



Fire safety doesn't happen by accident.

Fire Risk Assessment Report

Ivybridge Townhall

Erme Court

Ivybridge

Devon

PL21 0SZ

Date of Assessment:

28th June 2024

Recommended Review in

June 2025

Unique Site Identification No: 1563/24

Assessment conducted by;

Mark Tucker of FRA Compliance Limited

07887 367303

info@fracompliance.co.uk

www.fracompliance.co.uk

DOCUMENT CONTROL

FRA Compliance would appreciate a signed and dated copy of this Document Control form, emailed to them at info@fracompliance.co.uk, to confirm you have read, understood and agree with the full content of this fire risk assessment report.

Should a signed copy not be returned within 60 days of the fire risk assessment date shown below, it will automatically be assumed that you agree fully with all of the reports content.

Compiled by	Mark Tucker FRA Compliance Ltd	On behalf of the Responsible Person	Mrs Kate Elliott-Turner
Signature	<i>Mark Tucker</i> Electronic Signature	Responsible Persons Signature	
Date of Fire Risk Assessment	28 th June 2024	Print Name	
Report No.	1563/24	Date of Signature	
Type of Fire Risk Assessment Completed	Type 1	Version	Version 1

What is a Type 1 Fire Risk Assessment?

A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Regulatory Reform (Fire Safety) Order 2005. The inspection of the building is non-destructive. But, as well as considering the arrangements for means of escape and so forth, the fire risk assessment includes examination of any separating construction between compartments and occupancies without any opening up of construction. However, in this Type of fire risk assessment, entry to other premises beyond the area of the assessed premise is not involved. Where there are demountable false ceilings, it may be appropriate to lift a sample of readily accessible false ceiling tiles. In addition, it will normally be appropriate to open a sample of service risers, provided access is practicable at the time of inspection.

Unless there is reason to expect serious deficiencies in structural fire protection – such as inadequate compartmentation, or poor fire stopping – a Type 1 inspection will normally be sufficient for most commercial premises. Where doubt exists in relation to these matters, the action plan of a Type 1 fire risk assessment may recommend that one of the other types of fire risk assessment be carried out, or that further investigation be carried out by specialists. However, this should not be a generic recommendation of all Type 1 fire risk assessments; the recommendation should be based on identification of issues that justify reason for doubt.



General Statement of Policy

It is the policy of the Responsible Person to protect all persons including their visiting employees, the property residents, visiting contractors, and members of the public from potential injury and damage to their health which might arise from work, visiting or being cared for within their premises.

They will provide and maintain safe working conditions, equipment, and systems of work for all employees, and to provide such information, training, and supervision as they need for this purpose. The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

Applicable Fire Safety Legislation:

The Regulatory Reform (Fire Safety) Order 2005.

HM Government Guidelines for Small and Medium Places of Assembly

Details of any other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations)

- Health & Safety at Work Act 1974
- The Smoke Free (Premises & Enforcement) Regulations 2006
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1988 and 1993)
- Equality Act 2010
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Installation Standards BS 7671
- COSHH

Note - This is not an exhaustive list.

Enforcement Authority

The Order is enforced by the Devon & Somerset Fire and Rescue authority which has the power to inspect these premises at any reasonable time to check that the duties set out within the order are being complied with.

Fire Risk Assessments - What's the Law?

The new law which came into force on the 1st October 2006 and applies to all businesses in England and Wales. The New Fire Safety Order simplifies over 70 pieces of previous fire safety legislation and repeals the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 (amended 1999).

The objective of the new law is to reduce death, injury and damage caused by fire by placing the responsibility for fire safety on the employer or 'responsible person' for that building or premises. The main effect of the changes will be a move towards greater emphasis on fire prevention.

Under the new Fire Safety legislation, the 'responsible person' for each premises will be required to carry out a fire risk assessment and take steps to reduce or remove the risk.

The Responsible Person must appoint one or more Competent Person(s)* to assist in the delivery of the assessment.

** A Competent Person could be an employee or an outside contractor. Competence is demonstrated through sufficient training, experience, and knowledge.*

Reviewing & Revising Your Fire Risk Assessment

The fire risk assessment and fire safety measures presented throughout this document are correct at the time of the assessment. This Fire Risk Assessment is a live document, in that it cannot remain valid for an unlimited length of time. Therefore, this Fire Risk Assessment should be subject to review when:

- * Structural or material alterations take place
- * Change in the use/activities is undertaken
- * Significant change of staff/ownership occurs
- * Significant change in fire precautions occurs
- * Change in the applicable legislation occurs
- * There is a near miss or occurrence of a fire
- * 12 months have elapsed since the Fire Risk Assessment was conducted
- * At any other time where it is considered necessary to do so.

The above list is not exhaustive and any change that could lead to new hazards or risk(s) should be considered.



This Fire Risk Assessment Report has been completed to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The FRA follows the framework and methodology set out in PAS 79-1:2020.

Scope of this Fire Risk Assessment

This fire risk assessment has been conducted and recorded on behalf of the responsible person identified within the report. The 'Responsible Person' is the person who owns or controls the business, if the two are different they must share responsibility and are obliged to co-operate.

This fire risk assessment was a non-destructive and non-invasive survey, and the findings are based on visual observations only unless otherwise stated.

In general, the structural features of the premises and those that were hidden from open view, e.g., ceiling voids, service ducts, etc., may not have been subject to inspection during the assessment survey. The responsible person has a duty for ensuring that appropriate inspections and maintenance of the structural aspects of the building, including the above, are carried out.

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

The report represents only the best judgement of the fire risk assessor Mr Mark Tucker of FRA Compliance Limited and may be partly based on information provided by the responsible person or other persons spoken to during the assessment survey. No liability whatsoever is accepted for the accuracy of information obtained from these persons.

The fire risk assessor has no control over the premises or its ongoing management.

The recommendations within this report have been made to assist the responsible person in complying with the Regulatory Reform (Fire Safety) Order 2005, where the legislation is appropriate to the premises.

The Fire Risk Assessment considers dangerous substances within the premises only to determine the adequacy of general fire precautions (Article 4 of RRFSO). It is the responsibility of the Responsible Person to ensure compliance with Dangerous Substances and Explosive Atmospheres Regulations 2002. This Fire Risk Assessment is only part of the process to achieving compliance with the RRFSO, a full copy of the RRFSO can be obtained by going to: <http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>.

This Fire Risk Assessment is central to good management practice in fire safety. It will help you ensure that your fire safety procedures, fire prevention measures and general fire precautions, (plans, systems, and equipment) are all in place and working properly, and it identifies issues that need attention.

As the Responsible Person you have a duty to take ownership of this assessment to remove or reduce the risk and decide the nature and extent of the general fire precautions you wish to take, any actions you do take should be recorded on the Action Plan Check-Off List Record of Action(s) which can be found at the end of the fire risk assessment report.

A Fire risk assessment is a subjective process, and no assurances can be guaranteed that subsequent inspections undertaken by enforcing authorities will not result in a different evaluation of the level of fire risk. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.

Report Limitations

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we may rely on the information and/or responses provided by, or on behalf of, the employer or other responsible person.

We assume that all relevant building regulations were complied with in the construction of the premises, including any extensions, conversions, renovations, and refurbishments.

Unless otherwise stated in the report, we will assume that at the premises (i) all fire safety equipment, including fire doors and fire-resistant partitions and (ii) all fire safety equipment, has been installed or servicing carried out by persons competent to do so and in accordance with all applicable standards.

We assume that information and documentation supplied to us by or on behalf of the employer, or other persons having control of the premises, or any other responsible person which has a bearing on the fire risk assessment is current, true, accurate and not misleading.

The recommendations contained within the report regarding fire alarm systems will be based on visual inspection only, with no audibility tests of sounders, alarms, or verification of full compliance with relevant British Standard to be carried out as part of the fire risk assessment.

Where security measures against arson on site appear to be reasonable in the context of the fire risk assessment, this will be deemed sufficient. Should further security be required, it is recommended that a specialist security advisor be consulted.

Ceiling voids and inaccessible spaces will not be checked for fire stopping or compartmentation as part of this fire risk assessment, as this would involve an invasive inspection.

A review of the design of any HVAC systems is outside the scope of this fire risk assessment, therefore a visual inspection of the location of fire dampers only will be performed.

Levels of Emergency lighting will be based on a visual inspection only, no luminance level tests or verification of full compliance with relevant British Standard will be carried out as part of the fire risk assessment.

The risks posed by electrostatic discharge (i.e. lightning) on the structure or transient over voltage surge is not considered, except where there was obvious physical damage to structures or a life hazard.

Every reasonable effort will have been made to survey areas considered as forming part of the fire compartmentation and are possible within the confinements of a Type 1 fire risk assessment.

This report should not be relied upon as an exhaustive record of all possible compartmentation breaches or potential improvements that can be made.

Services are only visually inspected, the assessor would not test or assess the efficiency of any electrical, gas, plumbing and heating, drainage, lifts and security systems, or their compliance with current regulations, or the internal condition of any chimney, boiler, or flue.

Whilst all care and effort are taken to discover and record irregularities, non-conformities, and defects of the building at the time of the inspection, it is important to note that this report is based on a visual above the ground inspection only. Due to the size, complexity and hidden nature of construction, irregularities, and defects may not always be viewed.

This Report is issued in confidence to the Client and FRA Compliance cannot accept responsibility to any third parties to whom this report may be circulated, in part or in full. Any such parties rely on the contents of the Report solely at their own risk.

The identification of a responsible person (e.g., employer), or person having control of the premises to carry out a fire safety risk assessment of the premises, does not imply legal responsibility, but reflects the managerial arrangements at the time of the fire risk assessment.

This fire risk assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons using the building.

In establishing the final risk analysis, the assessor considered the nature and design of the building, the occupants, including any vulnerable occupants, the protection afforded, safety provisions and any procedural arrangements observed at the time of the assessment.

A Fire risk assessment is a subjective process, and no assurances can be guaranteed that subsequent inspections undertaken by enforcing authorities will not result in a different evaluation of the level of fire risk. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.

As the Responsible Person you have chosen to have the risk assessment for the premises undertaken by a competent person from FRA Compliance. The assessment has focused on the safety in case of fire of all ‘relevant persons’, identified the risks and made recommendations of how to improve fire safety to the premises. However, as the Responsible Person you have a duty to take ownership of this assessment to remove or reduce the risk and decide the nature and extent of the general fire precautions you wish to take. Any actions you do take should be recorded in the ‘Notes’ section at the end of each Recommended Action in Section 2.

FRA Compliance were not provided with any building or equipment drawings or past planning applications or submissions, therefore the information contained within this report were obtained during the site survey from a visual inspection only, or occasionally with additional information obtained from personnel with various levels of responsibility who were on-site at the time of the inspection.

Whilst every care is taken to interpret current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

In Section 4 of this document under the heading “Legislation” there is further guidance relating to the Regulatory Reform (Fire Safety) Order 2005, which you should read carefully.

NOTE - While we have taken note of the construction of the external walls of this building, it is often impossible in a fire risk assessment of this nature to determine, in detail, the propensity of such walls to spread fire externally. In order to comment definitively on this, specialist investigation, which may involve testing of materials and invasive survey, is often necessary to establish the exact details of the external wall construction and/or the nature of all the materials used and whether suitable cavity barriers have been fitted, where applicable. Such a specialist investigation would also be necessary to establish the behaviour of the materials and the wall build up in fire and whether or not this is in accordance with the relevant benchmark guidance for a building of this type and use. Unless such an investigation has been carried out, we can only complete this risk assessment on the assumption that there is no undue risk to the health and safety of relevant persons from external fire spread.

Comments

The business operational; hours is 09:00 to 17:00, Monday to Thursday, 09:00 to 16:30 Friday. General visitors relevant to the business are by appointment only. Public are able to attend freely to the Reception, Meeting Rooms are let you pre-arranged groups.

Contractors are given any necessary site induction or specific to the day information and their method statement would mitigate lone or remote working.

As part of the fire risk assessment consideration has been given to the following inputs:

- Alcohol
- Cognitive disability
- Elderly persons
- Hearing impairment
- Language
- Lone workers
- Mobility impairment
- Sensory impairment
- Substance Abuse
- Prescribed medication
- Vision Impairment
- Vulnerable Person/s

As part of the fire risk assessment, the following relevant persons were identified as at risk, if there was a fire:

(i.e. a "relevant person" is any person who is or might be lawfully on the premises, and any person in the immediate vicinity of the premises who is at risk from a fire on the premises, but not firefighters at the time of a fire)

- Contractors
- Customers
- Employees
- General Public
- Guests
- Visitors

CONTENTS

This report comes in four sections, collectively they form one full fire risk assessment report and therefore, should be read as such, along with any accompanying documentation, to realise its findings and recommendations in overall context.

Section 1 – Premises Audit	Page No. 10
<p>This section sets out the process for checking the current fire precautions and actions taken for the protection against fire and safety of the staff, residents, and visitors. It is basically looking at the hazards that exist and risks they pose.</p>	
Section 2 – Significant Findings & Action Plan	Page No. 22
<p>This section provides detailed recommendations made by FRA Compliance, for the client to consider as measures to reduce the hazards and risks as well as improve the protection from fire.</p>	
Section 3 – General Guidance & Important Information	Page No. 61
<p>This section provides detailed general guidance and information to enable the client to fully understand and appreciate legislative requirements.</p>	
Section 4 – Appendages	Page No. 89
<p>A: Legislation B: Disclaimer C: Quality Assurance D: Company Information E: Errors & Omissions F: Fire Risk assessment Handover</p>	

SECTION ONE

This section sets out the process for checking the current fire precautions and actions taken for the protection against fire and safety of all personnel. It is basically looking at the hazards that exist and risks they pose.

BUILDING DESCRIPTION AND GENERAL OBSERVATIONS

Building Description and Use	
Responsible Person	<i>Mrs Kate Elliott-Turner</i>
Point of Contact	Mrs Julie Gilbert
Type of business	Administration Offices
Type of Premises	The Townhall occupies the first-floor area, with commercial units on the ground floor. (outside the scope of this fire risk assessment)
Opening Hours	09:00 – 17:00 Monday to Thursday 09:00 – 16:30 Friday Hours outside the above are by arrangement.
Floor levels	First Floor Level. Approximate floor space 240 m ²
Premises Construction & Layout	<p>Ivybridge Town Hall office area is the first-floor area of the building. The ground floor is owned by the Town Council, but is let to other businesses, apart from the ground floor entrance area for the Town Hall (which is a dedicated entrance), the rest of the businesses within the overall building are outside the scope of this fire risk assessment).</p> <p>Construction is seemingly of block/ brick walls with a smooth render finish, the roof sections being pitched with a slate tile.</p> <p>As you enter the Town Hall entrance, you are in a small entrance hallway, the stairs to the upper floor are on you left, a left is available rear right.</p> <p>At the top of the stairs is a door set, going through this door set, immediately turn to you left into a small lobby gives access to the Reception Desk and the administration area.</p> <p>Turning to the right from the staircase is the first floor hallway, the Committee Room is in front at the far end, right hand side, which is the front elevation, gives access to plant and store rooms, a staff kitchen and the St Pierre Sur Dives Room, left hand side, which is the rear elevation gives access to W/C facilities, a comms room, cleaners room and the Town Mayors Room.</p> <p>To Committee Room has an exit door opposite side to entering the room, this provides an alternative means of escape from the first floor.</p>
Are there any enforcing authority notices on the premises?	NO

Are there a sufficient number of available fire exits?	YES Two exits are available one at either end of the first-floor hallway.
Are there any concerns over travel distances?	NO This premises is classed as a 'normal' fire-risk. Travel distance for a business with a class of – Day Risk: Public & Staff, and a 'normal' fire risk allows for 18-meters with only a single direction of travel available, but where more than one direction is available then up to 45-meters is permitted to a storey exit or a separate fire compartmented area.
Adopted evacuation strategy.	Simultaneous Evacuation (Building occupants react to the alarm and follow the designated means of escape to the place of safety away from the building).
Is there an adopted Assembly Point?	YES On the grass verge at the entrance to Erme Court.
Number of staff	Depending upon requirements, current expectation would not exceed seven.
Maximum number of persons that could be on site at any one time?	The current maximum expectancy would be 10 (including staff). But is capable of supporting 73 across the Committee Room, the St Pierre Sur Dives Room and the Town Mayors Room.
Date of last fire drill.	UNKNOWN The fire folder information was not readily available at the time of the assessment, verbally confirmed as at the start of this year.
Does the building appear to be adequately protected by a fire alarm system?	NO See Page 25 Section 1
Type of Fire Alarm Control Panels Installed	Kentec conventional fire alarm control panel.
Where is the fire panel sited?	Ground floor entrance to the Town Hall.
Are there compliant Zone Plans in Situ?	NO See Page 27 Section 1.4
Is there a fire alarm test being completed on a weekly basis & the test being recorded?	YES See Attached Addendum Footnote Page A25 & Page 57

Was there any area(s) that could not be assessed at the time of the inspection survey?	YES Ceiling voids.
Was there any part of the building that does not form any part of the fire risk assessment?	YES All business areas outside the footprint of the Town Hall administration area as indicted.
Are there any trained fire wardens?	YES This is currently being reviewed as to nominated staff and associated training. A fire warden should be available on all shift rotas. See Attached Addendum Footnote Page A40 & Page 47 Section 13.4
Is there satisfactory control over works (including use of hot work permits where appropriate) by external contractors and in house maintenance personnel?	UNKNOWN A hot works policy should exist and be communicated to any staff or contractor when conducting works within the Town Hall, recommend that the policy is provided to the business area below the Town Hall to form part of an overall fire safety policy. See Attached Addendum Footnote Page A17
Is there any fire history within the last 5 years?	There has been no near misses or losses as a result of fire by public record or made known of to the assessor by the client at the time of assessment survey.
Who may be affected by a fire on the premises?	Contractors who may be working alone in any area of the premises. Staff who may be working alone in any area of the premises, staff who are new to the business and visitors who may be unfamiliar with the property layout. Any staff member or site visitor who may have limited mobility (permanent or temporary) and / or a hearing impairment, and any other relevant persons in the immediate vicinity of the premises.
Nearest Fire Station.	Ivybridge Fire Station, Ermington Road Ivybridge, PL21 9ES. Type of Station: On call Approximate distance from site: 1 mile.
Is there a fire hydrant in close proximity to the premises?	YES It is not apparent that hose access to any area within the building is greater than 45 metres from any viable point of entry. It is understood that fire hydrant provision is reasonable in the localised area.
Is there adequate access for the fire engine to attend?	YES (Minimum 3m between any walls/gate posts etc)
Can the premises be evacuated safely within a reasonable time?	YES Providing the fire is detected in its incipient stage and the fire alarm sound levels are adequate throughout the building.

Are all persons made aware of emergency procedures?	YES The fire action notices including conflicting directions. See Page 43 Section 12.1
Any special consideration applicable?	NO
Are there any areas which did not form any part of this assessment?	YES All business operations outside the staffed operational area of the Town Hall.
Is there a lift or lifts within the premises?	YES
Are portable electric heaters being used within the business?	NO None observed at the time of the assessment.
Are extension leads being used within the premises?	YES See Attached Addendum Footnote Page A16 & Page 35 Section 6.2
Are escape routes of sufficient width?	YES The smallest recorded width is approximately 1170mm across the fire escape stairs.
Are all escape routes and fire exits free from obstructions, combustible materials, and any slipping / tripping hazards?	YES See Attached Addendum Footnote Page A18 & Page 33 Section 5.1
Is Arson a concern?	YES Arson is always a concern See Attached Addendum Footnote Page A2
Is smoking permitted on the premises?	NO No smoking signage is in a prominent location as you approach the main entrance door and the alternative entrance door. <i>Guidance Reference: At least one legible No Smoking sign must be displayed in accordance with the duties imposed by virtue of Section 6(1) of the Health Act 2006. Owners and managers are now free to decide the size, design, and location of the 'No Smoking' signs, e.g. displayed in a prominent position at every entrance to a Smoke-Free premise / site.</i>

Does the building have an Emergency Lighting System?	YES See Page 29 Section 2
Are portable fire appliances provided?	YES
Are dangerous substances used or stored within the premises? I.e. substantial quantities of alcohol, white spirits, flammable liquids, or materials?	YES See Attached Addendum Footnote Page A30 & Page 42 Section11
Are there any COSHH or DSEAR Concerns?	NO
Is there a Gas Boiler installed within the premises?	YES See Page 38 Section 7
Is there a working Carbon Monoxide Detector Installed?	YES See Attached Addendum Footnote Page A14 & Page 38 Section 7
Are all fire doors in good working condition and self-closing?	NO See Attached Addendum Footnote Page A4 & Page 30 Section 3
Are there any areas that could promote smoke/fire spread?	YES See Attached Addendum Footnote Page A4 & A11 & Page 30 & 32 Sections 3 & 4.3
Are there any unacceptable “Dead End” conditions?	NO
Are there any other areas that raised concerns?	NO
Is the external bin storage provision appropriately located?	YES See Page 31 Section 5.2

Are there solar panels fitted on the building?	YES See Page 37 Section 6.5
Is a lightening protection system installed.	NO A building lightning protection system (LPS) was observed at the time of assessment. Building height is not perceived to be extensive enough to be legislatively obligated for a lightning protection installation.

Estimated Fire Risk

Although the purpose of this section is to place the fire risk in context, the approach below to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the Action Plan.



Considering the nature of the businesses, as well as the fire protection and procedural arrangements observed, it is considered that the risk to life from fire at these premises at the time of this inspection survey was:

MODERATE RISK

Meaning of Moderate Risk - It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time-period.

Expected Residual Risk Rating-after proposed mitigation (see risks): 'Tolerable Level of Risk', articulated as: No major additional controls now required at the time of the FRA version number period of validity. However, the situation requires ongoing monitoring and there may be a need for consideration of improvements that involve minor or limited cost. It is unlikely for a building of this operation to reduce the likelihood of fire below a Medium/ Normal risk to a level where it could be conceived unlikely to occur.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Potential Consequences of Fire  Likelihood of Fire 	SLIGHT HARM (Slight threat to life)	MODERATE HARM (Moderate threat to life)	EXTREME HARM (Significant threat to life)
LOW (unlikely to occur)	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
MEDIUM (NORMAL) (Possible)	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
HIGH (Likely to occur)	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire within this property would be:

MODERATE HARM.

In this context, a definition of the above terms is as follows:

SLIGHT HARM	Outbreak of fire unlikely to result in serious injury or death of any occupant.
MODERATE HARM	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	Significant potential for serious injury or death of one or more occupants.

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: **MEDIUM.**

In this context, a definition of the above terms is as follows:

LOW	Unusually low likelihood of fire
MEDIUM (NORMAL)	Normal fire hazards (e.g., potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
HIGH	Lack of adequate controls applied to one or more significant fire hazards, which could result in a significant increase in the likelihood of fire.

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

Risk Level	Action & Timescale
TRIVIAL RISK	No action is required, and no detailed records need be kept.
TOLERABLE RISK	No major additional controls required. However, there is a need for reasonably practicable improvements that may involve minor or limited costs.
MODERATE RISK	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time-period.
SUBSTANTIAL RISK	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
INTOLERABLE RISK	Building (or relevant area) should not be occupied until the risk is reduced.

RISK ANALYSIS

Floor Area M ₂	Points	Points Awarded
370 or less	0	0
371 – 1999	1	
2000 – 3999	3	
4000 – 6999	5	
7000 – 20000	7	
Construction	Points	Points Awarded
Non-combustible	1	
Traditional	3	3
Combustible	5	
Number of Storeys	Points	Points Awarded
Up to 3	2	2
4 to 6	4	
7 Plus	6	
Occupancy Rating	Points	Points Awarded
Up to 19	1	
20 – 50	3	
51+	5	5
Can Evacuation Times be met? Non-combustible – 3 minutes Traditional – 2.5 minutes Combustible – 2 minutes	Points	Points Awarded
YES	0	0
NO	5	

Presence of flammables and explosives (except in small quantities)	Points	Points Awarded
YES	5	
NO	1	1
Presence of unsafe structural features which may promote spread of smoke/fire	Points	Points Awarded
YES	5	5
NO	1	
Does facility meet requirements for AFD, AFS, EM lights etc	Points	Points Awarded
YES	0	
NO	3	3
Permanent Activity occupying majority of building/facility	Points	Points Awarded
Offices and Shops	1	1
Plant Room	1	
Factory and Workshop	3	
Sleeping Accommodation	3	
Residential Care Facility	3	
Educational Facility	3	
Place of Assembly	3	3
Basement	5	
Warehouse	5	
Healthcare Facility	5	
Transport Facility	5	
Aircraft Storage / Repair Facility	5	

Enter Total Points Awarded		23
Assessment	Total Points	Risk
	25+	HIGH RISK
	10 – 24	MEDIUM RISK
	9 or Below	LOW RISK

Fire Risk Classification

MEDIUM RISK

Important Notes:

A Fire risk assessment is a subjective process, and no assurances can be guaranteed that subsequent inspections undertaken by enforcing authorities will not result in a different evaluation of the level of fire risk. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.

This fire risk assessment has been carried out for, and on behalf of the responsible person, with any information contained in this report for their consideration to adopt or not. The recommendations are not mandatory or compulsory, but advice for the responsible person to consider.

Note: As the Responsible Person you have chosen to have the risk assessment for the premises undertaken by a competent person from FRA Compliance. The assessment has focused on the safety in case of fire of all ‘relevant persons’, identified the risks and made recommendations of how to improve fire safety to the premises. However, as the Responsible Person you have a duty to take ownership of this assessment to remove or reduce the risk and decide the nature and extent of the general fire precautions you wish to take. Any actions you do take should be recorded in the ‘Action Plan’ section of this document.

There is a section (section A - Legislation) toward the end of this document which outlines further guidance relating to the Regulatory Reform (Fire Safety) Order 2005, which you should read carefully.



SECTION TWO

This section sets out 'The significant findings' which are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document.

Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan below.

General Guidance Notes

1. Operate a safe smoking policy in designated outside smoking areas, ensuring sufficient ashtrays or metal receptacles are provided and cleaned appropriately and prohibit smoking elsewhere.
2. Ensure any electrical equipment that is installed, is used maintained and protected in accordance with the manufacturer's instruction. Any alterations, modifications or extensions to the electrical installation should be carried out by a competent electrician strictly in accordance with I.E.E. Regulations. Wiring should be examined regularly to ensure that the relevant standards are maintained.
3. The electrical installation should be checked annually and certified safe by a qualified Contractor, typically, every 5 years.
4. Ensure any means of cooking and/or catering equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions.
5. Ensure all unnecessary windows and doors are closed at the end of each day.
6. Ensure all non-essential electrical / gas items are switched off at the end of each day.
7. Ensure there are no overflows of rubbish in and around the external bins, all bin lids are down, ideally locked and all bins are safely secured away from the building (ideally at least 5m from buildings).
8. Take any necessary action to avoid any parts of the premises being vulnerable to arson.
9. Ensure that sources of heat are kept away from flammable materials.
10. Portable Heaters
 - never leave any portable heaters unattended and never leave them on overnight.
 - ensure that they are positioned well away from anything which could knock them over.
 - ensure they are at least a metre away from any combustible materials.
 - never buy second-hand halogen heaters and never power a halogen heater from an extension lead – these can easily be overloaded and cause fires.
 - regularly inspect your heater for damage
 - If a heater is damaged **DO NOT USE IT**

ACTION PLAN – SIGNIFICANT FINDINGS

RISK RATING	PRIORITY OF RISK	DEFINITION OF PRIORITY
URGENT	Immediate Action	Immediate actions required or if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written program be put in place for resolving the issue and remedial measures put in place to control the risk in the meantime. Considerable resources should be provided to resolve this.
HIGH	within 3 months maximum	Item deemed to be a substantial risk and a threat to the safety of persons within the premises and/or current precautionary measures.
MODERATE	Within 6 months maximum	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within the defined time-period.
LOW	within 12 months maximum	No major additional controls required. However, there may be a need for minor works or consideration of improvements.
GENERAL	On-going Management	No material changes required. There is just the need for improvement and/or on-going management controls.
CONSIDERATION	Fire Safety Consideration	Area of possible concern which should be considered, and a fire safety decision agreed and implemented if deemed necessary
INFORMATION	Information/Guidance	General Information and/or Guidance

The above table relates to the risk and is designed to provide the responsible person with a guide to enable them to determine which risks should be addressed first and the best allocation of resources. Regardless of the severity of the rating, easy actions to resolve, should be addressed as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc., should be programmed in depending on their severity and their difficulty to resolve. The number of resources allocated to an action is dependent on risk. The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk, may be too high compared to their perception of the risk. These observations should be recorded, it is obviously strongly recommended that the higher risk recommendations are resolved and not just 'justified'.

AREAS OF CONCERN / ACTIONS / ITEMS / RECOMMENDATIONS

ITEM REF	OBSERVATIONS	RECOMMENDATION	PRIORITY	DATE ACTIONED	SIGNATURE
SECTION 1 - FIRE ALARM SYSTEM					
1.1	<p>There is a BS 5839 Part 1 fire alarm system installed within the Town Hall.</p> <p>The system is installed throughout the whole complex.</p> <p>Engineers service paperwork indicates the system is a BS 5839 Part 1 Category L2 installation.</p>	<p>Though it is possible the original fire alarm system compiled to a BS 5839 Design Category of L2, the current layout observed in the Town Hall does not support an L2 system due to the internal modifications since construction.</p> <p>Normally the minimum expectation for a fire alarm in a layout such as the Town Hall would be for a BS5839 Part 1: Design L3, which provides automatic detection for the escape routes and the rooms opening onto an escape route, An L2 system would have been necessary to meet specific criteria beyond an L3 system.</p> <p>The level of fire Design Category is for the whole fire alarm system and not areas of a system, therefore it is recommended that you request that your service provider reviews the system to include all areas that are covered by the fire alarm system to ensure that:</p> <ul style="list-style-type: none"> i. If the original fire alarm installation design category was for an L2 system, then the current system still should comply to that requirement. ii. If no records are available to confirm the original fire alarm design requirements, then the minimum expectation would be for a BS 5839 L3 system to be present, which may need to be enhanced to L2 or L1 depending upon the risk found in the other business areas. 	MODERATE		

		<p>iii. Refer to your insurer as to a minimum expectation of cover.</p> <p>To note – areas observed within the Town Hall area to review, detector spacing to lift doors, means of escape routes including lobbies, rooms opening onto a means of escape, voids if over 800mm.</p> <p>See Attached Addendum Footnote Page 24</p>			
1.2	<p>Unknown if the sound levels throughout the building meet the requirements of BS5839.</p>	<p>Fire alarm sounders should provide within a building an even distribution sound level, to generally provide a minimum sound level of 65dB(A) or 5dB(A) above any background noise which is likely to persist for more than 30-seconds.</p> <p>Any areas found not to be to the required sound level should have additional sounders installed, your service provider may have a record of the sound levels throughout the building.</p>	<p>MODERATE</p>		

<p>1.3</p>	<p>No visual alarm devices (VADs) observed within the public accessible areas or W/C facilities.</p>	<ol style="list-style-type: none"> 1. To avoid discriminating against disabled people, and to comply with the Equality Act, Building Regulations, and the recommendations of codes of practice such as BS 5839 compliant VADs should be installed anywhere where people with impaired hearing are likely to be present. 2. The purpose of a VAD within a building as a secondary means of notification to visually alert people of a fire emergency to enable them to take appropriate measures. 	<p>LOW</p>		
<p>1.4</p>	<p>There is NO Fire Alarm Zone Plan mounted adjacent to the fire alarm control panel.</p>	<p>BS 5839 states that all fire alarm systems with a control panel irrelevant of the size of the system, should have a compliant fire alarm zone plan mounted adjacent to the fire alarm control panel.</p> <p>This would be expected to form part of the upgrade works identified in Section 1.1.</p> <p>See Page 59 for example of a compliant zone plan</p>	<p>LOW</p>		

<p>1.5</p>	<p>The fire alarm system is not remotely monitored.</p>	<p>There is no legislation stating that this type of premises should have remote monitoring on the fire alarm system, and in most cases remote monitoring is in place due to an insurance requirement.</p> <p>It is recommended to consider the fire alarm system being remotely monitored, as this can remove the time delay for the Responsible Person and/ or the fire warden(s) thinking about calling the fire brigade when also conducting an evacuation process, a sweep of the building and a roll call.</p> <p>Furthermore, when the building is unoccupied it provides earlier notification of a fire activation beyond a member of the public noticing a fire situation.</p> <p>A further benefit is the Client being able to put in place an emergency response process with the remote monitoring company, for example:</p> <ul style="list-style-type: none"> a) During hours *** call phone number **** prior calling Devon & Somerset Fire and Rescue Service. b) Out of hours call Keyholder and Devon & Somerset Fire and Rescue Service. c) Or the policy can be to always call the keyholder and Devon & Somerset Fire and Rescue Service. 	<p>CONSIDERATION</p>		
------------	---	---	----------------------	--	--

SECTION 2 – EMERGENCY LIGHTING SYSTEM					
2.1	Although there is an emergency lighting system installed within the premises, seemingly to BS 5266, without a full site test i.e., turning the mains power supply off and doing a physical check of all areas, it is impossible to ascertain if there would be adequate illumination from the emergency lighting system, to provide enough light to illuminate emergency equipment and all escape routes to aid egress from all areas.	<p>It would be advisable, to check the lighting in the hours of darkness to ascertain if there is adequate lighting throughout to aid escape should mains power be lost and to ensure all areas are adequately covered by emergency lighting or/and directional fire exit signage (ideally Photoluminescent).</p> <p>Your service provider may already have this information, stating the Lux levels are compliant to BS 5266.</p> <p>When conducting this review the external areas should be included, specifically the areas where floor level changes exist and along the external means of escape routes.</p> <p>To note, when doing the review, it may be that the borrowed light (other external light facilities) is suitable and sufficient for the external areas.</p> <p style="text-align: center; color: #4682B4;">See Page 59 & 83</p>	CONSIDERATION		
2.2	Primary lighting was observed to be suitable and sufficient for normal operation and associated health and safety.	Observation of provision.	INFORMATION		

SECTION 3 – FIRE DOORS (COMPARTMENTATION)				
3.1	<p>The doors within the Town Hall are a mix of certified fire doors and notional fire doors.</p> <p>Notional Fire Doors: A ‘notional’ fire door, according to advice by the UK government, is a fire door that satisfied the standard applicable to fire-resisting doors at the time of the building’s construction.</p> <p>Numerous door issues observed. This ranges from gaps around the door into the frame being excessive, some smoke seals being worn or missing, intumescent strips are not fitted.</p> <p>Article 17 of the Fire Safety Order makes it a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose.</p>	<p>Where the doors observed did not have an identifier, then they are considered notional fire doors. The door widths were 42mm -45mm.</p> <p>The gaps around some of the door into the frame are excessive (over 4mm). There is no uniform approach to an expected fire door, its operation and compartmentation expectation. The provision of cold smoke seals and intumescent strips though do not seem to provide an obvious strategy to their locations.</p> <p>Though it is noted that the fire door provision has been provided over different time periods which is why a fire door strategy is not immediately obvious.</p> <p>Consider a fire door survey being conducted so you can</p> <ol style="list-style-type: none"> i. Identify the fire doors to the correct locations (fire compartment). ii. Have a baseline of the door’s conditions and compartmentation type. iii. Have a record of door status and any remedial actions required. iv. Where doors can be left open either a management control is necessary to ensure the door is closed, or the installation of door hold open devices that will release the door when the fire alarm is activate. v. Implement an inspection regime. <p>Recommend that the doors form part of a monthly internal inspection regime and have annual maintenance completed providing certification to the door’s ongoing operational expectancy.</p> <p>See Attached Addendum Footnote Page A4 & Page 60</p>	MODERATE	

Section 4 – PASSIVE FIRE PROTECTION- COMPARTMENTATION					
4.1	General information provided in good-will for reference regarding compartmentation.	<p>All holes/gaps that breach compartmentation floors, ceilings, and walls irrelevant of their size should be adequately sealed or covered with a suitable fire stopping material. It is essential that all openings and gaps are fire-stopped to restrict lateral and vertical fire spread and to achieve the required degree of compartmentation. Failure to do so may cause fire to spread into vital escape routes and/or spread uninterrupted into cavities and penetrations in a building. Fire stopping works should be carried out by a competent third-party service provider.</p> <p style="color: blue;">See Attached Addendum Footnote Page A9, A11 & A42</p>	INFORMATION		
4.2	Consider a policy is in place for contractors working within the Town Hall regarding passive compartmentation.	<p>Recommend that a policy is put in place and the information passed onto all contractors who may need to provide installation or servicing works to the Town Hall, regarding the penetration of any structure within the building.</p> <p>So as to provide photographic evidence of the penetration works and that it has been fire stopped correctly ensuring the compartmentation is reinstated, you should also request information on the product used and the associated documentation indicating the product is a recognised fire resisting material and the time it is deemed to be fire resisting for.</p> <p style="color: blue;">See Attached Addendum Footnote Page A9, A11 & A42</p>	CONSIDERATION		

<p>4.3</p>	<p>Although no intrusive survey was completed by the assessor there were various compartmentation issues observed where works has been conducted in the past, observed areas were the plant room, lift motor room, electrical intake cupboard and comms room.</p>	<p>These observations should be considered as a priority to rectify so as to ensure the original fire compartmentation strategy for the building is supported.</p> <p>By implementing the process in Section 4.2 will put a management control process in place for any contractor working within the Town Hall to ensure that the fire compartmentation is not diminished.</p> <p>Due to the observations made during the assessment it is recommend before conducting any remedial works that a compartmentation survey is conducted, this will identify all locations and give a conclusive overview of remedial actions required, as it would be expected from what was observed that there could be further issues above the suspended ceilings.</p> <p>See Attached Addendum Footnote Page A9, A11 & A42</p>	<p>MODERATE</p>		
<p>4.4</p>	<p>The original building was completed 1995, with an extension completed in 2007. Which would have been supported by Building Regulations and signed off as compliant.</p> <p>The expectation would be for 30-minute compartmentation vertically and 60-minute horizontally between all fire compartment areas.</p>	<p>Provide confirmation this this information is supported by Building Control signing off certification regarding the compartmentation strategy.</p>	<p>GENERAL</p>		

This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

SECTION 5 – EMERGENCY ESCAPE ROUTES & HOUSEKEEPING

<p>5.1</p>	<p>At the time of the assessment survey the means of escape routes were all clear and allowed free access.</p>	<p>Recommend that a process is put in place for the Responsible Person or nominated fire warden to do a visual inspection upon occupying the building each day, with a written record kept, to ensure the following:</p> <ul style="list-style-type: none"> • All escape routes internally and externally should be checked regularly for clear access. • It is vitally important that all escape routes remain clear of any type of obstruction which could cause a slipping/tripping hazard. • All fire exits from escape routes should also be checked to ensure they are in working order and open easily. • Any issues noted during these checks should be dealt with immediately. <p>All staff should be made aware of the importance of keeping escape routes clear and safe for people to use and to escape along in the event of an emergency.</p> <p>The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) charges the responsible person(s) in control of non-domestic premises with the safety of everyone, whether employed in or visiting the building. Under Article 14 of the RRFSO, this duty of care includes ensuring that “routes to emergency exits from premises and the exits themselves are kept clear at all times” (14: 1) and that these “emergency routes and exits must lead as directly as possible to an ultimate place of safety” (Assembly Point). 14: 2.</p> <p>In other words, the entire escape route up to and including the final exit route from a building must always remain unobstructed, while the distance people must go to escape (the travel distance) must be as short as possible.</p> <p>See Attached Addendum Footnote Page A18 & Page 60</p>	<p>INFORMATION</p>		
------------	--	---	---------------------------	--	--

5.2	The overall internal & external housekeeping of the Ivybridge Town Hall was to a good standard.	<p>All areas were free of any obstacles that could cause a slipping/ tripping hazard or aid fire spread.</p> <p>Floor coverings were secure, avoiding edges lifting and creating trip and fall hazards.</p> <p>Refuse and recycling bins are externally accessed in a secure area, area away from a building entrance point, the area was clean surrounding the bins with no excess waste.</p> <p>To note, under the stairs is an open space, this is where mobility assistance items are located, there is no ignition risk to these items and the location does not impede the means of escape.</p> <p>See Attached Addendum Footnote Page A18 & Page 60</p>	INFORMATION		
-----	---	--	-------------	--	--

SECTION 6 – ELECTRICAL					
6.1	No EICR test certificate observed.	<p>EICR testing for all businesses must be conducted on 5-year frequencies.</p> <p>For reference, identification labelling is not a compliance issue, but it does provide a responsible person a visual reminder of when the next test is due.</p> <p>The labelling indicated the next EICR test date as March 2027.</p> <p>Provide confirmation that the buildings EICR certificate matches this date.</p> <p style="color: blue;">See Attached Addendum Footnote Page A20</p>	GENERAL		
6.2	Use of extension leads	<p>Extension leads were seen in use within the building, ensure extension leads are subjected to PAT annually, have separate switches for each plug, RCD and surge protection.</p> <p>It is recommended not to introduce block adaptors as there is no over-heating protection within the units.</p> <p>The preferred solution is to avoid the use of extension leads for long term use, where an electrical source is required for long term use, then have fixed electrical outlet sockets installed, this will ensure that the electrical circuit does not get overloaded for the electrical rating it is providing, leading to overheating.</p> <p style="color: blue;">See Attached Addendum Footnote Page A16</p>	CONSIDERATION		

<p>6.3</p>	<p>PAT Testing regime, for business.</p>	<p>A PAT regime must exist for a business operation. There were PAT label observed as indicating February 2024 as the last test date.</p> <p>A label being present acts as a visual indicator of a safety test conducted and due to the date being recorded on the decal a reminder of when the test is next due.</p> <p>Create an asset list of every item that uses a plug-in socket for power, record newly purchased items as they would not be necessary to test until they are 12-months old.</p> <p>Once the asset list is completed then PAT becomes a self-managing process.</p> <p>See Attached Addendum Footnote Page A19 & Page 84</p>	<p>GENERAL</p>		
<p>6.4</p>	<p>Electrical personal items that staff may use within the business.</p>	<p>Personal Electrical Devices: Confirmation that a policy is in place to permit the use of personal electrical devices and equipment and the subsequent charging components by staff on the condition that:</p> <ul style="list-style-type: none"> • There is no sign of trauma to any part of the personal electrical device or water damage. • The personal electrical device is in visibly good condition. • Only compatible recharging equipment is used (if applicable) to the personal electrical device. • That the device is recharged in sight of staff, not left unattended. • That the device is not recharged whilst placed upon soft furnishings or other easily combustible surfaces. • That electrical power sockets are turned off when not in use (for either charging purposes, or direct mains powering of the equipment). <p>See Page 84</p>	<p>CONSIDERATION</p>		

<p>6.5</p>	<p>A Solar PV System is installed with the inverters on the first floor, and emergency shut off switch is located in the Comms Cupboard.</p>	<p>There is a Solar Panels installation present, with the Inverters located in the first-floor area to the W/C facility. It was verbally confirmed that the power generated is for use and not stored. There was no service information indicated on the inverters.</p> <p>Further details requested in relation to the cabling route from the solar panels has been protected from the roof to the inverter with suitable containment (if required) and that the penetrations between the storeys has fire stopped sufficiently (a compartmentation survey will highlight this).</p> <p>Confirmation requested of the PPM service schedule for the Solar PV system, as it seems one does not exist.</p> <p>Recommend the inverters have information adjacent to them as to what areas/ distribution boards and consumer units are supplied power by which inverter.</p> <p>Provide safety signage to alert fire fighters of the Solar PV provision, recommend that the emergency shut off switch is extended to the ground floor and is available adjacent the fire alarm control panel (fireman’s cut-off switch), or interface with the fire alarm system so upon an activation the Solar Power supply into the building is isolated.</p> <p>Recommend that the fire service is made aware of the Solar PV installation and the location of a cut-off switch, or interfaced to isolate when the fire alarm is activated.</p> <p>See Attached Addendum Footnote Page A33</p>	<p>MODERATE</p>		
------------	--	--	-----------------	--	--

SECTION 7 –HEATING & HOT WATER				
7.1	A gas boiler is in the plant room, this provides the hot water and heating provision to fixed radiators.	<p>Observation of provision.</p> <p>Recommended that in the event that portable heaters are required, that no portable Halogen Heaters, Fan Heaters, LPG Heaters or Convector Heaters are used; but instead, if, and when necessary that portable heaters are ever needed, that they oil filled radiator style units.</p> <p>A carbon monoxide detector is located in the plant room, ensure the device is located appropriately as per manufacturers instruction, and that a monthly testing regime is in place with testing recorded.</p> <p>See Page 23 Point 10</p>	INFORMATION	

SECTION 8 – COOKING FACILITIES

<p>8.1</p>	<p>The building has a staff kitchen cooking facility provided, consisting of a microwave oven for the warming of food, and electrical hob and oven (combined unit).</p> <p>A further kitchen facility is available within the Committee Room, this has two microwave ovens.</p> <p>Both kitchens had an on-demand hot water dispenser and a kettle.</p>	<p>Observation of provision.</p> <p>When using a microwave oven ensure that a clear space is afforded around the unit so as to allow the correct airflow for safe use.</p> <p>Verbal confirmation provided that the hob and oven does not get generally used.</p>	<p>GENERAL</p>		
------------	---	---	----------------	--	--

SECTION 9 - GAS

9.1	Gas Safe servicing.	<p>Ensure that a Gas Safe Servicing is conducted annually and that a Gas Safe Report and Certificate is obtained. The report would cover all appliances within the building that use gas.</p> <p>Provide confirmation that the Gas Safe servicing is in date (verbally confirmed at the time of the assessment)</p> <p>See Page 85</p>	GENERAL		
-----	----------------------------	--	---------	--	--

SECTION 10 – FIRE EXTINGUISHERS & FIRE BLANKETS					
10.1	The fire extinguisher provision consisted of Foam, Co2 and fire blanket.	<p>Staff must have received training in the use of fire extinguishers, as an untrained person using an inappropriate fire extinguisher on a fire can create a bigger issue.</p> <p>Recommend that in the future when a fire extinguisher expires and requires replacement that consideration is provided to obtaining extinguishers such as the Firexo Extinguisher, a P50 Extinguisher or Jewel Fire Watermist Extinguisher as they are technology that allows safe use on a larger range of fire types found within the observed business environment. (P50 Extinguishers can be maintenance free extinguishers that just require a monthly visual inspection, your supplier should be consulted to confirm this)</p> <p>A fire blanket was not observed in the Committee Room kitchen.</p> <p style="color: blue;">See Attached Addendum Footnote Page A13 & Page 60</p>	CONSIDERATION		
10.2	The dated decals for the last fire extinguisher service indicated as February 2024 as the last service date.	<p>Recommend that (if one does not exist) an asset list of the fire extinguisher and the location within each area is created, and that an ongoing record is kept confirming the extinguishers obtain a monthly visual inspection by a competent person.</p> <p>To note – there was four fire extinguishers not fixed to the wall, there did not seem to be any wall brackets present. These are located within the lobby to the lift motor room. A fire extinguisher should always be wall sited as per BS 5306, so as to avoid accidental activation, slips, trips and falls. This should be fitted to the wall. If the appliances have expired, then they should be removed from the premise.</p> <p style="color: blue;">See Page 60</p>	GENERAL		

SECTION 11 – COSHH / DSEAR					
11.1	Flammable or Dangerous substances observed.	COSHH	INFORMATION		
		<p>Are located in the Cleaners Cupboard for general cleaning. Camping Gas is stored within a locked cupboard for an emergency situation whereby people had to evacuate to a community area. (no ignition is present in the cupboard) When a substances is introduced review the type by the following information.</p> <p>Conduct an assessment of what substances are currently stored, and the purpose, determine if the requirement still exists and if so, can the current substance be substituted for a substance of lower risk. When reviewing the substances provide specific attention to the substance identification and any toxicity information, any that are present and cannot be substituted then a DSEAR assessment may be necessary.</p> <p>Items that cannot be substituted then a COSHH assessment should be conducted for the safe storage and use (applying containment and separation practices to isolate specific substances that have properties relevant to fire risk).</p> <p>Additional first aid provision and PPE is also recommended, such as eye wash station and readily available.</p> <p>Safety Data Sheets for each substance. The recommended approach to defining if a substance should be included in COSHH management protocols, is by recognition that if a substance cannot be ingested without harm, then it should be risk assessed and managed by company COSHH policy and procedure.</p> <p>Ensure access to all COSHH substances is controlled and that non-authorised persons cannot gain access.</p> <p style="color: blue;">See Attached Addendum Footnote Page A30 & A31</p>			

SECTION 12 – FIRE SAFETY SIGNAGE				
12.1	<p>‘Fire action’ notices depicting a simultaneous evacuation were observed.</p> <p>Though there is a standard fire action notice type and a bespoke type displayed.</p>	<p>It is vitally important that all persons within the Town Hall – staff or visitor know exactly what they are expected to do in a fire emergency.</p> <p>Fire action signs are your evacuation procedure in its simplest format and should be displayed adjacent to all fire alarm call point positions (when fitted) and exit routes to open air.</p> <p>The information as to the fire assembly point should be identified on the fire action notices along with the expected evacuation policy. Keep the same format type of notice on display.</p> <p>The written information displayed referred to the ‘North side of Car Park’, a person may not be aware of where the ‘North’ direction is. It was established that this is the grass verge area to the entrance to Erme Court.</p> <p>This location is not ideal as a large number of people could be present in the same area as the fire brigade is arriving, recommend the location is reviewed and people are directed away from the building and also away from where the emergency services would be attending.</p> <p style="text-align: center;">See Page 82</p>	CONSIDERATION	
12.2	<p>Fire Door Signage.</p>	<p>All fire doors should have the appropriate signage stating it is a fire door and the method of closing, and/or the locking control.</p> <p>Signage should be displayed on both sides of a fire door.</p> <p>This would be identified with a fire door survey being conducted.</p> <p style="text-align: center;">See Page 80</p>	CONSIDERATION	

<p>12.3</p>	<p>There is emergency escape route signage in the building.</p>	<p>General information for review. Escape signs should meet the following criteria:</p> <ul style="list-style-type: none"> i. They should provide clear, unambiguous information to enable people to safely leave a building in an emergency. ii. Every escape route sign should, where necessary, incorporate, or be accompanied by, a directional arrow. iii. Arrows should not be used on their own. iv. If the escape route to the nearest exit is not obvious then it should be indicated by a sign(s). v. Signs should be positioned so that a person escaping will always have the next escape route sign in sight. vi. Escape signs should be fixed above the door in the direction of escape and not be fixed to doors, as they will not be visible if the door is open. vii. Signs mounted above doors should be at a height of between 2.0m and 2.5m above the floor. viii. Signs on walls should be mounted between 1.7m and 2.0m above the floor. ix. Mounting heights greater than 2.5m may be used for hanging signs, e.g. in large open spaces or for operational reasons, but care should be taken to ensure that such signs are both conspicuous and legible. In such case larger signs may be necessary. x. Signs should be sited at the same height throughout the escape route, so far as is reasonably practicable <p style="text-align: center;">See Page 81</p>	<p>INFORMATION</p>		
-------------	---	---	---------------------------	--	--

SECTION 13 – STAFF TRAINING & FIRE SAFETY MANAGEMENT					
13.1	<p>The Regulatory Reform (Fire Safety) Order 2005 requires the “responsible person” to ensure all staff receive adequate fire safety training.</p> <p>Your entire team should know what to do in the event of fire, new employees must be shown what to do when they join your employment and on-going training for all personnel, should be provided throughout their service.</p>	<p>It is vitally important that all existing staff and any new staff have a good understanding of fire safety within their place of employment.</p> <p>Adequate fire safety training should be provided when new staff join, and relevant on-going / refresher fire safety training should be provided to all staff on a regular basis, (at least annually). All staff need to be familiar with your adopted evacuation plan and must know exactly what they are required to do in the event of an emergency. This applies to all staff irrelevant of their role within the business, the number of hours they work, or whether they are paid or unpaid.</p> <p>If documentation does not exist, then a policy is required for the recording of staff training levels regarding fire safety and the fire safety role of an individual where appointed, this should include and not limited to:</p> <ul style="list-style-type: none"> i) Using fire extinguishers correctly. ii) Fire warden where appropriate. iii) Process for accounting for people. iv) Person responsible for liaising with the Fire & Rescue Services. v) Fire drills and the outcome of conducting one. vi) Emergency fire responder or nominated first aider. <p>The legal obligation for conducting fire drills is annually, but preferably six-monthly, or sooner depending upon the staff rotation/ retention and the type of people who may need assistance in an emergency process from your business.</p> <p>Fire drills should give the opportunity to assess (and make improvements if and as necessary) the effectiveness of the evacuation strategy by staff, as per their clarified roles and responsibilities in an emergency evacuation.</p>	GENERAL		

<p>13.2</p>	<p>As part of BS 9999 that covers fire safety management of a buildings use, the following is already in place in some cases or has been discussed within this fire risk assessment.</p>	<p>Records and safe systems of work –</p> <ul style="list-style-type: none"> • Monthly testing for emergency lights (flick test) is conducted as per BS -5266 Part 1. • Annual test and maintenance to be conducted by a responsible contractor as per BS-5266 Part 1. • Weekly testing of fire alarm system as per BS-5839 Part 1. • Six monthly and annual testing of the fire alarm system as per BS-5839 Part 1. • Recording of fire alarm false alarms. • Ensure extinguisher are installed appropriately with the correct signage to BS-5306. • Ensure extinguisher are serviced annually by a competent contractor and receive a visual inspection monthly as per BS-5036. • Ensure electrical fixed testing records are current (EICR). • Ensure PAT testing records are current, a policy is required to cover items of personal use being PAT tested. • Ensure the Solar PV system receives annual servicing and testing (depending upon type may require more frequent servicing i.e. six-monthly). • Ensure the lift receive the appropriate servicing and maintenance. • Training program for staff on fire awareness, along with refresher training annually. • Fire wardens/ nominated person(s) trained in the use of a fire extinguisher (if required to use one). • Fire drills conducted and recorded, recommend these are conducted six-monthly at different times to try and capture all persons to who this may affect, consider blocking an exit route so people use the alternative route to exit. • Induction records are created and maintained. • Conduct a sign in/out of building policy for sub-contractors and visitors. 	<p>GENERAL</p>		
-------------	--	---	----------------	--	--

<p>13.3</p>	<p>It was discussed during the assessment how the evacuation process is conducted.</p>	<p>There seems to be a clear understanding in the evacuation process.</p> <p>Recommend that the evacuation process is in a written format.</p> <p>The process should consider as a minimum –</p> <ul style="list-style-type: none"> • When a fire alarm is activated to evacuate the building, which direction to travel. • Who attends the fire activation to identify the location. • How to account for people. • Assisting a disabled or person with limited mobility (staff or person using the facility). • Sweeping the building to confirm it is empty. • Notifying the fire service. • Meeting the fire service. • Record fire drills, the process followed, and time taken to complete. <p>This is not considered an exhaustive list and should be used as a guide for your own business process.</p>	<p>GENERAL</p>		
<p>13.4</p>	<p>Fire warden/ marshal training.</p>	<p>When conducting fire warden/ marshal training for the first time it is recommended that the individual attends a course in person, as the information provided is quite intense to someone not having done this role before, and the ‘classroom’ environment suits the initial course.</p> <p>An online course is suitable for the annual refresher training.</p> <p>See Attached Addendum Footnote Page A40</p>	<p>GENERAL</p>		

<p>13.5</p>	<p>It was discussed during the assessment of the specific roles and responsibilities regarding fire safety and how they are allocated.</p>	<p>Although the evacuation process is understood, there is improvements that can be made of identification regarding the nominated persons and the expected roles and responsibilities for fire safety.</p> <p>The fire warden should have the overall responsibility of ensuring the fire safety management plan is followed. The fire warden may need a fire marshal to assist them with the role, with the fire warden delegating specific tasks of the fire safety management plan to the fire marshal.</p> <p>Ensure a written ‘General Emergency Evacuation Plan’ (GEEP) and a ‘Personal Emergency Evacuation Plan’ (where applicable) (PEEP) exists and staff understand it giving clear guidance to staff on the processes to follow in a fire emergency situation.</p> <p>See Section 3 Page 61 for information regarding GEEP’s & PEEP’s</p> <p>Conduct drills so that staff can respond to an emergency situation effectively, give feedback to staff highlighting relevant information as to the outcome of a drill.</p> <p>All fire safety staff should have clearly identifiable high-visibility jackets to allow the public or fire and emergency services to quickly identify them.</p>	<p>CONSIDERATION</p>		
-------------	--	---	----------------------	--	--

<p>13.6</p>	<p>The use of the disabled refuge locations.</p>	<p>A sign indicating a disabled refuge location adjacent the lift on the first floor is present.</p> <p>Where a disabled refuge is made available then it should have a disabled refuge communication system in place to support the individual requiring assistance.</p> <p>A disabled refuge point should be within a fire compartmented area of a minimum of 30-minutes.</p> <p>Both of the above points are missing from the disabled refuge location.</p> <p>Recommend that a management plan is implemented and communicated to all staff and forms part of the fire safety information pack to person using the Committee Room, the St Pierre Sur Dives Room and the Town Mayors Room, stating how a disabled or limited mobility person is assisted to the ground floor.</p> <p>If a disabled refuge location is going to continue to be promoted then ensure that the location is within a fire compartmented location, and that a communication system is provided.</p>	<p>CONSIDERATION</p>		
-------------	--	---	----------------------	--	--

<p>13.7</p>	<p>Evacuation route plans.</p> <p>There are numerous evacuation route plans located in the Town Hall, but all plans observed were incorrectly orientated making them not immediately obvious as to the direction to take.</p>	<p>Where plans are used for evacuation route the plan should be orientated to the location you are in to the direction you then would take.</p> <p>It is recommended that the two means of escape routes are shown on the plan with the primary route (shortest from the location you are in) are easily identified with colour coded routes.</p> <p>The plans should be of a size where people can easily read the plan, (recommend a minimum of A3), where routes are complexed plans should be located at the changes of direction.</p> <p>Your emergency light system and signage route should replicate the evacuation plan route.</p>	<p>CONSIDERATION</p>		
-------------	--	---	-----------------------------	--	--

<p>13.8</p>	<p>Communication with the business sharing the building complex of Ivybridge Townhall regarding fire safety management.</p> <p>The associated occupants in the building should all understand the fire safety management plan.</p>	<p>Ensure all parties are aware of the fire safety management plan for Ivybridge Townhall, as they will have visitors who would need to be considered in a fire evacuation.</p> <p>When conducting fire drills ensure that feedback is provided to all parties, information regarding the controls and time taken, positive actions and observed improvements.</p> <p>Your fire safety plan for out of hours should be included and communicated to the business occupiers, this is to confirm if they are present where they attend and who do they wait for.</p> <p>Confirmation should be provided as to who takes control of the fire alarm system when the Townhall is not occupied, and how communication with the Fire & Rescue Service is conducted.</p> <p>Control of staff and people attending one of the business when the fire alarm is activated and thus controlling access to the business area should be included, as a control should be in place NOT to reenter the building until the Responsible Person, Fire Warden or Fire & Rescue Service state it is safe to do so.</p> <p>The remote monitoring consideration indicated on Page 28 Section 1.5 would help in the management process by either the Responsible Person or Fire Warden being in attendance.</p>	<p>CONSIDERATION</p>		
-------------	--	---	----------------------	--	--



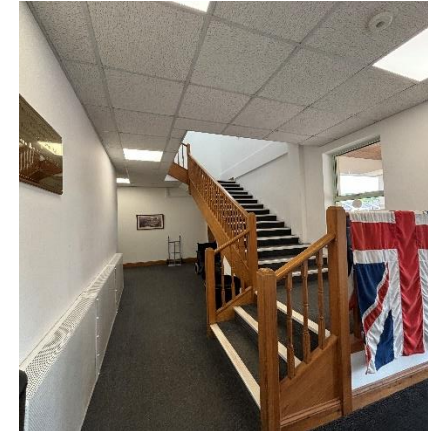
1. External view



2. Main entrance



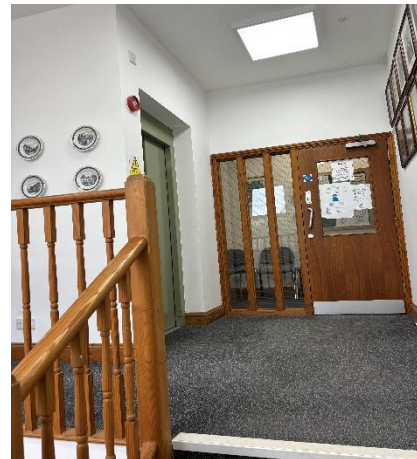
3. No smoking signage externally



4. Ground area view



5. Stairs view



6. Landing view



7. Lift ground floor



8. Disabled refuge sign



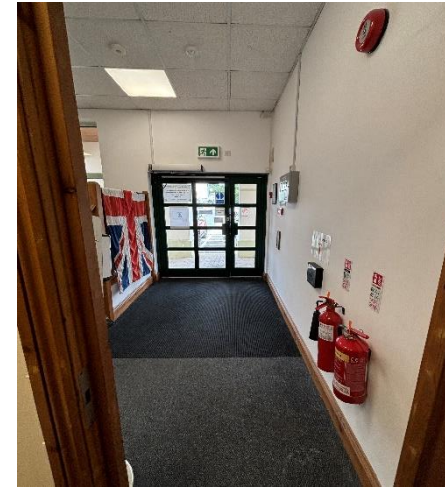
9. Notional fire door



10. Notional fire door



11. Certified fire door



12. Fire door with no seals



13. EICR example



14. EICR example



15. Fire alarm control panel



16. Incorrect fire zone plan



17. Fire extinguisher example



18. Fire extinguisher to remove



19. Committee room kitchen



20. Committee room kitchen



21. Staff kitchen



22. Cleaners' cupboard



23. COSHH to review



24. Emergency store cupboard



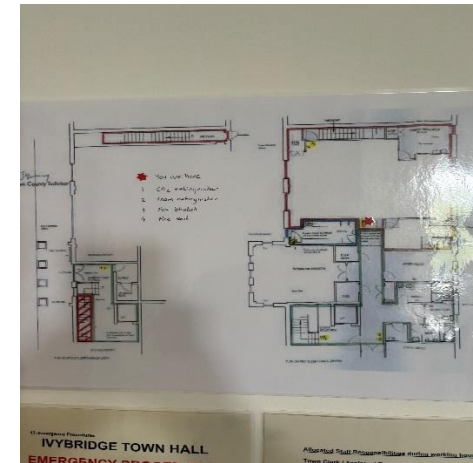
25. Fire action plan



26. Fire action plan (different)



27. Fire action plan (different)



28. Evacuation plan incorrect



29. Solar PV Inverters



30. Solar shut down switch



31. Check fire alarm provision



32. Check fire alarm provision



33. Plant room



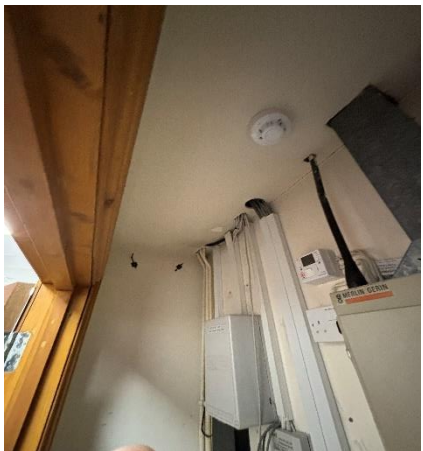
34. Boiler provision



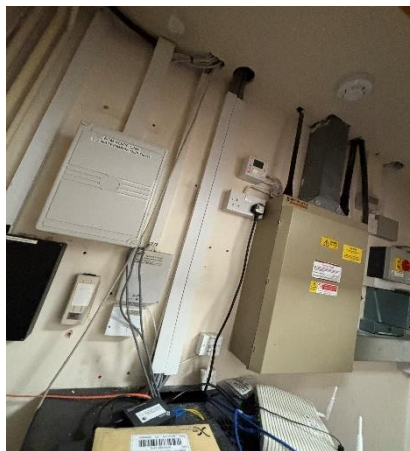
35. Compartmentation issue



36. Compartmentation issue



37. Compartmentation issue



38. Compartmentation issue



39. Compartmentation issue



40. Compartmentation issue

RECORDS OF SERVICING & MAINTENANCE

Records of Servicing & Maintenance	Observations & Findings	Recommendations / Action
Has an electrical safety certificate been seen for fixed wiring within the common areas? Typically, 5-yearly.	NO No test certificate observed, the label on the consumer unit was in date.	See Attached Addendum Footnote Page A20 & Page 35 Section 6.1
Is the fire alarm system regularly serviced/ maintained by a competent person?	YES Devon & Cornwall Fire Protection. Records in fire safety folder.	See Attached Addendum Footnote Page A23 & Page 58
Is the fire alarm system tested weekly/ monthly.	YES Records in fire safety folder.	See Attached Addendum Footnote Page A25 & Page 58
Is the emergency lighting system regularly tested and maintained by a competent person?	YES Devon & Cornwall Fire Protection. Records in fire safety folder.	See Advisory - Page 29 Section 2 & Pages 59 & 83
Is any portable firefighting equipment being regularly checked and annually serviced?	YES Devon & Cornwall Fire Protection.	See Page 41 Section 10.2 & Page 60
Are all fire doors being regularly checked and periodically inspected?	NO	See Page 30 Section 3
Are Portable appliances being PAT tested?	YES See Page 36 Section 6.3 & 6.4	See Attached Addendum Footnote Page A19 & Page 84
Is fire safety training conducted with fire warden training in date?	YES Records show Jonathan Parson trained Sept. 22, refresher Sept. 25	See Attached Addendum Footnote Page A40
Has the Gas Safe certificate been seen to confirm conducted annually?	NO No test certificate observed	See Page 40 Section 9 & Page 85
Is the Solar PV provision serviced, minimum of annually?	UNKNOWN No records available at the time of the assessment	See Attached Addendum Footnote Page A33 & Page 37 Section 6.5

All system and appliance service records should be maintained and made available to the appropriate enforcing authority for inspection upon request.

SERVICE TESTING & MAINTENANCE REQUIREMENTS (where applicable)

All tasks should be recorded in your on-site Fire Logbook. Your on-site Fire Logbook should always be available for a fire officer to inspect on request.

Fire Alarms and Detectors

The fire alarm system should be regularly checked to ensure that it is in full working order. Staff should also know how to activate it as well as knowing what action to take upon hearing the fire alarm.

Daily user checks:

The panel should be inspected for normal operation of the system. If applicable, the connection of the remote manned centre should be checked. Any defects should be reported, and remedial action undertaken.

Weekly user check:

Operate a trigger device (e.g., manual call point or detector) to sound the alarm and ensure that it is working. Ensure that all manual call points/detectors are tested on a strict rotation. Record all findings in your logbook and any defects should be reported, and remedial action undertaken.

Monthly test:

Where a generator is in use, this should be started up by simulating a failure of the power supply. Allow it to run for at least one hour and then ensure that all fuels, oils etc. are replaced after use.

Annual test by a competent person:

* A full test of the fire alarm system should be undertaken in accordance with British Standards and any system faults should be rectified as soon as possible.

* Wiring of the system should be tested every five years by a competent person.

Measures to Reduce Unwanted False Alarms

False alarms will not only disrupt business operations but may also contribute to death or injury should Fire and Rescue Service resources be deployed answering false alarms when they should be attending incidents where life or property is in danger. To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place. The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

Automatic or Manual Door Release Mechanisms – Activated by the Fire Alarm System

Weekly: All hold-open devices should be checked for correct operation, as part of the routine testing of the fire alarm system. A competent person should undertake any necessary maintenance. The manufacturer's instructions should be closely followed, and an adequate record of testing and maintenance be kept. The batteries of devices with an integral power supply should be replaced in accordance with the manufacturer's instructions or every 12 months, whichever is most frequent.

Hold-open devices fitted to doors at either high or low level may, if used extensively, result in the doors becoming warped.

Doors should not, therefore, be kept open more than necessary; preferably being kept closed at night or when the premises are unoccupied.

Doors fitted with hold-open devices should be kept free from potential obstructions, checked frequently for signs of warping, and equipped with appropriate safety signs.

Fire Alarm Zone Plan

BS5839-1:2013 states that zone plans are required on every fire alarm system irrelevant of system size. If the fire brigade attends a fire alarm activation, they will expect to see a zone plan adjacent to the fire alarm panel, to assist them in locating the source of the alarm/fire.

The zone plan must be a geographical representation of the building clearly showing the division into fire alarm zones.

The drawing of the building layout should clearly show final exits, common escape routes, circulation areas and stairs.

A 'block' diagram which does not show this information is not acceptable.

You must indicate a 'You Are Here' point on your zone plan, so the user can locate where they are in relation to the zone in alarm.

Fire alarm zone plans should be mounted by each fire alarm control panel(s) and repeater panel(s).



Example

Emergency Lighting Systems

All lighting systems should be checked and maintained regularly, and any remedial actions should be undertaken immediately.

Daily/weekly checks carried out by the user:

When there is a mains power supply, conduct a visual inspection of indicators to ensure that the system is in working order. Your check should include that every lamp in a maintained unit is lit and that any control is functioning correctly. Ensure that any fault is recorded and acted upon.

Six monthly checks:

A test of self-contained and central battery systems should be carried out by simulating a failure of the normal lighting supply for a continuous period of 1 hour for 3-hour duration units and 15 minutes for 1-hour units. During the check, the functionality of all luminaries should be checked for proper function.

Annual checks:

Annual emergency lighting testing should be carried out by a competent person in line with current British Standards and the manufacturer's instructions.

Three yearly:

The test for the full duration of self-contained and central battery systems which have specified duration category in excess of one hour should be carried out. During the test check all luminaries for proper function.

Replace the batteries every four years or more if necessary.

Fire Extinguishers & Fire Blankets

Monthly:

Visual inspection to ensure that all fire extinguishers and fire blankets are correctly located and that they have not been discharged, removed, tampered with, or damaged. Check that all legal signage is in place. Fire extinguishers that are fitted with pressure indicators, are to be visually checked for pressure loss. Any remedial actions should be rectified immediately.

At least once per year:

A competent person should service the fire extinguishers and fire blankets as recommended by the relevant British and European Standards.

Fire Doors

According to BS 8214:2008, (Code of practice for Fire Door assemblies), Fire Doors need to provide a similar level of fire resistance as the fixed elements of a building (i.e., walls and floors) and are evaluated by the same stringent procedures and criteria. However, since Fire Doors are often opened and closed many times a day, their deterioration will be much faster, usually taking two main forms:

- * Damage to the leaf or the components making up the assembly
- * Wear in the building hardware, or a reduction in the effectiveness of fixings, causing the door to fail to self-close, thereby resulting in a breach of the fire barrier.

It is therefore very important to have all fire doors periodic inspected at least every 12 months by a competent service provider, or more regularly depending on the traffic using the door. It is vitally important that any maintenance, repair, or damage issues are dealt with as promptly as possible.

General Housekeeping

All electrical equipment and installation should be regularly maintained and checked in-line with current legislation.

Boiler and plant rooms should not be used as additional storage spaces and all portable heating appliances must be kept away from combustible materials such as furniture and paper storage. Appropriate NO SMOKING signs should be displayed in line with current legislation.

Means of Escape & Escape Routes

All escape routes must be properly maintained, and they should be kept free from obstructions at all times. Fire escape routes should be regularly inspected.

- * Fire doors are provided to prevent the spread of heat and smoke. It is important to ensure that they always remain closed and that they are NOT wedged or propped open. All stairways, corridors and exits should be kept free from waste and debris.
- * Final exits should be easy to open from the inside without the need for a key
- * Areas outside of final exit doors should be kept free from obstructions
- * All exits and exit routes should be clearly indicated with relevant signage provided.
- * All doors on escape routes must be openable without the use of a key or special procedure.
- * All self-closing devices should be in working order and should be regularly tested, checked and maintained.

SECTION THREE

This section provides detailed general guidance and information to enable the client to fully understand and appreciate legislative requirements that maybe relevant to their business.

FIRE SAFETY MANAGEMENT REQUIREMENTS

Arrangements should be put in place to manage all aspects of fire safety in the premises and the details of those arrangements need to be recorded, e.g., within a fire safety management plan. The arrangements should include the following key areas:

- Staff training plan and appropriate staffing levels for the occupancy.
- Policy of provision and use of portable fire extinguishers and fire blankets.
- Development of a suitable emergency procedure.
- Maintenance contracts for essential fire safety systems and equipment.
- Liaison with the fire service.
- Schedule of in-house checks and tests.
- Contingency plans.
- Display of appropriate fire safety notices and signs.
- Communications arrangements.
- Fire prevention, including control of works on site (e.g., hot work permits).
- Preparation of personal emergency evacuation plans (PEEPs) for staff, occupants, and visitors, as necessary. To ensure an appropriate resourced response, tailored to the individual needs of the disabled person and the specific features of the building. This plan will also need to consider the evacuation of disabled visitors.
- Individual PEEP for disabled people who are regularly in the premises and/or for a person(s) who have a temporary disability (Pregnancy, broken ankle for example) – Following discussions with the individual, a plan can be developed for their specific needs which should contain details of how they will evacuate the premises.
- PEEPs for visitors to the premises who will make themselves known to staff – visitors who are likely to require assistance in the event of an evacuation should be encouraged to make themselves known to staff.
- The plan should ensure that reliance is not placed upon the fire and rescue service for the evacuation of disabled and wheelchair bound occupants.

Fire Safety Manual

A fire safety manual should be produced to contain all design information and operational records. The design information should form the basis of an ongoing history document to which additional material is added when the building is occupied and at regular intervals thereafter. The fire safety manual should:

- Provide a full description of the assumptions and solutions that led to the fire safety design, including assumptions regarding the management of the building, housekeeping, and other management functions.
- Provide the nature of the fire safety planning, construction and systems designed into the building and their relationship to overall safety and evacuation management.
- Provide documentation produced at the design stage to describe the use of the various protection systems in each type of incident and the responsibility of the staff.
- Provide a continuously updated record of all aspects of the building and the buildings users that affect its fire safety.

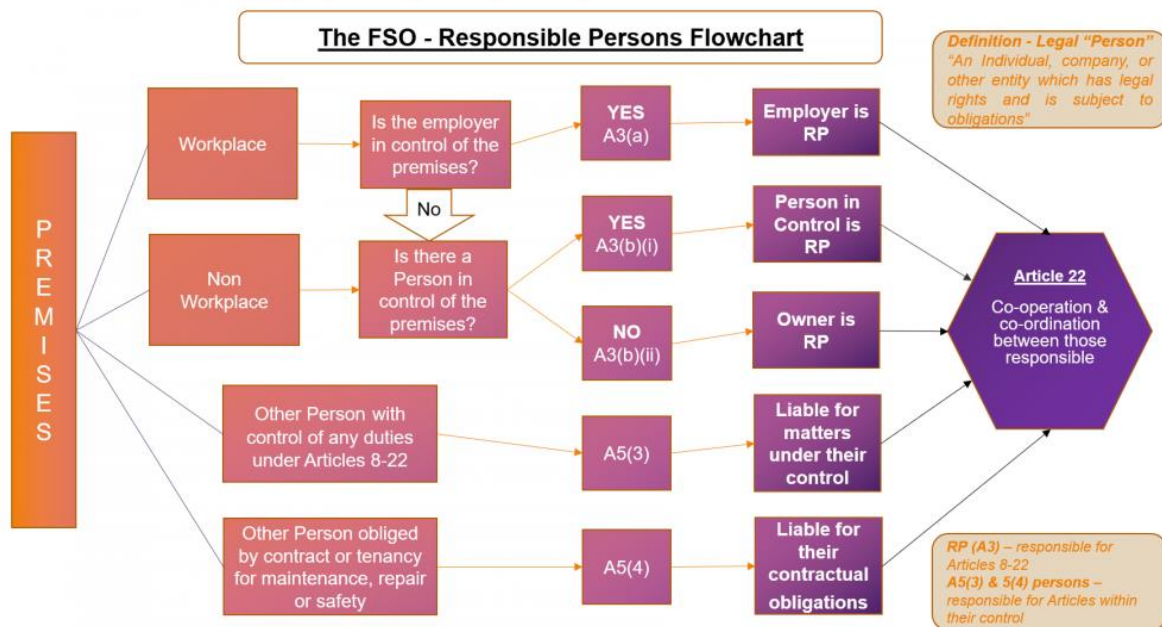
Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur, they are likely to be controlled or contained quickly, effectively, and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.

This fire risk assessment report is designed to help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are all in place and will identify any issues noted that need attention.

As the Responsible Person you have a duty to take ownership of this assessment to remove or reduce the risk and decide the nature and extent of the general fire precautions you wish to take.

Undertaking a fire risk assessment is not a one-off exercise. The risk assessment is a means to an end, not an end in itself. The outcome of the assessment needs to be acted upon, risks need to be controlled in a practical way, and fire safety arrangements need to be in place.

This document should be kept in a safe place along with your Fire Safety Manual / Logbook and all other relevant Fire Safety Documents (including your Emergency Evacuation Plan) and relevant fire safety systems equipment inspection and recorded periodic maintenance certificates issued for the premises.



FIRE EMERGENCY PLAN

You need to have an emergency plan for dealing with a fire situation. The purpose of an emergency plan is to ensure that the people in your premises know what to do if there is a fire and that the premises can be safely evacuated. If you or your organisation employs five or more people or your premises are licensed or an alterations notice requiring it is in force, then details of your emergency plan must be recorded. Even if it is not required, it is good practice to keep a record. The following information may give you guidance under Article 11 of the Regulatory Reform (Fire Safety) Order 2005. It is without prejudice to anything which may be required by an enforcing authority.

You must give clear and relevant information and appropriate instructions to your staff and the employers of other people working in your premises, such as contractors, about how to prevent fires and what they should do if there is a fire.

If you intend to employ a child, you must inform the parents of the significant risks you have identified and the precautions you have taken. You must also co-operate and co-ordinate with other responsible people who use any part of the premises. It is unlikely that your emergency plan will work without this.

Your emergency plan should be based on the outcome of your fire safety risk assessment and be available for your employees, their representatives (where appointed) and the enforcing authority.

In very small premises the emergency plan may be no more than a 'Fire action' notice. However, in larger more complex premises the emergency plan will need to be more detailed and compiled only after consultation with other occupiers and other responsible people, e.g. owners, who have control over the premises or building.

The emergency plan should be appropriate to the premises and could include:

- How people will be warned if there is a fire.
- What staff should do if they discover a fire.
- How the evacuation of the premises should be carried out.
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated fully.
- Identification of key escape routes, how people can gain access to them and escape from them to a place of ultimate safety.
- Arrangements for tackling the fire.
- The duties and identity of staff who have specific responsibilities if there is a fire.
- Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, lone workers, and young persons.

Continued below

- Any machines/appliances/processes/power supplies that need to be stopped/isolated if there is a fire.
- Specific arrangements, if necessary, for area of high-fire-risk
- Contingency plans for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order.
- How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this.
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- What training employees need and the arrangements for ensuring that this training is provided.
- Phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later)
- Plans to deal with people once they have left the premises.
- As part of your emergency plan, it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving.
 - a) Unaccompanied children
 - b) People with personal belongings (especially valuables) still in the building
 - c) People wishing to re-join friends
 - d) Getting people away from the building and
 - e) Inclement weather

REDUCING POTENTIAL FIRE HAZARDS AND RISKS

Managing Fire Safety;

Good management of fire safety is essential to ensure that fires are unlikely to occur and if they do occur, they are likely to be controlled or contained quickly, effectively and safely, or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety (Fire Assembly Point) easily and quickly.

The fire risk assessment will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment will identify any issues that need attention.

A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- * To identify the fire hazards.
- * To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- * To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

Fire;

For a fire to start, three things are needed:

1. Ignition
2. fuel
3. oxygen

If any one of the three is missing, a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the chances of a fire occurring.

Identify sources of ignition;

You can identify the potential ignition sources in your premises by looking for possible sources of heat which could get hot enough to ignite material found in your premises. For example,

Examples of Some Everyday Potential Sources of Ignition (Heat)

- Electrical, gas or oil-fired heaters (fixed or portable), room heaters
- Hot processes, e.g., welding, grinding by contractors.
- Naked flames
- Poor electrical installations, e.g., overloads, heating from bunched or damaged cables.
- Faulty or misused electrical equipment
- Chemical agents
- Acts of Cooking.
- Smoking material e.g., cigarettes, matches and lighters.
- Light fittings and lighting equipment, halogen lamps, display lighting.
- Central heating boilers
- Hot surfaces and obstructions of equipment ventilation, e.g., office equipment
- Arson – Deliberate ignition, vandalism

Identify sources of fuel;

Fuel for a fire is anything that burns. You need to look for the things that will burn reasonably easily and are in enough quantity to provide fuel for a fire or cause it to spread to another fuel source. Some common 'fuels' found are:

Examples of Some Everyday Potential Source of Fuel

- Flammable liquids-based products – paints, varnishes, thinners, and adhesives
- Flammable liquids and solvents – petrol, white spirit, methylated spirit, cooking oils.
- Flammable chemicals – certain cleaning products, photocopier chemicals
- Flammable gases – liquefied petroleum gas (LPG), flammable refrigerants, aerosols
- Food stuffs containing sugar and oils.
- Paper, shredded paper, books, decorations wall hangings, cardboard, plastics, rubber
- Packaging materials, Waste material, litter products, swarf, wood shavings, dust
- Art materials and products
- Furnishings, curtains, window blinds, clothing, surface linings
- Office equipment, contents of cupboards, office stationery

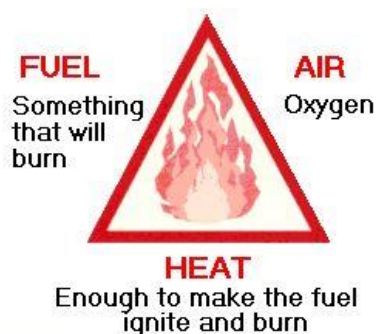
You should also consider the materials used to line walls and ceilings, e.g., polystyrene, plastics, carpet tiles, the fixtures, and fittings, brought in materials, and how they might contribute to the spread of fire.

Identify sources of oxygen:

The main source of oxygen for a fire is in the air around us. In most buildings an open door and/or window will provide an endless supply. In an enclosed building oxygen is provided by the ventilation systems in use. This generally falls into one of two categories: natural airflow through doors, windows, and other openings; or mechanical air conditioning systems and air handling systems. In many buildings there will be a combination of systems, which will be capable of introducing/extracting air to and from the building. Additional sources of oxygen can sometimes be found in materials used or stored at premises:

Examples of Potential Source of Oxygen

- Atmosphere - Natural airflow through doors, windows, and other openings
- Mechanical air conditioning systems
- Some chemicals (oxidising materials)
- Polytechnics (fireworks) which contain oxidising materials.
- Oxygen supplies from cylinder storage and piped systems.



Reducing Sources of Ignition

- Removing unnecessary sources of heat from the workplace or replacing them with safer alternatives
- Ensuring that all electrical fuses and circuit breakers are of the correct rating and suitable for the purpose.
- Ensuring that sources of heat do not arise from faulty or overloaded electrical or mechanical equipment.
- Keeping ducts and flues clean
- Prohibit Smoking Entirely
- Ensuring that all equipment that could provide a source of ignition is left in a safe condition, even when not in use.
- Taking precautions to reduce the risk of arson.

Minimising the Potential Fuel for a Fire

- Removing flammable materials and substances or reducing them to the minimum required for the operation of your business.
- Replacing materials and substances with less flammable materials
- Ensuring flammable materials are handled, transported, stored, and used properly.
- Ensuring adequate separation distances between flammable materials
- Storing highly flammable materials in fire resistant stores and containers

Reducing Sources of Oxygen

- Closing doors, windows and other openings not required for ventilation, particularly out of working hours.
- Shutting down any ventilation systems which are not essential to the running of the workplace.
- Not storing oxidising materials near or with any heat source or flammable materials

(The above is not a comprehensive list and should be used as a guide only)



10 THINGS EMPLOYERS MIGHT NOT KNOW ABOUT FIRE SAFETY REGULATIONS

Over 600 prosecutions have taken place since the Regulatory (Fire Safety) Order 2005 came into force in 2006. The Order dictates that where premises exist as a workplace, the Employer is usually the person, or organisation with responsibilities for fire safety. Every employer should be mindful of their fire risk management responsibilities, but here are 10 situations which employers may not be aware of:

1. **Employers can still be liable in law for any wrongful acts of their employees under the Fire Safety Order.**

An employer may believe that the very best fire safety policies and procedures are in place. Staff may have been well trained and provided with all the necessary information as to what to do in the event of a fire. But if a staff member puts the lives of others at risk, even if he has not done what he was told or trained to do, the employer can still be liable.

Article 32 (11) states “nothing in this order operates so as to afford an employer a defence in any criminal proceedings for a contravention of those provisions (contained in the Fire Safety Order) by reason of any act or default of an employee of his;” hence, an employer is ultimately responsible for the actions of his staff, if they do not follow the appropriate procedures.

2. **There is no due diligence defence available to employers where the Fire Safety Order has been breached in the workplace.**

Employers are under a duty to ensure that general fire precautions are in place to provide for the safety of any employees or relevant persons who are not employees, in the workplace. In normal circumstances it would be a defence to a person charged with an offence under the FSO to show that they took all reasonable precautions and exercised all due diligence to avoid the commission of an offence. But Article 33 specifically states that this defence is not available to employers where general fire precautions have not been maintained.

3. **Directors and managers can be liable personally for the actions of their company if offences were committed with their consent, connivance, or neglect.**

A company is a distinct legal entity and can be prosecuted as such. However, where a company has committed an offence under the FSO and there is evidence to suggest that the acts or omissions of a director/manager have clearly contributed to the committing of the offence, then the individual director/manager can also be liable personally. Whereas a company can only be fined, an individual manager/director could receive a prison sentence of up to 2 years for each offence.

4. **Employers may still breach fire safety legislation, even if they are not in control of the workplace.**

Article 3 of the FSO states that an employer can be culpable as a “responsible person” if “the workplace is to any extent under his control;” many employers, such as cleaning companies, carers or other subcontractors are not in control of their workplace, but it could be argued that they still have a duty under Articles 19 and 21 to provide fire safety management to employees and to ensure that employees are provided with adequate fire safety training. These Articles may apply even where the employer does not have control of the workplace, as the employer should have control over his employees.

5. It is up to an employer to make sure that the people he employs to control fire safety measures are competent.
It is not enough to simply appoint other fire safety specialists to carry out fire alarm maintenance and fire risk assessments etc. Article 18 requires the responsible person to ensure that those undertaking preventative and protective measures on behalf of employers must be competent. This may require a due diligence type exercise in ensuring that those instructed to carry out fire safety management responsibilities have sufficient qualifications, knowledge, and experience to carry out the required tasks. Failure to do so would lead to a breach of Article 18.
6. All employers should have a fire safety policy, which identifies a person responsible for fire safety at board or management level.
The government has provided numerous sets of guidance for differing types of premises. All of those guidance documents state that organisations should devise their own fire safety policy to cover things such as the appointment of someone at board level who is responsible for the fire safety throughout the organisation; identifying each person responsible for fire safety at each set of premises the organisation is responsible for; and arrangements to check that the individual persons responsible for fire safety are meeting the requirements of the FSO. Failure to comply with this aspect of the order may result in an offence being committed under Article 11.
7. An employer is responsible for the training of his staff in respect of fire safety measures and must provide all relevant fire safety information to its employees.
Articles 19 and 21 of the FSO are clear in this respect. Not only should staff be appropriately trained and informed, but records should also be kept to evidence compliance and to show the extent of the training. Again, failure to comply may lead to an offence being committed.
8. An employer may commit an offence if he fails to provide information requested by the fire service.
The FSO provides Inspecting fire officers with a number of investigative powers. These powers allow inspecting officers to inspect premises to ascertain compliance with the FSO; to ascertain the identity of person responsible for fire safety in respect of premises; require production of documentation to ensure policies and procedures are being followed and to require persons with fire risk management responsibilities to facilitate and assist an officer to exercise his powers under the FSO. Article 32 (2) (c) and (e) provides that it is an offence for a person to obstruct or fail to assist and Inspecting Officer in the exercise of those powers.
9. An employer is ultimately responsible to ensure that a fire risk assessment is suitable and sufficient, even if you pay someone else to do it.
Article 9 requires that fire risk assessments should be suitable and sufficient for the premises in question. Article 18 does not apply to the instruction of fire risk assessors and there is no universally recognised qualification or accreditation needed for a person to become a fire risk assessor. Ultimate responsibility for the suitability and sufficiency of a fire risk assessment rests with the employer.
10. An employer must cooperate with other employers if premises are shared in relation to fire safety management.
Employers may share facilities and premises with other employers or organisations. In this situation, all those responsible for fire risk management must cooperate and coordinate with each other to ensure that the entirety of the premises are safe in the event of fire. Failure to cooperate and coordinate may lead to an offence being committed under Article 22.

EMPLOYERS & EMPLOYEES DUTIES

The following duties are imposed on the responsible person/duty holder/appropriate person by the Regulatory Reform (Fire Safety) Order 2005.

The responsible/appropriate person or duty holder must, where necessary, safeguard the safety of relevant persons by ensuring that:

- routes to emergency exits from premises and the exits themselves are always kept clear.
- emergency routes and exits lead as directly as possible to a place of safety.
- in the event of danger, it is possible for persons to evacuate the premises as quickly and as safely as possible.
- the number, distribution and dimensions of emergency routes and exits are adequate with regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time.
- emergency doors open in the direction of escape.
- sliding or revolving doors are not used for exits specifically intended as emergency exits.
- emergency doors are not locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency.
- emergency routes and exits are indicated by signs.
- emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity should their normal lighting fail.

Under the relevant fire safety legislation, the responsible/appropriate person or duty holder must also:

- establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger.
- nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises.
- ensure that any persons exposed to serious and imminent danger are informed of the nature of the hazard and of the steps to be taken to protect them from further danger; the procedures must enable the persons concerned to stop work and immediately proceed to a place of safety in the event of them being exposed to serious, imminent, and unavoidable danger.
- safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, by ensuring that:
 - information on emergency arrangements is available.
 - suitable warning and other communication systems are established to enable an appropriate response.
 - where necessary, before any explosion conditions are reached, visual or audible warnings are given, and relevant persons withdrawn.
 - where necessary, escape facilities are provided and maintained.
 - information is made available to relevant accident and emergency services to enable those services, whether internal or external to the premises, to prepare their own response procedures and precautionary measures.
 - immediate steps are taken to mitigate the effects of the fire, restore the situation to normal and inform those relevant persons who may be affected.

The various UK Building Regulations cover the means of escape and require that:

- buildings should be designed and constructed so that there are appropriate provisions for the early warning of fire and appropriate means of escape in case of fire
- there be a means of escape from the building to a place of safety outside the building; this designated place should be capable of being safely and effectively used at all relevant times.

Employees' Duties

Under the relevant fire safety legislation, employees must co-operate with the responsible person/employer to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Fire Emergency Procedures

The level of danger to people if fire does break out depends on many different factors. It is not possible to construct a model procedure for action in the event of fire that would be suitable for all premises. However, the following list shows the points that should normally be covered. This emergency plan can be adapted accordingly to suit different premises or risks.

1. **Action on discovering a fire.**
All persons should be familiar with the procedures to be followed if they discover a fire. The emergency plan should cover how the alarm is raised and the subsequent actions, e.g. leaving the building, reporting the fire to another person, etc. Minimise any delays in responding. Fire Action Notices will detail these procedures and should be located in appropriate locations around the building.
2. **Calling the fire service.**
The duty of informing the fire and rescue service immediately an alarm is sounded must be specifically allocated to a designated person or people. This is the case even if the automatic alarm system is linked to an alarm receiving centre. The plan should also identify if the occupier is going to undertake in-house investigations before calling the Fire Service and how the person(s) undertaking this are competent to do so.
3. **Detecting fires and warning occupiers.**
The plan should detail the means of detecting fires where installed, e.g. the use of automatic fire detection systems. The plan should identify how occupiers are to be warned of a fire in the premises. This can range from occupiers simply shouting “fire, fire, fire” to fully automated systems using sounders, voice alarms and visual signals.
4. **Stopping of machinery, isolation of power supplies.**
These tasks should be carried out by previously designated people to ensure the safety of all those concerned.
5. **Evacuating premises.**
Everyone must be able to escape from danger. Personnel who do not have specific designated duties should start to leave the building as soon as the alarm sounds, unless instructions have been given to the contrary, eg as may be the case if phased evacuation is employed. Everyone should leave in a calm, orderly manner, by the most direct route avoiding the use of lifts. Their evacuation should not be delayed by stopping to collect belongings. Depending on the circumstances of the building, fire wardens may have been nominated to ensure each area is evacuated.

6. **Means of escape.**

The plan should identify the means of escape that are to be utilised, for example, horizontal/vertical evacuation, evacuation lifts and equipment to be used to assist vulnerable occupiers. All escape routes should be clearly marked.

7. **Assembly points.**

An assembly point should be pre-determined and everyone made aware of its location. These points should be in a safe place, preferably under cover. They should be a sufficient distance from the premises but should not create unreasonable risks, e.g. crossing a main road, if this can be avoided.

8. **Roll call.**

One person in each department or area of the building should have the duty of maintaining a roll call so that a quick check of employees in that area can be made. The fire service should be informed on arrival if anyone is not accounted for. However, in circumstances where it is not possible to clarify the whereabouts of staff during the working day, e.g. if staff are constantly exiting and returning to the premises, a roll-call system may be ineffective. Any emergency arrangements should take this fact into account. For example, it may be necessary to rely on building “sweep” to ensure all persons have vacated or by using modern technology that enables the responsible person to determine and identify occupiers’ movements in and out of the building.

9. **Liaison with fire and rescue service.**

The emergency plan should detail who will be responsible for liaising with the fire and rescue service. It may be necessary to provide the fire service with additional information about the premises. This could include the location of hazardous substances, utilities shut-offs, location of fireman switches, etc.

10. **Firefighting.**

The plan should identify what means of firefighting are utilised including any portable and fixed systems. The risk assessment should be identifying whether staff members are to be trained in the use of fire-fighting equipment and how many. It must be stressed that if there is any doubt about their ability to extinguish the fire safely, it should not be tackled but left for the fire service to deal with.

11. **Responsibilities in the event of fire.**

In workplaces employing large numbers of employees, it may be appropriate to nominate certain employees to carry out specific tasks in the event of fire. For example, these tasks might include:

- acting as floor wardens, ensuring that the floor is completely evacuated during a fire evacuation and reporting this fact to a previously established control point.
- ensuring that security of the building is maintained.
- ensuring that disabled people receive any assistance required.
- undertaking an investigation into the fire alarm before calling the Fire Service.

12. **Those requiring assistance.**

Depending on the type of building and its occupancy profile there may be occasions when occupiers require assistance, whether due to a physical disability or other vulnerability. The plan should detail how such persons are to be identified and what actions are to be taken to assist such persons in the event of the need to evacuate the building.

13. Information and training.

For an efficient fire routine, it is essential that every person has received adequate instructions and fully understands them. Instruction must leave no room for doubt as to the action to be taken. It should be as brief as practicable and expressed clearly in simple language. Those with specific roles and responsibilities should also be provided with adequate information, instruction, and training.

14. False alarms.

Where the evacuation has been caused by a false alarm the occupier should ensure there are procedures for re-setting any systems such as automatic fire detection and alarm systems. They should also investigate the cause of the false alarm and take the necessary remedial action to prevent recurrence.

Evacuation Procedures

An evacuation involves warning and informing people, identifying safe areas, accounting for people and, if necessary, providing assistance for people to reach the safe areas. Often, all this must be done at very short notice and in adverse conditions.

For many organisations, the process of evacuation can be quite straightforward, with all relevant personnel knowing how to evacuate safely by undertaking appropriate training and regular practice. However, the process of moving people out of a dangerous situation to a place of safety can be complex and difficult, particularly in environments where there may be vulnerable people.

Owing to differences in building design, construction, fire escape design, usage and occupancy, each building will represent unique problems in emergency evacuation and these factors will also determine whether evacuation should be phased or simultaneous.

Variables (such as modern working practices, the use of the premises and how people respond to a real incident) can increase risks of uncontrolled dispersals and make accounting for everyone a challenge.

It is important that the responsible person develops and exercises an appropriate evacuation strategy as part of the overall fire risk management regime. A number of factors need to be considered when developing an evacuation procedure.

➤ **Occupant numbers and types:**

an evacuation can involve anything from one person up to hundreds, and include vulnerable people such as the very young, very old or those with mobility problems, those who are unfamiliar with the premises, e.g. visitors, contractors or temporary staff, may respond differently to those who are more familiar with the procedures and layout of the building.

➤ **Location:**

the location of the property could impact on the procedures to be adopted and where to evacuate to, e.g. in urban areas, locating a suitable place of safety/assembly point can be difficult and may require having to move some distance from the building and the crossing of busy, main roads.

➤ **Property type:**

the type of property and the activities within it will influence evacuation procedures, e.g. in high-rise or large premises, care homes etc it may be necessary to adopt phased evacuation. The type of property will also influence the type and number of people who could be involved in the evacuation.

➤ **Duration:**

how long relevant people have to be evacuated for will be variable. However, the welfare of more vulnerable people may have to be taken into account and it may be necessary to consider alternative arrangements in terms of accommodation and shelter.

Evacuation: factors to consider

Consideration has to be given as to how the evacuation will be accomplished.

Issues to be addressed include:

- where to evacuate to (the place of safety/assembly point)
- who will control the evacuation?
- how the instruction to evacuate can be communicated effectively and in a timely manner
- what instructions need to be given in order for people to respond effectively.
- the arrangements required for assisting those who may be vulnerable, have mobility problems and those with small children.
- the special arrangements that need to be made for the welfare of evacuees, particularly those who are vulnerable or may have suffered injury during the incident/evacuation.
- what arrangements, if any, have been made to record who has been evacuated and where they have gone to.

Types of evacuation

A key aspect of developing an emergency plan is the evacuation strategy for the premise, which in essence is the evacuation procedure. The evacuation strategy should not rely on external assistance and should be chosen to consider the risk profile of the building and the allowable travel time.

There are two basic categories of evacuation procedure:

1. Total evacuation of the occupants to a place of ultimate safety, by:

simultaneous evacuation where it would be unreasonable to expect the occupants to remain in an affected area for a prolonged time when there is a fire; simultaneous evacuation can be a “single-staged evacuation” where an instantaneous warning from all fire alarm sounders for an immediate evacuation occurs or “two-staged evacuation” where there is an investigation period (or grace period) before the fire alarm sounders are activated

phased evacuation is a common approach adopted in high-rise where the first people to be evacuated are all those on the storey most immediately affected by the fire, and those on other floors with impaired ability to evacuate, unless their Personal Emergency Evacuation Plan (PEEP) has determined otherwise; the remaining floors are then evacuated, usually two floors at a time, at phased intervals.

2. Progressive evacuation is where occupants are initially evacuated to a place of relative safety within the building where they can remain or, if necessary, complete the evacuation to ultimate safety as part of a managed system.
This can be:

- progressive horizontal evacuation of people into an adjoining fire compartment on the same level, from which they can later evacuate to a place of ultimate safety.
- zoned evacuation adopted in large retail developments, where a zoned evacuation is achieved by moving the occupants away from the affected zone to an adjacent zone.

Evacuation Times

A question often asked is ‘how long should it take to evacuate a building during a fire evacuation procedure?’ Under the UK risk-based fire safety regime, there are no prescribed times given.

Clearly, in small simple premises, the fire evacuation time will be smaller than, for example, a high-rise office block. The more complex the premises, the more thought will need to be given to the evacuation times.

For more modern buildings safe evacuation times are likely to have been “designed-in” as part of the overall design of the premises. Information in relation to safe fire evacuation times may be contained in data that is required to be transferred to the building occupier under Building Regulation or Construction Design and Management Regulation requirements.

There are two key definitions the duty holder should be aware of as follows:

- Required safe egress time (RSET)
- Actual safe egress time (ASET).

For safe evacuation to occur, the ASET must not be significantly longer than the RSET.

There are a number of factors that will influence the RSET/ASET, these include time:

- from ignition to detection of fire
- from detection to alarm
- for recognition of alarm by occupants
- for response once the alarm is recognised
- to travel to complete the evacuation.

The above can be influenced by a number of factors including the behaviour of occupants, specific characteristics (e.g. vulnerabilities and familiarity with systems), travel distances, density of occupation, route and exit flow rates, etc.

Appointment of Competent Persons

Having determined the appropriate fire emergency procedures, including evacuation strategy, the responsible person/duty holder should then be appointing an appropriate number of competent persons to undertake the necessary processes and procedures to ensure the safe evacuation of all occupants.

In terms of the number of people needed, all that is required are enough people to affect the safe evacuation of relevant persons (that is occupiers).

A different number of people may be required to carry out duties under other enactments such as nominating those to use fire-fighting equipment or to shut-down plant and equipment.

There are no set ratios for how many staff may require to be nominated as this is down to levels of risk.

Having deemed that nominated persons are necessary, they must be competent, which according to legislation is a combination of training, experience/knowledge and “other qualities”. What these other qualities are is open to subjective interpretation, but may include the ability to:

- assess a situation quickly, safely and take the correct action.
- absorb new knowledge and learn new skills.
- cope with stressful and physically demanding emergency procedures
- be able to leave their normal duties such that they may be left to go immediately and rapidly to an emergency.

Accounting for People

Roll-call procedures are used by many organisations but have intrinsic weaknesses that should be addressed by the responsible person. Paramount to the effectiveness of this system is knowledge of who was in the building at the point of evacuation.

Very few organisations have the ability to explicitly identify who is on the premises at any given time. Roll calls rely heavily on staff following evacuation procedures, but in a real-life evacuation some people's natural instinct is to take flight from a threatening situation. The system that performed adequately during drills may therefore significantly under-perform in a real situation. Inaccuracies with regard to who is believed to be on the premises may be caused by:

- staff temporarily leaving the premises.
- poor control procedures for contractors or visitors
- fluidity in the building's occupation, e.g. with staff who are working flexibly.

Fire Drills and Exercises

No matter how well designed and thought out an evacuation procedure is, it cannot be considered reliable until it is exercised and has proved to be workable, typically through a fire drill. Fire Drills should be carefully planned and agreed with all relevant parties to be involved. Every drill should have clearly defined aims and objectives.

Within each building, the fire evacuation drill should be for all occupants except those who may need to ensure the security of the premises or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down. If there is shift working in the building, then drills should be undertaken at different times of the day to include employees working shift patterns.

Where a building or site is shared with other occupants, e.g. in a business park, then attempts could be made to co-ordinate fire drills or at least have "desktop" reviews with neighbouring tenants to share and test arrangements.

For premises that have more than one escape route, the fire drill should follow the assumption that one exit or stairway is unavailable because of the fire. A designated person being located at a suitable point on an exit route could simulate this. Applying this scenario to different escape routes at each fire drill will encourage individuals to use alternative escape routes they may not normally use.

It may not always be beneficial to have "surprise drills" as the health and safety risks introduced may outweigh the benefits. This should be determined as part of the overall risk assessment.

Planning a fire drill

When planning a fire drill, the following factors need to be considered.

- Ensure that equipment can be safely left unattended (for the drill period).
- Nominate observers to determine the effectiveness of the drill (it may be necessary to provide such staff with training in this role).
- Inform the alarm-receiving centre if the fire detection and alarm system is monitored.
- Inform visitors and members of the public if they are present.

Ask a member of staff at random to set off the alarm by operating the nearest alarm call point using the test key. This will indicate the level of knowledge regarding the location of the nearest call point.

Throughout the drill, the responsible person and nominated observers should pay particular attention to:

- communication difficulties with regard to the roll call and establishing that everyone is accounted for.
- the use of the nearest available escape routes as opposed to common circulation routes.
- difficulties with the opening of final exit doors
- difficulties that may be experienced by people with disabilities or mobility issues.
- the roles of specified people, e.g. fire wardens
- inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts
- windows and doors not being closed as people leave.

On-the-spot debriefs that encourage feedback from everybody are useful to discuss aspects of the fire drill. Following the drill, reports from fire wardens and observations of people involved should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

Vulnerable People and Fire Evacuation

Under fire safety legislation, it is the duty of those with responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for everyone likely to be in the premises, including vulnerable people including those with mobility issues or impairments that prevent them from reacting to an evacuation procedure without support. Where an employer or a service provider does not make provision for the safe evacuation of vulnerable people from its premises, this may be viewed as discrimination, and it may also constitute a failure to comply with the requirements of fire safety legislation.

Government guidance emphasises that any evacuation plan prepared should not rely on the intervention of the fire and rescue service to make it work. Typically, suitable arrangements for the evacuation of people with mobility issues will be contained within a Personal Emergency Evacuation Plan (PEEP). The PEEP must be tailored to the person's individual needs and will give detailed information on their movements during an escape.

For those with a disability or vulnerability, consideration must be given to a number of factors including:

- the disability/vulnerability of the person or persons likely to be at risk
- unfamiliarity with the premises and/or the evacuation procedures
- where the person is in the building
- an inability to recognise alarms/evacuate the building without assistance
- characteristics of the building that may affect evacuation.

There are three distinct groups that may require some form of PEEP to be prepared.

1. Employees and regular (known) visitors to the premises.
2. Occasional (known) visitors to the premises.
3. Unknown or uncontrolled visitors who may be on the premises.

Evacuation of a disabled person

The evacuation of a disabled person can usually be achieved by devising simple procedures, but specialist equipment may be needed in some cases. For example, it may be appropriate to install flashing lights (known as VAD's – Visual Alarm Devices) linked to the alarm system to alert people who have severe hearing impediments in areas where they may be alone.

Risk assessment and practice drills will help to identify if any special equipment is needed and whether the emergency procedures are effective.

Fire Safety Signs and Emergency Lighting

Under the relevant fire safety legislation, emergency routes and exits must be provided with signs and, where necessary, adequate emergency lighting.

Any door that could be confused with an exit door should be marked clearly with a sign or notice reading “no exit”, “no way out” or “private”.

Examples of acceptable signs are shown below with their definition and information on their correct positioning.

Notices on Doors (Fire Safety Instructions)

Notices on doors displaying fire safety instructions are generally blue in colour, as in mandatory signs, except for those showing how to operate the actual outside door, which are emergency exits and are green. Notices on doors do not require a pictogram.



It is necessary for any door fitted with a panic bolt or bar to have one of the following signs (white text on a green background) positioned prominently upon it and as close to the bar as possible.



All fire-resisting doors should have one of the following signs (white text on a blue background) displayed at eye level and on both sides.



Fire safety signs

Safety signs should be clear and unambiguous, in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the relevant fire safety legislation.

BS 5499-4:2013 *Safety Signs. Code of Practice for Escape Route Signing* and BS 5499-10:2014 *Guidance for the Selection and Use of Safety Signs and Fire Safety Notices Provide Additional Guidance and Recommendations on Fire Safety Signage.*









The signs should be suitable for use by those who:

- have poor vision.
- suffer from dyslexia.
- do not have English as their first language.

It is recommended that the fire safety directions are in picture form for ease of comprehension.

Escape route signs

(meaning and use of graphical symbol with directional arrows)

Sign	Meaning as viewed from in front of the sign	Examples of locations
	Progress to the left from here (indicating direction of travel).	<ol style="list-style-type: none"> 1. On corridor walls. 2. Suspended adjacent and right of the exit. 3. Suspended at change of direction.
	Progress to the right from here (indicating direction of travel).	<ol style="list-style-type: none"> 1. On corridor walls. 2. Suspended adjacent and left of the exit. 3. Suspended at change of direction.
	<ol style="list-style-type: none"> 1. Progress forward from here (indicating direction of travel). 2. Progress forward and through from here (when sign is sited above a door). 3. Progress forward and up from here (indicating change of level). 	<ol style="list-style-type: none"> 1. Suspended in corridor leading to door. 2. Suspended in open areas. 3. Suspended in front of door. 4. Positioned above door. 5. Suspended at foot of stairs or ramp.
	Progress down from here (indicating change of level).	<ol style="list-style-type: none"> 1. Suspended at head of stairs or ramp. 2. Suspended at change of level.
	<ol style="list-style-type: none"> 1. Progress up to the left (indicating change of level). 2. Progress forward and across to the left from here when suspended within an open area. 	<ol style="list-style-type: none"> 1. On wall or suspended at foot of stairs or ramp. 2. On half landing wall or stairs. 3. Suspended at change of level. 4. Suspended in open areas.
	Progress down to the left (indicating change of level).	<ol style="list-style-type: none"> 1. On wall or suspended at head of stairs or ramp. 2. On half landing wall or stairs. 3. Suspended at change of level.
	<ol style="list-style-type: none"> 1. Progress up to the right (indicating change of level). 2. Progress forward and across to the right from here when suspended within an open area. 	<ol style="list-style-type: none"> 1. On wall or suspended at foot of stairs or ramp. 2. On half landing wall or stairs. 3. Suspended at change of level. 4. Suspended in open areas.
	Progress down to the right (indicating change of level).	<ol style="list-style-type: none"> 1. On wall or suspended at head of stairs or ramp. 2. On half landing wall or stairs. 3. Suspended at change of level.

Both emergency lighting and illuminated fire safety signs require the continuous supply of uninterrupted power, preferably through fire-resistant cables.

Fire Action Notices

Fire Action Notices are still typically utilised throughout premises to provide occupiers with information on the actions to be taken in the event of a fire. The Fire Action Notices should reflect fully the procedures identified as part of the fire emergency planning process, for example, using the nearest manual call point, not using lifts, not re-entering the premises, etc.

Fire Action Notices are your evacuation process in its simplest format for all to see and understand, and therefore, should be located at conspicuous locations, typically adjacent to all fire alarm manual call points, fire-fighting equipment, etc.



Emergency lighting

Emergency lighting should be provided in line with the requirements of BS 5266-1:2016 *Emergency Lighting. Code of Practice for the Emergency Lighting of Premises*.

Article 14 of the Regulatory Reform (Fire Safety) Order 2005 requires the installation of emergency lighting and states that:

- i) Emergency routes and exits must be indicated by signs; and emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.
- ii) Responsibility for conforming to the requirements set by the standards lies on the ‘responsible person’. In workplaces, that’s the employer and anyone who has control over any part of the building, i.e., the owner or occupier.

Some of the Emergency Lighting requirements the ‘responsible people’ have to adhere to, per the British Standard, include:

- Infill lighting, emergency luminaires, and exit signage must be carefully and well-positioned to provide enough lighting for occupants to safely exit a building when the normal mains supply fails.
- Escape routes and emergency exits should all have illuminated signage that unambiguously indicates the route of escape to a safety point.
- In instances where the emergency exit is not directly visible, illuminated directional signs or a series of signs must be provided to guide occupants to the nearest emergency exit.
- Every direction change leading to an escape door must be illuminated.
- The minimum duration for an emergency lighting system to stay on is three hours – once power fails, all emergency lights must stay on for at least an hour.

An emergency lighting is required throughout the building and comply to BS5266 Part 1, review for the correct locations are:

- i) At each exit door internally and externally, 5 lux internally 1 lux externally.
- ii) Staircases so that each step receives direct light, 1 lux.
- iii) Any change of direction along the escape route, 1 lux.
- iv) Any change of floor level, 1 lux.
- v) Any corridor/ hallway intersection, 1 lux.
- vi) Near each item of firefighting equipment.
- vii) Near a fire alarm manual callpoint.
- viii) A fire alarm control panel, 15 lux.
- ix) An emergency light should be located so that an individual always can see a light directing them to the exit of the building.

Note: The term ‘near’ is normally considered to be within 2 metres measured horizontally. These positions need to be illuminated to 5 lux minimum at the reference plane.

Additional areas to consider:

- i) Kitchens, 15 lux.

An emergency light system must comply to BS5266-1

It is recommended once a system is installed that there is a numerical inventory created of all emergency lights (EL) on site, in order to accurately inspect them periodically utilising schematic drawings, annotating locations (minimum annually by contractor with 3-hour discharge test and monthly by end user flick testing) and manage subsequent remedial action cost effectively and efficiently.

Portable Appliance Testing

Electrical appliances are mainly categorised as Class 1, 2 or 3, with Class 1 being the most dangerous and Class 3 the least dangerous.

The class of an appliance determine whether it needs to be PAT tested and to what degree. Class 1 appliances need a full PAT test, Class 2 appliances need a PAT insulation test, and Class 3 appliances don't need to be PAT tested at all.

- Class 1 appliances

This type of electrical equipment has only basic insulation and relies on an earth for protection.

- Class 2 appliances

This type of electrical equipment has extra insulation and so doesn't rely on an earth for protection, which makes it safer.

- Class 3 appliances

Class 3 appliances are low voltage items and are the safest class of electrical appliance. Their charging leads may need to be PAT tested.

Examples of potential Class 1 electrical appliances:

- Floor standing printers and photocopiers.
- Vending machines.
- Industrial machinery.
- Desktop computers.
- Washing machines and tumble dryers.
- Fridges and freezers.
- Microwave ovens, toasters, kettles.
- Dishwashers
- Irons
- Electrical heaters
- Laptop and mobile phone chargers, and extension leads.

Examples of potential Class 2 appliances:

- Desktop printers
- Hedge trimmer and lawnmowers.
- Drills
- Food mixers
- Television, DVD and CD players.
- Hair dryers and hair straighteners.

The classes are then formed into seven categories with a relevant directorate of testing:

- Fixed – this is detailed as, equipment fixed in a permanent location.
- Stationary – this is detailed as equipment such as vending machines, washing machines, freezers or similar.
- I.T. – this is detailed as business equipment covering computers, printers etc.
- Movable - this is detailed as equipment under 18Kg that normally stays in one location but can easily be moved around.
- Portable - this is detailed as electrical items designed to be moved around whilst connected to an electrical supply.
- Cables & chargers - this is detailed as extension leads and any form of cable reel.

- Handheld - this is detailed as any device designed to be connected to an electrical supply whilst it can be moved, such as hair dryers, drills, lamps.

Testing frequency for PAT testing in medium (normal) risk environments:

- Fixed, annual visual inspection, no PAT test legislatively required, for Class 1 & 2 equipment.
- Stationary, no visual inspection legislatively required, annual PAT test is required, for Class 1 & 2 equipment.
- I.T. no visual inspection legislatively required, annual PAT test is required, for Class 1 & 2 equipment.
- Movable, monthly visual inspection on Class 1 equipment and three monthly on Class 2 equipment, annual PAT test is required on Class 1 & 2.
- Portable, monthly visual inspection on Class 1 equipment and three monthly on Class 2 equipment, six monthly PAT test is required on Class 1 & 2.
- Cables & chargers, monthly visual inspection on Class 1 equipment and three monthly on Class 2 equipment, six monthly PAT test is required on Class 1 & 2.
- Handheld, monthly visual inspection on Class 1 equipment and three monthly on Class 2 equipment, six monthly PAT test is required on Class 1 & 2.

Gas Safety Record

If an engineer undertakes gas work at your property, it's always helpful to know exactly what documentation you can expect to receive from them.

Gas Safety for all businesses

Gas safety rules in the UK fall under the Gas Safety (Installation & Use) Regulations 1998. These regulations require that a gas system is fitted and correctly maintained. The regulations apply to both natural and liquefied petroleum gas (LPG), and it includes all gas appliances, fittings and flues in commercial and public premises.

By law, all businesses are required to have an in-date commercial Gas Safety Certificate if you have any gas appliances on the premises. The onus is on the business to ensure that the Gas Safety Certificate is kept in-date. The renewal of the certification can be any time between the 10th and 12th month after the previous check was completed.

If you fail to keep the certification in date you are breaking the law and could face a fine and potentially imprisonment.

Escape Routes and Assembly Points

Part B1 of the Building Regulations 2010, together with the accompanying Approved Document B, *Fire Safety* (2013 edition), covers means of warning and escape. It advises that the building should be designed and constructed so there are:

- appropriate provisions for the early warning of fire
- appropriate means of escape in case of fire.

The means of escape should be from the building to a place of safety outside the building. This designated place should be available to be used safely and effectively at all times. Escape routes should be planned in consultation with the local fire authority and with reference to the workplace fire risk assessment.

Escape routes

The important factors highlighted by Approved Document B include the following.

- Each escape route should be protected and enclosed by fire and smoke-resistant materials.
- The route should be lit by suitable emergency lighting.
- The entrances and exits should have suitable signs.
- There must be suitable measures to restrict the spread of smoke in the escape route.
- There should be ventilators to remove smoke from the stairwells.
- No escape route should run close to a hazardous area, e.g. a chemicals store.
- Any changes in the location or use of escape routes must be notified to the fire authority.
- The fire authority must be notified of any new or proposed escape routes before they are put into effect.

Ideally there will always be at least two separate escape routes from each room, compartment, or storey in a building — if possible, these should be diagonally opposite to each other.

The maximum distance that people must travel, from any point in the building to the place of safety, is usually termed the “travel distance”. The place of safety may either be:

- the final exit itself
- a relative place of safety, such as a protected fire escape stairway leading to a final exit
- a fire protected compartment which leads to a final exit and then to a place of total safety.

Escape routes must be wide enough to accommodate the expected numbers of people that will use them to allow them to escape in sufficient time. The width of an escape route is described by the narrowest part on any point of the route, which is often a doorway. The minimum width of an escape route should be not less than 750mm. Where there are likely to be wheelchair users, the minimum width is 900mm.

Stairways on escape routes should be at least 1050mm wide but not less than the width of the escape route that leads to them. Wider stairways (over 2100mm) need a separating handrail.

Escape routes should be free of obstacles, protrusions and any other feature that might obstruct, hinder, or otherwise delay people from being able to move down them freely.

Final exits

Ultimately, all escape routes lead to a final exit from the premises. Common requirements in respect of final exits are as follows.

- The exits should be obvious and/or signposted.
- The exits must open easily without use of a key; panic bars should be fitted to locked exits that are likely to be used by a significant number, e.g. 50 or more, of staff or members of the public.
- Revolving doors are normally required to have conventional exit doors sited adjacent to them unless they fold flat.
- In modern Codes of Practice, wicket doors, goods delivery shutters and window exits are not normally acceptable as final exits and are generally regarded as unsuitable for members of the public under any circumstances.
- On escape through a final exit, it must be possible to disperse from the vicinity of the building without re-entering it.
- There is an obligation on the employer or premises owner/occupier to always keep the means of escape free, and not allowing employees to prop or wedge fire doors open.

Assembly points

Fire escape routes should lead to a well-designated assembly point. As there are several important details to note concerning assembly points, the following guidance should be noted.

- Assembly points outside the building should be indicated clearly. These points should have been selected in consultation with the fire authority and routes to them will be signposted with appropriate notices.
- For larger sites, a well-disciplined procedure should be in place to handle hundreds of people, both employees and visitors, moving from various exits to a single assembly point.
- The designation of the assembly points is important, because disabled people should not be disadvantaged by being expected to assemble at points that are too far from the evacuated premises.
- It is a good idea to have designated assembly areas in sheltered facilities, in case of a forced evacuation in poor weather.
- Employees and other persons leaving the premises must be advised which assembly areas they are to use.
-

Notifying Staff, Visitors and Contractors of Emergency Procedures

The following information should be displayed prominently for the benefit of staff, visitors, and contractors.

- Different types of alarms and their meanings.
- Required responses to the alarms.
- Location and direction for escape routes.
- Location of alarm points.
- Location of fire-fighting appliances and their use.
- Restrictions on the use of lifts.
- Location of assembly points.
- A reminder to leave behind all belongings if the fire alarm should sound.
- A reminder to take all personal belongings if the bomb threat alarm should sound.

Staff members should be given:

- basic training on the location and use of escape routes
- basic training on evacuation procedures
- a copy of the written fire policy of the business.

Training

- The Regulatory Reform (Fire Safety) Order 2005 requires that those employed by the business on the premises are trained in the action to be taken in the event of fire and that appropriate records should be kept.
- It is recommended that fire drills, e.g. drills that involve evacuation of the business, should occur on a regular basis, at least twice a year during each shift period (if applicable).
- In many companies, there are fire wardens who are trained to use fire extinguishers correctly (at least until all the people in that zone have been evacuated). Some organisations have a policy of leaving all fire suppression to the fire service to undertake and, if so, fire wardens should be briefed accordingly.

Safety training and drills Safety training should be given to employees so that they are aware of the following:

- What to do if they discover a fire
- How to raise an alarm of fire
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point(s)
- How to call the Fire and Rescue Service
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors.

Safety training should be given:

- At the time they are first employed,
- On their being exposed to new or increased risks, and,
- At periodic intervals as appropriate. (at least annually, depending upon the nature of the risk)

Safety drills should be carried out:

- At periodic intervals appropriate to the nature of the risk.
(a minimum of one safety drill each year is recommended)
- All employees MUST evacuate the premises regardless of seniority or commitments.

SECTION FOUR

APPENDAGES

A: Legislation

B: Disclaimer

C: Quality Assurance

D: Company Information

E: Errors & Omissions

F: Fire Risk Assessment Handover

APPENDAGES

A: Legislation

This fire risk assessment has been carried out to meet the requirements of the Regulatory reform (Fire Safety) Order 2005 (the Order). The following is a summary description of some of the key articles listed in the Order.

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out. It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire.

Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice from FRA Compliance. The Fire Safety Order requires that you make arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of this fire risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2)- (as shown below) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

Fire safety arrangements

11. 1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

(2) The responsible person must record the arrangements referred to in paragraph (1) where—

(a) he employs five or more employees.

(b) a licence under an enactment is in force in relation to the premises; or

(c) an alterations notice requiring a record to be made of those arrangements is in force in relation to the premises.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy.

It may be obtained from the Stationery Office, but can be freely downloaded from the Internet at: www.opsi.gov.uk/si/si2005/20051541.htm

Regulatory Reform (Fire Safety) Order 2005

Article 3	Defines the meaning of the responsible person as a.) the employer. (b.i) the person in control of the premises, or (b.ii) the owner/landlord
Article 4	Defines the meaning of general fire precautions.
Article 5	States the duties under the order - 'a person in control of the premises' may be a person who has an obligation for the maintenance/repair of the premises or the safety in the premises.
Article 6	Lists the premises 'the Order' does not apply to, which includes domestic premises occupied as a single private dwelling.
Article 8	Requires general fire precautions are undertaken to ensure the safety of employees/relevant persons.
Article 9	Requires the responsible person to carry out a fire risk assessment. This assessment must be reviewed regularly and if there is reason to suspect that it is no longer valid or there has been a significant change.
Article 11	Defines that the responsible person must make appropriate fire safety arrangements.
Article 13	Requires that the premises are to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms and any non-automatic fire-fighting equipment provided is easily accessible, simple to use and indicated by signs
Article 14	Requires that escape routes and exits are always kept clear and accessible.
Article 15	Highlights the need for fire drills and competent persons to assist in their undertaking.
Article 17	Requires suitable maintenance of fire safety facilities and equipment.
Article 19	Requires communication with employees, including the significant findings of the fire risk assessment.
Article 20	Requires that any external employers/employees who are working (or have staff working) in premises are provided with relevant information on the risks and the preventative and protective measures in place.
Article 21	Requires that employees be provided with suitable and appropriate training.
Article 22	Requires co-operation/co-ordination where two or more responsible persons share duties in premises.
Article 23	Lists the general duties of employees at work.

B: Disclaimer

It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this assessment seeks to advise on compliance with this statutory requirement.

The observations and recommendations are only pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure standards are maintained.

FRA Compliance Limited were instructed to undertake a fire safety risk assessment of the premises stated in this report and relates to all the buildings visited at the time of the site visit apart from any lofts and/or void areas.

Legal Notice: This report was prepared by FRA Compliance Limited under instruction from Mrs Kate Elliott-Turner. This report is only for the use of the intended recipients as detailed within this report and neither FRA Compliance nor any of their directors, officers, employees, agents, or other person acting on their behalf:

A) Makes any warranty, express or implied;

B) Assumes any liability.

With respect to the use of the information or methods contained in this report to any other person or party. The report and the information or methods contained therein may only be used for purposes in connection with this project.

In order to carry out this fire risk assessment the Assessor has used their professional expertise and judgement and guidance contained in publicly available specification (PAS 79: 2012) and fire safety risk assessment guides issued by H.M Government.

The assessor has no control over the on-going management of the premises or the decision to allow the premises to be used or continue to be used for its present purpose, this responsibility remains with the responsible person. Nor will the assessor be responsible for staffing levels, subsequent changes to the premises, subsequent faults in equipment, deterioration in the premises, testing requirements and/or the client's failure to implement significant findings.

The recommendations made represent FRA Compliances assessment of the minimum fire safety standards considered necessary for Ivybridge Townhall, that are relevant to ensure the safety of the staff, any on-site contractors, and all other visitors and guests to the premises.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the above-mentioned premises with all reasonable skill and care.

It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

Please be aware that certain changes introduced in the building may have an effect on potential fire risk and associated precautions e.g., changes to the premise's layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the building, including those persons with a temporary or permanent disability. Any of these changes could lead to a new hazard or increased risk and as such will require this assessment to be reviewed and/or a new assessment to be undertaken.

FRA Compliance will not accept any liability for deficiencies in this or any other form of report, unless it can be proven to have been caused by its breach of contract or negligence. Negligence shall be defined as in Section 1 (1) of the Unfair Contract Terms Act 1977.

Except in the case of death or personal injury arising from the negligence of FRA Compliance, liability of FRA Compliance for breach of contract or negligence or otherwise in relation to the preparation of this report, shall in no case exceed the fee paid by the Client for the report in question.

FRA Compliance shall in no circumstances be liable for any other loss, charges, damages, indirect or consequential loss (including loss of profit) or expenses of any kind.

The Client acknowledges that all possible circumstances in which the report may have some relevance cannot be foreseen at the time the report is prepared.

The Client also acknowledges that FRA Compliance, would not be able to provide the Report for the agreed fee if FRA Compliance were obliged to accept all far-reaching responsibilities.

The scope of any report produced by FRA compliance shall be limited to matters specifically identified in the proposal or indicated in the report. Except where FRA Compliance has otherwise agreed in writing. FRA Compliance shall not be liable for any reliance placed on a report by any person other than the Client or for any reliance placed on a report which is not specified in or envisaged by the Proposal. FRA Compliance shall not be liable for any loss caused by any report where such loss arises as a result of the provision to FRA Compliance of false, misleading, or incomplete information by the Client or as a result of the act or omissions of any other person.

Any report shall only be valid and may only be relied upon for the period stated in the report. FRA Compliance accepts no responsibility for the accuracy of information contained in the report after the stated period of validity. Where so indicated by FRA Compliance any report is to be regarded as expressing the opinion only of FRA Compliance and is not to be relied upon as being factually correct.

In order to maintain the integrity and credibility of the risk assessment process and to protect the parties involved, it is understood that the assessor and FRA Compliance will not divulge to unauthorised persons any information obtained during the risk assessment unless legally obligated to do so.

C: Quality Assurance

FRA Compliance Limited - Code of Practice, is as follows:

- FRA Compliance personnel, who provide Fire Risk Assessments, subscribe to a code of practice to safeguard the interests of those with duties and responsibilities under UK fire safety legislation in relation to fire risk assessments carried out on their behalf.
- FRA Compliance is properly insured. This would include Professional Indemnity & Public Liability insurance appropriate to the nature of work and level of risk.
- FRA Compliance aim to provide Fire Risk Assessments which are fit for purpose.
- FRA Compliance will only ever employ Fire Risk Assessors who are competent *. Competence includes recognition of the Fire Risk Assessor's own limitations and a willingness to supplement their knowledge and experience, where necessary.
- FRA Compliance are totally independent and will only identify the appropriate preventive and protective measures, without promoting unnecessary products and services.

** Competence is defined as 'a person with enough training and experience or knowledge and other qualities to enable them properly to undertake Fire Risk Assessments'.*

D: Company Information

Office Address	FRA Compliance Limited Suite F57, Kilworthy Park, Tavistock PL19 0BZ
Company Registration Number	11426150
Disclosure & Barring Service (DBS) Number	001732374210
Insurance Information	Simply Business Professional Indemnity - £5,000,000 each and every claim Public liability - £5,000,000 each and every claim

E. Errors and Omissions

All advice offered and actions suggested in this Report are based on findings made by FRA Compliance at the time of the inspection and any information provided by the Client.

Reference is made in this Report to the Clients legal obligations where applicable.

The Report is not an authoritative interpretation of legislation. Copies of relevant Acts and Regulations can be obtained from the Stationery Office or through good booksellers.

Legislation is subject to ongoing amendment and development, with new statutory requirements constantly coming into effect. This Report refers to current legislation at the date of the inspection and should be interpreted accordingly. Failure to comply with legislation could, in certain cases, result in criminal action being taken against you by the relevant authority.

Any failure to comply with legislation could severely compromise your chances of successfully defending any related civil action for damages. This report does not set out the criminal and civil consequences of any statutory breaches which it identifies. You will need to take legal advice for further information.

The fire risk assessment has been compiled to provide an assessment of risk to life from fire and does not address the risk to property or business continuity from fire. The assessment is based on information provided to FRA Compliance. Where such information was given by the Client, it is assumed that it is accurate and correct, and no independent verification has been made.

Statements in relation to the fire-resistant structure will be based on the visual inspection of readily accessible areas, with a degree of sampling where appropriate.

Statements in relation to escape lighting will be based on visual inspection and no test of luminance levels or verification of full compliance with relevant British Standard will be carried out.

Statements in relation to the fire alarm system will be based on visual inspection only, no audibility tests or verification of full compliance with relevant British Standard will be carried out.

The inspection of the premises will not include inspection of those parts of the Premises which are unexposed or inaccessible.

No investigation was made during the Consultant's visit to determine whether or not any hazardous materials have been used in construction at the premises or have subsequently been incorporated into any part of them. Specialist investigation and a structural survey would be necessary to enable a report to be prepared on whether or not the premises are free from risk in this respect.

This Report is provided to assist the Client in assessing his/her exposure, at the premises, to the risks expressly referred to in this Report. It is for the sole use of the Client and is confidential to the Client and his/her professional advisors. Any other person relies on the Report at their own risk.

F: Fire Risk Assessment Handover

This fire risk assessment has been produced in good faith utilising all information available at the time of the inspection. The recommendations made are considered necessary to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and associated guidance documents.

As the responsible person you have chosen to have this fire risk assessment for the premises undertaken by a competent person from FRA Compliance. The assessment has focused on the safety in case of fire, identified the risks and made recommendations of how to improve the fire safety of the premises and all relevant persons. However, as the Responsible Person you have a duty to take ownership of this assessment, to remove or reduce the risks, and decide the nature of the extent of the general fire precautions you wish to take.

Fire Risk Assessor

Mark Tucker

Mark Tucker

FRA Compliance Limited



Fire safety doesn't happen by accident