



**Neuadd Y Dref Caerwys / Caerwys Town Hall**  
*Elusen Gofrestredig Rhif: 501027 / Registered Charity No: 501027*

# **FIRE RISK ASSESSMENT**

## **Fire Safety (Wales) Regulations 2023**

**Prepared for**

**Caerwys Town Hall, South Street, Caerwys CH7 5AL**

### **Fire Safety Management Plan**

Initial assessment carried out:	17 <sup>th</sup> – 25 <sup>th</sup> July 2024
Date approved:	Approved at Trustees' meeting held 24 <sup>th</sup> November 2025
Signed on behalf of Trustees: (please include printed name and role)	Carys Biddle Chair of Trustees
Date of review (at least annually):	No later than end of November 2026

This Fire Risk Assessment carried out by:

Assessor: L I Ibbotson QFSM : MIFireE : MSc : MCGI : DMS

The Fire Risk Assessor will use all best endeavours to advise the Customer as to the statutes, regulations and systems of work appropriate to the customer's fire risk assessment so as to assist the Customer to fulfil his/her duties in accordance with such statutes, regulations and systems of work which may be applicable to the Customer's specific industry.

The Fire Risk Assessor's assessment of fire risk will be based on a 'snapshot' of the working environment as identified during the inspection visit. It is possible that this 'snapshot' is not entirely representative of all aspects of the working environment.

Whilst the Fire Risk Assessor will use best endeavours to point out those matters which are considered unacceptable to current fire safety regulations and which have been observed during the inspection however the assessor is not responsible to the customer for non-compliance with the relevant statutes, regulations or systems of works or for failing to observe industry safety working practices whether such non-compliance or failure is by the customer, it's servants, agents, contractors or sub-contractors,

The Risk Assessor should be notified of any visit or intended visit to be made by a Fire Enforcement Authority or an Insurance Fire Assessor prior to carrying out the fire risk assessment.

The Fire Risk Assessor must be immediately notified at the time of any recommendations or requirements made by a Fire Enforcement Authority. It is the Customer's responsibility to comply with such recommendations or requirements.

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# INTRODUCTION

## Why Assess Fire Risk?

The Regulatory Reform (Fire Safety) Order 2005 as amended by the Fire Safety (Wales) Regulations 2023

Requires this building to have a suitable and sufficient Fire Risk Assessment undertaken and regularly reviewed. This Order no longer exempts buildings with valid Fire Certificates from the requirement for a fire risk assessment.

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

### Risk Assessment Methodology

The Fire Risk Assessment has been undertaken using the 9 Step procedure in accordance with PAS79 Fire Risk Assessment – Guidance and a recommended methodology, which has a two-fold objective:

To identify readily combustible and flammable materials, sources of ignition and any unsatisfactory structural features which could compromise the integrity of the fire or health & safety arrangements of the premises

To examine the likelihood of fire occurring and the subsequent consequences likely to be encountered in such a scenario.

### The 9 Step Process

Obtain information about the building, the processes carried out in the building, and about the occupants of the building. Information about previous fires is also of value.

Identify fire hazards, and the determination of measures for the elimination or control of the identified fire hazard.

Make a subjective assessment of the likelihood of fire.

Determine the physical fire protection measures.

Determine relevant information about fire safety management.

Make a subjective assessment of the likely consequences to occupants in the event of fire.

Make an assessment of the fire risk and to decide if the fire risk is tolerable.

Formulate an action plan.

The fire risk assessment is subject to periodic review.

## GENERAL INFORMATION

### 1. THE PREMISES

Client:	Caerwys Town Hall, Caerwys, Flintshire
Duty Holder:	Mrs Karen Evans
Person responsible for managing fire safety at the premises:	Mrs Karen Evans
Address of Property:	Caerwys Town Hall, South Street, Caerwys, CH7 5AL
Person Consulted:	Mr L I Ibbotson QFSM : MIFireE : MSc : MCGI : DMS
Number of floors:	2
Approximate floor Area:	180 square metres
Brief details of construction:	Traditional brick-built property with tiled roof.
Activities and process carried out in the building:	Town Hall, public gatherings and events
Final means of escape:	Main doors, 1 fire exit in main room, 1 fire exit at bottom of back stairs and 1 fire exit in the back store room
Number of Staircases:	2 – one to ladies toilet at front of building and one to store room at back of building
Number of Lift Shafts:	None

### 2. THE OCCUPANTS

Approximate maximum number of employees at any one time:	No employees Trustees run the Town Hall Members of the public hire the town hall for events or for regular sessions (eg yoga)
Approximate maximum number of other occupants at any one time:	Maximum occupancy 120 people
Approximate total number of people present in the building at any one time:	10-50 people
Associate times / hours of occupation:	Between 9.00 am – 9.00 pm Occasional use up to 11pm

### 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping Occupants:	none
Disabled employees:	none
Other disabled occupants:	Disabled people can access the Town hall for events – would remain in main hall and exit via fire exit in the main hall
<i>Disabled visitors to the premises will be assisted if necessary to evacuate the building by their host.</i>	
Occupants in remote areas and lone workers:	None
Young persons employed:	None
Others:	None

### 4. FIRE LOSS EXPERIENCE

Date	Location	Extent of damage
n/a	n/a	n/a

### 5. RELEVANT FIRE SAFETY LEGISLATION

The following fire safety legislation applies to these premises:	The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation in accordance with the regulatory reform act 2005, the Fire Safety Act 2021, fire safety regulations (Wales) 2023 And the building safety act 2023 sect 156
The above legislation is enforced by:	North Wales Fire and Rescue Service
Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]	None identified
The other legislation referred to above is enforced by:	n/a
Is there an alterations notice in force?	None Identified

### 6. OTHER RELEVANT INFORMATION

This is a large traditional built brick building built in 1885 on the main road through Caerwys, a small town in North Wales. The Town Hall is used by the community for regular sessions (eg yoga) or for community events (eg quizzes, local amateur dramatics shows)
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## **Potential hazards identified.**

### **Construction and design of the building**

The Town Hall is a brick building with a slate roof, built in 1885.

The building consists of an entrance lobby, with doors to two toilets downstairs and a staircase to a further room with two further toilets. All toilet doors are fire doors. There is emergency lighting in the upstairs toilet.

In the entrance lobby there is a fire alarm control unit above one of the toilet doors. There is emergency lighting in the lobby and a fire alarm call point by the main door.

Two fire doors open into the main room of the hall – this is a 14.5 metre by 9 metre room with one fire exit half way on the left hand side. There are 3 water fire extinguishers in situ in the main room and one fire alarm call by the fire exit. There is emergency lighting above the fire exit.

At the far end of the main hall there are two fire doors – one leading to a kitchen area, further toilet and store room with fire exit; the other door leading to a staircase (fire exit at the bottom of the staircase). The staircase leads to a storeroom.

In the kitchen there is a microwave, a handwash sink and a kitchen sink. There is no hob or cooker in the kitchen. There is a fire blanket situated above the kitchen sink and a powder extinguisher situated above the kitchen worktop close to the microwave.

Beyond the kitchen is a small storeroom with a fire exit and fire alarm call point. In the store room is a small cleaners cupboard with small amount of domestic cleaning products. The store room holds a dismantled stage that is used occasionally for theatrical shows.

Upstairs is an 8 metre x 3 metre room. This houses the battery store for the solar panels that have been installed on the tiled roof. It also stores 10 plastic boxes of Christmas decorations and stationary. There is a fire bell situated in this room and emergency lighting.

### **Use of the building**

The building is used for community events such as quiz nights and other fundraising activities, as a polling station for local and general elections, public performances for the local amateur dramatic society, local fayres and sales, leisure activities such as yoga.

There is no alcohol licence. The community events do allow bring-your-own alcohol users can apply for a licence from Flintshire County Council if they wish to sell alcohol at their events.

### **Electrical**

There is regular 5 yearly electrical inspection PAT testing of all electrical equipment based in the hall.

### **Fire**

Fire extinguishers are situated as follows:-

- 3 water fire extinguishers in main hall

- 1 powder extinguisher in kitchen
- 1 fire blanket in kitchen

Fire exits are situated as follows:-

- Main doors at front of building
- 1 fire exit in main room
- 1 fire exit through the left door at back of the building (at bottom of stairs leading to upstairs storeroom)
- 1 fire exit in store room at back of the building

There are no open flames in the building

Smoking or candles are not permitted

All escape doors are free from obstruction and can be safely opened

Electrical equipment in the building as follows:-

- Electric heaters professionally installed wired in and above the windows so cannot be tampered with
- Solar battery storage – placed in store room upstairs with no general public access – professionally installed
- Microwave in kitchen area – unplugged when not in use
- Hot water boiler in kitchen area – unplugged when not in use

### **Means of escape**

All users of the building are aware of the fire exits and assembly points in case of fire and their responsibilities should a fire break out whilst they are leasing the building

Emergency lighting is sited above the fire exits and in the toilet area and entrance lobby

Fire doors are in situ between lobby and main room; main room and back corridor to kitchen/store room; main room to upstairs store room

### **Trips, slips and falls from height**

The wooden floors are maintained and cleaned when the hall is empty.

The area for the general public is all flat apart from the stairs to the upstairs toilet – however there are other toilets available on the ground floor for anyone with mobility issues.

On occasions a stage is erected for the theatrical performances in the main room – the back of the hall is allocated to the actors and the general public do not access this space – the actors have a fire exit at the rear of the building and the general public have a fire exit at the front of the building and the fire exit at the side of the main hall.

### **Hot water**

There is one hot water boiler that is only used when the hall is in use.

## Kitchen

In the kitchen there is a microwave, a handwash sink and a kitchen sink. There is no hob or cooker in the kitchen. There is a fire blanket situated above the kitchen sink and a powder extinguisher situated above the kitchen worktop close to the microwave.

## COSHH

In the store room is a small cleaners cupboard with small amount of domestic cleaning products.

## Storage

There are three storage areas in the building.

- back of the building opposite the kitchen on the ground floor containing foldable tables and chairs
- back of the building containing cleaners cupboard and a dismantled stage used by the theatre company
- upstairs at the back of the building – 10 plastic boxes with Christmas decorations and stationary.

## First Aid

a first aid kit is available in the main room, along with an accident book. Each individual who rents the space is aware of where the first aid is kept and their responsibilities to fill in details if an accident occurs.

## Records

Fire extinguishers and fire blanket are serviced annually and replaced as required. There is a record held in the Town Hall of the service detail.

The fire alarm was checked and updated in 2019 and is regularly checked by the Town hall Trustees – these are recorded in the fire plan kept in the Town Hall.

Section	Reasonable measures taken to prevent fires of electrical origin					
	Proposed solution/s					
7.1	All electrical works will be carried out by a competent and qualified electrician who is familiar with the premises, electrical circuitry and appliances					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	Completed	As appropriate	

Section	Reasonable measures taken to prevent fires of electrical origin					
7.2	Proposed solution/s					
	Electrical fixed wiring to be tested annually. Portable appliances testing (PAT) to be completed annually. Only approved and tested equipment to be used. Suitable control is to be exercised over the use of portable electrical appliances The use of trailing leads and adaptors (multi plug outlets) to be limited to the minimum possible					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 8.1	Reasonable measures taken to prevent fires as a result of smoking?					
	Proposed solution/s Smoking prohibited throughout the premises					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 9.1	9.1 Basic security against arson by outsiders appears reasonable?					
	Proposed solution/s Responsible officers are aware of their responsibility during larger events					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 9.2	Is there an absence of unnecessary fire load in close proximity to the building which could lead to ignition by outsiders?					
	Proposed solution/s there is no storage or disposal of any materials adjacent to the building .					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 10.1	Is there satisfactory control over the use of portable heaters?					
	Proposed solution/s There are five portable oil filled electric heaters kept in the storage room.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 10.2	Are fixed heating and ventilation installations subject to regular maintenance?					
	Proposed solution/s The fixed heating system is checked in the 5 yearly electrical inspection.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 11.1	Are reasonable measures taken to prevent fires as a result of cooking?					
	Proposed solution/s There is only microwave cooking available on site and adequate fire extinguishers are provided to deal with an emergency					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

	Are filters cleaned or changed and ductwork cleaned regularly?					
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Section 11.2	Proposed solution/s					
	There are no filters in the kitchen as there is no oven/grill in situ					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 12.1	Does the building have a lightning protection system?					
	Proposed solution/s					
	No lightning protection system in place					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 13.1	Is the overall standard of housekeeping adequate?					
	Proposed solution/s					
	Cleaner delegated to keeping bins empty and exit routes free of clutter.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 13.2	Do combustible materials appear to be separated from ignition sources?					
	Proposed solution/s					
	Small amount of combustible materials in the closed store cupboard.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 13.2	Is unnecessary accumulation or inappropriate storage of combustibles or waste avoided?					
	Proposed solution/s					
	All storage areas have been de-cluttered and an ongoing cycle of ensuring no accumulation of clutter occurs					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 14.1	Is there satisfactory control over works carried out at the event ? Where appropriate, are fire safety conditions imposed on outside contractors? Where appropriate, is a permit to work system used?					
	Proposed solution/s					
	outside contractors are normally engaged on minor works or maintenance and are tasked by a member of the Trustee committee and informed of their responsibilities regarding fire protection and security					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 14.2	Are suitable precautions taken by in-house maintenance personnel who carry out works?					
	Proposed solution/s					
	All maintenance personnel are requested to ensure that all suitable precautions are taken to reduce risk of fire					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?					
	Proposed solution/s					
	no dangerous substances on the site					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 16.1	Other fire related hazards.					
	Proposed solution/s					
	No other fire related hazards were observed on the premises					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 17.1	Is the design and maintenance of the means of escape considered adequate?					
	Proposed solution/s					
	Sufficient fire exits in place for the size of building and nature of business undertaken					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 17.2	Do staircases and exit capacities appear to be adequate for the number of occupants?					
	Proposed solution/s					
	there is a total of 4 exits from the building serving a max of 120 occupants					
Suggested time scale	ongoing	Tasked to	Town Hall committee	completed	As appropriate	

Section 17.2	Are there reasonable distances of travel?					
	<ul style="list-style-type: none"> <li>- Where there is a single direction of travel</li> <li>- Where there are alternative means of escape</li> </ul>					

	Proposed solution/s					
	All areas have escape in more than one direction and travel distances fall within the guides					
Suggested time scale	ongoing	Tasked to	Town Hall committee	completed	As appropriate	

Section 17.2	Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 17.2	Are the arrangements provided for securing exits satisfactory?					
	Proposed solution/s					
	all exit doors open from the inside without the use of a key or other device.					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 17.2	Are there reasonable arrangements for means of escape for disabled people?					
	Proposed solution/s					
	Disabled visitors will be assisted by their carers and stewards. There is a flat exit from the fire escapes that disabled visitors can access					
Suggested time scale	ongoing	Tasked to	Town Hall Committee	completed	As appropriate	

Section 17.2	Is a suitable standard of protection designed for escape routes?					
	Proposed solution/s					
	All wall coverings are of a low spread of flame value and exit routes are kept free from obstructions					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 17.3	Are the escape routes available for use and suitably maintained?					
	Proposed solution/s					
	All exit routes are kept free from obstruction and walls, doors and floor coverings are well maintained					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 17.3	Is the fire resisting construction protecting escape routes in sound condition? Are all escape routes clear of obstructions? Are all fire exits easily and immediately openable?					
	Proposed solution/s					
	At the time of inspection all corridors and exits were clear of obstructions and doors were in good order and easily opened.					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 18.1	Is it considered that there is compartmentation of a reasonable standard? Is it considered that there is reasonable limitation of linings that may promote fire spread?					
	Proposed solution/s					
	the building is well compartmented and the walls are painted with water based paints and free of wall covering					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 18.2	As far as can be reasonably ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustible products in the early stages of fire?					
	Proposed solution/s					
	the occupied space is built into the roof structure leaving very limited roof void spaces. any such small spaces would not initially affect the MOE as they sit above the 1 <sup>st</sup> floor which would not be an escape route					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 19.1	Has a reasonable standard of emergency lighting system been provided?					
	Proposed solution/s					
	Yes there is emergency lighting in all public areas					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 20.1	Is there a reasonable standard of safety signs and notices?					
	Proposed solution/s					
	yes throughout the venue.					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

	Is a reasonable fire detection and fire alarm system provided?					
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Section 21.1	Proposed solution/s					
	No automatic detection system however there are fire alarm call system with points at each fire exit – main hall, lobby, back staircase, back storeroom					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 21.2	Is there remote transmission of alarm signals?					
	Proposed solution/s					
	There is no remote transmission of signals. Mobile phone signal has been tested and gives good coverage across the site.  There is new wifi signal in the hall					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 21.3	Is a zone plan displayed?					
	Proposed solution/s					
	This is a single zone building					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 22.1	Is there reasonable provision of manual fire extinguishing appliances?					
	Proposed solution/s					
	yes throughout the hall – 3 in main hall and 1 in kitchen					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 22.2	What type(s) of appliances are provided?					
	Proposed solution/s					
	Water x 3 fire blanket x1 dry powder x 1					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section 23.1	Type of automatic fire extinguishing systems?					
	Proposed solution/s					
	None fitted					
Suggested time scale	ongoing	Tasked to	Town hall committee	completed	As appropriate	

Section	Type of other relevant fixed systems and equipment?					
	Proposed solution/s					

24.1	No other systems in situ					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 24.2	Is there suitable provision of fire-fighters switches for high voltage luminous tube signs etc.?					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 24.3	Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage to assist the fire and rescue service?					
	Proposed solution/s					
	None fitted					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 25.1	Fire safety at the premises is managed by?					
	Proposed solution/s					
	Mrs Karen Evans, Trustee who has completed the risk assessment, supported by L I Ibbotson.					
Suggested time scale	ongoing	Tasked to	Karen Evans	completed	As appropriate	

Section 25.2	Is there a suitable record of the fire safety arrangements?					
	Proposed solution/s					
	Fire risk assessment held in the building					
Suggested time scale	ongoing	Tasked to	Karen Evans	completed	As appropriate	

Section 25.3	Are procedures in the event of fire appropriate and properly documented where appropriate?					
	Proposed solution/s					
	Procedures are appropriate for the venue and type of event. There is a notice indicating the procedure to be followed in case of a fire occurring All people leasing the building have knowledge of the procedure and a personal copy of the procedure notice.					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 25.4	Are there adequate procedures for investigating fire alarm signals?					
	Proposed solution/s					
	The building does not have automatic fire detection but hirers will be aware of the procedure to be followed in the event of a fire					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 25.5	Are there suitable arrangements for summoning the fire and rescue service?					
	Proposed solution/s					
	The hirers are advised to follow the fire procedure notice which instructs them to dial 999 and what information to give to the emergency operators.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 25.6	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?					
	Proposed solution/s					
	The hirer is tasked with meeting the fire service and advising the officer.					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 25.7	Are there suitable arrangement for ensuring the venue has been evacuated?					
	Proposed solution/s					
	Hirers are provided with a copy of the procedure to be followed in the event of a fire or other incident including the need to carry out a roll call.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 25.8	Is there a fire assembly point?					
	Proposed solution/s					
	The assembly point is indicated on the fire procedure notice and is located at Town Square, Caerwys					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 25.9	Are there adequate procedures for evacuation of any disabled people who are likely to be present.					
	Proposed solution/s					

	hirers are aware that they have a responsibility to ensure everyone is evacuated from the affected area.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 25.10	Are there persons nominated and trained to use fire extinguishing appliances?					
	Proposed solution/s					
	The hirers are informed about the location of the fire extinguishers in the hall.					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 25.11	If the premises are in multiple occupation, are there adequate arrangements for co-operation between duty holders to ensure co-ordination of their fire safety arrangements?					
	Proposed solution/s					
	The premises are in single ownership and use.					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 25.12	Are there persons nominated to assist with evacuation, including evacuation of disabled persons?					
	Proposed solution/s					
	Less able visitors will be supported by their carers and the main hirer					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 25.13	Is there appropriate liaison with the fire and rescue service?					
	Proposed solution/s					
	The local fire service personnel are familiar with the premises.					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 25.14	Are routine in-house inspections of fire precautions undertaken?					
	Proposed solution/s					
	Routine inspections are carried out by the fire safety lead of the town hall Trustees who is trained in basic risk assessment and fire safety and are tasked with noting and reporting any concerns.					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 26.1	Are all staff given adequate fire safety instruction and training on induction? Are they given periodic refresher training? Are they given training to cover any specific roles and responsibilities? Is the content of the training provided considered adequate?					
	Proposed solution/s					
	There are no staff					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 26.2	Are fire drills carried out at appropriate intervals?					
	Proposed solution/s					
	Once per year					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 26.3	When the employees of another employer work in the premises, is appropriate information on the fire risks and fire safety measures provided?					
	Proposed solution/s					
	Yes they are made aware of the fire alarm system and escape routes and issued with written fire procedure guidance					
Suggested time scale	ongoing	Tasked to	Town hall trustees	completed	As appropriate	

Section 27.1	Is there adequate maintenance of the venue?					
	Proposed solution/s					
	The venue is well maintained.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 27.2	Is weekly testing and periodic servicing of fire detection and fire alarm system undertaken?					
	Proposed solution/s					
	There is routine testing of the fire alarm – this is not weekly as the hall is not used full time throughout the week. The fire alarm is tested before any major event. There are records that identify when the fire alarm system is tested.					
Suggested time scale	ongoing	Tasked to	Town hall Trustees	completed	As appropriate	

Section 27.3	Are monthly and annual testing routines in place for the emergency escape lighting?					
	Proposed solution/s					

	There is routine testing of the fire alarm and emergency escape lighting					
Suggested time scale	ongoing	Tasked to	Town Hall Trustees	completed	As appropriate	

Section 27.4	Is annual maintenance of fire extinguishing appliances undertaken?					
	Proposed solution/s					
	There is annual maintenance and replacement as required for the fire extinguishers and fire blanket. Records are kept and maintained in the Town Hall.					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 27.5	Is periodic inspection of external escape staircases and gangways undertaken					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 27.6	Are six monthly inspection and annual testing of rising mains undertaken?					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 27.7	Is weekly; monthly, six monthly and annual inspection and testing undertaken of lift(s) provided for use by fire fighters or evacuation of disabled people?					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 27.8	Are weekly testing and periodic inspection of sprinkler installations undertaken?					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 27.9	Are routine checks of final exit doors and/or security fastenings undertaken?					
	Proposed solution/s					
	Routine checks are carried out At the time of inspection all doors were unobstructed and available for use without any form of key or device					
Suggested time scale	ongoing	Tasked to	Town Hall trustees	completed	As appropriate	

Section 27.10	Are annual inspection and testing of the lightning protection system undertaken?					
	Proposed solution/s					
	n/a					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 27.11	Other relevant inspections or tests?					
	Proposed solution/s					
	None at the time of inspection					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

Section 28.1	Are there appropriate records?					
	Proposed solution/s					
	A fire plan document is available in the Town Hall which records all maintenance, testing, evacuation procedures, details of emergency box, assembly point, emergency numbers of Trustees,					
Suggested time scale	ongoing	Tasked to		completed	As appropriate	

## 7. FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

ELECTRICAL SOURCES OF IGNITION				
7.1	Reasonable measures taken to prevent fires of electrical origin?	Yes	No	NA
	Are fixed installations periodically inspected and tested?	Yes	No	NA
	Is portable appliance testing carried out?	Yes	No	NA
	Is there suitable control over the use of personal electrical appliances?	Yes	No	NA
	Is there suitable limitation of trailing leads and adapters?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• Electrical fixed wiring test completed at suitable intervals for this type of premises.</li> <li>• The Portable Appliance Testing (PAT) has been completed.</li> </ul>				

- *There was no documented procedure available to view for safe charging of electronic devices and use of personal electrical equipment.*

## 8. SMOKING

<b>SMOKING</b>				
8.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes	No	NA
8.2	More specifically: Is smoking prohibited in the building?	Yes	No	NA
	Is smoking prohibited in appropriate areas?	Yes	No	NA
	Suitable arrangements for those who wish to smoke?	Yes	No	NA
	Smoking policy appeared to be observed at time of inspection?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• <i>Smoking is prohibited within the building and the policy was observed at the time of inspection.</i></li> </ul>				

## 9. ARSON

<b>ARSON</b>				
9.1	Does basic security against arson by outsiders appear reasonable? <sup>(1)</sup>	Yes	No	NA
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• <i>There is basic security in place and controlled access into the building.</i></li> </ul>				

## 10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

<b>PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS</b>				
10.1	Is there satisfactory control over the use of portable heaters?	Yes	No	NA
10.2	Are fixed heating and ventilation installations subject to regular maintenance?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• <i>Oil filled portable heaters are available bit rarely used</i></li> <li>• <i>5 yearly maintenance of installed electric heaters</i></li> </ul>				

## 11. COOKING

<b>COOKING</b>				
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	No	NA
11.2	More specifically: Are filters cleaned or changed and ductwork cleaned regularly?	Yes	No	NA

**Relevant Information (including description of arrangements and deficiencies observed):**

- There is only one microwave and one hot water boiler in the kitchen which are unplugged when the building is not in use.

**12. LIGHTNING****LIGHTNING**

12.1	Does the building have a lightning protection system?	Yes	No	NA
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**Relevant Information (including description of arrangements and deficiencies observed):**

- There is no lightning protection system on this building.

**13. HOUSEKEEPING****HOUSEKEEPING**

13.1	Is the overall standard of housekeeping adequate?	Yes	No	NA
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13.2	More specifically: Do combustible materials appear to be separated from ignition sources?	Yes	No	NA
------	----------------------------------------------------------------------------------------------	-----	----	----

	Is unnecessary accumulation or inappropriate storage of combustibles or waste avoided?	Yes	No	NA
--	----------------------------------------------------------------------------------------	-----	----	----

**Relevant Information (including description of arrangements and deficiencies observed):**

- The standard of housekeeping was good throughout.

**14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS****HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

14.1	Is there satisfactory control over works carried out in the building?	Yes	No	NA
------	-----------------------------------------------------------------------	-----	----	----

14.2	More specifically: Where appropriate, are fire safety conditions imposed on outside contractors?	Yes	No	NA
------	-----------------------------------------------------------------------------------------------------	-----	----	----

	Are suitable precautions taken by in-house maintenance personnel who carry out works?	Yes	No	NA
--	---------------------------------------------------------------------------------------	-----	----	----

**Relevant Information (including description of arrangements and deficiencies observed):****15. DANGEROUS SUBSTANCES****DANGEROUS SUBSTANCES**

15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises <sup>(3)</sup>	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• There are no hazardous substances stored in or around this building</li> </ul>				

## 16. OTHER SIGNIFICANT HAZARDS THAT WARRANT CONSIDERATION

OTHER SIGNIFICANT HAZARDS THAT WARRANT CONSIDERATION				
16.1	Hazards	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• There are no open fires, decorative gas fires or sources of naked flames.</li> <li>• The use of candles is not allowed in the building other than under close control on celebratory cakes.</li> </ul>				

## FIRE PROTECTION MEASURES

### 17. MEANS OF ESCAPE

<b>MEANS OF ESCAPE</b>				
17.1	Is the design and maintenance of the means of escape considered to be adequate?	Yes	No	NA
17.2	More specifically: Regarding their reasonable distances of travel:	Yes	No	NA
	Where there is a single direction?	Yes	No	NA
	Where there are alternative means of escape?	Yes	No	NA
	Is there adequate provision of exits?	Yes	No	NA
	Do fire exits open in direction of escape, where necessary?	Yes	No	NA
	Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	Yes	No	NA
	Are the arrangements provided for securing exits satisfactory?	Yes	No	NA
	Is a suitable standard of protection designed for escape routes?	Yes	No	NA
	17.3	Are the escape routes available for use and suitably maintained?	Yes	No
More specifically: Are fire-resisting doors maintained in a sound Condition and self-closing, where necessary?		Yes	No	NA
Is the fire-resisting construction protecting escape routes in sound condition?		Yes	No	NA
Are all escape routes clear of obstructions?		Yes	No	NA
Are all fire exits easily and immediately openable?		Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• There are a total of 4 exits directly to open air from this building, all on the ground floor.</li> <li>• Two of the exits are directly adjacent to the two staircases</li> <li>• The upstairs areas are not well populated with up to 4 people at any one time being in an upstairs area</li> <li>• The nature of the business means that all surfaces are maintained in a sound structural and decorative order.</li> <li>• The decoration is water-based paint and there was no furniture or other items obstructing the exit routes.</li> </ul>				

### 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

<b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT</b>				
18.1	Is it considered that there is: Compartmentation of a reasonable standard (6)	Yes	No	NA
	Reasonable limitation of linings that might promote fire spread	Yes	No	NA
18.2	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke, and combustion products in the early stages of a fire (6-7)	Yes	No	NA

**Relevant Information (including description of arrangements and deficiencies observed):**

- The building is one zone however there are fire doors located between rooms with each area having a fire exit to outdoors thus providing adequate compartmentation
- The building is of mansard construction with the upper floor occupying what would otherwise be the loft space thus leaving a maximum of 1m above the ceilings.
- There are no significant voids between the floors.
- On inspection no gaps were observed where services traversed floor levels and none in the tops of cupboards or storerooms.

**19. EMERGENCY ESCAPE LIGHTING****EMERGENCY ESCAPE LIGHTING**

19.1	Has a reasonable standard of emergency escape lighting system been provided <sup>(8)</sup>	Yes	No	NA
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**Relevant Information (including description of arrangements and deficiencies observed):**

- The emergency lighting system is modern and adequate for the building and its use.
- However this does need testing and recording

**20. FIRE SAFETY SIGNS AND NOTICES****EMERGENCY ESCAPE LIGHTING**

20.1	Is there a reasonable standard of fire safety signs and notices?	Yes	No	NA
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**Relevant Information (including description of arrangements and deficiencies observed):**

- Clear signage throughout the building for both means of escape and fire points and equipment.

**21. MEANS OF GIVING WARNING IN CASE OF FIRE****MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT**

21.1	Is a reasonable fire detection and fire alarm system provided ? <sup>(9)</sup>	Yes	No	NA
21.2	Is there remote transmission of alarm signals?	Yes	No	NA
21.3	Is a zone plan displayed?	Yes	No	NA

**Relevant Information (including description of arrangements and deficiencies observed):**

- A fire alarm system is in place
- There is no fire detection system in situ
- There is no remote call transmission system installed.
- All lead hirers are informed to make effective and appropriate 999 calls

**22. MANUAL FIRE EXTINGUISHING APPLIANCES****MANUAL FIRE EXTINGUISHING APPLIANCES**

22.1	Is there reasonable provision of manual fire extinguishing appliances?	Yes	No	NA
22.2	What type(s) of appliances are provided?	Yes	No	NA
	Portable fire extinguishers:	Yes	No	NA
	Hose Reels:	Yes	No	NA
	Fire Blankets	Yes	No	NA
22.3	Are all fire extinguishing appliances readily accessible?	Yes	No	NA

**Relevant Information (including description of arrangements and deficiencies observed)**

There are fire extinguishers positioned in all areas of the premises in accordance with BS5306-3:2017.

- Foam x 1
- Water x 3
- There is a fire blanket in the kitchen.

All fire points have signs above

Fire extinguishers need to be tested and a record of testing in place

**23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

**RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

23.1	Type of fixed system (10)	Yes	No	NA
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**Relevant Information (including description of arrangements and deficiencies observed):**

- There are no life safety automatic fire suppression systems in the premises.

**24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT**

**OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT**

24.1	Type of fixed system	Yes	No	NA
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**Relevant Information (including description of arrangements and deficiencies observed):**

- There are no other fixed systems

24.2	Is there suitable provision of fire-fighters' switches for high voltage luminous tube signs, etc.	Yes	No	NA
------	---------------------------------------------------------------------------------------------------	-----	----	----

24.3	Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	Yes	No	NA
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**Relevant Information (including description of arrangements and deficiencies observed):**

- There are no high voltage signs or photovoltaic cells in or on this building

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

PROCEDURES AND ARRANGEMENTS				
25.1	Safety assistance: The competent person(s) appointed under The Regulatory Reform (Fire Safety) Order 2005 to assist the duty holder in undertaking the preventative and protective measures (i.e. relevant general fire precautions) is:  Mr L I Ibbotson QFSM : MIFireE : MCGI : DMS			
25.2	Fire safety at the premises is managed by:  Karen Evans, Trustee			
25.3	Is there a suitable record of the fire safety arrangements?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>A copy of the fire risk assessment is held in the cupboard in the main room</li> </ul>				
25.4	Are procedures in the event of fire appropriate and properly documented, where appropriate (13)	Yes	No	NA
	More specifically: Are there adequate procedures for investigating fire alarm signals?	Yes	No	NA
	Are there suitable arrangements for summoning the fire and rescue service?	Yes	No	NA
	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	No	NA
	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes	No	NA
	Are there adequate procedures for evacuation of disabled people who are likely to be present?	Yes	No	NA
25.5	Are there persons nominated and trained to use fire extinguishing appliances?	Yes	No	NA
25.6	If the premises are in multiple occupation, are there adequate arrangements for co-operation between duty holders to ensure co-ordination of their fire safety arrangements?	Yes	No	NA
25.7	Are there persons nominated to assist with evacuation, including evacuation of disabled people?	Yes	No	NA
25.8	Is there appropriate liaison with fire and rescue service(i.e. by fire & rescue service visiting for familiarisation visits)?	Yes	No	NA
25.9	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes	No	NA
<b>CONTINUED</b>				
<b>Relevant information (including description of arrangements and deficiencies observed)</b>				
<ul style="list-style-type: none"> <li>The building is not occupied overnight</li> <li>Fire safety information is provided to any person hiring the building</li> </ul>				

*It was noted that there is an absence of sect 72 (d) visits from the fire service. This may be due in part to the restrictions posed by Covid 19 but it is a matter that needs to be addressed*

## 26. TRAINING AND DRILLS

<b>TRAINING AND DRILLS</b>				
26.1	Are all staff given adequate fire safety instruction & training?	Yes	No	NA
	More specifically: Are they trained on induction?	Yes	No	NA
	Are they given periodic refresher training?	Yes	No	NA
	Are they given additional training to cover any specific roles and responsibilities.	Yes	No	NA
	Is the content of training provided considered adequate <sup>(14)</sup>	Yes	No	NA
<b>Relevant information (including description of arrangements and deficiencies observed)</b> <ul style="list-style-type: none"> <li>• There are no staff employed in the building</li> <li>• The building is hired to individuals and they are provided with a fire safety plan as part of their</li> </ul>				
26.2	Are fire drills carried out at appropriate intervals?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b> <ul style="list-style-type: none"> <li>• The hirers of the building are provided with a fire safety plan but there is no formal training provided for hirers</li> <li>• Fire drills are not currently routinely carried out due to the irregularity of the hirers</li> </ul>				
<b>CONTINUED</b>				
<ul style="list-style-type: none"> <li>• This will include training to use specialist evacuation equipment that may be necessary. Specific and appropriate training and practical instruction must be provided with staff exercised in different scenarios.</li> </ul>				
26.3	When the employees of another employer work in the premises, is appropriate information on the fire risks and fire safety measures provided?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b> <ul style="list-style-type: none"> <li>• Employees of visiting trades people only receive verbal instruction on the fire procedure in place.</li> <li>• It is recommended that they are given a purpose made notice of the procedure they should follow.</li> </ul>				

## 27. TESTING AND MAINTENANCE

<b>TESTING AND MAINTENANCE</b>				
27.1	Is there adequate maintenance of the premises?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b> <ul style="list-style-type: none"> <li>• Adequate maintenance of the premises and routine testing of equipment and recording is in place</li> </ul>				
27.2	Is weekly testing and periodic servicing of fire detection and Fire alarm system undertaken?	Yes	No	NA
27.3	Are monthly & annual testing routines in place for the emergency escape lighting?	Yes	No	NA
27.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes	No	NA

27.5	Is periodic inspection of external escape staircases and gangways undertaken?	Yes	No	NA
27.6	Are six-monthly inspection and annual testing of rising mains undertaken?	Yes	No	NA
27.7	Are weekly testing and periodic inspection of sprinkler installations undertaken?	Yes	No	NA
27.8	Are weekly testing and periodic inspection of sprinkler installations undertaken?	Yes	No	NA
27.9	Are routine checks of final exit doors and/or security fastenings undertaken?	Yes	No	NA
27.10	Are annual inspection and testing of the lightning protection system undertaken?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• A different manual call point should be tested in rotation during each weekly test. It is therefore advised that log sheets include information on device location or number to ensure adequate rotation. In addition to weekly testing, the Fire Alarm is to be subject to regular maintenance with not more than 6 months between Inspection visits or more frequently i.e. quarterly in accordance with BS5839 part 1.</li> <li>• The emergency lighting must be tested at appropriate and pre-determined intervals in accordance with approved code of practice BS5266:1. It should also be verified that Inspection visits are being undertaken and any documentation from specialist service providers or in house tests must be available.</li> <li>• Any documentation from specialist service providers should be kept in the site fire logbook in addition.</li> </ul>				

## 28. RECORDS

<b>RECORDS</b>				
28.1	Are there appropriate records of:	Yes	No	NA
	Fire drills?	Yes	No	NA
	Fire training?	Yes	No	NA
	Fire alarm tests?	Yes	No	NA
	False alarms?	Yes	No	NA
	Emergency escape lighting tests?	Yes	No	NA
	Maintenance and testing of other fire protection systems and equipment?	Yes	No	NA
<b>Relevant Information (including description of arrangements and deficiencies observed):</b>				
<ul style="list-style-type: none"> <li>• Comprehensive record keeping is required for all inspections and routine tests relating to fire safety management, procedures and preventative &amp; protective measures in this building. These must all be readily available to view on request to ensure appropriate records are being kept.</li> </ul>				

### Notes

<sup>(1)</sup> Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained by a security specialist.

- (2) For the purpose of this risk assessment, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidising agents.
- (3) Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.
- (4) Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.
- (5) This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.
- (6) This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.
- (7) A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.
- (8) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.
- (9) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.
- (10, 11) Relevant to life safety and this risk assessment (as opposed to property protection).
- (12) This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this fire risk assessment.
- (13) Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.
- (14) Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

## FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

<b>Potential consequences of fire ▶</b>  <b>Likelihood of fire ▼</b>	<b>Slight harm</b>	<b>Moderate harm</b>	<b>Extreme harm</b>
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

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

<b>Low</b>	<b>x</b>	<b>Medium</b>		<b>High</b>		
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In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of a fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

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

Taking into account the nature of the 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:

<b>Slight Harm</b>	X	<b>Moderate Harm</b>		<b>Extreme Harm</b>		
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In this context, a definition of the above terms is as follows:

<b>Slight harm:</b>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).
<b>Moderate harm:</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.
<b>Extreme harm:</b>	Significant potential for serious injury or death of one or more occupants.

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

<b>Trivial</b>		<b>Tolerable</b>	X	<b>Moderate</b>		<b>Substantial</b>		<b>Intolerable</b>	
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A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

<b>Risk Level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following Action Plan. The risk assessment should be repeated regularly.

## ACTION PLAN

	<p>The responsible person is committing an offence if they fail to comply with the Regulatory Reform (fire) Act 2005  <b><i>If prosecuted, an offender can face either fines or imprisonment, or both.</i></b></p> <p>The Regulatory reform act 2005 requires employers and those in control of relevant premises to ensure a fire risk assessment is undertaken and significant findings detailed, so action can be taken to reduce hazards and fire risk.</p> <p>It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:</p>			
	<b>Trivial</b>		<b>Tolerable</b>	<b>X</b>

### Definition of priorities (where applicable):

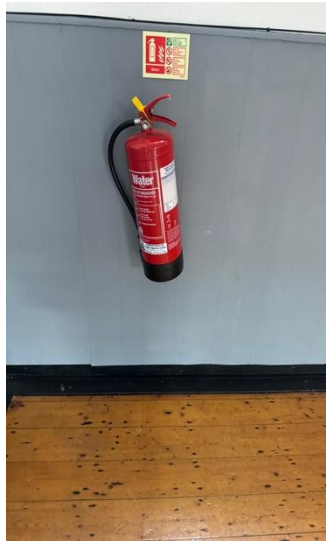
<b>1</b>	<p style="text-align: center;">Intolerable risk Immediate action</p>
<b>2</b>	<p style="text-align: center;">Substantial risk Short term action</p>
<b>3</b>	<p style="text-align: center;">Moderate risk Short term action/Routine/Verify/Monitor</p>
<b>4</b>	<p style="text-align: center;">Tolerable risk Undertake action within reasonable time/Review/Monitor</p>
<b>5</b>	<p style="text-align: center;">Trivial risk Further consultation may be necessary</p>

## PHOTOGRAPHS

### Photo evidence gallery



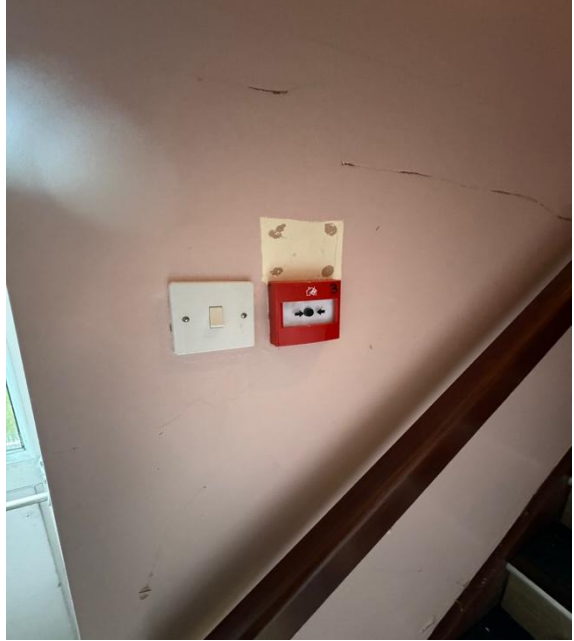
Fire alarm control unit position in front lobby of building



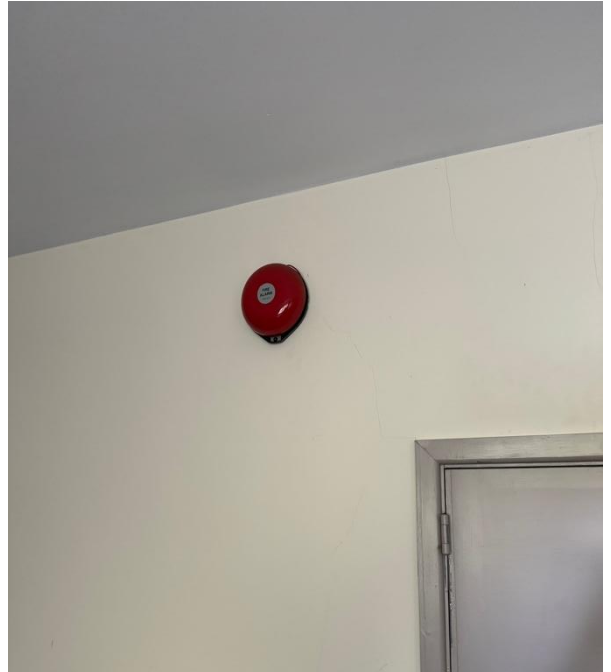
**Fire extinguishers in main room x 3**



**Fire extinguisher in kitchen**



**Fire exits – (a) main room with fire point and (b) store room at back of building (c) at bottom of stairs at back of main room (d) fire point by fire exit c**



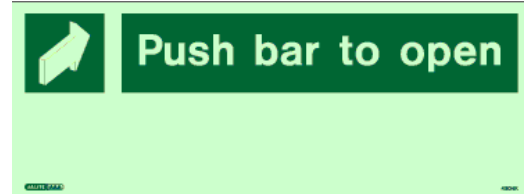
**Emergency lighting and fire alarm bell situated in upstairs store room**

**Appendix A – SAMPLE SIGNAGE**

	
<p>Progress to the Left.</p>	<p>Progress to the Right.</p>
	
<p>Progress up to the Left or; Progress forward and across to the Left.</p>	<p>Progress up to the Right or; Progress forward and across to the Right.</p>
	
<p>Progress down to the Left.</p>	<p>Progress down to the Right.</p>
	
<p>Progress forward from here. Progress forward and through from here. Progress forward and up from here.</p>	<p>Progress down from here.</p>
	
<p>Final Exit</p>	<p>Exit for emergency use only</p>
	
<p>Slide door to open</p>	<p>Assembly point location</p>



Assembly point location



Push bar to open



Fire door signage



Fire door signage



Fire door signage



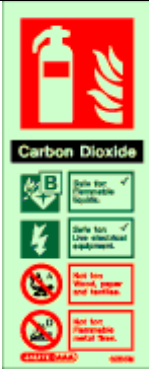







Fire door signage



Sample fire action notice



Sample fire action notice

 <p><b>Carbon Dioxide</b></p> <ul style="list-style-type: none"> <li>Safe for Flammable liquids</li> <li>Safe for Live electrical equipment</li> <li>Not for Wood, paper and textiles</li> <li>Not for Flammable metals</li> </ul>	 <p><b>ABC Powder</b></p> <ul style="list-style-type: none"> <li>Safe for Wood, paper and textiles</li> <li>Safe for Flammable liquids</li> <li>Safe for Flammable gases</li> <li>Safe for Live electrical equipment</li> </ul>
<p>CO2 extinguisher signage</p>	<p>Powder extinguisher signage</p>
 <p><b>Foam Spray</b></p> <ul style="list-style-type: none"> <li>Safe for Wood, paper and textiles</li> <li>Safe for Flammable liquids</li> <li>Not for Live electrical equipment</li> <li>Not for Flammable metals</li> </ul>	 <p><b>Water</b></p> <ul style="list-style-type: none"> <li>Safe for Wood, paper and textiles</li> <li>Not for Live electrical equipment</li> <li>Not for Flammable liquids</li> <li>Not for Flammable metals</li> </ul>
<p>Foam extinguisher signage</p>	<p>Water extinguisher signage</p>
 <p><b>Fire Hose</b></p> <ul style="list-style-type: none"> <li>Safe for Wood, paper and textiles</li> <li>Not for Live electrical equipment</li> <li>Not for Flammable liquids</li> <li>Not for Flammable metals</li> </ul>	 <p><b>Fire blanket</b> Use for smothering fires</p> <p>Suitable for: Chip pan fires, Deep fat fires, Waste bin fires.</p> <p>Suitable for: Wrapping around someone whose clothes are burning.</p>
<p>Fire hose signage</p>	<p>Fire blanket signage</p>
 <p><b>In case of fire</b></p> <p>DO NOT use lift</p> <p>Use the stairs</p>	 <p><b>Fire alarm</b></p>
<p>Sample action notice</p>	<p>Manual call point signage</p>

# A FEW SIMPLE STEPS TO CHECK THAT YOUR FIRE EXTINGUISHERS WILL BE READY IF THEY ARE NEEDED



Who's responsible? Responsibility for fire extinguishers should be with someone who is reliable and will carry out regular checks.



Is each extinguisher in the correct place?



Is each one visible?



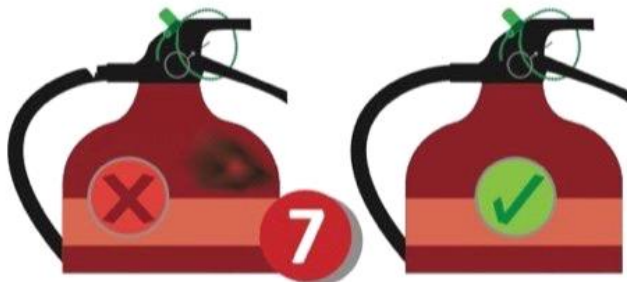
Can they be reached easily?  
There should be no obstructions.



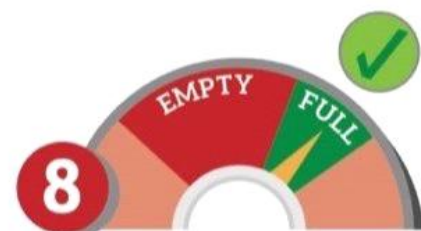
Are the operating instructions legible and facing outwards so that they are immediately obvious?



Has the extinguisher been used?  
Are the seals and tamper tags in place?



Is the extinguisher damaged?



Is the gauge in the green zone?

The person responsible for checking the fire extinguishers and other fire equipment in the premises should record the results of the visual inspections and arrange for immediate corrective action by a competent person if anything is found to be wrong.