

FIRE RISK ASSESSMENT

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FIRE SAFETY AND TRAINING SPECIALISTS

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FIRE RISK ASSESSMENT



RA131905 Appleton Parish Council Appleton Parish Council WA4 5EQ

**Appleton Parrish Hall, Dudlow Green Road,
Warrington, WA4 5EQ**

ASSESSED BY	Mark Hobson
ASSESSED ON	10/07/2024
APPROVED BY	Mark Hobson
APPROVED ON	17/07/2024
ASSESSMENT REF.	RA131905
RECOMMENDED REVIEW DATE	10/07/2025
VERSION	1



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OVERVIEW

A Fire Risk Assessment is an organised and methodical examination of the detailed premise, the activities carried out within the premises and the likelihood that a fire could start and cause a risk to life. The purpose of this report is to provide an assessment of the risk of life from fire in the premises and where appropriate to make recommendations to ensure compliance to fire safety legislation.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on the 1st October 2006, places certain obligations on the "Responsible Person or Duty Holder" for the property, which includes the completion of a suitable and sufficient Fire Risk Assessment undertaken by a competent person. This document is set out and intended to satisfy this requirement however it is the Responsible Person's duty to ensure that this is the case.

Please Note: Any modifications to this document once it has left the control of SAFE I.S. Ltd shall not be considered valid or the responsibility of SAFE I.S. Ltd. The original copy of this document, along with any revisions undertaken by SAFE I.S. Ltd will be retained for a minimum of 36 months as a reference version.

Introduction

This Fire Risk Assessment has been undertaken at the request of the Responsible Person / Client and or Client Representatives, as defined by the related quotation and in agreement with the terms and conditions of Safe I.S. Ltd.

The instructions were to carry out a Type 1 Fire Risk Assessment, based on a non-invasive survey of the premises, with the aim; of producing a written report to record the findings, to provide recommendations (where possible and where applicable) and an action plan to identify fire safety risk improvement measures (where possible and where applicable). This involves the inspection of building elements and fabric which are visible without the need for removal or sampling of any items (such as casings, cladding, insulation, or other building components). The Fire Risk Assessor has therefore used their professional expertise and judgement when carrying out this Fire Risk Assessment and in the preparation of the report to meet this aim.

This Fire Risk Assessment aims to identify, in the professional opinion of the Fire Risk Assessor, the findings following the visit to the property in line with the relevant legislation and recommendations for fire safety improvement measures. All findings will be based on the information provided by the Responsible Person / Client and or Client Representatives during our visit.

This document details a systematic and structured report of the fire risk within the premises to express its current risk level, determining the adequacy of existing fire precautions and determining the need for any additional fire-related precautions. The objective of the report and action plan is to set out measures that will allow the Responsible Person / Client and or Client Representatives to work towards reducing the risk of fire and or maintain the risk of fire to a tolerable level. The recommendations made represent an assessment of the minimum standards considered necessary for life safety.

The Fire Risk Assessor will endeavour to make every effort to identify actions undertaken which are non-compliant with relevant legislations or not completed in line with British Standards and detail them within this report.

Managing Fire Safety

Good management of fire safety is essential to help reduce the risk of fires occurring; or if they do occur, they are more likely to be controlled quickly, effectively and safely; or if a fire does grow to ensure that everybody in your premises can escape to a place of total safety in an easy, efficient and safe manner.

Action Plan

At the end of this report, you may find a section entitled "Action Plan". An action plan details measures, including management procedures, identified in the course of a Fire Risk Assessment that need to be implemented to ensure that the required level of fire safety is achieved or maintained. It is considered that the recommendations made should be implemented to reduce fire risk or maintain it at a Trivial or Tolerable level as described.

Review Requirements

Fire Risk Assessments should be regularly reviewed to ensure they detail the current needs and risks within a given premises. As part of this report, a recommended review date will be provided which based on the Fire Risk Assessor's professional opinion is the most suitable date for the Fire Risk Assessment review to be undertaken.

However, please also be aware, the Regulatory Reform (Fire Safety) Order 2005 states as follows:

(3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—

(a) there is reason to suspect that it is no longer valid; or

(b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions,

and where changes to an assessment are required as a result of any such review, the responsible person must make them.

Such examples of point (b), could include but are not limited to; Structural change, a change in the number of employees, a change in the number of visitors, a change in the furnishing within the property, a change of use of an area or property, layout changes or any aspect that could have any impact on fire safety precautions.

If at any time the Responsible Person / Client and or Client Representatives believe the above points may be applicable, or if they believe the report is no longer suitable and sufficient for any reason, it is their responsibility to arrange the Fire Risk Assessment to be reviewed. This is a service that can be provided by SAFE I.S. Ltd, so if they so wish, please feel free to contact our team to obtain a quotation for a review service.

DISCLAIMER OF LIABILITY

This Fire Risk Assessment is an overview of the conditions and activities associated with the property at that particular time and date that the visit to the premises was undertaken. Any further element or requirement for assistance with specific conditions, operations, and/or activities not present or being undertaken at the time of our visit will be the responsibility of the Responsible Person / Client and or Client Representatives to review and action further.

The information contained in this document is provided under the direction from the Responsible Person / Client and or Client Representatives. The information detailed in this report was obtained by a visual inspection of the property, inspection of relevant records and verbal discussions with the Responsible Person / Client and or Client Representatives.

The Fire Risk Assessor carrying out the Fire Risk Assessment has no powers under any statutory order to demand building access or for the production of documentation or information, however, the information provided by the Responsible Person / Client and or Client Representatives will alter the information or recommendations made in this report. Therefore, access to the building and records/information provided during the course of the Fire Risk Assessment is assumed to be accurate, provided in good faith, up to date, and provided in full. The information and recommendations within the report are provided in good faith based upon the information and evidence available at the time of the visit. Please Note: The recommendations made within this Fire Risk Assessment may be incorrect if this is not true, of which will be the Responsible Person / Client and or Client Representatives responsibility.

This report will include all the Fire Risk Assessors' findings during the undertaking of the Fire Risk Assessment, and any other communication is to be excluded. It should be stated that a Fire Risk Assessment is open to individual interpretation, and as such, an Enforcement Officer may express a different view to that of the Fire Risk Assessors. All advice is provided as the opinion of the Fire Risk Assessor based on the access and information provided by the Responsible Person / Client and or Client Representatives.

The Fire Risk Assessment may involve inspection of accessible areas above suspended ceiling tiles to check compartmentation walls or fire stopping. If this is true, the specific areas will be detailed where applicable, but it should be assumed by the Responsible Person / Client and or Client Representatives if inspections are not detailed this has not been undertaken. Unless specifically stated, this Fire Risk Assessment does not include a review of the inaccessible areas (such as loft spaces, cladding, lift shafts or other areas not normally accessed). Further action maybe required by the Responsible Person to review such areas.

Any third party reviewing the content of this document needs to make their own assessment on the appropriateness of the information contained. Safe I.S. Ltd makes no assurance the information meets the needs of a third party and as such accepts no liability for any loss or damage incurred by the Responsible Person / Client / Client Representatives and or third parties whatsoever as a result of using the information provided in this report.

The Responsible Person / Client and or Client Representatives acknowledges that at no time SAFE I.S. Ltd or the Fire Risk Assessor (hereafter referred to as "the supplier") is the Responsible Person, as defined by Article 3 of the Regulatory Reform (Fire Safety) Order 2005.

Article 3 explains that "responsible person" means—

(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;

(b) in relation to any premises not falling within paragraph (a)—

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or

(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

The responsibility for the ongoing management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose, remains with the Responsible Person, not the supplier.

If the supplier identifies clear and obvious risks at the stated premises that pose a danger to relevant persons, the supplier MAY highlight these to the client in writing before the release of the Fire Risk Assessment report. However, the supplier is under no contractual obligation to do so, therefore, this does not represent an obligation as defined under Article 5(3) of the Regulatory Reform (Fire Safety) Order 2005. Furthermore, the supplier is in no way liable or responsible for rectifying/remedying any risks found.

For clarification, this Fire Risk Assessment report is not any of the following:

- A full audit of areas of the building that are not readily accessible or visually obvious (e.g. ceiling and roof voids and service risers).
- A means for verifying compliance with current building regulations.
- A disabled access, health and safety or asbestos audit.
- A means for identifying latent defects in construction or compartmentation.
- A means for verifying that the fire resistance of structural elements of the building is adequate.
- An examination of the potential for structural collapse of the building in the event of fire.
- A fire strategy report.
- A pre-occupation fire safety assessment.
- A means for snagging of new construction.
- A guide to legislation for the responsible person.
- A Fire Risk Appraisal and assessment of external wall construction and cladding.
- A Fire Risk Appraisal of External Walls (FRAEW) or External Wall System Fire Review certificate (EWS1).
- Anything other than a Type 1 Fire Risk Assessment of the stated premises.

Inaccuracies, Errors, Misleading Statements or Omissions

If the Responsible Person / Client and or Client Representatives believe the Fire Risk Assessment may require revision, the supplier must be given the opportunity to alter, amend and or review the original assessment. If the supplier is not given such an opportunity then they can no longer be regarded as having an obligation in respect of the Fire Risk Assessment as they do not have the necessary control.

Whilst the Fire Risk Assessor makes every effort to ensure that the information provided is accurate, no legal responsibility is accepted for any inaccuracies, errors, misleading statements or omissions. No guarantee can be provided that matters of noncompliance to legislation or relevant standards will be discovered and or recorded in this report. The Responsible Person / Client and or Client Representatives is to advise the supplier of any inaccuracies, errors, misleading statements or omissions within 20 working days of the issue date of the Fire Risk Assessment report (from Safe I.S. Ltd to the registered point of contact). These queries are to be made in writing, via email to contact@safeis.co.uk and will be responded to by way of a return email as soon as possible.

KEY

Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire.

The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

The matrix below explains how the assessor determines the building risk score. Carrying out the assessment's action recommendations should reduce the risk score.

SEVERITY ► ▼ LIKELIHOOD	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	TRIVIAL	TOLERABLE	MODERATE
MEDIUM	TOLERABLE	MODERATE	SUBSTANTIAL
HIGH	MODERATE	SUBSTANTIAL	INTOLERABLE

TRIVIAL	RATING	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
TOLERABLE	RATING	No major additional controls required. However, there might be a need for some improvements.
MODERATE	RATING	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
SUBSTANTIAL	RATING	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.
INTOLERABLE	RATING	Imminent risk of significant harm. Immediate action required.

This report has been prepared using the following approved method to carry out the Fire Risk Assessment:

- Step 1: Identifying the hazards
- Step 2: Identifying the people at risk
- Step 3: Evaluating the risks
- Step 4: Recording the findings and any action to be taken
- Step 5: Reviewing the Fire Risk Assessment

Action Timescales and Severities

All remedial actions are given a **timescale**. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.

PLANNED WORKS	LONG TERM	MEDIUM TERM	SHORT TERM	IMMEDIATE
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All remedial actions are also given a **severity** which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.

LOW SEVERITY	MEDIUM SEVERITY	HIGH SEVERITY
Matters that need to be addressed as good practice, but that do not constitute a significant threat to occupants	Matters that breach legislation but are not considered to constitute a serious threat to life safety	Serious breach of legislation, having the potential for serious injury to occupants

Checklists

Throughout the report, we will utilise a format of Ticks, Crosses and Dashes to indicate the answer found in relation to a specific query. Please see the key below, which provides clarification on their meaning.

✓ Positive	✗ Negative	– Not Applicable
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SUMMARY

Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE
RA131905

ASSESSED ON, BY
10/07/2024, Mark Hobson (Fire Risk Assessor)

APPROVED / VALIDATED ON, BY
17/07/2024, Mark Hobson (Fire Risk Assessor)

START DATE RECOMMENDED REVIEW DATE
10/07/2024 — 10/07/2025

FINDINGS
4 Actions / 52 Controls

PRODUCED FOR
Safe I.S. Ltd

RESPONSIBLE PERSON (AS DEFINED UNDER THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005)
Appleton Parish Council (Representatives)

SPECIFICATION CONFORMS TO
The Regulatory Reform (Fire Safety) Order 2005 and applicable PAS79.

ASSESSMENT SCOPE
Type 1 Fire Risk Assessment of stated property. Please refer to the full scope detailed earlier in this report.

Assessed Property

PROPERTY NAME
RA131905 Appleton Parish Council Appleton Parish Council
WA4 5EQ

PROPERTY REFERENCE
RA131905

ADDRESS
Appleton Parrish Hall
Dudlow Green Road
Warrington
WA4 5EQ

FIRE RISK RATING

LIKELIHOOD **MEDIUM**

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

SEVERITY **SLIGHT HARM**

Outbreaks of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs). Typically high level of compartmentation.

RISK **TOLERABLE**

No major additional controls required. However, there might be a need for some improvements.

ASSESSING ORGANISATION
Safe I.S. Ltd
31 Ormside Way, Holmethorpe Industrial Estate, Redhill, Surrey, RH1 2LW
0800 955 3580 — www.safeis.co.uk



Assessor Remarks

During the inspection it was observed the fire safety for this premises is well managed, there are some actions required regarding signage and training however the risk rating is deemed tolerable.

BUILDING INFORMATION

Responsibility

Person consulted during visit to site
Joanne Monks

Fire safety is managed by
Joanne Monks

Responsible Person (as defined under the Regulatory Reform (Fire Safety) Order 2005)
Appleton Parish Council (Representatives)

Building

Property Type
Medium place of assembly

Use of premises
The building is a place of assembly for community groups to organise and attend functions, events and meetings. these are typically small groups of up to 60 people.
Very occasionally the building maybe used for groups of no more than 90 people.

Building Era / Age
Assumed 1970 - 1979

Building Height

Number of Floors (including below ground where applicable)
1

Number of Floors (Description)
Ground Floor Only

Further Details / Description
Single level building consisting of a main hall, kitchen, office and WC's

Total Area

Type
Gross Internal Floor Area

Property size is
Confirmed by client

Area (m2)
345

Structural Wall Material
Brick and Block

Structural Floor Material
Concrete

Construction - Further Details
Traditional construction with external brick and/or block walls with plasterboard/dry lined internal walls and ceilings with concrete or timber flooring

Does the building have cladding and is the fire rating specified in the O & M Manuals?
No Exterior Cladding

Electronic Entrance System
Yes

Parking
External carpark

Photo of building layout drawings



Are building layout drawings available for the premises?
Yes

Occupancy

Types of employees within the building
Day staff

Maximum number of day staff
3

Types of employee - further details
Clerk, Secretary and Ranger

Residents
None

Visitors
Day

Maximum number of day visitors
90

Visitors - further details
Community members

People with reduced mobility
Elderly, Wheelchair Users

People with reduced mobility - further details
Due to the nature of the building use it is assumed there will be persons with disabilities occupying the building however the layout of the property allows ease of egress for persons in wheelchairs and persons with disability is most likely to be accompanied by a caregiver.

Lone workers
None

Young Persons Employed
None

Sleeping Occupants in the premises
None

Means Of Escape

Escapes & exits
3

Number of final exits
3

Evacuation

Evacuation Strategy

Simultaneous Evacuation

Simultaneous Evacuation Strategy

Simultaneous evacuation involves all occupants of the premises leaving on the activation or hearing of the fire alarm. This is a single-staged evacuation where the activation of a call point or detector gives an instantaneous warning from all fire alarm sounders for an immediate evacuation.

Description Of Final Exit

Main entrance door which is operated electronically and releases up the activation of the fire alarm, kitchen door operated by a single operation thumb latch and the main hall door which is a double final exit door with single operation push bars.

ENFORCEMENT, APPEALS AND PENALTIES

Enforcement, Appeals and Penalties

Are there any Fire Brigade Alteration Notices in place?

None reported

Are there any Fire Brigade Enforcement Notices in place?

None reported

Are there any Fire Brigade Prohibition Notices in place?

None reported

LEGISLATION, GUIDANCE AND METHODOLOGIES

Legislation, Guidance and Methodologies

Methodology

PAS 79-1:2020

Methodology Further Details

PAS 79-1:2020: This part of PAS 79 gives recommendations and corresponding examples of documentation for undertaking, and recording the significant findings of, fire risk assessments in non-domestic premises and parts of non-domestic premises for which fire risk assessments are required by legislation. In the case of mixed-use premises, comprising, for example, shops or offices on lower levels of the building, with flats on the uppermost levels, PAS 79:2012 would be applicable.

This part of PAS 79 is not applicable to premises during the construction phase, but is applicable to vacant premises, for which a fire risk assessment is required.

The methodology in this PAS provides a structured approach to fire risk assessment for people with knowledge of the principles of fire safety; it is not a guide to fire safety.

The recommended approach to carrying out fire risk assessments is intended to determine the risk-proportionate fire precautions required to protect occupants of non-domestic premises, including employees, contractors, visitors and members of the public, and to protect people in the immediate vicinity of the premises. The fire risk assessment is not necessarily sufficient to address the safety of firefighters in the event of a fire on the premises, as firefighters are not “relevant persons” within the meaning of the relevant fire safety legislation

The recommended methodology is not intended to address protection of property (the premises and their contents) or the environment, or to address protection of a business, process or activity against interruption. Premises with special hazards, with the potential for high risk to life (e.g. chemical or nuclear hazards), require consideration of additional factors associated with these hazards and their means of control, and are beyond the scope of this PAS. However, in all such cases, this part of PAS 79 might form the basis for development of an appropriate fire risk assessment process and the documentation of the significant findings of the process

Legislation

Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, DCLG Publication – Relevant Fire Safety Risk Assessment guidance document, Equality Act 2010, Approved Document B of the Building Regulations, Electricity at Work Regulations / IET Wiring Regulations 18th Edition 2018 / British Standard 7671, Health and Safety Executive. HSG 107. Maintaining portable and transportable electrical equipment. Issue 3 – 2013, The Smoke-free (Premises and Enforcement) Regulations 2006, Gas Safe Register, COSHH Regulations 2002 – Control of Substances Hazardous to Health Regulations 2002, Dangerous Substances and Explosive Atmospheres Regulations 2002, BS 5839 Part 1: 2017 - Fire detection and alarm systems for non-domestic buildings, BS 5306 - Fire Extinguishing installations and equipment on premises, BS 5839 Part 6: 2017 - Fire detection and alarm systems for domestic building, BS 5266 Part 1: 2016 - Emergency Lighting code of practice for the emergency escape lighting for premises, BS 5305 Part 8: 2023 - Fire Extinguishing installations and equipment on premises, BS 9251: 2014 - Commercial Sprinkler Systems, BS 9990: 2015 - Non automatic fire fighting systems, BS 7346: 2013 - Automatic opening smoke vents, BS 5499 Part 1: 2002 and BS ISO 3864 – 1:2011 Safety Signs, BS 8214: 2016 – Code of practice for fire door assemblies, BS 9999: 2017 - Code of Practice for fire safety in the design, management and use of buildings, BS BSEN 62305 – 1:2011 Protection against lightning, BS 7176:2007+A1:2011 - Specification for resistance to ignition of upholstered furniture for non domestic seating

Benchmark Guidance

Approved Document Part B (2019 with 2020 Amendments), Electricity at Work Regulations / IET Wiring Regulations 18th Edition 2018 / British Standard 7671, Health and Safety Executive HSG 107 Maintaining portable and transportable electrical equipment (Third edition) – 2013, The Smoke-free (Premises and Enforcement) Regulations 2006, Gas Safe Register, COSHH Regulations 2002 – Control of Substances Hazardous to Health Regulations 2002, Dangerous Substances and Explosive Atmospheres Regulations 2002, BS 5839-1:2017 Fire detection and alarm systems for buildings - Code of practice for design, installation, commissioning and maintenance's of system in non-domestic premises, BS 5266-1:2016 Emergency Lighting - Code of practice for the emergency lighting of the premises, BS 5306-8:2012 Fire extinguishing installations and equipment on premises, BS 9251:2014 Commercial Sprinkler Systems, BS 9990:2015 Non automatic fire fighting systems, BS 7346:2013 Automatic opening smoke vents, BS

5499-1:2002 Graphical symbols and signs and BS ISO 3864-1:2011 Graphical symbols. Safety colours and safety signs, BS 8214:2008 Code of practice for fire door assemblies, BS BSEN 62305-1:2011 Protection against lightning, BS 7176:2007+A1:2011 Specification for resistance to ignition of upholstered furniture for non domestic seating

Design Guidance

Approved Document Part B (2019 with 2020 Amendments)

HISTORY

Fire Risk Assessment History

Has a Fire Risk Assessment been completed for this property previously?
Yes

Previous fire risk assessment undertaken by:
SAFE I.S. Ltd

Are there any recurring actions from the previous Fire Risk Assessment?
No

Date of last fire risk assessment
25/07/2022

Risk to life rating in previous fire risk assessment
Tolerable

Fire Incident History

Has the property previously suffered a Fire Incident?
None reported

FINDINGS

5

5 negative answers
Out of a total of 151

4

4 actions to complete
Identified in this assessment

52

52 controls describe existing measures
Identified in this assessment

SUMMARY OF ACTIONS

Severity ▸ ▾ Timescale	Low Severity	Medium Severity	High Severity
Medium Term	0	2	0
Short Term	1	0	1

Prevention

3 Negative Answers 2 Actions 17 Controls

Electrical

- ✓ Reasonable measures are taken to prevent fires of electrical origin
- ✓ Fixed electrical installations periodically inspected and tested
- ✓ Portable Appliance Testing (PAT) is carried out
- ✓ Control policy for the use of personal electrical appliances
- ✓ Suitable limitation of trailing leads and adapters
- ✓ Sockets and extension cables loaded correctly
- ✓ Reel type extension leads used correctly
- ✓ Cables run in safe places where they will not be damaged
- Is lightning protection provided and is it regularly inspected and tested in accordance with BSEN 62305?
- ✓ All other measures have been taken to prevent fires of electrical origin

A valid electrical wiring test certificate, with a Satisfactory condition detailed to be compliant with BS 7671, is available online, and the defined system was deemed satisfactory.

Date of the last inspection: Aug 2024

Due date of the next inspection: Aug 2029

Continue to ensure the system is maintained in accordance with the maintenance schedule defined under BS 7671.

CATEGORY Maintenance: Servicing & Maintenance

Portable appliance equipment observed appeared in good condition and without obvious signs of overheating.

The last portable appliance test was undertaken (06/24) with records provided via email/PDF/hardcopy.

Note, only a sample of portable electrical equipment was inspected. This observation does not intend to identify that all equipment is in a safe condition but to inform that measures taken to maintain such equipment appear to be reasonable.

You must maintain electrical equipment if it can cause danger, but the Electricity at Work Regulations 1989 does not say how you must do this or how often. You should decide the level of maintenance needed according to the risk of an item becoming faulty, and how the equipment is constructed. You should consider the increased risk if the equipment is not used correctly, is not suitable for the job, or is used in a harsh environment.

This includes any electrical equipment your employees use at work, whether it is their own or supplied by you. You have a joint responsibility to maintain any equipment used by your employees that is either leased (e.g. a photocopier) or provided by a contractor (but not equipment both provided and used by a contractor).

You should check periodically if any work needs doing. How you do this depends on the type of equipment.

Many faults with work equipment can be found during a simple visual inspection, however you should be recording the results of these inspections:

- Switch off and unplug the equipment before you start any checks.
- Check that the plug is correctly wired (but only if you are competent to do so).
- Ensure the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable should be replaced with a new cable by a competent person.
- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Check for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

The person doing testing work needs to be competent to do it. In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training. However, when undertaking combined inspection and testing, a greater level of knowledge and experience is needed, and the person will need:

- the right equipment to do the tests
- the ability to use this test equipment properly
- the ability to properly understand the test results

CATEGORY Maintenance: Electrical Repair

At the time of the assessment the risk of a fire developing from an electrical source is well managed with no evidence of any misuse or damage to appliances or fittings. The electrical installations appeared to be in good condition and fitted to a satisfactory standard. They will require to be tested and certified by an approved electrical contractor in order to ensure they meet the standard required. Electrical appliances and equipment that has been brought into the building will be regularly inspected and tested in accordance with the required standards and frequency.

CATEGORY Maintenance: Electrical Repair

Smoking

Smoking

- ✓ Reasonable measures taken to prevent fires as a result of smoking
- ✓ Is smoking prohibited in appropriate areas
- Are there suitable arrangements for those who wish to smoke including smoking shelters?
- ✓ Does the policy appear to be observed at time of inspection?
- ✓ Are suitable "No Smoking" signs installed?
- ✓ All other reasonable measures have been taken to prevent fires as a result of smoking

No smoking is permitted within the building, or within close proximity of the building, as part of the organisations smoking policy.

Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces.

The enforcement is for public health but also mitigates and reduces the risk of accidental ignition and fires within all buildings.

CATEGORY Management: Policy, Procedure, Drills

Arson

- ✓ Is security against arson satisfactory?
- ✓ Is there an absence of combustible materials in close proximity to the premises or available for ignition by outsiders?
- ✓ Are external bins kept at a reasonable level with lids closed and away from the exterior of the building?
- Is CCTV installed in the building with suitable recording facilities?
- Is the building manned by security on a 24/7/365 basis?

The exterior areas of the building were well managed with no significant fire load adjacent to the building.

CATEGORY Management: Housekeeping

Heating & Ventilation

- ✗ Is the use of portable heaters avoided as far as possible?
- ✗ Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?
- ✓ Are suitable measures taken to minimise the hazard of ignition of combustible materials?
- ✓ Are gas heating installations subject to regular maintenance including a gas tightness and leakage test
- ✗ Is a suitable carbon monoxide detector installed close to the gas boiler and can it be heard throughout the building?
- ✓ Fixed heating and ventilation installations are subject to regular maintenance
- Are HVAC systems subject to regular maintenance?

Install a carbon monoxide detector near to the appliance. The carbon monoxide alarm should be located in the same room as the appliance:

on the ceiling at least 300mm from any wall or, if it is located on a wall, as high up as possible (above any doors and windows) but not within 150mm of the ceiling; and between 1m and 3m horizontally from the appliance.

Where a new or replacement fixed gas burning appliance (excluding gas appliances used solely for cooking) is installed in a property, a carbon monoxide alarm should be provided in the room where the appliance is located.

Carbon monoxide alarms should comply with BS EN 50291-1:2018 and be powered by a battery designed to operate for the working life of the alarm. The alarm should incorporate a warning device to alert users when the working life of the alarm is due to pass.

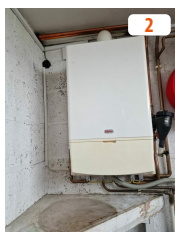
Mains-powered BS EN 50291-1:2018 Type A carbon monoxide alarms with fixed wiring (not plug-in types) may be used as an alternative, provided they are fitted with a sensor failure warning device.

REFERENCE RB-XX6BI3 DUE 10/10/2024

CATEGORY Upgrades: Alarms & Lighting

TIMESCALE
MEDIUM TERM

SEVERITY
MEDIUM SEVERITY



Unsuitable portable heaters are being used within the premises. It is recommended to remove any unsuitable portable heaters and replace them (if required) with oil filled radiators which are much safer for use.

REFERENCE RB-2Q7LJJ DUE 10/08/2024

CATEGORY Maintenance: Electrical Repair

TIMESCALE
SHORT TERM

SEVERITY
HIGH SEVERITY

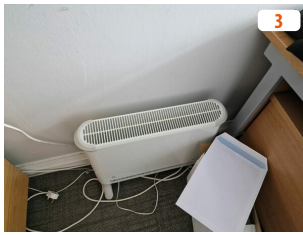
ACTION CONTINUES...

Findings

RA131905 – 10/07/2024 – RA131905 APPLETON PARISH COUNCIL APPLETON P...

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...ACTION CONTINUED



Access to the boiler room or area is well controlled and is clear of combustible materials. Continue to ensure that this standard is maintained, have the area kept secure while not occupied and control access to the boiler to authorised persons only.

CATEGORY Management: Housekeeping

The fixed heating and ventilation installations appear to have been maintained within the last 12 months. A system is in place to ensure maintenance is performed every 12 months.

CATEGORY Maintenance: Servicing & Maintenance

The heating system is serviced annually by a competent, gas safe registered engineer.

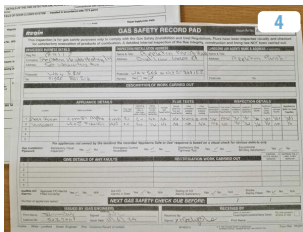
There should be in place an ongoing service and maintenance contract for this to be carried out.

All work carried out should be certified as evidence it has been carried out to the required standard and this certificate held on file.

Last test was carried out on: 13/06/2024

Last test was carried out by: Regin

CATEGORY Maintenance: Servicing & Maintenance



Housekeeping

- ✓ Is the standard of housekeeping adequate for the premises
- ✓ Is there an avoidance of a build up of combustible materials
- ✓ Are combustible materials separated from ignition sources
- ✓ Are plant rooms kept clear of combustible materials
- Are server/switch rooms kept clear of combustible materials
- ✓ Is upholstered furniture in good condition and the foam infill not exposed

Across the whole of the site the standard of housekeeping observed was well managed. Floor space, passageways, walkways and corridors are kept clear with no obstructions or areas that would cause movement of the occupants to be restricted. Good housekeeping will lower the chances of a fire developing and escalating rapidly.

CATEGORY Management: Housekeeping

The overall standard of housekeeping throughout the building is good. Office space and the reception area are kept clear and there were no obstructions or areas that would cause movement of the occupants to be restricted.

CATEGORY Management: Housekeeping

There are limited ignition sources in the premises and combustible materials will not likely be in close proximity to those sources. There is good separation of combustible materials and ignition sources within the building.

CATEGORY Management: Housekeeping

Findings

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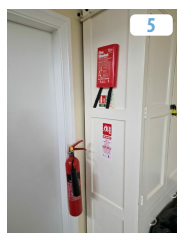
Cooking

- ✓ Are reasonable measures taken to prevent fires as a result of cooking?
- Is the commercial kitchen run by a third party?
- ✓ Are all cooking appliances maintained and in good condition?
- ✓ Is the kitchen area clear of any combustible materials including poor quality seating?
- Are extract filters cleaned weekly (or as required)?
- Is the extract system and duct work deep cleaned annually (or as required)?
- ✓ Are suitable fire extinguishers provided including wet chemical units for fat fryers?
- ✓ Are fire blankets installed where there is a cooking risk?
- Is there an Ansul Gas Suppression System installed?
- Is there a suitable gas interlock system linked to the fire alarm system?

A fire blanket is provided and conspicuously located in the kitchen area.

A fire blanket is able to quickly employed to smother a small fire in its early stages within a small container. This will deprive the fire of oxygen and interrupt the combustion process. The container should be removed from the heat and allowed to fully cool before the fire blanket is removed and disposed of to be replaced.

CATEGORY Upgrades: Fire Fighting Equipment



The kitchen areas assessed were clean, surfaces clear, storage areas well managed. Furnishings, including seating were in good condition and do not pose an increase risk of fire.

CATEGORY Management: Housekeeping

Contractors & Works

- ✓ Do all contractors working in the building supply Risk Assessments and Method Statements (RAMS) prior to attending site?
- ✓ Are RAMS accepted and signed off by a competent person prior to any works taking place in the building?
- Are work permits issued and signed off for all works in the building by a competent person?
- Are suitable fire and safety precautions taken during "hot work", including use of hot work permits and fire watch personnel?
- ✓ There is satisfactory control over works carried out in the building
- ✓ Where appropriate, fire safety conditions are imposed on outside contractors
- ✓ Suitable precautions are taken by in-house maintenance personnel who carry out works
- ✓ Are contractors made aware of the emergency procedures via site specific induction training?
- ✓ Is there a suitable means of accounting for visitors i.e. signing in book or tablet?
- ✓ Does the signing in book or tablet show visitors signing out?

It is the policy of the responsible person that all contractors brought in to carry out work activities on the premises will be competent to do so and that all required documents relating to safe working will be presented.

CATEGORY Management: Policy, Procedure, Drills

All works involving the fabric of the building, and including 'hot work', requires a permit to work. Furthermore, all contractors working on the premises are required to provide RAMS, evidence of competencies and insurance and undertake a site induction in the form of watching a comprehensive video, before undertaking any work on site.

All hot works are strictly controlled and monitored through the work permit, with safety measures taken before, during and after work is undertaken.

A visitors signing in book is located in the Estates department office and shows all visitors signing out. Lanyards and access cards are issued.

To reduce the likelihood and extent of accidental fires occurring through the use of equipment which emits flames or heat and or activities that significantly increase ignition and, or, fuel sources.

CATEGORY Management: Policy, Procedure, Drills

Findings

Dangerous substances including COSHH

- If dangerous substances are used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?
- ✓ Are all flammable chemicals including cleaning materials kept within a locked metal cabinet in accordance with COSHH regulations?
- Are any gas cylinders correctly stored on site in locked metal cages with suitable signage?
- ✓ Is there a suitable locked cleaners store with suitable COSHH data sheets?

The safe storage and handling of these materials is well managed good segregation of more hazardous chemicals and gases is in place.

CATEGORY Management: Housekeeping

Dangerous substances are stored in a designated location within the premises which is assessed as being suitable such as there being sufficient ventilation, within an enclosed area, bunded area, suitable container, etc.

CATEGORY Management: Housekeeping



Protection

1 Negative Answer 1 Action 23 Controls

Means of Escape From Fire

- ✓ Is it considered that the building is provided with reasonable means of escape in case of fire?
- ✓ Adequate design of escape routes?
- ✓ Adequate design of escape routes including external pathways and wheelchair ramps?
- ✓ There is suitable provision to support the expected numbers of disabled occupants
- ✓ Fire exits easily and immediately operable by a 'one hand' operation and can be opened easily without needing a key?
- ✓ Fire exits and fire doors along escape routes open in direction of escape where necessary?
- ✓ Avoidance of sliding or revolving doors as a means of fire exit?
- ✓ Satisfactory means for securing exits?
- ✓ Free from obstructions including slip and trip hazards?
- Acceptable distances of travel where there is a single means of escape?
- ✓ Acceptable distances of travel where there are alternative means of escape?
- ✓ Suitable protection of escape routes?
- Suitable fire precautions for all inner rooms?
- Suitable condition of stairways?
- ✓ Suitable condition of flooring?
- ✓ Final exits lead to a place of safety?

Across the premises there are adequate numbers of exits within reasonable travel distance.

Final exits from the building are located in or near to all occupied areas and escape routes are appropriately signed and at the time of the risk assessment were immediately openable and kept clear and free from obstructions.

All walkways and areas to be used as escape routes are of a suitable width and layout that will allow the safe movement of people within the building.

CATEGORY Upgrades: Other Upgrades

All travel distances along escape routes are within the recommended travel distances for a building of this type and purpose. For a building of a normal fire risk then 45m is the recommended travel distance where an alternative escape route is available.

CATEGORY Upgrades: Other Upgrades

Appropriate procedures are in place to support a person with identified mobility and sensory impairments in order for them to be safely evacuated from the premises. This may be in the form of a personal emergency evacuation plan, assistance from a member of staff, colleague or other nominated person, or the design of the building which provides suitable egress from the areas where this person or persons will be moving from.

The premises must have a suitable means of enabling any person with disabilities to safely evacuate the premises or remain in a temporary place of safety and which does not rely on the assistance of the Fire and Rescue Service.

At the time of the risk assessment escape routes were kept clear and free from obstructions.

All emergency routes and exits must lead as directly as possible to a place of safety and be adequate for everyone to escape quickly and safely. It is essential that escape routes, and the means provided can be used safely, are managed and maintained to ensure that they remain usable and available at all times when the premises are occupied. Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should not normally be located on any corridor or stairway that will be used as an escape route.

CATEGORY Management: Housekeeping

Electronically powered locks will release automatically on the activation of the fire alarm, where there is a loss of power or when the security mechanism override is activated, i.e. manually door release button.

CATEGORY Upgrades: Other Upgrades

Fire exit doors are suitably secured to prevent or deter unauthorised access to the building or areas.

CATEGORY Upgrades: Other Upgrades

The condition of the flooring is suitable for the unimpeded movement of people towards places of reasonable and total safety.

CATEGORY Upgrades: Other Upgrades

The final exits are immediately and quickly openable and do not lead to an enclosed area where further escape is not possible. The areas external to the building allow safe access the sides of the building and towards the main assembly point

CATEGORY Upgrades: Other Upgrades

There are several final exits from the building that lead to a place of safety. This is appropriate for the number of people occupying the building.

Measures to Limit Fire Spread and Development

- ✓ Is the compartmentation of a reasonable standard with no holes or breaches in fire rated walls, floors or ceilings where viewed? (Access above false ceilings or below floor voids is not covered under this assessment)
- ✓ Are fire doors in place and kept closed in good condition and in accordance with BS 476 and 8214?
- Are suitable magnetic door holders installed which release on fire alarm activation or power failure?
- ✓ Has a suitable fire door survey been carried out?
- ✓ Is there reasonable limitation of linings or excessive painting that might promote fire spread?
- Have fire dampers been provided as necessary to protect primary means of escape against passage of fire, smoke and combustion products in the early stages of a fire and within all ductwork including air conditioning and kitchen extract systems?

All wall linings are of appropriate fire-resistant materials and allow for each room or area to be enclosed so that a fire in any given area will be contained so that the emergency response can be put into action, allowing the occupants time to move towards a place of safety.

CATEGORY Upgrades: Other Upgrades

The building is of sound construction and should, along with the other methods of fire protection in place, restrict the spread of fire, heat and smoke for a reasonable length of time. A fire may ignite in any part of the building and not rapidly move to other areas or not allow the safe evacuation of all occupants within a reasonable amount of time.

To ensure the safety of people from the effects of fire it is necessary for the construction of the building to limit the spread of fire and the transfer of heat and smoke within the premises.

CATEGORY Upgrades: Compartmentation

There did not appear to be any areas of the building with breaches in walls or ceilings, damaged barriers to cavities.

To ensure the safety of people from the effects of fire it is necessary for the construction of the building to limit the spread of fire and the transfer of heat and smoke within the premises.

CATEGORY Upgrades: Compartmentation

Emergency Escape Lighting

- ✓ Is there a reasonable standard maintained or non-maintained emergency lighting provided?
- ✓ Is there sufficient emergency light coverage in critical areas such as plant rooms and above the fire alarm panel?
- ✓ Has a LUX level test been carried out on the existing emergency lights?
- ✓ Is the emergency lighting serviced annually in accordance with BS 5266 2016 including a 3-hour discharge test of the batteries?
- ✓ Is a monthly function test carried out and recorded in the fire log book?

Records provided show the Emergency Lighting system has been regularly maintained. Continue to ensure your Emergency Lighting system is maintained in compliance with BS5266.

For the annual test, the requirements for emergency lighting are to test for a duration of three hours. When doing so, the primary lighting circuit must be switched off and emergency lights left on for three hours in line with BS 5266-1. All luminaires should remain lit throughout this period. Any defects should be reported and remediated as soon as possible. A competent person should carry out these annual emergency lighting tests and undertake any remedial work needed as a result.

Continue to ensure your Emergency Lighting system is maintained in compliance with BS5266.

Continue to ensure a competent contractor, third party accredited for emergency lighting maintenance, is instructed to complete the maintenance of the installed system in accordance with BS5266 in accordance with the visit requirements meaning the next maintenance should be completed no greater than 12 months after the last maintenance date recorded above.

CATEGORY Maintenance: Servicing & Maintenance

Sufficient emergency light covers critical areas within the building. This may include plant rooms and above the fire alarm panel, etc.

CATEGORY Upgrades: Alarms & Lighting

There is an appropriate quantity of emergency escape lights.

It should be noted that the emergency lighting luminosity levels have not been checked to determine if suitable levels of lighting are provided, and this was just a visual check and not a full audit of the emergency lighting system.

Testing of the system is performed monthly with records kept on site.

CATEGORY Upgrades: Alarms & Lighting

Fire Safety Signs and Notices

- ✓ Are directional fire exit signs installed appropriately to give safe exit from all areas of the building?
- If necessary are there high level signs installed?
- ✓ Have fire action notices been installed by manual call points?
- ✓ Is there sufficient emergency light illumination of non photo luminescent signs?
- ✗ Have hazard warning signs been installed on hazardous areas such as electrical rooms?

An electrical hazard warning sign is required on the electrical metering cupboard.

REFERENCE RB-AYZCIC DUE 10/08/2024

CATEGORY Management: Signage

TIMESCALE
SHORT TERM

SEVERITY
LOW SEVERITY

ACTION CONTINUES...

Findings

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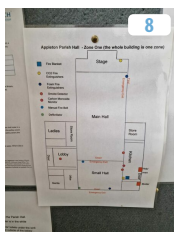
Giving Warning (BS5839-1)

- ✓ Is a reasonable fire detection and fire alarm system provided for the premises?
- ✓ Is automatic fire detection provided?
- ✓ Does the current system comply with an 'L' or 'P' category of British Standard 5839 2017?
- ✓ Are the fire alarm system detection devices appear in good condition, clean and unobstructed?
- ✓ Do the fire alarm system manual call points appear in good condition, clean and unobstructed?
- ✓ Has an audibility (decibel) test been carried out on the Fire Alarm sounder devices?
- ✓ Is the fire alarm panel suitably located for viewing in the event of an activation?
- ✓ Is a zone chart located next to the fire alarm panel?
- Is the fire alarm system monitored by an Alarm Receiving Centre?
- ✓ Is the fire alarm serviced annually in accordance with BS 5839 by a competent contractor at not more than six monthly intervals?
- ✓ Is the fire alarm tested on a weekly basis in accordance with BS5839

A fire alarm zone plan is installed for the installed system.

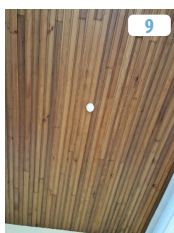
If any changes in building layout or system zoning are made, please continue to ensure that the fire alarm zone plan is updated accordingly.

CATEGORY Management: Testing, Records, Log Books



Appropriate detector heads are installed within the premises and in those areas that have specific fire risks where/if identified. This will reduce the instance of false alarms while still providing the earliest warning of an emergency situation.

CATEGORY Upgrades: Alarms & Lighting



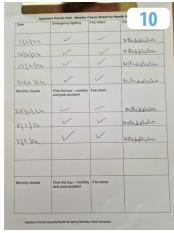
Manual call points sited throughout building in suitable locations and linked to the fire alarm panel. It is important to ensure that all manual alarm call points can be clearly seen and operated easily.

CATEGORY Upgrades: Alarms & Lighting

Records show the fire alarm is tested on a weekly basis, with recordings made in the fire log book. Continue to ensure weekly testing is undertaken in accordance with BS5839.

CATEGORY Management: Testing, Records, Log Books

CONTROL CONTINUES...



The premises has a Fire Alarm System installed meeting BS5839-1 designed to Category L4. Certification was provided to confirm the design of the system meets the stated category. The current category of design is deemed suitable for the risk within the premises.

The objective of an L4 fire alarm system is to provide warning of smoke entering escape routes, such as corridors and stairways.

This will cover areas of the building that are less frequently occupied and will provide early warning to the occupants and allow the maximum amount of time for people with mobility issues or other physical impairments to safely leave the premises.

Suitable certification was provided at the time of the visit to evidence the system has been installed to the stated category (L4) in accordance with BS5839-1.

It is deemed that the current design of the Fire Alarm System meets the current requirements of the premises.

CATEGORY Upgrades: Alarms & Lighting

Manual Fire Fighting Equipment

- ✓ Correct type and location of fire extinguishers?
- ✓ Are fire extinguishers readily accessible and unobstructed?
- ✓ Are fire extinguishers located on suitable wall brackets or floor stands?
- ✓ Are there suitable Identification signs fitted next to the fire extinguisher?
- ✓ Are fire extinguishers serviced annually in accordance with BS 5306 part 8 and in test date?

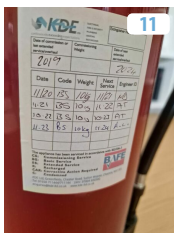
A competent contractor, third party accredited for fire extinguisher maintenance, has completed the maintenance of the installed fire fighting equipment in accordance with BS5306.

Last maintenance date: 11/2023

Last maintenance completed by: KDE

Continue to ensure a competent contractor, third party accredited for fire extinguisher maintenance, is instructed to complete the maintenance of the installed system in accordance with BS5306 in accordance with the visit requirements meaning the next maintenance should be completed no greater than 12 months of the last maintenance date recorded above.

CATEGORY Maintenance: Servicing & Maintenance



The building is provided with suitable fire extinguishers to cover each area of the building. They are sited in appropriate locations, clearly visible and accessible.

The most likely cause of fire in the premises is that which involves electrical appliances or an electrical source. The most likely fuel source will be in the form of dry, solid combustible materials such as furnishings, office supplies and packaging.

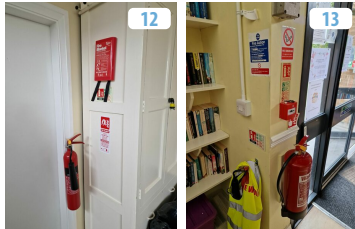
The type of extinguisher available is suitable for the likely cause of fire within the building.

CATEGORY Upgrades: Fire Fighting Equipment

The extinguishers are wall mounted, or located on mobile trays or stands, so that they are easily located, and the type of extinguisher is clearly displayed.

Extinguishers are a safety measure that can be employed in a fire related incident to prevent or reduce the escalation of a serious event. If not located in designated, conspicuous locations then their use may not achieve this aim due to a delay in retrieving them before being able to be effectively discharged.

CATEGORY Upgrades: Fire Fighting Equipment



Automatic Fire Systems

- Is there an automatic sprinkler system installed?
- Is the sprinkler system serviced annually in accordance with BS 9251 by an approved contractor at not more than six monthly intervals?
- Is the sprinkler system subject to a weekly 'Gong' test?
- Automatic opening smoke vents installed?
- Is the Automatic Opening Smoke Vent serviced annually in accordance with BS 7346 by an approved contractor at not more than six monthly intervals?
- Gas Suppression System installed?
- Is the Gas Suppression System serviced annually in accordance with BS 7273 pt. 1 by an approved contractor at not more than six monthly intervals?
- Is the room covered by a Gas Suppression system subject to an annual room integrity test?

Fixed Fire Systems

- Dry Rising Fire main installed?
- Is the Dry Rising Fire Main serviced annually in accordance with BS 9990 by an approved contractor at not more than six monthly intervals?
- Wet Rising Fire Main installed?
- Is the Wet Rising Fire Main serviced annually in accordance with BS 9990 by an approved contractor at not more than six monthly intervals?
- Fire hose reels installed?
- Are the fire hose reels serviced annually in accordance with BS EN 671-2 by an approved contractor at not more than six monthly intervals?
- Suitable underground fire hydrants located within 30m of the building?
- Are the Underground Fire Hydrants serviced annually in accordance with BS 9990 by an approved contractor at not more than six monthly intervals?

Management

1 Negative Answer 1 Action 12 Controls

Evacuation Procedures

- ✓ Is there a suitably signed fire policy in place?
- Is there a suitable fire strategy in place?
- ✓ Is there a suitable fire procedure in place?
- ✓ Do all staff including temporary workers get given adequate fire safety induction before working in the building?
- ✗ Do all staff get given adequate refresher training annually or at a job change/location?
- ✓ Are there suitable arrangements for ensuring that the premises have been evacuated?
- ✓ Is there a suitable fire assembly point?
- Are fire drills carried out at appropriate intervals?
- Are nominated fire marshals given specific training?

Findings

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- ✓ Are nominated persons trained to use the fire extinguishers provided?
- Are nominated persons trained to assist with evacuation of mobility impaired persons including the use of specialist evacuation equipment?
- Are PEEPS (Personal Emergency Evacuation Plan) in place for mobility impaired persons?
- ✓ Are there nominated first aiders with suitable training?
- Is there a record of weekly and monthly testing, and inspection of fire fighting lifts which could be used for evacuating mobility impaired persons?

No recent fire safety or general health and safety refresher training has been completed. This should look to be arranged for staff to complete over the coming 12-month period. Completing some form of online fire safety awareness module will likely be sufficient for these premises and the general roles and activities undertaken by staff on site. This can be accessed remotely or completed at allocated times during normal working hours and scheduled to suit the working hours of staff.

REFERENCE RB-MKYU4D DUE 10/10/2024
CATEGORY Management: Policy, Procedure, Drills

TIMESCALE
MEDIUM TERM

SEVERITY
MEDIUM SEVERITY

A Fire Safety policy is in place which appropriately details the general intentions, commitment and approach the organisation or business has in relation to the management of the fire safety arrangements for the site/premises. Under the Fire Safety Order legislation the responsible person has a duty to effectively manage the fire safety arrangements and fire safety policies are a means of demonstrating this duty.

CATEGORY Management: Policy, Procedure, Drills

A suitable assembly point is designated in the following location on the pathway at the front of the building.

CATEGORY Management: Policy, Procedure, Drills

Appropriate fire procedures are in place for the site/premises.

An emergency plan or procedures is aimed to ensure that the people at a premise have knowledge and awareness of the actions to take in the event of a fire and can be safely evacuated.

CATEGORY Management: Policy, Procedure, Drills

Fire notices instruct all occupants of the building, in the event of discovering a fire, to raise the alarm, evacuate by the nearest available exit and to assemble at the designated place of safety away from the building.

CATEGORY Management: Policy, Procedure, Drills

Staff, visitors and any members of the public in the vicinity will assemble at the designated assembly point away from the building and the approach of any oncoming fire service vehicles.

CATEGORY Management: Policy, Procedure, Drills

Fire Service Access

- ✓ Is there an up to date set of site drawings showing access routes within the building and hazardous areas?
- Are there suitable fire drawings attached to this report?
- ✓ Is there a suitable access arrangement for Fire Service appliances?
- ✓ Is there an evacuation folder readily available at the front of the building for the Fire Service at all times giving details of the building?
- Has a Fire Service familiarisation visit been undertaken by the local fire station personnel?
- ✓ Are there suitable arrangements for summoning the Fire Service and meeting the crew on their arrival?

A key holder is available and will attend the site in the event of an alarm activation out of normal business hours to gain access and/or meet the fire and rescue service on arrival.

CATEGORY Management: Policy, Procedure, Drills

The approach to the building is suitable for fire and rescue service vehicles and allows them to reach a suitable distance from the building in order to carry out fire fighting operations.

CATEGORY Management: Policy, Procedure, Drills

The premises are likely to be occupied at the time of an emergency and the occupants will be present on arrival of the emergency services.

CATEGORY Management: Policy, Procedure, Drills

Maintenance of the Building

- ✓ Is the building in good condition and generally fit for purpose?
- Periodic inspection of external means of escape staircases?
- ✓ Periodic inspection of external means of escape routes?
- ✓ Routine checks of final exit doors and/or security fastenings?
- ✓ Routine fire safety checks by security or nominated persons?
- ✓ Are there suitable Operating & Maintenance manuals available for all fire safety systems?
- ✓ Is there a suitable fire log book available? (either paper or EMS)?
- ✓ Is the fire log book kept up to date with weekly/monthly/periodic and annual entries?
- ✓ Are log books updated as and when upgrade works take place?

Documents and information relating to the fire safety arrangements for the offices are held by the building management.

CATEGORY Management: Testing, Records, Log Books

Both a fire log book / fire safety file and an electronic management system / online compliance software is implemented and used to record the routine and periodic checks, inspections and servicing. These each may also have recorded other relevant fire safety management details such as contact details of relevant persons, details of servicing and maintenance companies, staff training, etc.

CATEGORY Management: Testing, Records, Log Books

Routine checks of final exit doors and/or security fastenings are made.

Ensuring that final exits doors remain available at all times and are easily and immediately openable is vital in ensuring the safety of all occupants on site and/or within the premises. Checks that final exit doors are secure when closed also plays a vital role in fire prevention and in deterring unauthorised access to the site/building.

CATEGORY Management: Testing, Records, Log Books

The building is in good condition and fit for purpose of its design and current use.

CATEGORY Maintenance: Servicing & Maintenance

ACTION PLAN

The below action plan details measures, including management procedures, identified during this fire risk assessment which need to be implemented to ensure that the required level of fire safety is achieved or maintained. It is considered that the recommendations made should be implemented to reduce fire risk or maintain it at a suitable risk rating as described.

The Responsible Person should arrange a suitable competent individual or company to complete the items detailed, as instructed on each listed action, and once complete update the action plan by way of recording relevant suitable paperwork/certification/ records and marking the item as complete by way of signature, full name and date of completion.

An electrical hazard warning sign is required on the electrical metering cupboard.

REFERENCE RB-AYZCIC DUE 10/08/2024
CATEGORY Management: Signage

TIMESCALE
SHORT TERM

SEVERITY
LOW SEVERITY



COMPLETED ON / BY

Install a carbon monoxide detector near to the appliance. The carbon monoxide alarm should be located in the same room as the appliance:

on the ceiling at least 300mm from any wall or, if it is located on a wall, as high up as possible (above any doors and windows) but not within 150mm of the ceiling; and between 1m and 3m horizontally from the appliance.

Where a new or replacement fixed gas burning appliance (excluding gas appliances used solely for cooking) is installed in a property, a carbon monoxide alarm should be provided in the room where the appliance is located.

Carbon monoxide alarms should comply with BS EN 50291-1:2018 and be powered by a battery designed to operate for the working life of the alarm. The alarm should incorporate a warning device to alert users when the working life of the alarm is due to pass.

Mains-powered BS EN 50291-1:2018 Type A carbon monoxide alarms with fixed wiring (not plug-in types) may be used as an alternative, provided they are fitted with a sensor failure warning device.

REFERENCE RB-XX6BI3 DUE 10/10/2024
CATEGORY Upgrades: Alarms & Lighting

TIMESCALE
MEDIUM TERM

SEVERITY
MEDIUM SEVERITY



COMPLETED ON / BY

No recent fire safety or general health and safety refresher training has been completed. This should look to be arranged for staff to complete over the coming 12-month period. Completing some form of online fire safety awareness module will likely be sufficient for these premises and the general roles and activities undertaken by staff on site. This can be accessed remotely or completed at allocated times during normal working hours and scheduled to suit the working hours of staff.

REFERENCE RB-MKYU4D DUE 10/10/2024
CATEGORY Management: Policy, Procedure, Drills

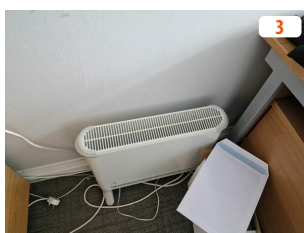
COMPLETED ON / BY

TIMESCALE
MEDIUM TERM

SEVERITY
MEDIUM SEVERITY

Unsuitable portable heaters are being used within the premises. It is recommended to remove any unsuitable portable heaters and replace them (if required) with oil filled radiators which are much safer for use.

REFERENCE RB-2Q7LJJ DUE 10/08/2024
CATEGORY Maintenance: Electrical Repair



COMPLETED ON / BY

TIMESCALE
SHORT TERM

SEVERITY
HIGH SEVERITY

PHOTOS



GAS SAFETY RECORD PAD

Report Ref: 45C 2617507

REGISTERED ENGINEER DETAILS

Name: David Jones Address: Appleton Parish

DESCRIPTION OF WORK CARRIED OUT

APPLIANCE DETAILS

Location	Type	Serial No.	Year	Flue Test	Gas Pressure	Ignition	Flame	Spillage	Other
1. Kitchen	CO2 Fire Extinguisher	11/20	10/15	11/21	10/15	11/22	AT		
2. Kitchen	Smoke Detector	11/21	10/15	11/22	AT				
3. Kitchen	Carbon Monoxide Monitor	11/21	10/15	11/22	AT				
4. Kitchen	Manual Fire Bell	11/21	10/15	11/22	AT				
5. Kitchen	Defibrillator	11/21	10/15	11/22	AT				

FOR APPLIANCE NOT COVERED BY THE STANDARD (the recorded 'Appliance Safe to Use' response is based on a visual check for obvious defects only)

DEFECT DETAILS OF ANY FAULTS

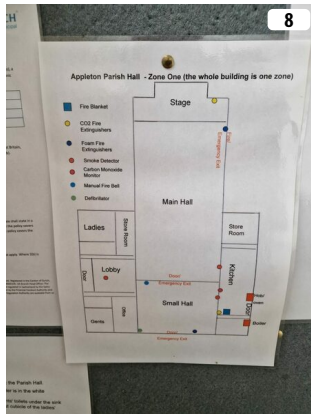
REPAIR WORK CARRIED OUT

ISSUED BY GAS ENGINEER

Print Name: David Jones Signed: [Signature] Date: 10/07/2024

RECEIVED BY

Print Name: [Signature] Signed: [Signature] Date: 10/07/2024



Appleton Parish Hall - Weekly Check Sheet for Health & Safety

Date	Emergency lighting	Fire Alarm	Checked by:
31/12/23	✓	✓	H. Muddleton
10/1/24	✓	✓	H. Muddleton
17/1/24	✓	✓	H. Muddleton
24/1/24	✓	✓	H. Muddleton
Monthly checks	First Aid box - monthly and post-accident	Fire doors	H. Muddleton
30/1/24	✓	✓	H. Muddleton
31/1/24	✓	✓	H. Muddleton
1/2/24	✓	✓	H. Muddleton
Monthly checks	First Aid box - monthly and post-accident	Fire doors	H. Muddleton

Appleton Parish Council/Health & Safety/Weekly check template

SKDE

Logbook

Date of commission or last extended: 2019

Comprising: 2024

Date of last extended: 2024

Date	Code	Weight	Next Service	Engineer ID
11/20	BS	10/15	11/21	10/15
11/21	BS	10/15	11/22	AT
10/22	BS	10/15	10/23	AT
11/23	BS	10/15	11/24	AT

The appliance has been serviced in accordance with BS5859-1

CS: Commissioning Service
RS: Retested Service
R: Recharged
CA: Corrective Action Required
C: Checked

CS: Commissioning Service
RS: Retested Service
R: Recharged
CA: Corrective Action Required
C: Checked



APPENDIX

Terms and Definitions

Detailed in our report below, we will refer to various terms. This section “terms and definitions” is to provide an overview of the terms used and to define these terms complete with any additional information: For the purposes of this, the terms and definitions given are as per PAS79 (all current versions), BS 4422, BS EN ISO 13943 and the following apply.

Access Room A room that forms the only escape route from an inner room.

Action Plan Measures, including management procedures, identified in the course of a Fire Risk Assessment that need to be implemented to ensure that the required level of fire safety is achieved or maintained. NOTE The required standard of fire safety will normally be defined within the organisation's fire safety policy, but will never be of a lower standard than that required by legislation.

Alarm Receiving Centre Continuously manned premises, remote from those in which a fire alarm system is fitted, where the information concerning the state of the fire alarm system is displayed and/or recorded, so that the fire and rescue service can be summoned.

Alternative escape route Escape routes sufficiently separated either by direction and space, or by fire-resisting construction, intended to ensure that if one is affected by fire the other will still be available.

Automatic door release mechanism Device that can be used for holding a door in the open position, against the action of a door closer, and automatically releasing under specified conditions.

Available safe escape time (ASET) Time available between the ignition of a fire and the time at which tenability criteria (for the safety of life) are exceeded in a specific space in a building

Class A Fire Fire involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers. NOTE These are normally carbonaceous fires.

Class B Fire Fire involving liquids or liquefiable solids.

Class C Fire Fire involving gasses.

Class D Fire Fire involving metals.

Class F Fire Fire Involving fats and cooking oils.

Combustible Subdivision of a building by fire-resisting walls and/or floors for the purpose of limiting fire spread within the building.

Competent Person Person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly NOTE The relevant fire safety legislation requires nomination of various competent persons to carry out a number of different defined tasks.

Dampers

- **Fire damper** Mobile closure or intumescent device within a duct, which is operated automatically and is designed to prevent the passage of fire and which, together with its frame, is capable of satisfying for a stated period of time the same fire resistance criterion for integrity as the element of the building construction through which the duct passes.
- **Fire/Smoke damper** Combined fire and smoke damper.
- **Smoke damper** Mechanical device which, when closed, prevents smoke from passing through an aperture within a duct or structure. NOTE In any particular premises, smoke dampers might be automatically operated, manually operated, or a combination of the two, and their normal position might be either open or closed.

Dead end Area from which escape from fire is possible in one direction only, or in directions less than 45° apart that are not separated by fire-resisting construction. NOTE A dead end is not created solely by structural enclosure. It can, for example, be created by barriers such as steps, narrow escape routes, convoluted escape routes or heavy doors.

Dry fire main Water supply pipe installed in a building for firefighting purposes, fitted with inlet connections at the fire and rescue service access level, and with landing valves at specified points, which is normally dry but is capable of being charged with water, usually by pumping from fire and rescue service appliances.

Dutyholder Person on whom legislation imposes a requirement to carry out a Fire Risk Assessment. NOTE 1 The term “dutyholder” only has meaning within PAS, and is used for convenience. It is not a term used in this context within fire safety legislation, in which the dutyholder could be a number of different parties according to circumstances, e.g. in England and Wales, the responsible person, to which the Fire Safety Order makes reference, is one such dutyholder. NOTE 2 The dutyholder can be determined from the relevant fire safety legislation. NOTE 3 The dutyholder is normally an organization, such as an employer, rather than a specific named person. NOTE 4 There might be more than one dutyholder within any premises. For example, in multi-tenanted office premises, normally each tenant, and the landlord or managing agents, are dutyholders.

Emergency escape lighting Part of the emergency lighting that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process before doing so.

Emergency lighting Lighting provided for use when the supply to the normal lighting fails.

Escape route Route forming part of the means of escape from any point in a building to a final exit.

False alarm Fire signal resulting from a cause(s) other than fire.

Final exit Termination of an escape route from a building, giving direct access to a street, passageway, walkway or open space, and sited to enable the rapid dispersal of persons from the vicinity of a building so that they are no longer in danger from fire and/or smoke.

Fire audit Systematic examination to determine whether standards of fire safety conform to those required in order to achieve the organisation’s fire safety policy and objectives.

Fire door Door or shutter provided for the passage of people, air or objects which, together with its frame and furniture as installed in a building, is intended (when closed) to resist the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance criteria to those ends.

Fire drill (evacuation drill) Periodic test of the evacuation procedure involving participation of the occupants of a building and, where relevant and practicable, any other actions required as part of the fire procedure NOTE This is sometimes known as an evacuation drill, e.g. in BS 4422:2005.

Fire equipment sign Safety sign that indicates the location or identification of fire equipment or how it is to be used.

Fire exposure Extent to which people, animals or items are subjected to the conditions created by fire.

Fire hazard Source, situation or act with the potential to result in a fire. NOTE Examples of fire hazards include ignition sources, accumulation of waste that could be subject to ignition, and disposal of a lit cigarette close to combustible materials.

Fire hazard identification Process of recognizing that a fire hazard exists and defining its characteristics.

Fire load Quantity of heat that could be released by the complete combustion of all the combustible materials in a volume, including the facings of all bounding surfaces.

Fire precautions Physical, procedural and managerial measures taken to reduce the likelihood of ignition occurring and/or to mitigate the consequences if ignition does occur.

Fire prevention measures Measures to prevent the outbreak of fire.

Fire procedure Predetermined actions to be taken in the event of fire.

Fire protection measures Design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs. NOTE Examples of such measures include means of detecting, extinguishing or containing fires.

Fire resistance Ability of an item to fulfil for a stated period of time the required load-bearing capacity and/or integrity and/or thermal insulation, and/or other expected duty specified in a standard fire resistance test. NOTE This is not the time that the item can withstand exposure to any specific real fire without loss of its required performance.

Fire risk Combination of the likelihood of the occurrence of fire and consequence(s) likely to be caused by a fire. NOTE In the context of this assessment, the relevant consequences of a fire are those involving injury to people (number and severity of injuries), as opposed to damage to property.

Fire Risk Assessment (FRA) Process of identifying fire hazards and evaluating the risks to people arising from them, taking into account the adequacy of existing fire precautions, and deciding whether or not the fire risk is acceptable without further fire precautions.

Fire Risk Assessor Person who carries out, and documents the significant findings of, a Fire Risk Assessment.

NOTE The fire risk assessor is expected to be a competent person, and the fire risk assessor has a duty of care to the Responsible Person and or Dutyholder on which legislation imposes a requirement for the Fire Risk Assessment. However, the ultimate responsibility for the adequacy of the Fire Risk Assessment rests with the Responsible Person and or Dutyholder rather than with the fire risk assessor.

Fire safety engineer Person suitably qualified and experienced in fire safety engineering.

Fire safety engineering Application of scientific and engineering principles to the protection of people, property and the environment from fire.

Fire safety induction training Formal training, normally given verbally to new employees as soon as practicable after their employment, with the objective of imparting sufficient information on the relevant fire risks, fire prevention measures, fire protection measures and fire procedures in the building to ensure the safety of employees from fire. **NOTE** Fire safety induction training also assists in preventing employees from inadvertently putting other occupants of the premises at risk from fire.

Fire safety manager Person nominated to monitor and control the management of fire safety

Fire safety management Task(s) carried out by a defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems, passive, active and procedural, within the building are working properly at all times.

Fire safety manual Record of all design, procedural and management issues and events that relate to the fire safety of a building.

Fire safety objective Specified (or specifiable) goal intended to be achieved by a fire protection measure(s).

Fire safety policy Documented strategy that sets the standards of fire safety that an organization is committed to maintaining. **NOTE** For example, the starting point of a fire safety policy is expected to be that the organization complies with all legislative requirements in respect of fire safety.

Fire safety refresher training Training given to employees periodically to ensure that they remain aware of the fire risks, fire prevention measures, fire protection measures and fire procedures in the building.

Fire scenario Detailed description of conditions, including environmental conditions, of one or more stages from prior to ignition to after completion of combustion in an actual fire at a specific location.

Fire stopping Sealing or closing an imperfection of fit between elements, components or constructions of a building, or any joint, so as to restrict penetration of smoke and flame through the imperfection or joint.

Fire strategy Set of fire safety objectives and the measures to be taken to meet those objective.

Fire Warden Individual charged with specific responsibilities in the event of fire, normally involving a check to verify that a particular area of the building has been evacuated. **NOTE** The fire warden is sometimes described as a fire marshal.

Ignition Initiation of combustion

Ignition source Source of energy that initiates combustion.

Inner room Room from which the only escape route is through another room. **NOTE** The room that provides the escape route from an inner room is known as an access room.

Integrity Ability of a separating element, when exposed to fire on one side, to prevent the passage of flames and hot gases or the occurrence of flames on the unexposed side, for a stated period of time in a standard fire resistance test.

Lifts

- **Evacuation lift** Lift used as part of the evacuation sequence for persons with disability and persons requiring assistance, which has appropriate structural, electrical and fire protection and is capable of being taken under control by a trained and authorized person.
- **Fire-fighting lift** Lift which has protection, controls and signals which enable it to be used under the exclusive control of the firefighters, but that are less stringent than those of a firefighters lift **NOTE** Where the term "fire-fighting lift" is used in this PAS, it refers to a lift installed in accordance with BS 5588-5, which was first published in 1986. "Fire-fighting lifts" were superseded by "firefighters lifts" with the publication of BS EN 81-72.
- **Firefighters lift** Lift which has protection, controls and signals which enable it to be used under the exclusive control of the firefighters **NOTE** Where the term "firefighters lift" is used in this PAS, it refers to a lift installed in accordance with BS EN 81-72, which was first published in 2003.

- **Firemen's lift** Lift installed before fire-fighting lift standards were made available, incorporating only simple means to recall the lift to a designated floor, with no complex lift controls or protection measures for fire and rescue service use. NOTE 1 This is also known as a fire service lift. NOTE 2 Where the term "firemen's lift" is used in PAS, it refers to a lift installed in accordance with BS 2655 or BS 5655 for use by the fire and rescue service. "Firemen's lifts" were superseded by "fire-fighting lifts" with the publication of BS 5588-5.

Maintained Emergency Lighting Lighting system in which all emergency lighting lamps are illuminated at all material times.

Mandatory sign Safety sign that indicates a specific course of action is to be taken

Manual call point Component of a fire detection and fire alarm system that is used for the manual initiation of a fire alarm signal.

Material Alteration Alteration that changes (usually lowering or with the potential to lower) the standard of fire protection originally provided.

Means of escape Structural means whereby a safe route for use in the event of fire is provided for persons to travel from any point in a building to a place of ultimate safety without external assistance.

Non-combustible Not capable of undergoing combustion under specified conditions

Non-maintained emergency lighting Lighting system in which all emergency lighting lamps are illuminated only when the supply to the normal lighting fails.

Occupant(s) especially at risk Building occupant(s) who, as a result of their physical or mental state, age or location in the building, are at greater risk from fire than a non-disabled, fully alert adult afforded adequate means of escape and other fire precautions, whether on a short-term or long-term basis.

Panic bolt Mechanism, consisting of a minimum of two sliding bolt heads that engage with keepers in the surrounding door frame or floor for securing a door when closed, which can be released by hand or body pressure on a bar positioned horizontally across the inside face of the door.

Panic latch Mechanism for securing a door when closed, with a latch bolt that can be released by hand or body pressure on a bar positioned horizontally across the inside face of the door

Peer-to-peer rented accommodation Accommodation rented by means of a decentralised platform whereby two individuals interact directly with each other, without intermediation by a third party NOTE For the purposes of PAS, the term "peer-to-peer rented accommodation" includes letting arranged through an agent.

Phased evacuation System of evacuation in which different parts of the building are evacuated in a controlled sequence of phases, those parts of the building expected to be at greatest risk being evacuated first.

Place of relative safety Place in which there is no immediate danger, but in which there could be future danger, from fire or the effects of fire.

Place of ultimate safety Place in which there is no immediate or future danger from fire or the effects of fire.

Pre-occupation fire safety assessment Process of identifying fire precautions in a newly constructed or refurbished building, taking into account the approved fire strategy, and deciding whether or not the new or refurbished premises are likely to be fit for occupation. NOTE A pre-occupation fire safety assessment is not to be confused with the Fire Risk Assessment required by fire safety legislation and described in PAS, which can only properly be carried out after a building has been handed over to the end user.

Products of combustion Solid, liquid and gaseous materials resulting from combustion.

Progressive horizontal evacuation Process of evacuating people into an adjoining fire compartment on the same level, from which they can later evacuate to a place of ultimate safety.

Protected (corridor, route or staircase) Enclosed in fire-resisting construction.

Refuge Area that is both separated from a fire by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space. NOTE 1 Refuges are relatively safe waiting areas for short periods. They are not areas where disabled occupants are left indefinitely until rescued by the fire and rescue service or until the fire is extinguished. It is the organisation's responsibility to provide assistance, and to incorporate the arrangements for this within the premises' fire procedures. (This is not to be confused with the use of refuges in progressive horizontal evacuation, e.g. in hospitals, from which people might not need to escape, but from where there is the potential for further escape if that becomes necessary.)

Relevant fire safety legislation Legislation that sets out obligations relating to Fire Risk Assessment.

NOTE The relevant legislation is:

- (in England and Wales) the Regulatory Reform (Fire Safety) Order 2005 (as amended)
- (in Scotland) combination of the Fire (Scotland) Act 2005 (as amended) [16] and the Fire Safety (Scotland) Regulations 200
- (in Northern Ireland) the Fire and Rescue Services (Northern Ireland) Order 2006 [22], together with the Fire Safety Regulations (Northern Ireland) 2010

Responsible Person You are the Responsible Person if:

- you own the building (only in relation to the non-domestic parts)
- you have control over the premises.

Required safe escape time (RSET) Time from ignition until the time at which all the occupants of a building, or a specified part of a building, are able to reach a place of safety.

Safe condition sign Safety sign that indicates an evacuation route, the location of safety equipment or a safety facility, or a safety action. NOTE A fire exit sign is an example of a safe condition sign.

Shared house Type of house in multiple occupation, normally let to an identifiable group, such as students, work colleagues or friends, in which there is a significant degree of social interaction.

Simultaneous Evacuation

System of evacuation in which an entire building is evacuated immediately upon receiving an evacuation signal or instruction.

Smoke Alarm Device containing within one housing all the components, except possibly the energy source, necessary for detecting smoke and for giving an audible alarm. NOTE 1 Smoke alarms can also give a visual alarm. NOTE 2 The term “smoke alarm” is normally reserved for devices intended for domestic use.

Sprinkler system System comprising thermosensitive devices designed to react at a predetermined temperature by automatically releasing a stream of water and distributing it in a specified pattern and quantity over a designated area.

Structural fire protection Features in layout and/or construction that are intended to reduce the effects of a fire.

Tolerable Level level at, or close to, that acceptable to a Responsible Person or dutyholder, taking into account the requirements of fire safety legislation, the nature of the premises, the fire hazards in the premises, the nature of the occupants, the cost of additional fire precautions and any other relevant factors.

Travel distance Actual distance to be travelled by a person from any point within the floor area to the nearest storey exit, having regard to the layout of walls, partitions and fixings.

Voice alarm system Sound distribution system that broadcasts speech messages and/or warning signals in an emergency.

Water mist system Distribution system connected to a water supply, with atomising media where required, that is fitted with one or more nozzles capable of delivering water mist intended to control, suppress or extinguish fire. NOTE Water mist systems can discharge water or a mixture of water and some other agent or agents, e.g. inert gases or additives.

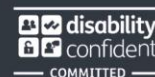
Wet fire main Water supply pipe installed in a building for firefighting purposes and permanently charged with water from a pressurised supply, fitted with landing valves at specific points.

Workplace Any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee of the employer as a place of work and includes: Any place within the premises to which such employee has access while at work; Any room, lobby, corridor, staircase, road, or other place used as a means of access to, or egress from, that place of work; Where facilities are provided for use in connection with that place of work, other than a public road.



Fire Risk Assessment

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