>Fire alarm showing "Power".</p>	<p>Front of premises.</p>	<p>Rear of premises.</p>
 <p>28/03/2024 09:27</p>	 <p>28/03/2024 09:26</p>	 <p>28/03/2024 09:30</p>
<p>Extinguishers are missing operation / use signage. Are old and have not been serviced.</p>	<p>Defective emergency lighting unit – No LED.</p>	<p>Rear shared area. Tyres near premises.</p>

6.0 Supplementary Information

Contents

- Useful telephone numbers
- Record of fire precaution test dates
- Notes on test procedures and frequencies etc

Useful Telephone Numbers

Local Fire & Rescue Service	London Fire Brigade	Fire Risk Assessor Stephen Chadbon	Fire Safety Assessments LTD 0800 1699930
Fire Extinguisher Maintenance		Fire Alarm Maintenance	
Emergency Lighting Maintenance		Staff Fire Training	Fire Safety Assessments LTD 0800 1699930

British Standards are issued, amended and withdrawn on a regular basis.

The standards referred were current at the time of publication.

SECTION 6.1	
Fire precaution last test dates	
Fire Warning System	Date of last routine test = Not known. Date of last six month / annual test = Not known.
Emergency Lighting	Date of last routine monthly test = Not known. Date of last annual test = Not known.
Portable Firefighting Equipment	Date of last routine monthly check = Not known. Date of last annual test = Not known.
Fire suppression / sprinkler systems	Date of last test / check = N/A. Date of last test / service = N/A.
Dry riser	Date of last service / test = N/A.
Automatic Opening Vent (AOV) System	Date of last routine test = N/A. Date of last service = N/A.
Portable Appliance Testing	Date of last periodic test = Not known.
Lightning conductor	Date of last annual test = N/A.
Fixed electrics report - EICR	Date of last test = Not known.
Extraction deep clean	Date of last deep clean = N/A.
Gas safety / gas boilers	Date of last service = Not known.
Fire drill / evacuation	Date of last drill = Not known.
Fire policy / procedures	Date implemented / reviewed = Not known.
Staff fire warden training	Date of last Staff training = Not known.
Staff basic fire awareness training	Date of last awareness = Not known.

SECTION 6.1	
Fire precaution last test dates	
Evacuation chair training	Date of last training = N/A.
Wet riser	Date of last routine monthly test = N/A. Date of last six monthly / annual test = N/A.
Fire curtains	Date of last routine check = N/A. Date of last annual test = N/A.
Ansul / cooker fire suppression system	Date of last routine check = N/A. Date of last annual test = N/A.
Gas flood / inert gas systems	Date of last routine check = N/A. Date of last annual test = N/A.
Fire doors – common areas	Date of last routine check = N/A. Date of last fire door survey = N/A.
Fire doors – Bedroom / flats	Date of last routine check = N/A. Date of last fire door survey = N/A.
External fire escapes	Date of last routine check = N/A. Date of last survey = N/A.
Private fire hydrants	Date of last annual test = N/A.
Fire shutters	Date of last routine check = N/A. Date of last survey = N/A.
Fire dampers on HVAC systems	Date of last routine check = N/A. Date of last survey = N/A.

6.1 Notes on test procedures and frequencies etc.

Fire extinguishers

(For further information refer to BS 5306 or equivalent)

- Monthly inspection to ensure that they are in their correct location, tamper seals are in place, suitably mounted and have not been discharged, (or lost pressure for those fitted with an indicator), or suffered obvious damage.
- Annual inspection. We consider that this should be done by a competent person having an adequate understanding of the appropriate standard and manufacturers recommendations.
- At intervals not exceeding those given below the extinguisher should be subject to a discharge test.
 - a. Every 5 years – Water (all types), foam (all types), Wet Chemical.
 - b. Every 5 years – Dry powder (all types).
 - c. Every 10 years – Carbon Dioxide (CO₂).

Escape / emergency lighting

(For further information refer to BS 5266 or equivalent)

These tests should be undertaken at times of least risk.

Regularly inspect the system for cleanliness, particularly luminaires. Battery banks and generators should be checked in accordance with the manufacturers instructions.

- Monthly - Test the escape lighting by simulating failure of the normal lighting supply. Allow sufficient time to check all luminaires.
- Annually - Test the self-contained and central battery systems by simulating failure of the normal lighting supply, for a period of at least one hour.
- Three yearly - Test the self-contained and central battery systems for the full duration of their specification.

Fire Action Instructions

The instructions should be included as part of the regular Staff Training sessions.

The instructions should be displayed throughout the premises by exits, break glass call points and within escape routes.

The instructions should be reviewed regularly and certainly if there is a change in use or layout of the premises and if any Staff with mobility or disabilities are employed.

“Premise Information Box” or folder / pack should be provided for use by Firefighters

An example of a Premise Information Box is;

<https://www.gerdasecurity.co.uk/productsandservices/premises-information-box/standard-pib.aspx>

See below for guidance -

https://mcusercontent.com/f0fe9fe5a3fc6e19297e1df95/files/4fc44967-ec1d-df89-ad3d-59b4a5caa15c/FIA_and_NFCC_Code_of_Practise_for_the_Provision_of_Premises_Information_..._9_.pdf

6.1 Notes on test procedures and frequencies etc.

Fire alarm

(For further information refer to BS 5839 or equivalent)

It is important that the testing of a fire alarm system does not result in a false signal of fire to the Fire Service (Should your system have a link).

- Daily - Inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.
- Weekly - Test and examination to ensure that the system is capable of operating under alarm conditions, namely:
 - a. Operate a device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested at least quarterly for a monitored system, and weekly for a non-monitored system. Each time a zone is tested a different trigger device should be used.
 - b. Examination of batteries and connections including electrolyte level.
- Six monthly and annual inspection and test. We consider that this should be done by a competent person having an adequate understanding of the appropriate standard and manufacturers recommendations.

Smoke and heat detectors

(For further information refer to BS 5839 or equivalent)

Regularly inspect detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

- Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

Automatic hold open devices for fire doors and shutters connected to fire alarm system (If fitted)

- Weekly, in conjunction with the fire alarm test, check that they release and close fully.

General fire check - Fire doors and structural means of escape – record of defects, obstructions etc

- Weekly, in conjunction with the fire alarm test, check that all escape routes and final escape doors are available for use and are clear of obstructions. Check that doors to cupboards on escape routes are kept locked shut.

The check of the fire doors should include the following :

- Operation of the self-closer – ensure that the door closes fully when opened.
- That the intumescent strip and cold smoke seals are in place and are not damaged.
- That all screws are in place.
- That the door and fittings are in good order.

It is recommended that doors are numbered so as to simplify the recording and accuracy of checks.

6.1 Notes on test procedures and frequencies etc.

Fire training

- At intervals shown below instructions should be given in respect of the action taken when discovering a fire, action taken on hearing the fire alarm, calling the Fire Service, making power supplies safe, operation and use of fire extinguishers and fire alarm, means of escape routes to final exits, and location of the assembly point.

Fire drills

- At intervals shown below drills should be conducted to simulate fire conditions i.e. one escape route obstructed. No advance warning should be given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. Do not call the Fire Service for the purposes of a drill.
- **Six monthly for residential premises, places of entertainment, large shops and department stores.**
- **Yearly for industrial and commercial premises.**
- **Each term for educational establishments**

Electrical – record of examinations for fixed and portable equipment

Premises electrical systems should be tested every five years, this test should be in accordance with IEE regulations.

Portable electrical equipment should be tested as recommended in item 6.2 of this report.

Sprinkler system (If installed)

Sprinkler systems should be tested in accordance with BS 5306/BS EN 12845 and / or manufactures instructions.

Service Certificates

All service certificates and routine inspection documentation should be retained and be available for inspection by a Fire Officer. It is suggested that it is retained in a suitable folder along with a copy of this Fire Risk Assessment.

Section 156 of the Building Safety Act 2022

Section 156 of the Building Safety Act 2022 is now in place. It is not known if the Responsible Person for the premises is fully aware of their new legal responsibilities or if these are recorded and information shared to residents or other relevant persons.

If you are a 'Responsible Person' on whom duties are imposed under the Regulatory Reform (Fire Safety) Order 2005, find out what new responsibilities you have as the result of amendments made to the Fire Safety Order by Section 156 of the Building Safety Act 2022. These new requirements come into force on 1 October 2023.

The new legislation has the effect of amending the Fire Safety Order to:

- Require that all Responsible Persons must record their completed fire risk assessment, and in full (where previously only specific information was required to be recorded)
- Require that all Responsible Persons must record the identity of any individual (their name), and/or if applicable, their organisation (name) engaged by them to undertake/review any or all of the fire risk assessment, and share this with residents of multi-residential unit premises where applicable;
- Require that all Responsible Persons must record their fire safety arrangements (demonstrate how fire safety is managed in your premises)
- Require that all Responsible Persons must record (and as necessary update) their contact information, including a UK-based address, and share this, along with the identified fire safety risks, preventative and protective measures, any competent persons nominated to assist with fire-fighting and detection measures, with other Responsible Persons and residents of multi-domestic unit premises where applicable
- Require that all Responsible Persons must take reasonably practicable steps to ascertain the existence of other Responsible Persons who share, or have duties in respect of the same premises, and of Accountable Persons (which are a new legal entity made under the
- Building Safety Act in the case of higher-risk residential buildings) in relation to the premises – they must then identify themselves to said persons and cooperate with accountable persons so that the accountable persons can carry out duties imposed by the Building Safety Act 2022;
- Require that departing Responsible Persons must share all 'relevant fire safety information' with incoming Responsible Persons
- Require Responsible Persons of a building containing two or more sets of domestic premises to provide residents with relevant fire safety information in a format that is easily understood by the residents

There is also a legislative requirement that, where the Responsible Person appoints a person to make or review the fire risk assessment, they must be competent. It remains the case that the Responsible Person has a duty to make sure that a suitable and sufficient fire risk assessment is completed.

The following duties apply to you if you are the Responsible Person for any building regulated by the Fire Safety Order.

For further guidance see - [Check your fire safety responsibilities under Section 156 of the Building Safety Act 2022 \(accessible\) - GOV.UK \(www.gov.uk\)](#)

6.1 Notes on test procedures and frequencies etc.

Routine Frequency	Record
Daily	
<ul style="list-style-type: none"> • Fire alarm indicator panel for normal condition (BS 5839) • Emergency escape lights (check for faults) (BS 5266) • Fire safety signs and fire extinguishers in position • Escape routes unobstructed • Fire resisting doors shut 	None or logbook if fault None or logbook if fault None or logbook if fault None or logbook if fault None or logbook if fault
Nightly	
<ul style="list-style-type: none"> • Waste bins emptied etc. • Electric plugs removed and sockets not overloaded • Electric plugs removed and sockets not overloaded 	None or logbook if fault None or logbook if fault None or logbook if fault
Weekly	
<ul style="list-style-type: none"> • Fire alarm test (actuation from different trigger devices) & any associated passive systems • (Including doors held open/shut by electromagnets) (BS 5839) • General fire safety check (visual check) • Open exit doors not in daily use. • Sprinkler test (BS 5306) • Smoke vents/ control systems (operation) • Fire fighting lifts (Operation) (BS5588) or evacuation lifts • Operation of pressurisation system 	Logbook Logbook Logbook Logbook Logbook Logbook
Monthly	
<ul style="list-style-type: none"> • Emergency Escape lighting test including any auto start generator (simulated mains failure) (BS 5266)) • Fire fighting equipment (visual check) • Open exit doors not in daily use. • Safety Inspection • Fire fighting lifts (BS5588) • Fire alarm (if an automatic generator is used as secondary power source) (BS 5839) • Inspection of pressurisation system • Automatic opening doors – open on power cut • Test any standby generators (e.g. Fire alarm, emergency lighting etc) 	Logbook Logbook Logbook Logbook Logbook Logbook Logbook Logbook
Quarterly (3 monthly)	
<ul style="list-style-type: none"> • Fire alarms (BS 5839) ALTERNATIVE TO SIX MONTHLY • Sprinklers (BS 5306/BS EN 12845) 	Logbook Logbook
Six monthly	
<ul style="list-style-type: none"> • Fire warden training • Fire evacuation drills • Fire alarm (BS 5839) • Sprinklers (dry valve and alarm receiving centre only) (BS 5306/BS EN 12845) • Dry/wet risers inspection (BS 9990) 	Logbook Logbook Logbook / Test Certificate Logbook / Test Certificate Logbook

6.1 Notes on test procedures and frequencies etc.

Annual	
<ul style="list-style-type: none"> • Fire fighting equipment (BS 5306) • Emergency escape lighting (Full discharge test)(BS 5266) • Fire alarm (BS 5839) • Sprinklers (BS 5306/BS EN 12845) • Fire fighting lifts (BS5588) or evacuation lifts • Dry/wet risers test (BS 9990) • Smoke vents/control systems (maintenance) 	Label Logbook / Test Certificate Logbook / Test Certificate Logbook / Test Certificate Logbook / Test Certificate Logbook Logbook / Test Certificate
Three yearly	
<ul style="list-style-type: none"> • External escape stairs/balconies/walkway • Sprinklers (BS 5306/BS EN 12845) 	Engineers report Logbook / Test Certificate
Five yearly	
<ul style="list-style-type: none"> • Fire fighting equipment (discharge test-most types (BS 5306) • Fire alarm wiring test (BS 5839) 	Label Logbook / Test Certificate.
Ten yearly	
<ul style="list-style-type: none"> • Fire extinguishers (discharge test-carbon dioxide and some dry powder only (BS 5306) 	Label
Fifteen yearly	
<ul style="list-style-type: none"> • Sprinklers (BS 5306 / BS EN 12845) (Some pump suction tanks only) 	Logbook / Test certificate
It is recommended that one person or organisation be nominated to be responsible for the maintenance of the fire precautions within the premises and the completion of all the records so as to ensure that the necessary entries are made into the logbook.	

Note – Manufacturer’s instructions should also be followed when testing fire precaution equipment.

6.2 Portable Electric Appliance Test Guidelines



The Health & Safety Executive recommends that in premises such as offices, regular visual inspections rather than testing may be sufficient to secure compliance with the requirements to maintain electrical equipment. This table can be used as a guide to the appropriate initial* form of testing.

Significant hazards:

Faults in appliances – hence the need to undertake PAT tests;

Misuse of appliances – they should be suitable / sufficient for the intended activity.

Class II equipment is marked with a double small square symbol. If you cannot see this symbol, you should assume that the item is a Class I appliance and carry out a portable appliance test.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated  (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months–1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months–1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months–4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

*To be reviewed following experience of the faults found and of operating the maintenance system over a period of time.

6.2 Portable Electric Appliance Test Guidelines

Further guidance on PAT testing can be obtained at;

Maintaining portable and transportable electrical equipment HSG107 (Second edition) HSE Books 2004 ISBN 978 0 7176 2805 6 www.hse.gov.uk/pubns/books/hsg107.htm

Memorandum of guidance on the Electricity at Work Regulations 1989. Guidance on Regulations HSR25 (Second edition) HSE Books 2007 ISBN 978 0 7176 6228 9 www.hse.gov.uk/pubns/books/hsr25.htm

Health and safety made simple: The basics for your business Leaflet INDG449 HSE Books 2011 (priced packs ISBN 978 0 7176 6448 1) www.hse.gov.uk/pubns/indg449.htm

HSE's 'Electrical safety at work' microsite: www.hse.gov.uk/electricity.

This site includes case studies: www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

6.3 Statement of Fire Risk Assessment

Fire Safety Assessments Ltd has conducted this comprehensive Fire Risk Assessment to assist the Responsible Person in complying with The Regulatory Reform (Fire Safety) Order 2005 in meeting the specific requirements of our client. The Assessment is a systematic evaluation of the premises identifying hazards, potential hazards and persons at risk and determining the likelihood (risk) that such hazards will cause harm. The Assessment we have provided should not be a one-off procedure but a dynamic, live process. The Responsible Person is required to have this Assessment constantly reviewed and adjusted if necessary, to meet any changing circumstances – Article 9 (3). This Fire Risk Assessment has been conducted using a five-step Fire Risk Assessment process as recommended by HM Government Guides, Employer's Guides and the Health and Safety Executive. The recommendations of Publicly Available Document 79-1 2020, Fire Risk Assessment, Guidance and Methodology (PAS 79) have also been considered and it is considered to satisfy the recommendations of the document. This Fire Risk Assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Where appropriate and necessary the assessment included the consideration of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises. The scope of this Fire Risk Assessment does not include roof void spaces or non-accessible voids or areas unless detailed.

The Fire Risk Assessment should be available for inspection or validation by any authorised person and should be reviewed:

- Following a change of work practice
- Following a significant change of staffing level
- Following any structural or material change to the premises or its usage
- Following any change in the fire precautions in the premises
- Following any near miss or fire incident
- At recommended intervals of no more than twelve months

The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed. The additional controls, recommendations and actions given for each section in the action plan/summary section of the document should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to a level which is acceptable in the circumstances. Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, responsible persons must, among other things, 'provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures, which are in place for serious and imminent danger. Before employing a child, the responsible person must, provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures, which are in place for serious and imminent danger.

This Fire Risk Assessment contains factual information as per the observations, notes and records of the qualified fire risk assessor who completed the site visit and assessment. None of the observations and comments may be changed following the issue of this assessment without the prior consultation with the fire risk assessor. Fire Safety Assessments Ltd will keep a copy of this document for 5 years. Fire Safety Assessments Ltd will provide any additional feedback on comments raised in this report for up to 12 months after the fire risk assessment date noted on this document. In some cases, Fire Safety Assessments Ltd may not be able to provide further comments without a re-visit.

The responsible person must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in their undertaking.

7.0 Fire Safety Assessments LTD contact details



www.firesafetyassessmentsltd.co.uk

E – mail – stephen@firesafetyassessmentsltd.co.uk

11 Aspen Way, Cringleford, Norwich NR4 6UA.

Tel – 0800 1699930

Company Number – 7242348



Warrington Certificated UKAS Fire Risk Assessor Number 38

Institute of Fire Safety Managers Number 137 & Registered Fire Risk Assessor

Fire Risk Assessments – Asbestos Surveys – Health & Safety Assessments -
Fire Extinguishers – Fire Safety Signs & Equipment -

Fire Fighting Training – Fire Safety Consultation & Advice

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