

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Trustees		
Address of Premises	Caerwys Town Hall, South Street, Caerwys Flintshire		
Postcode	CH7 5AL		
Assessor:	Kevin Evans / Andy Affleck (original assessors) Reviews subsequently undertaken by Trustees		
Date of Fire Risk Assessment	Reviewed November 2020		
Next Review Date	No later than end of November 2021 <i>(This risk assessment should be reviewed annually or at such earlier time if there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>		
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises						
Number of floors in building: <i>(To include basements)</i>	2					
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	250					
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick Built, with tiled roof, 1868, built as a Town Hall					
Primary usage: (e.g. Hotel, Shop)	Community Centre					
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	DITTO					
Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	0		0000 to 0400	0	
	0400 to 0800	0		0400 to 0800	0	
	0800 to 1200	A		0800 to 1200	0	
	1200 to 1600	A		1200 to 1600	0	
	1600 to 2000	C/D		1600 to 2000	C/D	
	2000 to 2400	C/D		2000 to 2400	C/D	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	none	Average Mobility	ok	Vulnerability Issues	none
Occupants Especially At Risk From Fire						
Sleeping occupants <i>(Details of numbers - public/staff)</i>	None					
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	Evacuation doors are fitted on ground floor.					
Occupants in remote areas <i>(Lone working/isolated areas)</i>	Rare occurrence, but lone workers/visitors advised to have access to mobile 'phone at all times.					
Young persons <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	Organisers of events are responsible for children.					

Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	Evacuation doors are fitted on the ground floor. Disabled visitors, children and vulnerable adults are the responsibility of the organisers of events.
Visitors	Evacuation doors are fitted on the ground floor. Disabled visitors, children and vulnerable adults are the responsibility of the organisers of events. Disabled visitors can only access ground floor locations which includes an accessible toilet.
Occupants whose first language is not English or Welsh	NONE

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

For further guidance, please see pages 28 & 29

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES, previous inspection undertaken June 2017	
Portable appliance testing carried out on a risk assessed basis?	YES - Annually	
Suitable policy in place regarding the use of personal electrical appliances?	YES – Hirer is responsible for ensuring any equipment brought to the Hall is in safe and working order, and that they will maintain the safety of the building; this is a condition of hire	
Suitable limitation and management of trailing leads and adaptors?		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Medium – CURTAINS/HEATERS Low- Portable electrical equipment HAZARD NO LONGER IN PLACE AS HEATING SYSTEM REPLACED DECEMBER 2019	Two heaters at kitchen end of Hall have been switched off All items PAT tested annually, periodically checked by housekeeping & Trustees	Hope to change the heating method in long term or change heater type HEATING SYSTEM REPLACED 2019
Deficiencies: Curtains close to the heaters	Remedial Action Required: Curtain location to be changed. COMPLETED Nov 2018 as interim measure. Medium hazard remains in place until the heating system is changed NEW HEATING SYSTEM IN PLACE DEC 2019, HAZARD NO LONGER PRESENT	

Smoking		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?	YES	
Smoking permitted in appropriate areas?	YES	
Suitable arrangements for those who wish to smoke?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Designated Smoking Area with Metal Cigarette Bin fixed to Wall	No
Deficiencies:	Remedial Action Required:	
None		

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES	
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	Visual Check of inside and outside of premises to make sure no possible combustibles are left around the Hall	No
Deficiencies: None	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		YES – on occasions
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Low- trip hazard on cables of Heaters	Heaters are only used when Hall is under the supervision of Trustees. Care is taken when placing on site	
Deficiencies: None	Remedial Action Required:	
General Comments: Occasional use of free standing electric Heaters, used under supervision of Trustees. Located as to ensure no trip hazard		

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.	YES	
Are fixed heating installations subject to regular maintenance?	YES	
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Medium - CURTAINS TOO CLOSE	2 Heaters isolated and others controlled on temp/automatic switch off	New heating system/or remove curtains
Deficiencies: Medium -CURTAINS TOO CLOSE HAZARD NO LONGER IN PLACE AS HEATING SYSTEM REPLACED DECEMBER 2019	Remedial Action Required: Curtain location to be changed. COMPLETED Nov 2018 as interim measure. Medium hazard remains in place until the heating system is changed HEATING SYSTEM REPLACED 2019	
General Comments: This risk is a medium risk and if fire started would be obvious to the users and fire extinguishers are fitted on site. No signs of heat on old curtains or new replacement. HAZARD NO LONGER IN PLACE		

Cooking		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?	N/A	
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES	
Suitable Shut Down Procedures in place?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Fire Blanket and fire extinguisher in kitchen area	
Deficiencies:	Remedial Action Required:	
None		
General Comments:		
No cooking facilities other than a microwave at present on the premises. Microwave has been PAT tested.		

Lightning		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None		
Deficiencies:	Remedial Action Required:	
None		
General Comments:		
Normal Tiled Roof with no chimneys or other protruding appliances, lightning risk is very low and consequences of strike very low, no connected sensitive equipment.		

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	NO	
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None		
Deficiencies: None	Remedial Action Required:	
General Comments: Only basic household cleaning products Inc. Bleach - Storage cupboard available to keep items safe.		

Housekeeping		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?	YES	
Appropriate storage of hazardous materials?	N/A	
Escape routes kept clear of any combustibles? (Storage /furniture)	YES	
Appropriate measures for the safe storage and disposal of waste?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Recycling Bins outside premises. Premises checked every time by housekeeping/Trustees	
Deficiencies:	Remedial Action Required:	
None		
General Comments:		
All escape routes checked as part of housekeeping and every occasion Hall is in use (part of conditions of hire)		

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	N/A	
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	N/A	
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None		
Deficiencies: None	Remedial Action Required:	
General Comments: No Hot work takes place		

Other Significant Fire Hazards That Warrant Consideration		
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None		
Deficiencies: None		Remedial Action Required:
General Comments: Not Fire Hazard but limited access for emergency services. Front and one side alleyway only Other areas – side & back can only be accessed through private resident's garden		

Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	YES
<p>Progressive Horizontal Evacuation</p> <p>Relevant persons are dependent on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	NO

<p>Delayed Evacuation</p> <p>Relevant persons are dependent on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		NO
Written copies of Evacuation Procedures are located as follows:		
In Emergency Box- Main Hall cupboard & on Notice Board inc. Premises Layout Plan		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	In Emergency Box- Main Hall cupboard & on Notice Board inc. Premises Layout Plan	
Deficiencies:	Remedial Action Required:	
None		

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel. 10M	YES	
Where there are alternative means of escape? State the distance of maximum travel. 20M	YES	
Suitable protection of escape routes? (Fire resisting construction)	YES	
Adequate provision of exits? State the capacity of each exit.	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below: There are two ground floor exits for disabled/infirm people	YES	
Does the evacuation plan fit with the floor space factors?	YES	
Identify dead end corridors. Are the appropriately covered?	YES	
Identify inner rooms. Are the appropriately covered?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Evacuation from upstairs toilet	Users are required to look after infirm /elderly people during an event to make sure that they have been helped out of the building. Disabled Toilet downstairs	None that are practical
Deficiencies: None	Remedial Action Required:	

Measures To Limit Fire Spread And Development		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES	
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	N/A	
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Fire Doors/Extinguishers	
Deficiencies: None	Remedial Action Required:	
General Comments:		

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
HIGH -Emergency lights non-functioning	Use of person to act as fire marshal at night time events, where torches and glow sticks are used to point out emergency exits	
Deficiencies: Emergency lights to be repaired		Remedial Action Required: Upgrade lights to bring back original function – COMPLETED SEPTEMBER 2018 HAZARD NO LONGER IN PLACE

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	All signs and notices in place	
Deficiencies: None		Remedial Action Required:

Means Of Giving Warning In Case Of Fire		
Reasonable manually operated fire warning system provided?	YES	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)		
Break glass call points and fire bells		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	NO	
Throughout Premises	N/A	
Part of Premises only	N/A	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A	
Remote transmission of alarm signals to a monitoring station or other?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies: CALL points are sensitive when tested	Remedial Action Required: Upgrade call points – COMPLETED SEPTEMBER 2018 HAZARD NO LONGER IN PLACE	
General Comments:		
-		

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Annual check on extinguishers by appropriate Company	
Deficiencies: None	Remedial Action Required:	

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None		
Deficiencies: None	Remedial Action Required:	
General Comments:		

Other Relevant Fixed Systems And Equipment		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Firefighter Switch – High Voltage Luminous Tube Signs Etc		
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
None		
General Comments:		

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Trustees & Designated person for Hirer	
Deputy or assistant:		
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	State name and responsible element of fire safety	YES
ALL TRUSTEES		
Is there a suitable record of the fire safety arrangements?		YES
Appropriate fire procedures in place?		YES
Are procedures in the event of a fire appropriate and properly documented?		YES
Are there suitable arrangements for summoning the Fire and Rescue Service?		YES
Are there suitable arrangements to meet the Fire and Rescue Service on arrival and provide relevant information, including that relating to hazards to fire fighters?		YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?		YES
Are there suitable arrangements for ensuring that the premises have been evacuated?		YES
Is there a suitable fire assembly point(s)?		YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?		N/A
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		YES
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Hirer's designated Person for evacuation in event. Trustees when on site, all are local to area. Contact No's supplied	
Deficiencies:	Remedial Action Required:	
None		

Training And Drills		
Fire safety training is managed by:	Trustees	
Deputy or assistant:		
Are all staff given adequate fire safety instruction and training on induction?	<p>There are no staff employed/on site, but all Trustees are made aware of the requirements around Fire Safety.</p> <p>All Hirers of the Hall are provided with access to all policies, including those for Fire Safety, and are also given access to an Emergency Action Box</p>	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?		
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
<p>Fire risks in the premises?</p> <p>The general fire precautions in the building?</p> <p>Action in the event of a fire?</p> <p>Action on hearing the fire alarm signal?</p> <p>Method of operation of manual call points?</p> <p>Location and use of fire extinguishers?</p> <p>Means for summoning the fire and rescue service?</p> <p>Identity of persons nominated to assist with evacuation?</p> <p>Identity of persons nominated to use fire extinguishing appliances?</p>		
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	NO	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	N/A no staff on site	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	All information on Notice Board and in Emergency Box	
Fire drills	It is not appropriate to undertake routine fire drills due to the irregular use of the Hall. All users are provided with details of Fire Safety arrangements as a condition of hire.	

Deficiencies: None	Remedial Action Required:
General Comments: No Employees. No Staff working on site. Only Hirers & Trustees	

Testing And Maintenance		
Testing and Maintenance is managed by:	Trustees	
Deputy or assistant :		
Adequate maintenance of workplace?	YES	
Monthly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES	
Monthly testing routines for emergency escape lighting?	YES	
Annual maintenance of fire extinguishing appliances?	YES	
Periodic inspection of external escape staircases and gangways?	N/A	
Six monthly inspection and annual testing of rising mains?	N/A	
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A	
Weekly testing and periodic inspection of sprinkler installations?	N/A	
Routine checks of final exit doors and/or security fastenings?	YES	
Annual inspection and testing of lightning protection system?	N/A	
Other relevant inspections or tests:	NONE	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	Checks carried out by housekeeping and trustees	
Deficiencies: Checks on e-lighting and alarm	Remedial Action Required: Checks to be implemented as soon as systems have been upgraded. Completed – systems upgraded September 2018 with periodic checks undertaken since then, regular checking system to be implemented URGENTLY Completed – emergency lighting and alarms checked 10 th January 2019 with weekly alarm checks and monthly lighting checks commencing immediately.	
General Comments:		
None		

Recording		
Appropriate records held for:		
Fire drills?		N/A
Fire training?		N/A
Fire alarm tests?		YES
Emergency escape lighting tests?		YES
Maintenance and testing of other fire precaution systems?		N/A
Location of Records: (Available for inspection by Fire Authority if required)		
Give Details: kept in Policies folder which is held in the kitchen in the Town Hall		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None		
Deficiencies: Routine test programme for emergency lights and bells	Remedial Action Required: Completed – emergency lighting and alarms checked 10 th January 2019 with monthly alarm and emergency lighting checks commencing immediately.	
General Comments:		

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	CURTAIN POSITIONING TO WALL HEATERS (Note: Interim arrangements in place Nov 2018, risk remains) NEW HEATING SYSTEM IN PLACE DEC 2019 NO RISK	MEDIUM	NOT FIXED	TRUSTEES	Dec 2019
2	EMERGENCY LIGHTS NOT WORKING RISK NO LONGER IN PLACE	HIGH	SEPT	TRUSTEES	Sept 2018
3	BREAK GLASS CALL POINTS NOT WORKING RISK NO LONGER IN PLACE	HIGH	SEPT	TRUSTEES	Sept 2018
4	SET UP TEST PLAN FOR EMERGENCY SYSTEMS RISK NO LONGER IN PLACE	MEDIUM	NOV	TRUSTEES	January 2019

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

What are the main requirements of the order?

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.

In carrying out a fire risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

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

Where does it apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care • Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.

- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

What does this mean for me?

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.