



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of the Property Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the Yaxley Parish Council to be held **on Tuesday 23rd March 2021 at 7.00pm by Zoom app – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.**

Meeting ID: 85855978853 Passcode: 293682

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

16th March 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR31. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR32. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PR33. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on Tuesday 17th November 2020 - attached.
- PR34. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR35. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting and that planned – report by the Clerk
- PR36. FIRE RISK ASSESSMENTS:**
To receive a report by the Clerk on the findings of the risk assessments for the Amenity Centre, Pavilion and Queens Park Hall and to consider any actions outstanding – report attached.

PR37. REPAIRS TO ST PETERS CHURCHYARD WALL

To consider a report by the Clerk – attached.

PR38. FUTURE PROJECT FOR THE ACTION PLAN

To consider a possible future project – verbal report by the Clerk.

**Minutes of the Meeting of the Property Committee
held by Zoom on 17th November 2020.**

Present:- Councillor M Oliver – Chairman
Councillors R Butcher, B Doncaster K Gulson, G Needham and S Sanderson.

In attendance – H Taylor.

PR25. APOLOGIES

No apologies were received.

PR26. DECLARATION OF INTERESTS

No declarations were received.

PR27. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 22nd September 2020. This was seconded by Councillor G Needham and **RESOLVED** unanimously.

PR28. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR29. REPAIRS AND MAINTENANCE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members were informed of the repairs and maintenance carried out on the facilities since the last meeting, along with that planned. Offering some good and bad news, the Clerk reported that the repairs to the guttering on the Austin Hall had been completed and no further leaks have been reported. Unfortunately, water has started to get in through a velux window in a changing room at Queens Park and an examination has revealed an issue with the flashing resulting in the need to replace the flashing kits on all eight velux windows, it is hoped that this work will be undertaken soon.

Mention also was made of the contents of the Fire Risk Assessments for the buildings. The Clerk explained that she had only just received the documents but there were several actions relating to signage, door seals/closures, PAT testing and the need for a detection sounder unit that would need to be addressed. A further report would be submitted to the next meeting of the Property Committee but in the meantime Councillor Sanderson offered his expertise in dealing with the areas of concern.

Finally, Members agreed to discuss the removal of the fencing around the pavilion at a later date.

PR30. BUDGET 2020/21

Members were presented with a budget report as at 30th September 2020 (a copy of which has been appended in the Minute Book). In discussing the various budget headings, actual spend against predicted and the proposed figures for 2021/22, Members were reminded that hall income this financial year is substantially lower than that

projected due to the pandemic and forecasting for next year is challenging, given that no one knows when the facilities will be able to operate as normal again. Whereupon, it was proposed by Councillor R Butcher that the budget be recommended to Full Council for approval. This was seconded by Councillor S Sanderson and unanimously **RESOLVED**.

Meeting closed at 7.40pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 23rd March 2021

SUBJECT: REPAIRS AND MAINTENANCE

PURPOSE OF REPORT

To inform Members of the repairs and maintenance carried out on the facilities since last reported and that planned.

MAINTENANCE AND REPAIRS CARRIED OUT

In the Austin Hall the single pane wooden windows to the side of the stage have been replaced with double glazed units. The backing board that was up covering the windows hasn't been put back and alternatives such as a black out curtain are being considered. The old strip lights have been replaced in the hall and the adjoining toilets with LEDs. The ladies toilet off the Austin Hall is only heated by one air vent and the Clerk is looking into getting an electric heater installed which would also help with the condensation around the pipework on the wall.

Across in Queens Park all the velux windows flashing kits in the changing rooms have been replaced which has stopped the rain water getting in.

Following the fire risk assessments on the buildings, the hinges on the fire doors leading from the Austin Hall to the Owen Pooley corridor have been replaced as have the fire seals on the changing room doors at Queens Park. The fire exit from the Austin Hall leads out to the side of the Workshop/office entrance, and an additional emergency light and two new flood lights have been installed here. This is for emergency and health and safety purposes as the fire exit is likely to be used as the way out when the hall is used as a polling station in May and now the area will be illuminated.

The fire risk assessments highlighted the need for regular PAT testing especially on items used by members of the public when hiring out the facilities. In response to which two Members of the Grounds Team attended PAT testing training and are now qualified to do the testing. Work has started on testing and getting the records up to date, bringing the testing in house will bring the costs down and takes away the reliance on using outside companies.

An electrical heater has been installed in the ladies toilets off the Austin Hall, this area was covered by one hot air vent which was leaving the room very cold and prone to condensation. With the Austin Hall not being in regular use the hot air units usage has been reduced which in turn had made the problem with condensation in the toilet worse. The new electrical heater is operating on an eco setting of 18 and the issue with the condensation is being monitored.

RECOMMENDATION

- That the report be received

Helen Taylor

Clerk to Yaxley Parish Council

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 23rd March 2021

SUBJECT: FIRE RISK ASSESSMENTS

PURPOSE OF REPORT

To receive copies of the Fire Risk Assessments for the Amenity Centre, Pavilion and Queens Park Hall and to consider any outstanding actions. The three documents are attached.

FINDINGS

Parish Office, Council Chambers, Amenity Centre & Workshop – all the action points highlighted in the Risk Assessment have been completed.

Pavilion – All but Section 19 Action Points have been completed. Section 19 states:

The combined smoke detector-alarm sounder unit located in the hall area cannot be age verified. This unit should be replaced with a mains powered-lithium rechargeable battery type optical smoke detector complete with integral alarm sounder. Furthermore, due to the electrical switch room and gas boiler location being within the end changing room, a mains powered-lithium rechargeable battery type optical smoke detector complete with integral alarm sounder should be located within the room to provide the changing room occupants with the earliest warning of a fire in that room. It is also recommended that both of these smoke detection units are interconnected to provide indication of a fire and operation of their integrated alarm sounders in both areas simultaneously.

Action – the Clerk asked for a cost for this work which was received in February, the cost to install an interlinked detector-sounder unit is £465. As the price is under £1,000 the Clerk can approve this work and asks the Committee to support it.

Queens Park – All but Section 19 Action Points have been completed. Section 19 states:

There is a fully comprehensive fire alarm system installed on site. To combat the risk of arson to remote buildings a radio DualCOM signalling device is recommended to be installed to signal an alarm receiving centre and key holders.

This can also be utilised to signal the intruder alarm if required.

Action – the cost of installing a grade 4 dual com pro twin radio (Fire & Intruder) communicator device with a backup facility is £685 with an ongoing monitoring charge after the first year of £490 for the site. The Austin Hall has a monitoring service which is connected via a telephone line, this would be with the same company but as Queens Park has no telephone line will use a radio communicator device with a backup radio. Again the Clerk can approve this work but given the ongoing costs asks the Committee to support it.

RECOMMENDATION

- That the contents of the Fire Risk Assessments be noted and the work described above to install a interlinked detector sounder unit in the pavilion and a dualcom G4 signalling at Queens Park supported.

Helen Taylor

Clerk to Yaxley Parish Council



FIRE RISK ASSESSMENT

Client

Yaxley Parish Council

Address

**Parish Office, Council Chambers,
Amenity Centre & Workshop Buildings
48 Main Street, Yaxley, Peterborough, PE7 3LU**



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1 Fire Risk Assessment

Having taken into account the observed fire prevention measures at the time this Fire Risk Assessment was undertaken, the risk of fire hazard at these premises is considered to be:

- Trivial ☐
- Tolerable ☐
- Moderate ☒
- Substantial ☐
- Intolerable ☐

Please see Appendix 2 of this report for the methodology and definitions applicable to this assessment.

1.1 Executive Summary

The buildings comprise of an original listed building with extensions in the form of an amenities hall in the 1970's, and additional extension providing the offices for the Parish Clerk and staff in 2018.

There is a remote workshop building next door which houses the grounds persons equipment including tooling and powered mowers etc.

The entire premises are served by a comprehensive fire detection and alarm system linked to an alarm receiving centre.

The documentation and record keeping is to a high standard. There is documented testing of the fire safety equipment, records of communicated policies and training to staff and induction training to the hiring public to ensure safe practices and the avoidance of unwanted alarms.

There are signage and remedial rectification works to passive fire safety measures required.

Signed:



Stan Metcalfe TIFireE

Date: 26th October 2020

If you have any queries or require further advice regarding any aspect of this report please contact:

Rose Fire & Security Limited
Unit 5 Wulfric Square
Bretton
Peterborough
PE3 8RF

Tel: 01733 262222

2 Fire Risk Assessor & Assessment Details

Business operator:

Yaxley Parish Council

Landlord (if applicable):

N/A

Premises address:

48 Main Street, Yaxley, Peterborough

Fire risk assessor:

Stan Metcalfe TIFireE

Stan Metcalfe is competent to undertake fire risk assessments by qualification and experience:

- Member of the Institute of Fire Engineers
- Trained and certified in the format of PAS 79 fire risk assessments by C.S. Todd & Associates
- NEBOSH qualified in fire risk assessments
- NEBOSH qualified in health and safety assessments
- NICEIC approved contracting engineer
- Qualified electrical engineer
- Fire Industry Association certified fire detection and alarm systems engineer, design, advanced design, installation, maintenance and commissioning
- Fire Industry Association certified emergency lighting system design engineer
- Fire Industry Association certified in portable fire-fighting equipment, design and maintenance
- Certified data suite suppression systems engineer, inert and chemical suppression gases
- Hazardous areas, petrochemical and dust explosive environments, extensive experience
- Managing director of fire safety company
- Expert witness service experience for clients and enforcing agencies
- 35 years industry experience

Responsible person:

Helen Taylor (Parish Clerk)

Competent person:

Michelle Darbon

Persons with site responsibility for fire safety:

Helen Taylor (Parish Clerk)

Persons consulted on assessment:

Helen Taylor (Parish Clerk)

Date of fire risk assessment:

26th October 2020

Previous fire risk assessment provided?

May 2017

If the previous fire risk assessment has been provided, have any recommendations made been addressed?

- ☐ Yes – in full
- ☐ No
- ☒ Part

Date of fire risk assessment: May 2017

Review of fire risk assessment next due:

October 2021

It is our recommendation that the fire risk assessment is reviewed at least annually.
It should be reviewed and up-dated earlier if:

- A fire occurs
- It is no longer valid for any reason
- There has been a significant change in the structure or use of the building, substances, processes or procedure

2.1 Scope of Fire Risk Assessment

Description of areas inspected:

All areas

Description of areas not inspected:

None

2.2 Demised Areas Not Forming Part of This Report

Areas used exclusively by other parties (demised areas):



None

2.3 Assessment Criteria

The fire safety risk has been assessment against the following regulatory requirements:

- The Regulatory Reform (Fire Safety) Order 2005
- PAS 79:2012
- Part B Building Regulations
- Other relevant standards

This report is limited to an assessment of fire safety risk. The purpose of this report is to provide an assessment of the risk to life from fire in the premises and, if 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.

The contents of this report relate specifically to observations made during the site visit and any information or documentation provided by the customer.

Where statutory records are required in this connection, these have been requested however a full audit of the testing records for all plant and equipment has not been undertaken.

A separate health and safety risk assessment / audit should be undertaken as necessary to ensure compliance with health and safety regulatory requirements.

Only those areas within the scope detailed above have been assessed.

The risk assessor has used his professional expertise, judgement and industry experience to make the recommendations contained in this report. Specific requirements may however be subject to interpretation and it is possible therefore that an enforcement office may reach a different conclusion to the recommendations contained herein.

3 Property Details

3.1 The Building

Description of building construction:	Brick, steel, plaster
Date of construction:	1800's, extended 1970's & 2018
Use of premises:	Offices, council chambers, amenity hall, separate workshop building
Approximate floor area (m ²)	Main building; 1,955 m ² Workshop: 150 m ²
Number of floors:	1
Number of exits:	Main building: 4 main entrances, 3 fire exits Workshop: 1 main entrance, 1 roller door, 1 fire exit
Number of accommodation staircases:	0
Number of protected staircases:	0
Number of external staircases:	0
Number of lifts:	0
Car park details:	60+ spaces
Security measures:	CCTV
Description - any unusual features:	Separate workshop building

3.2 Occupancy

Approximate maximum occupancy:	Licensed premises up to 280 maximum, generally 35 presently
Number of employees/tenants:	10 office staff and grounds persons
Members of the public/visitors:	40-50 weekly OAP club (not presently due to Covid restrictions)

Sleeping occupants:

0

Disabled occupants:

No members of staff. It is possible members of public who use the hall facilities may be disabled

Other occupants at special risk:

Children at the pre-school clubs

Remote areas / lone workers:

Grounds persons out on field duties away from site

Young occupants:

20 pre-school groups

General comments on hours, times of occupation and total number of occupants likely to be in the building at any one time:

Office occupied 08.00-16.30, pre-school in from 07.30-15.30, evenings halls are let out to the general public.

3.3 Fire Loss Experience

Historical fire loss experience / other:

Microwave - small internal fire, contained to the microwave in 2020.
Some smoke but no building damage.

3.4 Other Relevant Information

Other relevant fire related information:

CCTV mast in car park which views the buildings and car park area is monitored by Huntingdonshire District Council.

3.5 Relevant Fire Safety Legislation

3.5.1 The following fire safety legislation applies to these premises:

- The Regulatory Reform (Fire Safety) Order 2005

3.5.2 The above legislation is enforced by:

- Fire Authority (Cambridgeshire Fire & Rescue Service)
- Local Authority (Council)

3.5.3 Other legislation that imposes significant requirements for fire precautions in these premises (excluding requirements pertaining to The Building Regulations 2010):

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations / IEE Wiring Regulations 18th Edition 2018
- Equality Act 2010
- The Disability Discrimination Act 1995
- The Smoke-free (Premises and Enforcement) Regulations 2008

3.5.4 The legislation to which 3.5.3 is enforced by:

- Local Authority
- Health & Safety Executive

3.5.5 Additional comments on section 3.5:

None

4 Management Planning & Controls

Comments / Action Required

4.1	Is there an up to date fire policy / record of fire safety procedures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	Are fire safety drills / practices carried out regularly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.3	Do the arrangements adequately ensure that the premises have been evacuated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.4	Do the arrangements make adequate provision for anyone with disabilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.5	Are the arrangements for summoning the fire brigade adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.6	Are there arrangements in place to meet the fire brigade on arrival?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Should the fire alarm system activate and a remote call is placed to the fire and rescue service when the halls are let to the general public, the fire service may attend site before a member of the Parish Council staff arrives as the person in charge.
4.7	Do these arrangements include providing relevant hazard information to fire officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.8	Are assembly points suitable and have they been conveyed to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	An induction is provided to all hirers of the facilities with respect to fire escapes and fire safety measures.
4.9	Are outside contractors made aware of and required to comply with fire safety requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

4.10	Are sufficient controls imposed over hazardous works e.g., hot works? • External contractors	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.11	Are sufficient controls imposed over hazardous works e.g., hot works? • Internal maintenance staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.12	<u>Additional comments:</u> None		

Section 4 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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5 Ongoing Maintenance & Testing Protocol

Comments / Action Required

5.1	Is the fire detection and alarm system serviced bi-annually (or more frequently if a risk assessment dictates) in accordance with British Standards by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.2	Is the fire detection and alarm system tested weekly by internal staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.3	Is the emergency lighting system serviced bi-annually in accordance with British Standards by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.4	Is the emergency lighting system tested monthly by internal staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.5	Is the portable firefighting equipment serviced in accordance with British Standards annually by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.6	Is the portable firefighting equipment visually inspected by internal staff on a monthly basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.7	Are the exit routes, doors, fastenings and external escape staircases visually inspected by internal staff on a regular basis? Frequency:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No records of inspections to escape routes.
5.8	Are firefighting lifts subject to regular testing by a suitably qualified contractor on a regular basis? Frequency:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

5.9	<p>Are dry/wet rising mains tested bi-annually as required by a suitably qualified contractor?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.10	<p>Are sprinklers subject to testing (including pumps and control equipment) on a regular basis in accordance with British Standards and site specific requirements?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.11	<p>Are lightning protection systems (if installed) tested by a suitably qualified contractor in accordance with requirements?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.12	<p>Are suitable systems in place to ensure that there are systems in place for reporting and monitoring the restoration of fire safety measures that have fallen below required standards?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Recommend a documented system is implemented to ensure that fire safety measures with respect to building degradation in general use does not fall below the required standards.</p>
5.13	<p><u>Additional comments:</u></p> <p>None</p>		

Section 5 – Action Points

Action points to be addressed?	<input checked="checked" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 5.7	Priority: 3
<u>Observation & Action Required:</u> Recommend that a documented check of fire escape routes and fire doors are undertaken on a monthly basis.	
Completed By:	Date Completed:

FRA Ref: 5.12	Priority: 3
<u>Observation & Action Required:</u> Recommend that a documented system is implemented to ensure the fire safety measures with respect to building degradation in normal use does not below the required standards, undertaken on a quarterly basis.	
Completed By:	Date Completed:

6 Staff Training

Comments / Action Required

6.1	Are all staff given fire safety training as part of their induction process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.2	Do all staff receive adequate refresher training on fire safety at appropriate intervals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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Does the staff training provide sufficient information, instruction or training on the following aspects:

6.3	The fire risks within the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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6.4	The fire safety measures in the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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6.5	The actions to take in the event of a fire?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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6.6	The actions to take on hearing the fire alarm signal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.7	How to operate any manual call points?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.8	The location and use of fire extinguishers, if appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.9	How to summon the fire and rescue service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.10	The identity of any persons nominated to assist with evacuations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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6.11	The identity of any persons nominated to use fire extinguishing appliances?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.12	Have fire wardens / marshals received specific / tailored training pertinent to their role?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.13	Do any non-permanent / visiting employees receive appropriate fire training and instructions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.14	<u>Additional comments:</u> None		

Section 6 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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7 General Housekeeping

Advisory:

- Rubbish and any combustible materials should not be allowed to accumulate and should be cleared immediately.
- Such materials should be securely stored, preferably in fire proof skips outside the building, away from fire exits and not under overhanging structures.
- Special care should be taken with old furniture and filling which may provide fuel for a fire and all furniture should comply with British Standards regarding fire proof materials.

Comments / Action Required

7.1	General observation - is the standard of housekeeping adequate to prevent fires?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Good standard of housekeeping in the main building and workshop areas.
7.2	Are any combustible materials kept sufficiently away from sources of ignition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7.3	Is there any avoidable accumulation or storage of combustible materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7.4	Are all hazardous materials stored safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.5	<u>Additional comments:</u> None		

Section 7 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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8 Electrical - Fire Hazards Elimination / Control

Advisory:


- The use of extension leads should be avoided where possible.
- Where they are used they should not be overloaded and should be unwound.
- Where the use of extension cable may constitute a tripping hazard, they should be secured with hazard warning tape or flexible sheathing.
- By their nature wires may become loose and they should be checked periodically in accordance with electrical regulations.
- Correct fuses should be fitted at all times. The use of incorrect fuses can lead to fires.


Comments / Action Required

8.1	Have adequate and reasonable measures been taken to prevent fires caused by electrical means?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See 8.4
8.2	Is the fixed electrical system periodically inspected and tested by a suitably qualified engineer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8.3	Have any remedial actions identified as necessary on the electrical installation condition report been carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
8.4	Is portable appliance testing carried out by a suitably qualified person and up to date?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Portable appliance testing of items in the Council Chamber and other areas are overdue. See action points 8.4.1 & 8.4.2
8.5	Is there a suitable policy in place restricting the use of personal, untested electrical devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
8.6	Is the use of any trailing leads or adaptors reasonable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.7	Does the property have a lightning protection system and if so, is it properly tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Section 8 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 8.4-1	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Portable appliance testing of items in the Council Chamber (sample photo small refrigerator) are overdue test.</p> <p><u>Observation & Action Required:</u></p> <p>Undertake PAT by a suitably qualified contractor.</p>	
Completed By:	Date Completed:	

FRA Ref: 8.4-2	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Portable appliance testing of items in the Council Chamber kitchen no test records.</p> <p><u>Observation & Action Required:</u></p> <p>Undertake PAT by a suitably qualified contractor.</p>	
Completed By:	Date Completed:	

9 Smoking - Fire Hazards Elimination / Control

Comments / Action Required

9.1	Have adequate and reasonable measures been put in place to prevent fires as a result of smoking?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9.2	Is smoking permitted anywhere on the premises?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.3	If permitted, is smoking restricted to safe and appropriate areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
9.4	Was a breach of any smoking policy observable at the time of the inspection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.5	<u>Additional comments:</u> None		

Section 9 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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10 Cooking - Fire Hazards Elimination / Control

Advisory:

- Large amounts of grease in kitchen areas and poorly cleaned / maintained ventilation systems are a common cause of fires in kitchens.
- Combustion may be quick with no obvious cause being visible to anyone present.
- Extraction fans and filters should be cleaned / replaced frequently.
- Commercial facilities may require specialist cleaning.

Comments / Action Required

10.1	Are reasonable measures in place to prevent fires arising from cooking hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.2	If relevant, are filters changed and any ductwork cleaned regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
10.3	Are suitable extinguishing appliances available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.4	<u>Additional comments:</u> None		

Section 10 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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11 Arson - Fire Hazards Elimination & Control

Advisory:

- A large percentage of fires in commercial properties are caused by arson / started deliberately.
- Ensuring that the property is properly secured when unoccupied will provide protection against this risk.
- Upon final leaving of the premises for the day, all windows, doors and other means of entry should be checked to ensure that they have been securely locked / closed.
- Staff should be aware of the risk and report the presence of anyone acting suspiciously or unknown on the premises.

Comments / Action Required

11.1	Are reasonable security measures in place to prevent arson?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCTV
11.2	Is there the presence of unnecessary combustible materials near to the premises which could be ignited?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11.3	<u>Additional comments:</u> None		

Section 11 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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12 Dangerous Substances - Fire Hazards Elimination & Control

Comments / Action Required

12.1	Are any dangerous chemicals or other substances stored at or used on the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Workshop area has diesel, petrol and pesticides. These are all stored in restive small quantities in appropriate flammable liquids lockers.
12.2	Has a separate risk assessment been carried out in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
12.3	<u>Additional comments:</u> None		

Section 12 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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13 Heating - Fire Hazards Elimination & Control

Comments / Action Required

13.1	Is the use of portable heaters avoided as far as is practical?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13.2	If portable heaters are used are hazardous radiant bar/LPG type avoided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
13.3	Are suitable measures taken to minimise the hazard of ignition to combustible materials by conduction or other heat transfer means?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.4	Are fixed heating systems subject to regular maintenance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13.5	<u>Additional comments:</u> None		

Section 13 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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14 Other Significant Fire Hazards

Advisory:

- Particular care should be taken for flammable liquids and other combustible materials.
- They should be kept securely with appropriate signage e.g., no smoking / flammable liquid / gas
- Additional requirements apply to the storage of highly flammable liquids, solvents, petrol, LPG and other dangerous substances to protect against fire and explosion – The Dangerous Substances and Explosive Atmospheres Regulations 2002. Such risks must be assessed and eliminated or reduced.

This section considers other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions.

14.1	Hazards:
	Petrol & diesel in the workshop building.

14.2	Deficiencies and Observations:
	All flammable liquids safely stored.

14.3	<u>Additional comments:</u> Workshop has a fire detection system linked to an alarm receiving centre and a full suite of fire-fighting equipment in the form of portable extinguishers.
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Section 14 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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15 Escape Routes and Exits - Means of Escape from Fire


Comments / Action Required

15.1	Do the premises provide a reasonable means of escape?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.2	Are escape routes adequately designed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.3	Is there adequate provision of exits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.4	Do exits open easily and immediately where necessary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.5	Do fire exits open in direction of travel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.6	Are sliding and revolving doors avoided where possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
15.7	Are there satisfactory means for securing exits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.8.1	Is there a reasonable distance of travel with regard to single direction of travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
15.8.2	Is there a reasonable distance of travel where an alternative means of escape exists?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.9	Is there suitable protection of escape routes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Door from cleaner's store leading onto escape route should be kept locked shut when not in use.
15.10	Are there suitable precautions in place for inner rooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

15.11	Are all escape routes unobstructed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.12	Is it considered that the premises are provided with reasonable arrangements for the escape of disabled people?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Austin Hall area only.
15.13	<u>Additional comments:</u> None		

Section 15 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 15.9	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Door from cleaner's store to escape route.</p> <p><u>Observation & Action Required:</u></p> <p>Keep door locked shut when not in use to protect escape route integrity.</p>	
Completed By:	Date Completed:	

16 Measures to Limit the Spread and Development of Fire - Means of Escape

Advisory:

- Compartmentation involves structurally dividing a building into smaller compartments with fire resistant walls and doors. This is a principle means of limiting the spread of fires.
- For this to work effectively doors need to have been hung effectively and for no non-compartmentalised areas created through suspended floors and ceilings.
- Ducting or other building services passed through walls will greatly reduce the effectiveness of compartmentation unless voids are filled with fire stopping materials.
- Automatically closing fire doors which are either not functioning correctly or have been wedged open will put lives at risk in the event of a fire. All employees should be made aware of the importance of self-closing devices as part of their fire training.

Comments / Action Required


16.1	Is the compartmentation of a reasonable standard (based on visual not intrusive survey)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Entrance corridor to Austin Hall - compartmentation sealing works required.
16.2	Is there reasonable limitation of linings that might promote fire spread?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
16.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against fire, smoke and combustion in the early stages?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
16.4	Are self-closing fire doors wedged or propped open?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
16.5	Are self-closing fire doors fitted with intumescent strips and cold smoke seals? If so, are they in a good condition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fire doors from main corridor to the sloped entrance to Austin Hall has excessive gaps with damage due to wear and tear.
16.6	If self-closing doors are fitted do they close properly?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Austin Hall main entrance fire doors do not close properly.


16.7	Are self-closing fire doors held open via a fire alarm system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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16.8	<u>Additional comments:</u> None		
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Section 16 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 16.1	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Entrance corridor to Austin Hall compartmentation sealing works required.</p> <p><u>Observation & Action Required:</u></p> <p>Ensure all penetration holes are sealed to ensure escape route integrity.</p>	
Completed By:	Date Completed:	

FRA Ref: 16.5	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Doors from corridor to sloped entrance to Austin Hall.</p> <p><u>Observation & Action Required:</u></p> <p>Doors have excessive gaps and are not fitting correctly, rectify or replace doors</p>	
Completed By:	Date Completed:	

Section 16 – Action Points Continued

FRA Ref: 16.6	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Austin Hall main entrance doors.</p> <p><u>Observation & Action Required:</u></p> <p>Adjustment and maintenance required to ensure doors close properly.</p>	
Completed By:		Date Completed:

17 Emergency Escape Lighting - Means of Escape

Advisory:

- Fire escape routes should be provided with emergency escape lighting if required.
- This lighting should be installed and maintained in accordance with BS 5266-1:2016.
- It should be noted that mains electricity may fail in the event of a fire.
- British Standards recommend that emergency lighting is provided in any underground parts of the premises, stairways generally and specifically those stairways serving 30 metres or more above ground level, corridors more than 30 metres long and open plan office spaces 60m² or more.

Comments / Action Required


17.1	Is there a reasonable standard of emergency escape lighting provided (based on visual inspection only)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	See below for further details if applicable.
17.2	Is emergency lighting installed to illuminate changes of direction and changes of level such as corridor inter-sections and stairwells used for escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.3	Is emergency lighting installed to illuminate open office or non-defined areas which will be used to gain access to escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.4	Is emergency lighting installed in a way which could cause dazzle or light blindness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.5	Are special tools or is secret key test switching installed to allow safe testing of the emergency lighting luminaires?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.6	Is external emergency lighting installed and is it sufficient to illuminate external escape routes to the assembly point or place of safety (based on a visual inspection of quantity of emergency lighting only, luminance levels not checked)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Consideration should be given to additional external emergency lighting to illuminate fire escape routes from the fire exits of the Workshop and Austin Hall.

17.7	Are emergency lighting units installed to high risk task areas to provide sufficient luminance for safe evacuation and shut down procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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17.8	<u>Additional comments:</u> None		
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Section 17 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 17.6	Priority: 3
	<p><u>Picture Description (If Applicable):</u></p> <p>External fire escape routes from the Workshop and Austin Hall.</p> <p><u>Observation & Action Required:</u></p> <p>Additional external emergency lighting recommended.</p>
Completed By:	Date Completed:

18 Fire Safety Signage - Means of Escape

Advisory:

- Legislation requires that all escape routes and exits must be indicated by signs in case of fire.
- Signs should show the shortest possible route to an exit from any point within the building.
- The siting of signs should not conflict with one another or cause confusion regarding different directions of travel.
- Escape routes should be properly signed with signs conforming to BS 5499-4:2013 and BS5499-10:2014.
- Legislation also requires fire safety signs to provide information on the identification or location of fire-fighting equipment
- Signs should be correct both in content and in size taking into account the distance from which they are to be viewed.
- A number of other standards apply to the provision of safety signage more generally including the Regulatory Reform (Fire Safety) Order 2005.

Comments / Action Required


18.1	Is there a reasonable standard of fire safety signage provided?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>See below for further details if applicable.</p> <p>Recommend full building fire safety signage survey.</p>
18.2	Is there a graphical zone plan affixed next to the fire alarm control panel in accordance with British Standards requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.3	<p>Is a general fire action notice (properly completed) positioned next to each final exit door advising what to do in the event of a fire?</p> <p>Best practise also dictates that a fire action notice is displayed next to every fire alarm call point.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Multiple general fire action signage required see action points 18.3(1), 18.3(2), 18.3(3)
18.4	<p>Is there a fire exit sign displayed next to any fire exit? (Preferably immediately above the exit opening but it must be positioned such that it can be clearly seen).</p> <p>The fire safety order states that exits MUST be indicated with signs.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fire exit signage missing on exits, only self-adhesive emergency lighting signage.


18.5	Is the exit signage clear in direction, non-contradictory and sign the shortest route from a given point? The fire safety order states that emergency routes MUST be indicated with signs.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Exit door in Austin Hall that leads to a dead end area requires no escape signage.
18.6	Are fire assembly point(s) clearly signposted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.7	Do all fire doors display a 'Fire Door – Keep Shut' sign? Mandatory instruction/notice.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fire door keep shut signage missing from some corridor doors or worn requiring replacement.
18.8	Are other fire door notices required e.g., instructions advising how to operate a door or advising that a door opens automatically?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1. Workshop building rear fire exit requires operation signage. 2. Front hall area requires push bar to open operational signage.
18.9	Are 'Fire Exit – Keep Clear' signs shown on the appropriate faces of doors to ensure that they are not obstructed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Fire exit door from workshop and other fire exit doors missing fire exit keep clear signage.
18.10	Is the fire-fighting equipment location signage adequate e.g., location of equipment and fire extinguisher ID signs indicating correct usage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.11	Are all fire alarm call points clearly signed so that they may be easily identified if a fire is spotted? (Call point signs are mandatory if there is a fire alarm)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Install fire alarm call point signage.

18.12	<p>Are 'Warning' and 'Prohibition' signs (often yellow and black) displayed where necessary, e.g.,</p> <ul style="list-style-type: none"> To warn of danger if flammable substances such as gas or oil are present? To prohibit smoking 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.13	<p>Are signs properly maintained, securely fixed and sufficiently large to be seen at the appropriate viewing distance?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.14	<p>Are signs made of photo-luminescent material?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not all signage is photo-luminescent.
18.15	<p><u>Additional comments:</u></p> <p>None</p>		


Section 18 – Action Points


Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 18.3 (1)	Priority: 1	
	<p><u>Picture Description (If Applicable):</u></p> <p>General fire action signage missing on manual call point Austin Hall entrance.</p> <p><u>Observation & Action Required:</u></p> <p>Install general fire action signage.</p>	
Completed By:	Date Completed:	


FRA Ref: 18.3 (2)	Priority: 1	
	<p><u>Picture Description (If Applicable):</u></p> <p>General fire action signage missing in Austin Hall kitchen.</p> <p><u>Observation & Action Required:</u></p> <p>Install general fire action signage.</p>	
Completed By:	Date Completed:	


Section 18 – Action Points Continued

FRA Ref: 18.3 (3)	Priority: 1	
	<p><u>Picture Description (If Applicable):</u></p> <p>General fire action signage missing in Austin Hall.</p> <p><u>Observation & Action Required:</u></p> <p>Install general fire action signage.</p>	
Completed By:		Date Completed:


FRA Ref: 18.4	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Fire exit signage not installed only self-adhesive emergency lighting signage.</p> <p><u>Observation & Action Required:</u></p> <p>Install fire exit signage.</p>	
Completed By:		Date Completed:


Section 18 – Action Points Continued

FRA Ref: 18.5	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>The exit door in Austin Hall which leads to a dead end with no escape from the external courtyard should have appropriate signage.</p> <p><u>Observation & Action Required:</u></p> <p>Install appropriate safety signage to denote no escape.</p>	
Completed By:		Date Completed:


FRA Ref: 18.7	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Fire door keep shut signs.</p> <p><u>Observation & Action Required:</u></p> <p>Install fire door keep shut signage to all doors which require signage.</p>	
Completed By:		Date Completed:


Section 18 – Action Points Continued

FRA Ref: 18.8 (1)	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Workshop building rear fire exit.</p> <p><u>Observation & Action Required:</u></p> <p>Push bar to open sign required for fire exit door.</p>	
Completed By:	Date Completed:	

FRA Ref: 18.8 (2)	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Front hall fire exits.</p> <p><u>Observation & Action Required:</u></p> <p>Push bar to open sign required for fire exit doors.</p>	
Completed By:	Date Completed:	

Section 18 – Action Points Continued

FRA Ref: 18.9	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Fire exit doors external all areas main building and workshops, (sample workshop rear exit door)</p> <p><u>Observation & Action Required:</u></p> <p>Install fire exit keep clear signage.</p>	
Completed By:		Date Completed:

FRA Ref: 18.11	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Fire alarm call point signage missing.</p> <p><u>Observation & Action Required:</u></p> <p>Install fire alarm call point signage.</p>	
Completed By:		Date Completed:

19 Means of Giving Warning of Fire - Means of Escape

Advisory:

- Properly installed and maintained fire alarm systems provide the earliest possible warning of a fire and significantly reduce the risk to life and property should a fire occur.
- Ideally fire alarm systems should detect the presence of a fire automatically and provide warning.
- Maintenance in accordance with British Standards will prevent false alarms reducing both the burden on the fire brigade and on the business for lost time.
- Manual call points should be mounted in conspicuous positions on exit routes, on staircase landings and at final exits.
- Manual call points should not be obscured by stock, furniture, plants or anything else. Unhindered access should be available at all times.

Comments / Action Required

19.1	Is there a reasonably operated electrical fire alarm system provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19.2	Is there an automatic fire detection system in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Part <input type="checkbox"/> N/A	
19.3	Is the extent of the automatic fire detection generally reasonable given the occupancy of the premises and fire risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19.4	Is the automatic fire detection system remotely monitored by an Alarm Receiving Centre?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Section 19 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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20 Manual Fire Extinguishing Appliances - Means of Escape

Advisory:

- It is important to ensure that the premises are protected by the correct number and type of fire extinguishers and that they are sited correctly.
- A properly qualified engineer will calculate the number of extinguishers using the floor area and fire rating of the extinguisher.
- Special risks require specific extinguishers near to the risk.
- Generally, extinguishers should be located at exits from rooms and floors. They should be available in corridors forming escape routes and on landings. Additional extinguishers to cover specific risks e.g., flammable oil should be located near to the risk.
- All portable fire-fighting appliances should be visible and readily accessible and preferably mounted on wall brackets or on floor stands.
- It should never be necessary to travel more than 30 metres from a fire to reach an extinguisher.

Comments / Action Required

20.1	Is there reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.2	Are hose reels provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
20.3	Are fire extinguishing appliances readily available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.4	<u>Additional comments:</u> None		

Section 20 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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21 Automatic Fire Extinguishing / Smoke Control Systems - Means of Escape

Comments / Action Required

21.1	Are automatic fire extinguishing systems available? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.2	Are smoke control systems available? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.3	Are fire dampers installed? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.4	<u>Additional comments:</u> None		

Section 21 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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22 Firefighter Safety – Isolation of High Voltage Signs & Specific Hazards

Comments / Action Required

22.1	Is there suitable provision for the isolation of high voltage signs for fire fighters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
22.2	To safeguard firefighters where possible, have any sources of bottled oxygen or flammable gases been clearly identified to attending fire services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22.3	To safeguard firefighters where possible, have any site specific hazards been identified to attending fire services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22.4	<u>Additional comments:</u> None		

Section 22 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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23 Action Points - Overview

The recommendations and action points contained in this assessment should be implemented to reduce or maintain the fire risk at the following level:

<p>Trivial <input type="checkbox"/></p> <p>Tolerable <input checked="" type="checkbox"/></p>
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Priority Definitions	
Priority 1	Immediate action is recommended for the following reasons: 1. Imminent risk to relevant persons as identified in the Regulatory Reform (Fire Safety) Order 2005. 2. Failure to action may result in prosecution or the issue of a statutory notice under the Regulatory Reform (Fire Safety) Order 2005.
Priority 2	Legal requirements which should be addressed as soon as possible or within 12 weeks whichever is sooner.
Priority 3	Guidance on changes which should be made within the next 6 months in line with best industry practice, and beneficial to provide fire safety and reduce risk.
Priority 4	Recommendation/s made by the fire risk assessor to increase fire safety in accordance with industry best practice and his experience. These are not a regulatory or mandatory requirement/s but in the opinion of the assessor are necessary or beneficial to maintain adequate fire safety.

24 Appendix 1 – Schedule of Documents

System	Frequency of Required Checks	Date Last Completed?	Date Next Due
Fire Alarm System <ul style="list-style-type: none"> Control Panel Detection 	<u>External:</u> Serviced half-yearly by a competent company in accordance with BS 5839-1:2017	July 2020	January 2021
	<u>Internal:</u> Weekly check by internal staff	22-10-20	29-10-20
Emergency Lighting System	<u>External:</u> Serviced half-yearly by a competent company in accordance with BS 5266-1:2016	July 2020	January 2021
	<u>Internal:</u> Monthly check by internal staff	October 2020	November 2020
Portable Fire Fighting Equipment (Fire Extinguishers etc.)	<u>External:</u> Serviced annually by a competent company in accordance with BS 5306-3:2009	July 2020	July 2021
	<u>Internal:</u> Monthly visual inspection by internal staff <ul style="list-style-type: none"> Damaged / Used equipment Changes of use 	October 2020	November 2020
Fire Drill including Full Evacuation of Premises	Annual requirement, recommended best practice 6 monthly or any significant major staff change.	October 2020	April 2021
Portable Appliance Testing	Two yearly minimum requirement or more frequent if an assessment dictates.	2017	Overdue
Electrical Installation (Fixed)	<u>External:</u> By approved contractor in accordance with EICR requirements of BS 7671:2018.	October 2020	October 2025
Heating: <ul style="list-style-type: none"> Boilers Gas Oil 	<u>External:</u> By approved contractor in accordance with British Standards requirements for Gas Oil fired appliance safety.	October 2020	October 2021

25 Appendix 2 – Risk Estimation Methodology

The methodology for estimating the overall risk in this section is based on the guidance in British Standards on risk assessment and control for safety management systems.

An impact and probability assessment has been undertaken considering the probability of fire occurring and the severity of harm / consequences for life safety (impact) should a fire occur.

This information is brought together to produce an overall assessment.

Probability of Fire Occurring

Having taken into account the observed fire prevention measures at the time this Fire Risk Assessment was undertaken, the risk of fire hazard at these premises is considered to be:

- | | | |
|---------------|-------------------------------------|--|
| Low | <input type="checkbox"/> | There is a low likelihood of fire occurring. |
| Medium | <input checked="" type="checkbox"/> | The likelihood of fire occurring is considered normal given the building's current use. |
| High | <input type="checkbox"/> | A lack of sufficient control is evident for one or more potential fire hazard resulting in a significantly increased risk of fire occurring. |

Impact of Fire Occurring - Severity of Harm Reasonably Foreseeable

Having taken into account the nature of the premises and their use together with the current occupancy and standard of procedures and precautions observed to be in place at the time of this Fire Risk Assessment, the impact to safety of life from fire is considered to be:

- | | | |
|----------------------|-------------------------------------|--|
| Slight Harm | <input type="checkbox"/> | Should there be a fire it would be unlikely to result in serious injury or death (unless there was a sleeping occupant in the area where the fire occurs). |
| Moderate Harm | <input checked="" type="checkbox"/> | Should there be a fire it may result in injury or serious injury but would be unlikely to result in multiple deaths. |
| Extreme Harm | <input type="checkbox"/> | Should there be a fire there is significant potential for occupants to be seriously injured or for multiple fatalities. |

Calculation of Overall Assessment

		Impact – Potential Outcome if Fire Occurs		
		Slight Harm	Moderate Harm	Extreme Harm
Probability of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Interpretation of Overall Assessment, Required Actions and Timeframes

Trivial	No action needs to be taken.
Tolerable	No major actions need to be taken. Minor or practical changes may need to be made which will involve limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risks identified. Risk reduction measures should be actioned within specified timescales.</p> <p>If the consequences of the moderate risk could lead to extreme harm, action must be taken immediately to quantify the likelihood of harm and measures to be implemented must be prioritised accordingly.</p>
Substantial	<p>Identification of substantial risk may require significant resources be allocated to reduce the risk.</p> <p>Unoccupied premises should not be occupied until the required risk reduction actions have been carried out.</p> <p>Urgent and immediate action should be taken in the event that the premises are already occupied.</p>
Intolerable	The premises or area identified to be at risk should not be occupied until adequate measures have been taken to reduce the risk.

26 Appendix 3 – Notes, Qualifications and Exclusions

Scope of Fire Risk Assessment

This Fire Risk Assessment is based on the area/s of the building/s made available to the Fire Risk Assessor during the course of their visit. (Any obvious limitation in scope will be stated within the report). No liability can be accepted for any for any areas or processes for which the Fire Risk Assessor is not given either access or details during the course of their visit.

Subject to the above, this report is adequate to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Responsible Person

The contents of this report should be read carefully by the nominated Responsible Person and arrangements be made to ensure that any Action Plan points are attended to within any specified time-frame.

Competent Person

Appointed to assist the responsible person in matters of fire safety to prevent and take proactive measures relevant to general fire safety.

Action Plan

If any points within the Action Plan cannot be attended to in full within the time-frames specified temporary procedures and controls should be put in place pending full and permanent resolution being achieved.

Purpose of Report

Please note that the purpose of this report is to consider and assess the risk to the safety of life on the premises in the event of a fire. Other risks such as business continuity and risks to the property itself are not considered and do not form part of this report.

Protocol:

1. This report forms part of a structured assessment of the fire risk at the site for the purpose of expressing the current level of fire risk, determining the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions. Any such additional fire precautions required are set out in the Action Plan, which forms part of this documented fire risk assessment.
2. Where the original design of the building has been based on fire safety engineering and approved under relevant building regulations it is not generally necessary to check the design from first principles in the course of fire risk assessment. The management and maintenance of the features and facilities will be considered.
3. The purpose of this report is to:
 - Highlight those additional control measures that require immediate action to ensure the safety of those relevant persons on and in the vicinity of the site. If the appropriate control measures cannot be fully implemented immediately, temporary controls should be put in place.
 - Detail those additional control measures required to ensure that the site complies with current fire safety legislation and associated guidance.
 - Detail those additional measures that are not legal requirements but would prove beneficial and enhance levels of fire safety as a best practice.



FIRE RISK ASSESSMENT

Client

Yaxley Parish Council

Address

**Pavilion Building, Middletons Road Recreation Ground,
Yaxley, Peterborough PE7 3LU**



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1 Fire Risk Assessment

Having taken into account the observed fire prevention measures at the time this Fire Risk Assessment was undertaken, the risk of fire hazard at these premises is considered to be:

Trivial ☐

Tolerable ☒

Moderate ☐

Substantial ☐

Intolerable ☐

Please see Appendix 2 of this report for the methodology and definitions applicable to this assessment.

1.1 Executive Summary

The building is a pavilion located within a playing field.

The documentation and record keeping is to a high standard. There is documented testing of the fire safety equipment, records of communicated policies and training to staff and induction training to the hiring public to ensure safe practices and the avoidance of unwanted alarms.

Signed:



Stan Metcalfe TIFireE

Date: 27th October 2020

If you have any queries or require further advice regarding any aspect of this report please contact:

Rose Fire & Security Limited
Unit 5 Wulfric Square
Bretton
Peterborough
PE3 8RF

Tel: 01733 262222

2 Fire Risk Assessor & Assessment Details

Business operator:

Yaxley Parish Council

Landlord (if applicable):

N/A

Premises address:

Middleton's Road, Recreation Ground, Yaxley,
Peterborough

Fire risk assessor:

Stan Metcalfe TIFireE

Stan Metcalfe is competent to undertake fire risk assessments by qualification and experience:

- Member of the Institute of Fire Engineers
- Trained and certified in the format of PAS 79 fire risk assessments by C.S. Todd & Associates
- NEBOSH qualified in fire risk assessments
- NEBOSH qualified in health and safety assessments
- NICEIC approved contracting engineer
- Qualified electrical engineer
- Fire Industry Association certified fire detection and alarm systems engineer, design, advanced design, installation, maintenance and commissioning
- Fire Industry Association certified emergency lighting system design engineer
- Fire Industry Association certified in portable fire-fighting equipment, design and maintenance
- Certified data suite suppression systems engineer, inert and chemical suppression gases
- Hazardous areas, petrochemical and dust explosive environments, extensive experience
- Managing director of fire safety company
- Expert witness service experience for clients and enforcing agencies
- 35 years industry experience

Responsible person:

Helen Taylor (Parish Clerk)

Competent person:

Michelle Darbon

Persons with site responsibility for fire safety:

Helen Taylor (Parish Clerk)

Persons consulted on assessment:

Helen Taylor (Parish Clerk)

Date of fire risk assessment:

27th October 2020

Previous fire risk assessment provided?

N/A

If the previous fire risk assessment has been provided, have any recommendations made been addressed?

- ☐ Yes – in full
☐ No
☒ Part

Date of fire risk assessment: May 2017

Review of fire risk assessment next due:

October 2021

It is our recommendation that the fire risk assessment is reviewed at least annually.
It should be reviewed and up-dated earlier if:

- A fire occurs
- It is no longer valid for any reason
- There has been a significant change in the structure or use of the building, substances, processes or procedure

2.1 Scope of Fire Risk Assessment

Description of areas inspected:

All areas

Description of areas not inspected:

None

2.2 Demised Areas **Not** Forming Part of This Report

Areas used exclusively by other parties (demised areas):



None

2.3 Assessment Criteria

The fire safety risk has been assessment against the following regulatory requirements:

- The Regulatory Reform (Fire Safety) Order 2005
- PAS 79:2012
- Part B Building Regulations
- Other relevant standards

This report is limited to an assessment of fire safety risk. The purpose of this report is to provide an assessment of the risk to life from fire in the premises and, if 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.

The contents of this report relate specifically to observations made during the site visit and any information or documentation provided by the customer.

Where statutory records are required in this connection, these have been requested however a full audit of the testing records for all plant and equipment has not been undertaken.

A separate health and safety risk assessment / audit should be undertaken as necessary to ensure compliance with health and safety regulatory requirements.

Only those areas within the scope detailed above have been assessed.

The risk assessor has used his professional expertise, judgement and industry experience to make the recommendations contained in this report. Specific requirements may however be subject to interpretation and it is possible therefore that an enforcement office may reach a different conclusion to the recommendations contained herein.

3 Property Details

3.1 The Building

Description of building construction:	Brick, steel, plaster
Date of construction:	Unknown
Use of premises:	Pavilion building, hall & kitchen and changing rooms
Approximate floor area (m ²)	120m ²
Number of floors:	1
Number of exits:	1 x main entrance to a small hall & kitchen 3 x entrances to changing rooms
Number of accommodation staircases:	0
Number of protected staircases:	0
Number of external staircases:	0
Number of lifts:	0
Car park details:	Shared car park with the main Parish Council office facilities
Security measures:	CCTV
Description - any unusual features:	None

3.2 Occupancy

Approximate maximum occupancy:	Up to 50 when using changing rooms and hall facilities
Number of employees/tenants:	1 part time cleaner
Members of the public/visitors:	Up to 50
Sleeping occupants:	0

Disabled occupants:

No members of staff. It is possible members of public who use the hall facilities may be disabled.

Other occupants at special risk:

Children while using the hall and changing facilities

Remote areas / lone workers:

1 part time cleaner

Young occupants:

Pre-school groups, children using the football pitch facilities and changing rooms

General comments on hours, times of occupation and total number of occupants likely to be in the building at any one time:

Hours ranging from 08.00-20.00 Monday to Sunday

3.3 Fire Loss Experience

Historical fire loss experience / other:

None

3.4 Other Relevant Information

Other relevant fire related information:

None

3.5 Relevant Fire Safety Legislation

3.5.1 The following fire safety legislation applies to these premises:

- The Regulatory Reform (Fire Safety) Order 2005

3.5.2 The above legislation is enforced by:

- Fire Authority (Cambridgeshire Fire & Rescue Service)
- Local Authority (Council)

3.5.3 Other legislation that imposes significant requirements for fire precautions in these premises (excluding requirements pertaining to The Building Regulations 2010):

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations / IEE Wiring Regulations 18th Edition 2018
- Equality Act 2010
- The Disability Discrimination Act 1995
- The Smoke-free (Premises and Enforcement) Regulations 2008

3.5.4 The legislation to which 3.5.3 is enforced by:

- Local Authority
- Health & Safety Executive

3.5.5 Additional comments on section 3.5:

None

4 Management Planning & Controls

Comments / Action Required

4.1	Is there an up to date fire policy / record of fire safety procedures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	Are fire safety drills / practices carried out regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
4.3	Do the arrangements adequately ensure that the premises have been evacuated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.4	Do the arrangements make adequate provision for anyone with disabilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.5	Are the arrangements for summoning the fire brigade adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.6	Are there arrangements in place to meet the fire brigade on arrival?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The public when hiring the hall facilities have an induction process which covers the calling of the fire service and Yaxley Parish Council staff.
4.7	Do these arrangements include providing relevant hazard information to fire officers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
4.8	Are assembly points suitable and have they been conveyed to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	An induction is provided to all hirers of the facilities with respect to fire escapes and fire safety measures.
4.9	Are outside contractors made aware of and required to comply with fire safety requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

4.10	Are sufficient controls imposed over hazardous works e.g., hot works? <ul style="list-style-type: none"> External contractors 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.11	Are sufficient controls imposed over hazardous works e.g., hot works? <ul style="list-style-type: none"> Internal maintenance staff 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.12	<u>Additional comments:</u> None		

Section 4 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

5 Ongoing Maintenance & Testing Protocol

Comments / Action Required

5.1	Is the fire detection and alarm system serviced bi-annually (or more frequently if a risk assessment dictates) in accordance with British Standards by a suitably qualified contractor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	There is a single mains-battery smoke detector unit located in the main hall-kitchen area, recommend that this is tested by the contractor when the main Amenities building is tested.
5.2	Is the fire detection and alarm system tested weekly by internal staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.3	Is the emergency lighting system serviced bi-annually in accordance with British Standards by a suitably qualified contractor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	There is no current contractor assigned to test the emergency lighting system.
5.4	Is the emergency lighting system tested monthly by internal staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.5	Is the portable firefighting equipment serviced in accordance with British Standards annually by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.6	Is the portable firefighting equipment visually inspected by internal staff on a monthly basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.7	Are the exit routes, doors, fastenings and external escape staircases visually inspected by internal staff on a regular basis? Frequency:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No records of inspections to escape routes.
5.8	Are firefighting lifts subject to regular testing by a suitably qualified contractor on a regular basis? Frequency:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

5.9	<p>Are dry/wet rising mains tested bi-annually as required by a suitably qualified contractor?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.10	<p>Are sprinklers subject to testing (including pumps and control equipment) on a regular basis in accordance with British Standards and site specific requirements?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.11	<p>Are lightning protection systems (if installed) tested by a suitably qualified contractor in accordance with requirements?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.12	<p>Are suitable systems in place to ensure that there are systems in place for reporting and monitoring the restoration of fire safety measures that have fallen below required standards?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Recommend a system is implemented to ensure any building degradation due to general use does not affect the fire safety measures.</p>
5.13	<p><u>Additional comments:</u></p> <p>None</p>		

Section 5 – Action Points

Action points to be addressed?	<input checked="checked" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
--------------------------------	--

FRA Ref: 5.1	Priority: 2
<u>Observation & Action Required:</u> There is no competent contractor assigned to test the smoke detection unit. Engage a competent contractor to undertake bi-annual testing of the smoke detection system.	
Completed By:	Date Completed:

FRA Ref: 5.3	Priority: 2
<u>Observation & Action Required:</u> There is no competent contractor assigned to test the emergency lighting. Engage a competent contractor to undertake bi-annual testing of the emergency lighting.	
Completed By:	Date Completed:

FRA Ref: 5.7	Priority: 3
<u>Observation & Action Required:</u> Recommend that a documented check of fire escape routes and fire doors are undertaken on a monthly basis.	
Completed By:	Date Completed:

Section 5 – Action Points Continued

FRA Ref: 5.12	Priority: 3
<u>Observation & Action Required:</u> Recommend that a documented system to ensure the fire safety measures with respect to building restoration works do not fall below the required standards on a quarterly basis.	
Completed By:	Date Completed:

6 Staff Training

Comments / Action Required

6.1	Are all staff given fire safety training as part of their induction process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.2	Do all staff receive adequate refresher training on fire safety at appropriate intervals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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Does the staff training provide sufficient information, instruction or training on the following aspects:

6.3	The fire risks within the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
-----	-------------------------------------	--	--

6.4	The fire safety measures in the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
-----	---	--	--

6.5	The actions to take in the event of a fire?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
-----	---	--	--

6.6	The actions to take on hearing the fire alarm signal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
-----	---	--	--

6.7	How to operate any manual call points?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
-----	--	--	--

6.8	The location and use of fire extinguishers, if appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
-----	---	--	--

6.9	How to summon the fire and rescue service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
-----	--	--	--

6.10	The identity of any persons nominated to assist with evacuations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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6.11	The identity of any persons nominated to use fire extinguishing appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
6.12	Have fire wardens / marshals received specific / tailored training pertinent to their role?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Note only part time cleaner in attendance, who has received fire marshal training.
6.13	Do any non-permanent / visiting employees receive appropriate fire training and instructions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.14	<u>Additional comments:</u> None		

Section 6 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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7 General Housekeeping

Advisory:

- Rubbish and any combustible materials should not be allowed to accumulate and should be cleared immediately.
- Such materials should be securely stored, preferably in fire proof skips outside the building, away from fire exits and not under overhanging structures.
- Special care should be taken with old furniture and filling which may provide fuel for a fire and all furniture should comply with British Standards regarding fire proof materials.

Comments / Action Required

7.1	General observation - is the standard of housekeeping adequate to prevent fires?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7.2	Are any combustible materials kept sufficiently away from sources of ignition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7.3	Is there any avoidable accumulation or storage of combustible materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7.4	Are all hazardous materials stored safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.5	<u>Additional comments:</u> None		

Section 7 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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8 Electrical - Fire Hazards Elimination / Control

Advisory:

- The use of extension leads should be avoided where possible.
- Where they are used they should not be overloaded and should be unwound.
- Where the use of extension cable may constitute a tripping hazard, they should be secured with hazard warning tape or flexible sheathing.
- By their nature wires may become loose and they should be checked periodically in accordance with electrical regulations.
- Correct fuses should be fitted at all times. The use of incorrect fuses can lead to fires.

Comments / Action Required

8.1	Have adequate and reasonable measures been taken to prevent fires caused by electrical means?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See 8.4
8.2	Is the fixed electrical system periodically inspected and tested by a suitably qualified engineer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8.3	Have any remedial actions identified as necessary on the electrical installation condition report been carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
8.4	Is portable appliance testing carried out by a suitably qualified person and up to date?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Portable appliance testing of all items overdue in the kitchen and hall area.
8.5	Is there a suitable policy in place restricting the use of personal, untested electrical devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
8.6	Is the use of any trailing leads or adaptors reasonable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.7	Does the property have a lightning protection system and if so, is it properly tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

8.8	<u>Additional comments:</u> None
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Section 8 – Action Points

Action points to be addressed?	<input checked="checked" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 8.4	Priority: 2
<u>Observation & Action Required:</u> PAT testing of all appliances in the kitchen and hall area required, no test records. Engage a competent contractor to undertake PAT testing.	
Completed By:	Date Completed:

9 Smoking - Fire Hazards Elimination / Control

Comments / Action Required

9.1	Have adequate and reasonable measures been put in place to prevent fires as a result of smoking?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9.2	Is smoking permitted anywhere on the premises?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.3	If permitted, is smoking restricted to safe and appropriate areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.4	Was a breach of any smoking policy observable at the time of the inspection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.5	<u>Additional comments:</u> None		

Section 9 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

10 Cooking - Fire Hazards Elimination / Control

Advisory:

- Large amounts of grease in kitchen areas and poorly cleaned / maintained ventilation systems are a common cause of fires in kitchens.
- Combustion may be quick with no obvious cause being visible to anyone present.
- Extraction fans and filters should be cleaned / replaced frequently.
- Commercial facilities may require specialist cleaning.

Comments / Action Required

10.1	Are reasonable measures in place to prevent fires arising from cooking hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.2	If relevant, are filters changed and any ductwork cleaned regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
10.3	Are suitable extinguishing appliances available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.4	<u>Additional comments:</u> None		

Section 10 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

11 Arson - Fire Hazards Elimination & Control

Advisory:

- A large percentage of fires in commercial properties are caused by arson / started deliberately.
- Ensuring that the property is properly secured when unoccupied will provide protection against this risk.
- Upon final leaving of the premises for the day, all windows, doors and other means of entry should be checked to ensure that they have been securely locked / closed.
- Staff should be aware of the risk and report the presence of anyone acting suspiciously or unknown on the premises.

Comments / Action Required

11.1	Are reasonable security measures in place to prevent arson?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCTV & security shutters.
11.2	Is there the presence of unnecessary combustible materials near to the premises which could be ignited?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11.3	<u>Additional comments:</u> None		

Section 11 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

12 Dangerous Substances - Fire Hazards Elimination & Control

Comments / Action Required

12.1	Are any dangerous chemicals or other substances stored at or used on the premises?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12.2	Has a separate risk assessment been carried out in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
12.3	<u>Additional comments:</u> None		

Section 12 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

13 Heating - Fire Hazards Elimination & Control

Comments / Action Required

13.1	Is the use of portable heaters avoided as far as is practical?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13.2	If portable heaters are used are hazardous radiant bar/LPG type avoided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
13.3	Are suitable measures taken to minimise the hazard of ignition to combustible materials by conduction or other heat transfer means?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.4	Are fixed heating systems subject to regular maintenance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No servicing records for the gas boiler located in the changing rooms within the electrical room.
13.5	<u>Additional comments:</u> None		

Section 13 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

FRA Ref: 13.4	Priority: 2
<u>Observation & Action Required:</u> There is no competent contractor assigned to service the gas boiler unit. Engage a competent contractor to undertake annual testing of the gas boiler unit.	
Completed By:	Date Completed:

14 Other Significant Fire Hazards

Advisory:

- Particular care should be taken for flammable liquids and other combustible materials.
- They should be kept securely with appropriate signage e.g., no smoking / flammable liquid / gas
- Additional requirements apply to the storage of highly flammable liquids, solvents, petrol, LPG and other dangerous substances to protect against fire and explosion – The Dangerous Substances and Explosive Atmospheres Regulations 2002. Such risks must be assessed and eliminated or reduced.

This section considers other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions.

14.1	Hazards:
	None

14.2	Deficiencies and Observations:
	None

14.3	<u>Additional comments:</u>
	None

Section 14 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

15 Escape Routes and Exits - Means of Escape from Fire

Comments / Action Required

15.1	Do the premises provide a reasonable means of escape?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.2	Are escape routes adequately designed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.3	Is there adequate provision of exits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.4	Do exits open easily and immediately where necessary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Security shutters must be lifted on any building occupation.
15.5	Do fire exits open in direction of travel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.6	Are sliding and revolving doors avoided where possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
15.7	Are there satisfactory means for securing exits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.8.1	Is there a reasonable distance of travel with regard to single direction of travel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.8.2	Is there a reasonable distance of travel where an alternative means of escape exists?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.9	Is there suitable protection of escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.10	Are there suitable precautions in place for inner rooms?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

15.11	Are all escape routes unobstructed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.12	Is it considered that the premises are provided with reasonable arrangements for the escape of disabled people?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Main hall area only, changing room doors are too narrow for any wheelchair users.
15.13	<u>Additional comments:</u> None		

Section 15 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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16 Measures to Limit the Spread and Development of Fire - Means of Escape

Advisory:

- Compartmentation involves structurally dividing a building into smaller compartments with fire resistant walls and doors. This is a principle means of limiting the spread of fires.
- For this to work effectively doors need to have been hung effectively and for no non-compartmentalised areas created through suspended floors and ceilings.
- Ducting or other building services passed through walls will greatly reduce the effectiveness of compartmentation unless voids are filled with fire stopping materials.
- Automatically closing fire doors which are either not functioning correctly or have been wedged open will put lives at risk in the event of a fire. All employees should be made aware of the importance of self-closing devices as part of their fire training.

Comments / Action Required

16.1	Is the compartmentation of a reasonable standard (based on visual not intrusive survey)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
16.2	Is there reasonable limitation of linings that might promote fire spread?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
16.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against fire, smoke and combustion in the early stages?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
16.4	Are self-closing fire doors wedged or propped open?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
16.5	Are self-closing fire doors fitted with intumescent strips and cold smoke seals? If so are they in a good condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
16.6	If self-closing doors are fitted do they close properly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

16.7	Are self-closing fire doors held open via a fire alarm system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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16.8	<u>Additional comments:</u> None		
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Section 16 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

17 Emergency Escape Lighting - Means of Escape

Advisory:

- Fire escape routes should be provided with emergency escape lighting if required.
- This lighting should be installed and maintained in accordance with BS 5266-1:2016.
- It should be noted that mains electricity may fail in the event of a fire.
- British Standards recommend that emergency lighting is provided in any underground parts of the premises, stairways generally and specifically those stairways serving 30 metres or more above ground level, corridors more than 30 metres long and open plan office spaces 60m² or more.

Comments / Action Required

17.1	Is there a reasonable standard of emergency escape lighting provided (based on visual inspection only)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.2	Is emergency lighting installed to illuminate changes of direction and changes of level such as corridor inter-sections and stairwells used for escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.3	Is emergency lighting installed to illuminate open office or non-defined areas which will be used to gain access to escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.4	Is emergency lighting installed in a way which could cause dazzle or light blindness?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
17.5	Are special tools or is secret key test switching installed to allow safe testing of the emergency lighting luminaires?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

17.6	Is external emergency lighting installed and is it sufficient to illuminate external escape routes to the assembly point or place of safety (based on a visual inspection of quantity of emergency lighting only, luminance levels not checked)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.7	Are emergency lighting units installed to high risk task areas to provide sufficient luminance for safe evacuation and shut down procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
17.8	<u>Additional comments:</u> None		

Section 17 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

18 Fire Safety Signage - Means of Escape

Advisory:

- Legislation requires that all escape routes and exits must be indicated by signs in case of fire.
- Signs should show the shortest possible route to an exit from any point within the building.
- The siting of signs should not conflict with one another or cause confusion regarding different directions of travel.
- Escape routes should be properly signed with signs conforming to BS 5499-4:2013 and BS5499-10:2014.
- Legislation also requires fire safety signs to provide information on the identification or location of fire-fighting equipment
- Signs should be correct both in content and in size taking into account the distance from which they are to be viewed.
- A number of other standards apply to the provision of safety signage more generally including the Regulatory Reform (Fire Safety) Order 2005.

Comments / Action Required

18.1	Is there a reasonable standard of fire safety signage provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See below for further details if applicable.
18.2	Is there a graphical zone plan affixed next to the fire alarm control panel in accordance with British Standards requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
18.3	<p>Is a general fire action notice (properly completed) positioned next to each final exit door advising what to do in the event of a fire?</p> <p>Best practise also dictates that a fire action notice is displayed next to every fire alarm call point.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
18.4	<p>Is there a fire exit sign displayed next to any fire exit? (Preferably immediately above the exit opening but it must be positioned such that it can be clearly seen).</p> <p>The fire safety order states that exits MUST be indicated with signs.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

18.5	<p>Is the exit signage clear in direction, non-contradictory and sign the shortest route from a given point?</p> <p>The fire safety order states that emergency routes MUST be indicated with signs.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.6	<p>Are fire assembly point(s) clearly signposted?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.7	<p>Do all fire doors display a 'Fire Door – Keep Shut' sign?</p> <p>Mandatory instruction/notice.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.8	<p>Are other fire door notices required e.g., instructions advising how to operate a door or advising that a door opens automatically?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
18.9	<p>Are 'Fire Exit – Keep Clear' signs shown on the appropriate faces of doors to ensure that they are not obstructed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
18.10	<p>Is the fire-fighting equipment location signage adequate e.g., location of equipment and fire extinguisher ID signs indicating correct usage?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.11	<p>Are all fire alarm call points clearly signed so that they may be easily identified if a fire is spotted?</p> <p>(Call point signs are mandatory if there is a fire alarm)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

18.12	<p>Are 'Warning' and 'Prohibition' signs (often yellow and black) displayed where necessary, e.g.,</p> <ul style="list-style-type: none"> To warn of danger if flammable substances such as gas or oil are present? To prohibit smoking 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
18.13	Are signs properly maintained, securely fixed and sufficiently large to be seen at the appropriate viewing distance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.14	Are signs made of photo-luminescent material?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not all signage is photo-luminescent.
18.15	<p><u>Additional comments:</u></p> <p>None</p>		

Section 18 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

19 Means of Giving Warning of Fire - Means of Escape

Advisory:

- Properly installed and maintained fire alarm systems provide the earliest possible warning of a fire and significantly reduce the risk to life and property should a fire occur.
- Ideally fire alarm systems should detect the presence of a fire automatically and provide warning.
- Maintenance in accordance with British Standards will prevent false alarms reducing both the burden on the fire brigade and on the business for lost time.
- Manual call points should be mounted in conspicuous positions on exit routes, on staircase landings and at final exits.
- Manual call points should not be obscured by stock, furniture, plants or anything else. Unhindered access should be available at all times.

Comments / Action Required

19.1	Is there a reasonably operated electrical fire alarm system provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Single smoke detector to the hall – kitchen area.
19.2	Is there an automatic fire detection system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Part <input type="checkbox"/> N/A	
19.3	Is the extent of the automatic fire detection generally reasonable given the occupancy of the premises and fire risk?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Recommend interlinked detection sounder unit for mains / boiler room linked to kitchen detector sounder unit
19.4	Is the automatic fire detection system remotely monitored by an Alarm Receiving Centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Section 19 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
--------------------------------	---

FRA Ref: 19.3	Priority: 2
<u>Observation & Action Required:</u> The combined smoke detector-alarm sounder unit located in the hall area cannot be age verified. This unit should be replaced with a mains powered-lithium rechargeable battery type optical smoke detector complete with integral alarm sounder. Furthermore due to the electrical switch room and gas boiler location being within the end changing room, a mains powered-lithium rechargeable battery type optical smoke detector complete with integral alarm sounder should be located within the room to provide the changing room occupants with the earliest warning of a fire in that room. It is also recommended that both of these smoke detection units are interconnected to provide indication of a fire and operation of their integrated alarm sounders in both areas simultaneously.	
Completed By:	Date Completed:

20 Manual Fire Extinguishing Appliances - Means of Escape

Advisory:

- It is important to ensure that the premises are protected by the correct number and type of fire extinguishers and that they are sited correctly.
- A properly qualified engineer will calculate the number of extinguishers using the floor area and fire rating of the extinguisher.
- Special risks require specific extinguishers near to the risk.
- Generally, extinguishers should be located at exits from rooms and floors. They should be available in corridors forming escape routes and on landings. Additional extinguishers to cover specific risks e.g., flammable oil should be located near to the risk.
- All portable fire-fighting appliances should be visible and readily accessible and preferably mounted on wall brackets or on floor stands.
- It should never be necessary to travel more than 30 metres from a fire to reach an extinguisher.

Comments / Action Required

20.1	Is there reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.2	Are hose reels provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
20.3	Are fire extinguishing appliances readily available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.4	<u>Additional comments:</u> None		

Section 20 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

21 Automatic Fire Extinguishing / Smoke Control Systems - Means of Escape

Comments / Action Required

21.1	Are automatic fire extinguishing systems available? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.2	Are smoke control systems available? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.3	Are fire dampers installed? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.4	<u>Additional comments:</u> None		

Section 21 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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22 Firefighter Safety – Isolation of High Voltage Signs & Specific Hazards

Comments / Action Required

22.1	Is there suitable provision for the isolation of high voltage signs for fire fighters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
22.2	To safeguard firefighters where possible, have any sources of bottled oxygen or flammable gases been clearly identified to attending fire services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
22.3	To safeguard firefighters where possible, have any site specific hazards been identified to attending fire services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
22.4	<u>Additional comments:</u> None		

Section 22 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
--------------------------------	---

23 Action Points - Overview

The recommendations and action points contained in this assessment should be implemented to reduce or maintain the fire risk at the following level:

<p>Trivial <input checked="" type="checkbox"/></p> <p>Tolerable <input type="checkbox"/></p>
--

Priority Definitions	
Priority 1	Immediate action is recommended for the following reasons: 1. Imminent risk to relevant persons as identified in the Regulatory Reform (Fire Safety) Order 2005. 2. Failure to action may result in prosecution or the issue of a statutory notice under the Regulatory Reform (Fire Safety) Order 2005.
Priority 2	Legal requirements which should be addressed as soon as possible or within 12 weeks whichever is sooner.
Priority 3	Guidance on changes which should be made within the next 6 months in line with best industry practice, and beneficial to provide fire safety and reduce risk.
Priority 4	Recommendation/s made by the fire risk assessor to increase fire safety in accordance with industry best practice and his experience. These are not a regulatory or mandatory requirement/s but in the opinion of the assessor are necessary or beneficial to maintain adequate fire safety.

24 Appendix 1 – Schedule of Documents

System	Frequency of Required Checks	Date Last Completed?	Date Next Due
Fire Alarm System <ul style="list-style-type: none"> Control Panel Detection 	<u>External:</u> Serviced half-yearly by a competent company in accordance with BS 5839-1:2017	No records	Due ASAP
	<u>Internal:</u> Weekly check by internal staff	27-10-20	03-11-20
Emergency Lighting System	<u>External:</u> Serviced half-yearly by a competent company in accordance with BS 5266-1:2016	No records	Due ASAP
	<u>Internal:</u> Monthly check by internal staff	October 2020	November 2020
Portable Fire Fighting Equipment (Fire Extinguishers etc.)	<u>External:</u> Serviced annually by a competent company in accordance with BS 5306-3:2009	May 2020	May 2021
	<u>Internal:</u> Monthly visual inspection by internal staff <ul style="list-style-type: none"> Damaged / Used equipment Changes of use 	October 2020	November 2020
Fire Drill including Full Evacuation of Premises	Annual requirement, recommended best practice 6 monthly or any significant major staff change.	Part time cleaner only no fire drills undertaken	N/A
Portable Appliance Testing	Two yearly minimum requirement or more frequent if an assessment dictates.	No records	Due ASAP
Electrical Installation (Fixed)	<u>External:</u> By approved contractor in accordance with EICR requirements of BS 7671:2018.	October 2020	October 2025
Heating: <ul style="list-style-type: none"> Boilers Gas Oil 	<u>External:</u> By approved contractor in accordance with British Standards requirements for Gas Oil fired appliance safety.	No records	Due ASAP

25 Appendix 2 – Risk Estimation Methodology

The methodology for estimating the overall risk in this section is based on the guidance in British Standards on risk assessment and control for safety management systems.

An impact and probability assessment has been undertaken considering the probability of fire occurring and the severity of harm / consequences for life safety (impact) should a fire occur.

This information is brought together to produce an overall assessment.

Probability of Fire Occurring

Having taken into account the observed fire prevention measures at the time this Fire Risk Assessment was undertaken, the risk of fire hazard at these premises is considered to be:

- | | | |
|---------------|-------------------------------------|--|
| Low | <input checked="" type="checkbox"/> | There is a low likelihood of fire occurring. |
| Medium | <input type="checkbox"/> | The likelihood of fire occurring is considered normal given the building's current use. |
| High | <input type="checkbox"/> | A lack of sufficient control is evident for one or more potential fire hazard resulting in a significantly increased risk of fire occurring. |

Impact of Fire Occurring - Severity of Harm Reasonably Foreseeable

Having taken into account the nature of the premises and their use together with the current occupancy and standard of procedures and precautions observed to be in place at the time of this Fire Risk Assessment, the impact to safety of life from fire is considered to be:

- | | | |
|----------------------|-------------------------------------|--|
| Slight Harm | <input type="checkbox"/> | Should there be a fire it would be unlikely to result in serious injury or death (unless there was a sleeping occupant in the area where the fire occurs). |
| Moderate Harm | <input checked="" type="checkbox"/> | Should there be a fire it may result in injury or serious injury but would be unlikely to result in multiple deaths. |
| Extreme Harm | <input type="checkbox"/> | Should there be a fire there is significant potential for occupants to be seriously injured or for multiple fatalities. |

Calculation of Overall Assessment

		Impact – Potential Outcome if Fire Occurs		
		Slight Harm	Moderate Harm	Extreme Harm
Probability of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Interpretation of Overall Assessment, Required Actions and Timeframes

Trivial	No action needs to be taken.
Tolerable	No major actions need to be taken. Minor or practical changes may need to be made which will involve limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risks identified. Risk reduction measures should be actioned within specified timescales.</p> <p>If the consequences of the moderate risk could lead to extreme harm, action must be taken immediately to quantify the likelihood of harm and measures to be implemented must be prioritised accordingly.</p>
Substantial	<p>Identification of substantial risk may require significant resources be allocated to reduce the risk.</p> <p>Unoccupied premises should not be occupied until the required risk reduction actions have been carried out.</p> <p>Urgent and immediate action should be taken in the event that the premises are already occupied.</p>
Intolerable	The premises or area identified to be at risk should not be occupied until adequate measures have been taken to reduce the risk.

26 Appendix 3 – Notes, Qualifications and Exclusions

Scope of Fire Risk Assessment

This Fire Risk Assessment is based on the area/s of the building/s made available to the Fire Risk Assessor during the course of their visit. (Any obvious limitation in scope will be stated within the report). No liability can be accepted for any for any areas or processes for which the Fire Risk Assessor is not given either access or details during the course of their visit.

Subject to the above, this report is adequate to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Responsible Person

The contents of this report should be read carefully by the nominated Responsible Person and arrangements be made to ensure that any Action Plan points are attended to within any specified time-frame.

Competent Person

Appointed to assist the responsible person in matters of fire safety to prevent and take proactive measures relevant to general fire safety.

Action Plan

If any points within the Action Plan cannot be attended to in full within the time-frames specified temporary procedures and controls should be put in place pending full and permanent resolution being achieved.

Purpose of Report

Please note that the purpose of this report is to consider and assess the risk to the safety of life on the premises in the event of a fire. Other risks such as business continuity and risks to the property itself are not considered and do not form part of this report.

Protocol:

1. This report forms part of a structured assessment of the fire risk at the site for the purpose of expressing the current level of fire risk, determining the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions. Any such additional fire precautions required are set out in the Action Plan, which forms part of this documented fire risk assessment.
2. Where the original design of the building has been based on fire safety engineering and approved under relevant building regulations it is not generally necessary to check the design from first principles in the course of fire risk assessment. The management and maintenance of the features and facilities will be considered.
3. The purpose of this report is to:
 - Highlight those additional control measures that require immediate action to ensure the safety of those relevant persons on and in the vicinity of the site. If the appropriate control measures cannot be fully implemented immediately, temporary controls should be put in place.
 - Detail those additional control measures required to ensure that the site complies with current fire safety legislation and associated guidance.
 - Detail those additional measures that are not legal requirements but would prove beneficial and enhance levels of fire safety as a best practice.

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FIRE RISK ASSESSMENT

Client

Yaxley Parish Council

Address

**Queens Park Hall
Daimler Avenue, Yaxley, Peterborough PE7 3LU**



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1 Fire Risk Assessment

Having taken into account the observed fire prevention measures at the time this Fire Risk Assessment was undertaken, the risk of fire hazard at these premises is considered to be:

- Trivial ☐
- Tolerable ☐
- Moderate ☒
- Substantial ☐
- Intolerable ☐

Please see Appendix 2 of this report for the methodology and definitions applicable to this assessment.

1.1 Executive Summary

The building is a pavilion within gated grounds.

The entire premises are served by a comprehensive fire detection and alarm system, however this would benefit from remote signalling to an alarm receiving centre.

The documentation and record keeping is to a high standard. There is documented testing of the fire safety equipment, records of communicated policies and training to staff and induction training to the hiring public to ensure safe practices and the avoidance of unwanted alarms.

Signed:



Stan Metcalfe TIFireE

Date: 27th October 2020

If you have any queries or require further advice regarding any aspect of this report please contact:

Rose Fire & Security Limited
Unit 5 Wulfric Square
Bretton
Peterborough
PE3 8RF

Tel: 01733 262222

2 Fire Risk Assessor & Assessment Details

Business operator:

Yaxley Parish Council

Landlord (if applicable):

N/A

Premises address:

Daimler Avenue, Yaxley, Peterborough

Fire risk assessor:

Stan Metcalfe TIFireE

Stan Metcalfe is competent to undertake fire risk assessments by qualification and experience:

- Member of the Institute of Fire Engineers
- Trained and certified in the format of PAS 79 fire risk assessments by C.S. Todd & Associates
- NEBOSH qualified in fire risk assessments
- NEBOSH qualified in health and safety assessments
- NICEIC approved contracting engineer
- Qualified electrical engineer
- Fire Industry Association certified fire detection and alarm systems engineer, design, advanced design, installation, maintenance and commissioning
- Fire Industry Association certified emergency lighting system design engineer
- Fire Industry Association certified in portable fire-fighting equipment, design and maintenance
- Certified data suite suppression systems engineer, inert and chemical suppression gases
- Hazardous areas, petrochemical and dust explosive environments, extensive experience
- Managing director of fire safety company
- Expert witness service experience for clients and enforcing agencies
- 35 years industry experience

Responsible person:

Helen Taylor (Parish Clerk)

Competent person:

Michelle Darbon

Persons with site responsibility for fire safety:

Helen Taylor (Parish Clerk)

Persons consulted on assessment:

Helen Taylor (Parish Clerk)

Date of fire risk assessment:

27th October 2020

Previous fire risk assessment provided?

May 2017

If the previous fire risk assessment has been provided, have any recommendations made been addressed?

- ☐ Yes – in full
- ☐ No
- ☒ Part

Date of fire risk assessment: May 2017

Review of fire risk assessment next due:

October 2021

It is our recommendation that the fire risk assessment is reviewed at least annually.
It should be reviewed and up-dated earlier if:

- A fire occurs
- It is no longer valid for any reason
- There has been a significant change in the structure or use of the building, substances, processes or procedure

2.1 Scope of Fire Risk Assessment

Description of areas inspected:

All areas

Description of areas not inspected:

None

2.2 Demised Areas **Not** Forming Part of This Report

Areas used exclusively by other parties (demised areas):



None

2.3 Assessment Criteria

The fire safety risk has been assessment against the following regulatory requirements:

- The Regulatory Reform (Fire Safety) Order 2005
- PAS 79:2012
- Part B Building Regulations
- Other relevant standards

This report is limited to an assessment of fire safety risk. The purpose of this report is to provide an assessment of the risk to life from fire in the premises and, if 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.

The contents of this report relate specifically to observations made during the site visit and any information or documentation provided by the customer.

Where statutory records are required in this connection, these have been requested however a full audit of the testing records for all plant and equipment has not been undertaken.

A separate health and safety risk assessment / audit should be undertaken as necessary to ensure compliance with health and safety regulatory requirements.

Only those areas within the scope detailed above have been assessed.

The risk assessor has used his professional expertise, judgement and industry experience to make the recommendations contained in this report. Specific requirements may however be subject to interpretation and it is possible therefore that an enforcement office may reach a different conclusion to the recommendations contained herein.

3 Property Details

3.1 The Building

Description of building construction:	Brick, steel, plaster
Date of construction:	2008
Use of premises:	Pavilion building, function hall and changing rooms
Approximate floor area (m ²)	200m ²
Number of floors:	1
Number of exits:	2 main entrances ,1 front and1 rear 3 fire exits - kitchen, main hall and rear cleaners store
Number of accommodation staircases:	0
Number of protected staircases:	0
Number of external staircases:	0
Number of lifts:	0
Car park details:	70 +
Security measures:	CCTV
Description - any unusual features:	None

3.2 Occupancy

Approximate maximum occupancy:	Licensed premises up to 70 maximum
Number of employees/tenants:	1 part time cleaner
Members of the public/visitors:	Up to 70
Sleeping occupants:	0

Disabled occupants:

No members of staff. It is possible members of the public who use the hall facilities may be disabled

Other occupants at special risk:

Children at the Thursday morning toddler group

Remote areas / lone workers:

1 part time cleaner

Young occupants:

Pre-school groups, children using the football pitch facilities and changing rooms

General comments on hours, times of occupation and total number of occupants likely to be in the building at any one time:

Hours ranging from 08.00-20.00 Monday to Sunday, extension to midnight available on request for function use.

3.3 Fire Loss Experience

Historical fire loss experience / other:

None

3.4 Other Relevant Information

Other relevant fire related information:

None

3.5 Relevant Fire Safety Legislation

3.5.1 The following fire safety legislation applies to these premises:

- The Regulatory Reform (Fire Safety) Order 2005

3.5.2 The above legislation is enforced by:

- Fire Authority (Cambridgeshire Fire & Rescue Service)
- Local Authority (Council)

3.5.3 Other legislation that imposes significant requirements for fire precautions in these premises (excluding requirements pertaining to The Building Regulations 2010):

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations / IEE Wiring Regulations 18th Edition 2018
- Equality Act 2010
- The Disability Discrimination Act 1995
- The Smoke-free (Premises and Enforcement) Regulations 2008

3.5.4 The legislation to which 3.5.3 is enforced by:

- Local Authority
- Health & Safety Executive

3.5.5 Additional comments on section 3.5:

None

4 Management Planning & Controls

Comments / Action Required

4.1	Is there an up to date fire policy / record of fire safety procedures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	Are fire safety drills / practices carried out regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
4.3	Do the arrangements adequately ensure that the premises have been evacuated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4.4	Do the arrangements make adequate provision for anyone with disabilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.5	Are the arrangements for summoning the fire brigade adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.6	Are there arrangements in place to meet the fire brigade on arrival?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
4.7	Do these arrangements include providing relevant hazard information to fire officers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
4.8	Are assembly points suitable and have they been conveyed to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	An induction is provided to all hirers of the facilities with respect, to fire escapes and fire safety measures.
4.9	Are outside contractors made aware of and required to comply with fire safety requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.10	Are sufficient controls imposed over hazardous works e.g., hot works? • External contractors	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

4.11	<p>Are sufficient controls imposed over hazardous works e.g., hot works?</p> <ul style="list-style-type: none"> Internal maintenance staff 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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4.12	<p><u>Additional comments:</u></p> <p>None</p>		
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Section 4 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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5 Ongoing Maintenance & Testing Protocol

Comments / Action Required

5.1	Is the fire detection and alarm system serviced bi-annually (or more frequently if a risk assessment dictates) in accordance with British Standards by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.2	Is the fire detection and alarm system tested weekly by internal staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.3	Is the emergency lighting system serviced bi-annually in accordance with British Standards by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.4	Is the emergency lighting system tested monthly by internal staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.5	Is the portable firefighting equipment serviced in accordance with British Standards annually by a suitably qualified contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.6	Is the portable firefighting equipment visually inspected by internal staff on a monthly basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.7	Are the exit routes, doors, fastenings and external escape staircases visually inspected by internal staff on a regular basis? Frequency:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No records of inspections to escape routes.
5.8	Are firefighting lifts subject to regular testing by a suitably qualified contractor on a regular basis? Frequency:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

5.9	<p>Are dry/wet rising mains tested bi-annually as required by a suitably qualified contractor?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.10	<p>Are sprinklers subject to testing (including pumps and control equipment) on a regular basis in accordance with British Standards and site specific requirements?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.11	<p>Are lightning protection systems (if installed) tested by a suitably qualified contractor in accordance with requirements?</p> <p>Frequency:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
5.12	<p>Are suitable systems in place to ensure that there are systems in place for reporting and monitoring the restoration of fire safety measures that have fallen below required standards?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Recommend a system is implemented to ensure that fire safety measures with respect to building degradation in general use do not fall below the required standards.</p>
5.13	<p><u>Additional comments:</u></p> <p>None</p>		

Section 5 – Action Points

Action points to be addressed?	<input checked="checked" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 5.7	Priority: 3
<u>Observation & Action Required:</u> Recommend that a documented check of fire escape routes and fire doors are undertaken on a monthly basis.	
Completed By:	Date Completed:

FRA Ref: 5.12	Priority: 3
<u>Observation & Action Required:</u> Recommend that a documented system to ensure the fire safety measures with respect to building restoration works do not fall below the required standards on a quarterly basis.	
Completed By:	Date Completed:

6 Staff Training

Comments / Action Required

6.1	Are all staff given fire safety training as part of their induction process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Public hirers are also given an induction on the fire safety measures in the building.
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6.2	Do all staff receive adequate refresher training on fire safety at appropriate intervals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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Does the staff training provide sufficient information, instruction or training on the following aspects:

6.3	The fire risks within the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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6.4	The fire safety measures in the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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6.5	The actions to take in the event of a fire?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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6.6	The actions to take on hearing the fire alarm signal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.7	How to operate any manual call points?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.8	The location and use of fire extinguishers, if appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.9	How to summon the fire and rescue service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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6.10	The identity of any persons nominated to assist with evacuations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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6.11	The identity of any persons nominated to use fire extinguishing appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
6.12	Have fire wardens / marshals received specific / tailored training pertinent to their role?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The cleaner is only part time but has received fire marshal training.
6.13	Do any non-permanent / visiting employees receive appropriate fire training and instructions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.14	<u>Additional comments:</u> None		

Section 6 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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7 General Housekeeping

Advisory:

- Rubbish and any combustible materials should not be allowed to accumulate and should be cleared immediately.
- Such materials should be securely stored, preferably in fire proof skips outside the building, away from fire exits and not under overhanging structures.
- Special care should be taken with old furniture and filling which may provide fuel for a fire and all furniture should comply with British Standards regarding fire proof materials.

Comments / Action Required

7.1	General observation - is the standard of housekeeping adequate to prevent fires?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Good standard of housekeeping.
7.2	Are any combustible materials kept sufficiently away from sources of ignition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7.3	Is there any avoidable accumulation or storage of combustible materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7.4	Are all hazardous materials stored safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.5	<u>Additional comments:</u> None		

Section 7 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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8 Electrical - Fire Hazards Elimination / Control

Advisory:


- The use of extension leads should be avoided where possible.
- Where they are used they should not be overloaded and should be unwound.
- Where the use of extension cable may constitute a tripping hazard, they should be secured with hazard warning tape or flexible sheathing.
- By their nature wires may become loose and they should be checked periodically in accordance with electrical regulations.
- Correct fuses should be fitted at all times. The use of incorrect fuses can lead to fires.


Comments / Action Required

8.1	Have adequate and reasonable measures been taken to prevent fires caused by electrical means?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See 8.4
8.2	Is the fixed electrical system periodically inspected and tested by a suitably qualified engineer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8.3	Have any remedial actions identified as necessary on the electrical installation condition report been carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
8.4	Is portable appliance testing carried out by a suitably qualified person and up to date?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Portable appliance testing of items overdue (sample photograph Hoover, kettle and microwave)
8.5	Is there a suitable policy in place restricting the use of personal, untested electrical devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
8.6	Is the use of any trailing leads or adaptors reasonable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.7	Does the property have a lightning protection system and if so, is it properly tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Section 8 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 8.4	Priority: 2
	<p><u>Picture Description (If Applicable):</u></p> <p>Portable appliance testing of items in the cleaners store (sample photo Henry hoover) are overdue test.</p> <p><u>Observation & Action Required:</u></p> <p>Undertake PAT by a suitably qualified contractor.</p>
Completed By:	Date Completed:

FRA Ref: 8.4	Priority: 2
	<p><u>Picture Description (If Applicable):</u></p> <p>Portable appliance testing of items in the kitchen overdue test.</p> <p><u>Observation & Action Required:</u></p> <p>Undertake PAT by a suitably qualified contractor.</p>
Completed By:	Date Completed:

9 Smoking - Fire Hazards Elimination / Control

Comments / Action Required

9.1	Have adequate and reasonable measures been put in place to prevent fires as a result of smoking?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9.2	Is smoking permitted anywhere on the premises?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.3	If permitted, is smoking restricted to safe and appropriate areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
9.4	Was a breach of any smoking policy observable at the time of the inspection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.5	<u>Additional comments:</u> None		

Section 9 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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10 Cooking - Fire Hazards Elimination / Control

Advisory:

- Large amounts of grease in kitchen areas and poorly cleaned / maintained ventilation systems are a common cause of fires in kitchens.
- Combustion may be quick with no obvious cause being visible to anyone present.
- Extraction fans and filters should be cleaned / replaced frequently.
- Commercial facilities may require specialist cleaning.

Comments / Action Required

10.1	Are reasonable measures in place to prevent fires arising from cooking hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.2	If relevant, are filters changed and any ductwork cleaned regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
10.3	Are suitable extinguishing appliances available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.4	<u>Additional comments:</u> None		

Section 10 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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11 Arson - Fire Hazards Elimination & Control

Advisory:

- A large percentage of fires in commercial properties are caused by arson / started deliberately.
- Ensuring that the property is properly secured when unoccupied will provide protection against this risk.
- Upon final leaving of the premises for the day, all windows, doors and other means of entry should be checked to ensure that they have been securely locked / closed.
- Staff should be aware of the risk and report the presence of anyone acting suspiciously or unknown on the premises.

Comments / Action Required

11.1	Are reasonable security measures in place to prevent arson?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCTV & gated access.
11.2	Is there the presence of unnecessary combustible materials near to the premises which could be ignited?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11.3	<u>Additional comments:</u> None		

Section 11 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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12 Dangerous Substances - Fire Hazards Elimination & Control

Comments / Action Required

12.1	Are any dangerous chemicals or other substances stored at or used on the premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cleaners cupboard has a small quantity of cleaning equipment safely stored in a flammable liquids locker.
12.2	Has a separate risk assessment been carried out in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
12.3	<u>Additional comments:</u> None		

Section 12 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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13 Heating - Fire Hazards Elimination & Control

Comments / Action Required

13.1	Is the use of portable heaters avoided as far as is practical?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13.2	If portable heaters are used are hazardous radiant bar/LPG type avoided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
13.3	Are suitable measures taken to minimise the hazard of ignition to combustible materials by conduction or other heat transfer means?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.4	Are fixed heating systems subject to regular maintenance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13.5	<u>Additional comments:</u> None		

Section 13 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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14 Other Significant Fire Hazards

Advisory:

- Particular care should be taken for flammable liquids and other combustible materials.
- They should be kept securely with appropriate signage e.g., no smoking / flammable liquid / gas
- Additional requirements apply to the storage of highly flammable liquids, solvents, petrol, LPG and other dangerous substances to protect against fire and explosion – The Dangerous Substances and Explosive Atmospheres Regulations 2002. Such risks must be assessed and eliminated or reduced.

This section considers other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions.

14.1	Hazards:
	None

14.2	Deficiencies and Observations:
	None

14.3	<u>Additional comments:</u>
	None

Section 14 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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15 Escape Routes and Exits - Means of Escape from Fire

Comments / Action Required

15.1	Do the premises provide a reasonable means of escape?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.2	Are escape routes adequately designed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.3	Is there adequate provision of exits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.4	Do exits open easily and immediately where necessary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Security shutters must be lifted on any building occupation.
15.5	Do fire exits open in direction of travel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.6	Are sliding and revolving doors avoided where possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
15.7	Are there satisfactory means for securing exits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.8.1	Is there a reasonable distance of travel with regard to single direction of travel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.8.2	Is there a reasonable distance of travel where an alternative means of escape exists?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.9	Is there suitable protection of escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.10	Are there suitable precautions in place for inner rooms?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

15.11	Are all escape routes unobstructed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15.12	Is it considered that the premises are provided with reasonable arrangements for the escape of disabled people?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Main hall area only.
15.13	<u>Additional comments:</u> None		

Section 15 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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16 Measures to Limit the Spread and Development of Fire - Means of Escape

Advisory:

- Compartmentation involves structurally dividing a building into smaller compartments with fire resistant walls and doors. This is a principle means of limiting the spread of fires.
- For this to work effectively doors need to have been hung effectively and for no non-compartmentalised areas created through suspended floors and ceilings.
- Ducting or other building services passed through walls will greatly reduce the effectiveness of compartmentation unless voids are filled with fire stopping materials.
- Automatically closing fire doors which are either not functioning correctly or have been wedged open will put lives at risk in the event of a fire. All employees should be made aware of the importance of self-closing devices as part of their fire training.


Comments / Action Required


16.1	Is the compartmentation of a reasonable standard (based on visual not intrusive survey)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
16.2	Is there reasonable limitation of linings that might promote fire spread?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
16.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against fire, smoke and combustion in the early stages?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
16.4	Are self-closing fire doors wedged or propped open?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
16.5	Are self-closing fire doors fitted with intumescent strips and cold smoke seals? If so, are they in a good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No See notes	Fire door seal damage to the following doors: 1. Cleaners to kitchen 2. Main hall to entrance 3. Electrical room to entrance 4. Changing room A 5. Changing room B 6. Changing room C 7. Changing room D Sample photograph shown of Changing room B

16.6	If self-closing doors are fitted, do they close properly?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1. Doors in main corridor catching on floor. 2. Doors to Officials changing room require adjustment to close.
16.7	Are self-closing fire doors held open via a fire alarm system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
16.8	<u>Additional comments:</u> None		


Section 16 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 16.5	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Seal damage to Changing room B door.</p> <p><u>Observation & Action Required:</u></p> <p>Replace seals and ensure correct door closure.</p> <p>Note multiple other doors as detailed in the action point require rectification works.</p>	
Completed By:	Date Completed:	

FRA Ref: 16.6-1	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Main corridor fire doors catching on floor.</p> <p><u>Observation & Action Required:</u></p> <p>Adjust doors so they close correctly.</p>	
Completed By:	Date Completed:	

Section 16 – Action Points Continued

FRA Ref: 16.6-2	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Officials changing room doors x 2.</p> <p><u>Observation & Action Required:</u></p> <p>Adjust both Officials changing room doors so they close correctly.</p>	
Completed By:	Date Completed:	

17 Emergency Escape Lighting - Means of Escape

Advisory:

- Fire escape routes should be provided with emergency escape lighting if required.
- This lighting should be installed and maintained in accordance with BS 5266-1:2016.
- It should be noted that mains electricity may fail in the event of a fire.
- British Standards recommend that emergency lighting is provided in any underground parts of the premises, stairways generally and specifically those stairways serving 30 metres or more above ground level, corridors more than 30 metres long and open plan office spaces 60m² or more.

Comments / Action Required

17.1	Is there a reasonable standard of emergency escape lighting provided (based on visual inspection only)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.2	Is emergency lighting installed to illuminate changes of direction and changes of level such as corridor inter-sections and stairwells used for escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.3	Is emergency lighting installed to illuminate open office or non-defined areas which will be used to gain access to escape routes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.4	Is emergency lighting installed in a way which could cause dazzle or light blindness?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
17.5	Are special tools or is secret key test switching installed to allow safe testing of the emergency lighting luminaires?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

17.6	Is external emergency lighting installed and is it sufficient to illuminate external escape routes to the assembly point or place of safety (based on a visual inspection of quantity of emergency lighting only, luminance levels not checked)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.7	Are emergency lighting units installed to high risk task areas to provide sufficient luminance for safe evacuation and shut down procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
17.8	<u>Additional comments:</u> None		

Section 17 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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18 Fire Safety Signage - Means of Escape

Advisory:

- Legislation requires that all escape routes and exits must be indicated by signs in case of fire.
- Signs should show the shortest possible route to an exit from any point within the building.
- The siting of signs should not conflict with one another or cause confusion regarding different directions of travel.
- Escape routes should be properly signed with signs conforming to BS 5499-4:2013 and BS5499-10:2014.
- Legislation also requires fire safety signs to provide information on the identification or location of fire-fighting equipment
- Signs should be correct both in content and in size taking into account the distance from which they are to be viewed.
- A number of other standards apply to the provision of safety signage more generally including the Regulatory Reform (Fire Safety) Order 2005.

Comments / Action Required


18.1	Is there a reasonable standard of fire safety signage provided?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See below for further details if applicable.
18.2	Is there a graphical zone plan affixed next to the fire alarm control panel in accordance with British Standards requirements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No graphical zone plan fitted adjacent to the fire alarm control panel.
18.3	Is a general fire action notice (properly completed) positioned next to each final exit door advising what to do in the event of a fire? Best practise also dictates that a fire action notice is displayed next to every fire alarm call point.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	General fire action notice missing at the far end of the main corridor.
18.4	Is there a fire exit sign displayed next to any fire exit? (Preferably immediately above the exit opening but it must be positioned such that it can be clearly seen). The fire safety order states that exits MUST be indicated with signs.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	


18.5	Is the exit signage clear in direction, non-contradictory and sign the shortest route from a given point? The fire safety order states that emergency routes MUST be indicated with signs.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.6	Are fire assembly point(s) clearly signposted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.7	Do all fire doors display a 'Fire Door – Keep Shut' sign? Mandatory instruction/notice.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.8	Are other fire door notices required e.g., instructions advising how to operate a door or advising that a door opens automatically?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Door from cleaner's store to external requires a sign showing operation of which way to rotate, to be affixed.
18.9	Are 'Fire Exit – Keep Clear' signs shown on the appropriate faces of doors to ensure that they are not obstructed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.10	Is the fire-fighting equipment location signage adequate e.g., location of equipment and fire extinguisher ID signs indicating correct usage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.11	Are all fire alarm call points clearly signed so that they may be easily identified if a fire is spotted? (Call point signs are mandatory if there is a fire alarm)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

18.12	<p>Are 'Warning' and 'Prohibition' signs (often yellow and black) displayed where necessary, e.g.,</p> <ul style="list-style-type: none"> To warn of danger if flammable substances such as gas or oil are present? To prohibit smoking 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
18.13	<p>Are signs properly maintained, securely fixed and sufficiently large to be seen at the appropriate viewing distance?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
18.14	<p>Are signs made of photo-luminescent material?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not all signage is photo-luminescent.
18.15	<p><u>Additional comments:</u></p> <p>None</p>		


Section 18 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 18.1	Priority: 1	
	<p><u>Picture Description (If Applicable):</u></p> <p>Main corridor far end, general fire action sign missing.</p> <p><u>Observation & Action Required</u></p> <p>Install general fire action sign.</p>	
Completed By:	Date Completed:	

FRA Ref: 18.2	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Fire alarm control panel, no graphical zone plan.</p> <p><u>Observation & Action Required</u></p> <p>Create and install graphical zone plan.</p>	
Completed By:	Date Completed:	

Section 18 – Action Points Continued

FRA Ref: 18.8	Priority: 2	
	<p><u>Picture Description (If Applicable):</u></p> <p>Door from cleaners store to external.</p> <p><u>Observation & Action Required</u></p> <p>Signage to show rotational left or right to open the turn lock.</p>	
Completed By:		Date Completed:

19 Means of Giving Warning of Fire - Means of Escape

Advisory:


- Properly installed and maintained fire alarm systems provide the earliest possible warning of a fire and significantly reduce the risk to life and property should a fire occur.
- Ideally fire alarm systems should detect the presence of a fire automatically and provide warning.
- Maintenance in accordance with British Standards will prevent false alarms reducing both the burden on the fire brigade and on the business for lost time.
- Manual call points should be mounted in conspicuous positions on exit routes, on staircase landings and at final exits.
- Manual call points should not be obscured by stock, furniture, plants or anything else. Unhindered access should be available at all times.

Comments / Action Required

19.1	Is there a reasonably operated electrical fire alarm system provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19.2	Is there an automatic fire detection system in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Part <input type="checkbox"/> N/A	
19.3	Is the extent of the automatic fire detection generally reasonable given the occupancy of the premises and fire risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19.4	Is the automatic fire detection system remotely monitored by an Alarm Receiving Centre?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Due to the remote nature of the building and the risk of arson, a radio DualCOM remote signalling device is recommended to be installed onto the fire alarm system. This can also be used to alert key holders of an intruder if the intruder alarm activates.
19.5	<u>Additional comments:</u> None		

Section 19 – Action Points

Action points to be addressed?	<input checked="" type="checkbox"/> Yes – See below <input type="checkbox"/> None - For this section
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FRA Ref: 19.4	Priority: 3	
	<p><u>Picture Description (If Applicable):</u></p> <p>Fire alarm system.</p> <p><u>Observation & Action Required</u></p> <p>There is a fully comprehensive fire alarm system installed on site. To combat the risk of arson to remote buildings a radio DualCOM signalling device is recommended to be installed to signal an alarm receiving centre and key holders.</p> <p>This can also be utilised to signal the intruder alarm if required.</p>	
Completed By:	Date Completed:	

20 Manual Fire Extinguishing Appliances - Means of Escape

Advisory:

- It is important to ensure that the premises are protected by the correct number and type of fire extinguishers and that they are sited correctly.
- A properly qualified engineer will calculate the number of extinguishers using the floor area and fire rating of the extinguisher.
- Special risks require specific extinguishers near to the risk.
- Generally, extinguishers should be located at exits from rooms and floors. They should be available in corridors forming escape routes and on landings. Additional extinguishers to cover specific risks e.g., flammable oil should be located near to the risk.
- All portable fire-fighting appliances should be visible and readily accessible and preferably mounted on wall brackets or on floor stands.
- It should never be necessary to travel more than 30 metres from a fire to reach an extinguisher.

Comments / Action Required

20.1	Is there reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.2	Are hose reels provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
20.3	Are fire extinguishing appliances readily available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.4	<u>Additional comments:</u> None		

Section 20 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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21 Automatic Fire Extinguishing / Smoke Control Systems - Means of Escape

Comments / Action Required

21.1	Are automatic fire extinguishing systems available? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.2	Are smoke control systems available? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.3	Are fire dampers installed? If so, what type and what risk area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
21.4	<u>Additional comments:</u> None		

Section 21 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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22 Firefighter Safety – Isolation of High Voltage Signs & Specific Hazards

Comments / Action Required

22.1	Is there suitable provision for the isolation of high voltage signs for fire fighters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
22.2	To safeguard firefighters where possible, have any sources of bottled oxygen or flammable gases been clearly identified to attending fire services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22.3	To safeguard firefighters where possible, have any site specific hazards been identified to attending fire services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22.4	<u>Additional comments:</u> None		

Section 22 – Action Points

Action points to be addressed?	<input type="checkbox"/> Yes – See below <input checked="" type="checkbox"/> None - For this section
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23 Action Points - Overview

The recommendations and action points contained in this assessment should be implemented to reduce or maintain the fire risk at the following level:

<p>Trivial <input checked="" type="checkbox"/></p> <p>Tolerable <input type="checkbox"/></p>
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Priority Definitions	
Priority 1	Immediate action is recommended for the following reasons: 1. Imminent risk to relevant persons as identified in the Regulatory Reform (Fire Safety) Order 2005. 2. Failure to action may result in prosecution or the issue of a statutory notice under the Regulatory Reform (Fire Safety) Order 2005.
Priority 2	Legal requirements which should be addressed as soon as possible or within 12 weeks whichever is sooner.
Priority 3	Guidance on changes which should be made within the next 6 months in line with best industry practice, and beneficial to provide fire safety and reduce risk.
Priority 4	Recommendation/s made by the fire risk assessor to increase fire safety in accordance with industry best practice and his experience. These are not a regulatory or mandatory requirement/s but in the opinion of the assessor are necessary or beneficial to maintain adequate fire safety.

24 Appendix 1 – Schedule of Documents

System	Frequency of Required Checks	Date Last Completed?	Date Next Due
Fire Alarm System <ul style="list-style-type: none"> Control Panel Detection 	<u>External:</u> Serviced half-yearly by a competent company in accordance with BS 5839-1:2017	July 2020	January 2021
	<u>Internal:</u> Weekly check by internal staff	27-10-20	03-11-20
Emergency Lighting System	<u>External:</u> Serviced half-yearly by a competent company in accordance with BS 5266-1:2016	July 2020	January 2021
	<u>Internal:</u> Monthly check by internal staff	October 2020	November 2020
Portable Fire Fighting Equipment (Fire Extinguishers etc.)	<u>External:</u> Serviced annually by a competent company in accordance with BS 5306-3:2009	February 2020	February 2021
	<u>Internal:</u> Monthly visual inspection by internal staff <ul style="list-style-type: none"> Damaged / Used equipment Changes of use 	October 2020	November 2020
Fire Drill including Full Evacuation of Premises	Annual requirement, recommended best practice 6 monthly or any significant major staff change.	Part time cleaner only no fire drills undertaken	N/A
Portable Appliance Testing	Two yearly minimum requirement or more frequent if an assessment dictates.	2017	Overdue
Electrical Installation (Fixed)	<u>External:</u> By approved contractor in accordance with EICR requirements of BS 7671:2018.	October 2020	October 2023
Heating: <ul style="list-style-type: none"> Boilers Gas Oil 	<u>External:</u> By approved contractor in accordance with British Standards requirements for Gas Oil fired appliance safety.	New system. Air conditioning used for heating and cooling	November 2021

25 Appendix 2 – Risk Estimation Methodology

The methodology for estimating the overall risk in this section is based on the guidance in British Standards on risk assessment and control for safety management systems.

An impact and probability assessment has been undertaken considering the probability of fire occurring and the severity of harm / consequences for life safety (impact) should a fire occur.

This information is brought together to produce an overall assessment.

Probability of Fire Occurring

Having taken into account the observed fire prevention measures at the time this Fire Risk Assessment was undertaken, the risk of fire hazard at these premises is considered to be:

- | | | |
|---------------|-------------------------------------|--|
| Low | <input type="checkbox"/> | There is a low likelihood of fire occurring. |
| Medium | <input checked="" type="checkbox"/> | The likelihood of fire occurring is considered normal given the building's current use. |
| High | <input type="checkbox"/> | A lack of sufficient control is evident for one or more potential fire hazard resulting in a significantly increased risk of fire occurring. |

Impact of Fire Occurring - Severity of Harm Reasonably Foreseeable

Having taken into account the nature of the premises and their use together with the current occupancy and standard of procedures and precautions observed to be in place at the time of this Fire Risk Assessment, the impact to safety of life from fire is considered to be:

- | | | |
|----------------------|-------------------------------------|--|
| Slight Harm | <input type="checkbox"/> | Should there be a fire it would be unlikely to result in serious injury or death (unless there was a sleeping occupant in the area where the fire occurs). |
| Moderate Harm | <input checked="" type="checkbox"/> | Should there be a fire it may result in injury or serious injury but would be unlikely to result in multiple deaths. |
| Extreme Harm | <input type="checkbox"/> | Should there be a fire there is significant potential for occupants to be seriously injured or for multiple fatalities. |

Calculation of Overall Assessment

		Impact – Potential Outcome if Fire Occurs		
		Slight Harm	Moderate Harm	Extreme Harm
Probability of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Interpretation of Overall Assessment, Required Actions and Timeframes

Trivial	No action needs to be taken.
Tolerable	No major actions need to be taken. Minor or practical changes may need to be made which will involve limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risks identified. Risk reduction measures should be actioned within specified timescales.</p> <p>If the consequences of the moderate risk could lead to extreme harm, action must be taken immediately to quantify the likelihood of harm and measures to be implemented must be prioritised accordingly.</p>
Substantial	<p>Identification of substantial risk may require significant resources be allocated to reduce the risk.</p> <p>Unoccupied premises should not be occupied until the required risk reduction actions have been carried out.</p> <p>Urgent and immediate action should be taken in the event that the premises are already occupied.</p>
Intolerable	The premises or area identified to be at risk should not be occupied until adequate measures have been taken to reduce the risk.

26 Appendix 3 – Notes, Qualifications and Exclusions

Scope of Fire Risk Assessment

This Fire Risk Assessment is based on the area/s of the building/s made available to the Fire Risk Assessor during the course of their visit. (Any obvious limitation in scope will be stated within the report). No liability can be accepted for any for any areas or processes for which the Fire Risk Assessor is not given either access or details during the course of their visit.

Subject to the above, this report is adequate to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Responsible Person

The contents of this report should be read carefully by the nominated Responsible Person and arrangements be made to ensure that any Action Plan points are attended to within any specified time-frame.

Competent Person

Appointed to assist the responsible person in matters of fire safety to prevent and take proactive measures relevant to general fire safety.

Action Plan

If any points within the Action Plan cannot be attended to in full within the time-frames specified temporary procedures and controls should be put in place pending full and permanent resolution being achieved.

Purpose of Report

Please note that the purpose of this report is to consider and assess the risk to the safety of life on the premises in the event of a fire. Other risks such as business continuity and risks to the property itself are not considered and do not form part of this report.

Protocol:

1. This report forms part of a structured assessment of the fire risk at the site for the purpose of expressing the current level of fire risk, determining the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions. Any such additional fire precautions required are set out in the Action Plan, which forms part of this documented fire risk assessment.
2. Where the original design of the building has been based on fire safety engineering and approved under relevant building regulations it is not generally necessary to check the design from first principles in the course of fire risk assessment. The management and maintenance of the features and facilities will be considered.
3. The purpose of this report is to:
 - Highlight those additional control measures that require immediate action to ensure the safety of those relevant persons on and in the vicinity of the site. If the appropriate control measures cannot be fully implemented immediately, temporary controls should be put in place.
 - Detail those additional control measures required to ensure that the site complies with current fire safety legislation and associated guidance.
 - Detail those additional measures that are not legal requirements but would prove beneficial and enhance levels of fire safety as a best practice.

DATE: 23rd March 2021

SUBJECT: REPAIRS TO ST PETERS CHURCHYARD WALL

PURPOSE OF REPORT

To inform Members of the findings of a quinquennial inspection report carried out on St Peter's Church for the Deanery of Yaxley in respect of the churchyard boundaries.

BACKGROUND

On 30th December 2020, the Clerk received an email from Paul Russell as Churchwarden to which was attached an extract from the inspection report relating to the boundary walls for consideration by the Parish Council.

Without any historical documents on the transfer of the closed churchyard to the Parish Council, the Clerk requested further information on dates, maps and any evidence of boundary or retaining walls. In response to which came the following reply:

"The upshot of that closure is that responsibility for care and maintenance of the churchyard was transferred to what were then known as the "Parish Overseers" – which are the predecessors of the present Parish Council, which would have come into being in 1894.

In more recent times, closures have required notice to be served on the PC by the PCC, but back in 1884, the transfer of responsibility was a direct legal outcome of the closure, under the Burials Act. Therefore we are unlikely to find any paper trail to support this (other than the Order in Council itself, which was reported in the London Gazette and can be accessed online).

Medieval churchyards long pre-date any kind of deeds or plans, so we have to look at the situation on the ground to decide on the ownership of the walls. If the age of the walls pre-dates neighbouring properties, that is a strong indication that they belong to the church. Similarly, if they are retaining walls for the churchyard they will normally belong to the church, unless there has been excavation on the neighbouring property (or, for example, for a road realignment) which has necessitated the private construction of a retaining wall."

From the first paragraph it can be assumed that the Parish Council took over the maintenance of the closed churchyard in 1894. Section 215 of the Local Government Act 1972 (Maintenance of Close Churchyard) states that the responsible authority (in this case Yaxley Parish

Council) must maintain the churchyard in decent order and must also keep the walls and the fences in good repair.

INSPECTION REPORT FINDINGS

The Author states that the Churchyard is maintained in a good order by the Parish Council. Mention was made of the many trees in the churchyard and the need for these to be inspected by a tree surgeon every five years and a maintenance regime be put in place, which the Parish Council does have. It goes on to recommend that the tomb stones be checked regularly and that the paths are generally in good order.

The Churchyard Boundaries are detailed in greater depth as per the attached extract. A summary of the main points can be found below:

- 14.2.1 The Churchyard has walls to all sides, of varying construction. Given that the churchyard is closed, maintenance and repair is the responsibility of the Parish Council. Significant work is required;
- 14.2.2 substantial ivy, recommends application of weedkiller, once growth is confirmed dead, cut back the root and repoint as part of general maintenance;
- 14.2.3 repoint red brick wall between east corner and gate as well as poison the ivy and repoint, work highlighted as B – requiring attention within 12 months;
- 14.2.4 south side stonework with stone coping report within 2 years;
- 14.2.5 partially rebuild stone wall and review the condition of the full length of the wall, within 12 months;
- 14.2.6 brickwork on north side, poison and remove vegetation, together with loose mortar and repoint within 2 years.

Approximate budget costs bands are provided at the end of the report and the author has suggested that the work would be between £10,000 to £50,000.

PARISH COUNCIL FINDINGS

Given that the report was not commissioned by the Parish Council and came out of the blue the Clerk asked a local builder to examine the walls. His findings are below:

- The majority of work is the removal of the ivy, which will involve spraying the ivy with weed killer to reduce its grip, letting it soak in (7-10 days) and then prising it away from the brickwork, all of this can be done by the Grounds Team but will be time consuming given the amount of ivy to tackle;

- Various areas need repointing;
- 14.2.5 the wall appears sound and a small section of approx. 3 metres needs rebuilding where the wall cap has come away.
- Overall the walls are in a good condition, the ivy needs dealing with as does the area of stone wall in 14.2.5 but the cost suggested by the author is extremely high and the work should cost approx. £2,000.

The Grounds Team have been asked to programme the weed spraying of the ivy into their works programme. A contractor will be required to undertake the remaining work and the cost met from the maintenance reserves.

RECOMMENDATION

- That the report be received and a decision made on the way forward.

Helen Taylor

Clerk to Yaxley Parish Council

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REPAIR CATEGORIES

The letters at the end of paragraph headings indicate the urgency of the work required according to a five-tier system (A–E, plus M) similar to the ChurchCare scale:-

A - Urgent, requiring immediate attention

B - Requires attention within 12 months

C - Requires attention within 2 years

D - Requires attention within the quinquennial period (ie 5 years)

E - A desirable improvement with no timescale

M - routine maintenance (i.e. clearing leaves from a gutter). This can be done without professional advice or a faculty.

14. CHURCHYARD

14.1. Churchyard - General (M)

14.1.1. The Churchyard is closed and is maintained in good order by the Parish Council.

14.1.2. There are many trees in the churchyard; these should be inspected by a tree surgeon every five years, and an appropriate maintenance regime should be in place. (M)

14.1.3. The tomb stones are generally in order but some are leaning; these should be checked regularly to ensure none becomes dangerous. (M)

14.1.4. The paths are generally in good order.

14.2. Churchyard - Boundaries (B/C/M)

14.2.1. Churchyard Boundary – General: The churchyard has walls to all sides, of varying construction. Given that the churchyard is closed, maintenance and repair is the responsibility of the Parish Council. Significant work is required. The two sets of gates – to north and to east – seem in good condition.

14.2.2. Ivy kills masonry structures – the roots get into the core of the wall and destroy it from within. Think of it like cancer. Halting the growth is an urgent priority. First kill the plant with an application of an appropriate weedkiller and then cut the stems above where they emerge from the stonework. After the growth is confirmed dead, cut back the root and repoint. (M)



Figure 38



Figure 39

14.2.3. Churchyard Boundary – East: red brick wall between east corner and gate (Fig. 38). Signs of movement cracking and spalling brickwork, but this section appears stable. Repoint. Remainder of north-east boundary to Church Street is similar brick, with angled brick coping. For much of this length, the wall has been pushed a long way out of vertical, and substantial buttresses seem to be doing their job of preventing further movement. However, there is a good deal of ivy in places, which seems to have begun rooting within the wall. This will only get worse, and more expensive, if left unactioned. Pointing has been done in cement mortar, and many bricks have lost their faces. Poison and remove all vegetation, together with loose mortar, and repoint. (B)

14.2.4. Churchyard Boundary – South: stonework with stone coping. Accessed across private property, and therefore not inspected in detail. General impression is that this section is in fair condition, though some cracks visible, including between brick and stone at east corner. Repoint. (C)

14.2.5. Churchyard Boundary – West: Changes from stone to brick at north-west corner; some loss of stone and cracking at this point. Repair. Nearer the tower, top of wall is in very poor condition (Fig. 41). This will require partial rebuilding, at least of the top section. Again, the sooner this is done, the more cost-effective it will be. Since this is a 'neglected' side, fronting onto the field to the west, a thorough review of the condition of the full length of the wall should be undertaken before any works are priced. (B)



Figure 40



Figure 41

14.2.6. Churchyard Boundary – North: Brickwork similar to east side, perhaps more modern; angled coping formed in cement mortar. Substantial buttresses at north-west corner seem to be doing their job (Fig. 40). Same comments apply as for east wall regarding ivy and pointing. Poison and remove all vegetation, together with loose mortar, and repoint. (B)

17. SUMMARY OF RECOMMENDATIONS WITH APPROXIMATE BUDGET COST BANDS Works are categorised into Cost Bands as follows: **0** - Up to £1,000 **1** - Up to £10,000 **2** - £10,000–£50,000 **3** - £50,000–£150,000 **4** - £150,000–£250,000 **5** - Above £250,000

These are the roughest of estimates only; more accurate figures can be obtained in a managed discussion with contractors and/or with the help of a Quantity Surveyor depending on the nature of the works.

- 14.2.2/4/5 Churchyard boundaries east/west/north – 2