

FIRE RISK ASSESSMENT

Great Dawley Town Council
35 High Street
Dawley
Telford
TF4 2EX



RESPONSIBLE PERSON FOR FIRE SAFETY AT THESE PREMISES: (The responsible person is legally defined as the employer or person in control of the premises)	Great Dawley Town Council
PERSON APPOINTED WITH DAY-TO-DAY RESPONSIBILITY FOR FIRE SAFETY:	Simon Eccleston
ASSESSOR NAME:	Haydn Wills
ASSESSOR SIGNATURE:	
DATE OF ASSESSMENT:	24/02/2022
DATE OF PREVIOUS FIRE RISK ASSESSMENT:	N/A
SUGGESTED DATE FOR REVIEW:	12 Months

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

INTRODUCTION

This assessment is made to address the requirements of the Regulatory Reform (Fire Safety) Order 2005 for an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire. It uses the format and questions set out in British Standards PAS 79-1:2020 Fire risk assessment – Premises other than housing Code of Practice.

It is recommended that this assessment is reviewed at least annually and is supplemented by routine checks of general fire precautions. Whilst I have made a reasonable effort to access all areas of the premises there may be some areas that are inaccessible or difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The Fire Risk Assessment is based on a combination of observations made at the time of the survey and information provided by you or your representatives. This information is taken in good faith as being factual and accurate.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this assessment. Compartmentation has been visually assessed, as far as is possible, in all other accessible areas of the premises.

This assessment is intended as a working document that can be used to guide future action aimed at improving compliance with legislation and day-to-day fire precautions. Where precautions have been assessed as falling below the required standards an Action Plan is provided, giving an indication of priorities and time scales.

The aims of a Fire Risk Assessment are:

- To assist the 'Responsible Person' in identifying the general fire precautions required to ensure the safety of their employees and other persons, so far as is reasonably practicable, and to ensure the premises are safe.
- To assist the Responsible Person in meeting the general fire safety requirements for the premises under their control.
- To identify any practices or conditions which could pose significant fire safety risks to people using the premises.
- To identify any practices or conditions which could pose significant risks to the building, the environment and people in the immediate vicinity of the building.
- To assess the adequacy of current fire safety measures against the risks, using current standards, legislation and recognised codes of practice and to recommend improvements where required.

The Fire Risk Assessment must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:

There is reason to believe a significant change in the structure or use of the building.

There is a significant change in relation to the special, technical or organisational measures.

Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.

There is reason to believe that an occupant is operating in breach of fire safety legislation.

Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.

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ASSESSMENT OF FIRE RISK

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

LIKELIHOOD OF FIRE

POTENTIAL CONSEQUENCES OF FIRE

	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

☐	Low	☒	Medium	☐	High
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In this context, a definition of the above terms is as follows-

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

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

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

Taking account of the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be

☐	Slight harm	☒	Moderate harm	☐	Extreme harm
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In this context, a definition of the above terms is as follows-

Slight harm Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm Significant potential for serious injury or death of one or more occupants.

On this basis the risk to life from fire at these premises is assessed as

☐	Trivial	☐	Tolerable	☒	Moderate	☐	Substantial	☐	Intolerable
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Comments:

The purpose of this Fire Risk Assessment is to check and ensure that the property has the correct fire safety measures in place (such as: emergency routes and exits, fire detection systems and an emergency fire evacuation plan) to avoid and eliminate the risk of fire where possible. I have assessed the likelihood of fire at these premises as Medium. Fire hazards are the use of hazardous substances that are classified as flammable; Potential ignition sources include; electrical spark and static electricity.

The Potential consequences of fire are assessed as Moderate harm. This is based on potential fire occurring around process equipment as a local event not extending beyond the boundaries of the building and no fire risk assessment and fire safety training from the concession(s).

The risk to life is therefore assessed as Moderate and action should be taken as set out in the Action Plan that follows to reduce this risk to at least Tolerable. This should be achievable due to the presence of, inspection, testing and maintenance of all fire safety equipment (e.g. means of escape, fire alarm, fire detection, emergency lighting, firefighting equipment, and electrical inspections), staff training and fire risk assessment from concession(s) to meet the standards set in official Department for Communities and Local Government (DCLG guidance) Approved Document B: Fire Safety: Buildings Other Than Dwelling houses Volume 2.

Regulation 22 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person or persons with responsibility for the property to co-operate and co-ordinate with other responsible persons who share the same premises (including neighbours) for the purposes of fire safety management.

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

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

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

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level

☐ Trivial ☒ Tolerable

Definition of priorities (where applicable):

HIGH – Immediate action required.

MEDIUM – As soon as reasonably practicable and within 12 weeks

LOW – As soon as reasonably practicable and within 24 weeks

You are advised to consider and close all of the actions identified within three months from receiving a copy of the report.

Action	Priority (where applicable)	Action allocated to	Date action undertaken
Item 17.3 (See page 25) Elements of defect, damage, use, or installation that affect the performance of the fire doors will need either remedial work or full replacement. If Fire door repair is an option this involves the application of a set of industry-accepted repair techniques which reinstate the integrity of the fire door, enabling it to perform as originally intended in the event of a fire. This work needs to be completed by someone who is competent in passive fire protection (fire resistance in terms of integrity, for a period of minutes, when tested to FD 30). If this cannot be achieved then install a new fire door set, including the leaf, a self-closing device, and ironmongery, and has a minimum of 30 minutes' fire resistance.	MEDIUM	Claire Morris	
Item 18.2 (See page 25) The gaps in the floor and ceiling between fire-separating elements must be fire-stopped. Materials used for fire-stopping should be reinforced with (or supported by) materials rated class A2-S3, d2 in accordance with BS EN 13501-1:2007, Fire classification of construction products and building elements, Part 1. Polyurethane (PU) foam fillers - also known as 'fire foam' must not be used in these cases.	MEDIUM	Claire Morris	

Item 27.2 & 27.3 Whilst there are no employees of Great Dawley Council at the premises, you have tenants at the premises and as their landlord and Responsible Person in control of the premises, you have agreed that you are responsible for maintaining and checking shared fire safety equipment including, British Standard 5839-1 recommends that this should be done weekly and Emergency lighting should be tested by management each month in accordance with the recommendations of the current British Standard 5266-8 and keeping a record of the tests.	MEDIUM	Claire Morris	
Item 26.2 Whilst there is no staff employed on-site yet, please ensure once staff are working at the premises that fire drills are conducted as part of the fire awareness training, as this provides the method of practicing how a building would be evacuated in the event of a fire or other emergencies.	MEDIUM	Claire Morris	

Guidance Note 2-1 contains advice and information on the principles of fire risk assessment, fire safety management and fire safety arrangements and procedures. Further assistance is also available from our Health and Safety Consultants and 24-Hour Advice Line on 0844 892 2785.

GENERAL INFORMATION

1. THE PREMISES

1.1	Number of floors	Two	
	Number of floors entirely below ground level	N/A	
	Floors on which car parking is provided	N/A	
1.2	Approximate floor area	Ground - 58 First - 67	M ² per floor
		125	M ² gross
		58	M ² on ground floor
1.3	Brief details of construction and layout		

The buildings are a traditional construction brick built with a pitched tiled roof. Internal walls are solid block with decorated skimmed plaster walls.

Ground floor – Occupied by a tenant for the sale of food – Premises consists of retail area at the front with small stock room, kitchenette, toilet at the rear. 2 x emergency exits, the main entrance to the store and a rear final exit leading to a small, enclosed courtyard (door opening to a housing estate).

Ground floor – Offices occupied by the landlord – Dawley Town Council – Premises consists of a reception and small office area at the front and a small office with toilet and kitchenette at the rear. 2 x emergency exits, the main entrance at reception and in the office a final exit door leading out to a pedestrianised area – Offices currently unoccupied.

First floor- Consists of 5 offices, small kitchenette, and toilet – 1 x emergency route from the first floor leading to a final exit door immediately off the stairs onto a pedestrianised area – Offices currently unoccupied.

1.4 Occupancy, use of premises

The tenant occupies the front of the building for the retail sale of food (no cooking).
Dawley Town Council will facilitate the administration of the council.
Tenants are being sought for the occupancy of the first floor.

2. THE OCCUPANTS

2.1	Approximate maximum number of employees at any one time	8
2.2	Approximate maximum number of other occupants at any one time.	8 based on a combination employees and potential customers in the shop
2.3	Approximate total number of people present in the building at any one time.	16

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants	0
3.2	Disabled employees	0
3.3	Other disabled occupants	Not known
3.4	Occupants in remote areas and lone workers	0
3.5	Young persons employed	0
3.6	Others:	

None

4. FIRE LOSS EXPERIENCE

None known.

5. OTHER RELEVANT INFORMATION

Shropshire Fire and Rescue Service is located Telford Fire Station Stafford Park 1, TF3 3BW Telford; approximately 3.5 miles away. Telford is a wholetime station with wholetime watches.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

6.2 This legislation is enforced by

Shropshire Fire and Rescue Service

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 as amended):

Health and Safety at Work Act 1974
Health and Safety (Safety Signs and Signals) Regulations 1996
Electricity at Work Regulations 1989
The Smoke Free (Premises & Enforcement) Regulations 2006
Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1988 and 1993)

6.4 The legislation to which 6.3 refers is enforced by

The Health and Safety Executive (HSE).
Telford and Wrekin Council.

6.5 Is there an alterations notice in force?

Relevant information and deficiencies observed

N/A

HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? YES

7.2 More specifically:
Fixed installation periodically inspected and tested? YES

Portable appliance testing (where appropriate) carried out? YES

Suitable policy regarding the use of personal electrical appliances? YES

Suitable limitation of trailing leads and adapters? YES

Relevant information (including description of arrangements and deficiencies observed):

All reasonable measures have been taken to prevent fires of electrical origin.

Fixed electricals periodic inspections has been completed – next due July 2026 (records available).

There are no appliances to sample at the time of audit. Currently records of PAT testing on other equipment held on other premises shows testing carried out every year by JCE Electrical – next due April 2022 (records available).

It was observed that there is no trailing leads and adapters.

A suitable policy regarding the use of personal electrical appliances has been implemented. Staff portable electrical appliances must not be brought on to the premises unless there is proof of appliance testing.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? YES

8.2 More specifically:
Smoking prohibited on the premises? YES

Smoking prohibited in appropriate areas? YES

Suitable arrangements for those who wish to smoke? YES

This policy appeared to be observed at time of inspection? YES

Relevant information (including description of arrangements and deficiencies observed):

Reasonable measures have been taken to prevent fires as a result of smoking. There were no contraventions to the no smoking policy observed at the time of audit, NB tenants need to be reminded of the no-smoking policy on a regular basis to ensure that it is enforced.

9. ARSON

- 9.1 Does basic security against arson by outsiders appear reasonable? YES
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? YES

Relevant information (including description of arrangements and deficiencies observed):

There is a rear courtyard which is constructed from brick and a lockable wooden door to prevent arson by outsiders.

There is no fire load in close proximity to the premises and all bins are placed securely away from the building.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 Is there satisfactory control over the use of portable heaters? NOT APPLICABLE
- 10.2 Are fixed heating installations subject to regular maintenance? YES

Relevant information (including description of arrangements and deficiencies observed):

There is no use of portable heaters, and the fixed heating is subject to regular maintenance – An In-Service Inspection and Testing of Electrical Equipment is due in April 2022 to complete an inspection on the verification of equipment for safety in continued use.

11. COOKING

- 11.1 Are reasonable measures taken to prevent fires as a result of cooking? NOT APPLICABLE
- 11.2 More specifically, are filters cleaned, changed and ductwork cleaned regularly? NOT APPLICABLE

Relevant information (including description of arrangements and deficiencies observed):

Catering facilities consist of domestic-style appliances, including a microwave oven, toasters, kettles, etc. These are considered to be part of the electrical risk.

12. LIGHTNING

- 12.1 Does the building have a lightning protection system? NOT APPLICABLE
- Relevant information and deficiencies observed:

It was not possible to ascertain if lightning protection is provided for the building and it is recommended that this issue should be investigated.

13. HOUSEKEEPING

- | | | |
|------|---|-----|
| 13.1 | Is the overall standard of housekeeping adequate? | YES |
| 13.2 | More specifically:
Do combustible materials appear to be separated from ignition sources? | YES |
| | Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? | YES |

Relevant information (including description of arrangements and deficiencies observed):

- | | |
|------|--|
| 13.3 | <div style="border: 1px solid black; padding: 10px;"><p>At the time of the inspection, the overall standard of housekeeping was adequate. I was informed that bins will be emptied by the caretaker daily.</p><p>Extra attention must be taken with storage of, and accumulation of cardboards by the tenant at the rear of the premises.</p></div> |
|------|--|

14. HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS

- | | | |
|------|---|-----|
| 14.1 | Is there satisfactory control over works carried out in the building? | YES |
| | More specifically:
Where appropriate, are fire safety conditions imposed on outside contractors? | YES |
| | Where appropriate, is a permit to work system used (e.g. for hot work)? | YES |
| | Are suitable precautions taken by in-house maintenance personnel who carry out works? | YES |

Relevant information (including description of arrangements and deficiencies observed):

- There is satisfactory control over works carried out in the building. All contractors to the building are suitably managed. Contractors must comply with health and safety legislation and Great Dawley Council health and safety rules whilst on site. On arrival, all Contractors must complete the details required in the visitors' book and report to the person responsible for the Contractor. Contractors must adhere to the control measures and, where appropriate, method statements previously submitted to us.**

The work area should be left tidy and secure, not only on completion of the work but each time the Contractors leave our premises. All Contractors must familiarise themselves with our fire and emergency procedures. Fire escape routes and exits must not be obstructed; fire doors must be kept shut. Fire extinguishers must not be obstructed or removed from their position.

Permits to work are established for potential hot works.

15. DANGEROUS SUBSTANCES

- 15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? NOT APPLICABLE

Relevant information (including description of arrangements and deficiencies observed):

No flammables are stored onsite by Great Dawley Council and their tenants.

16. OTHER SIGNIFICANT FIRE HAZARDS CONSIDERED - INCLUDING PROCESS HAZARDS WHICH IMPACT ON GENERAL FIRE PRECAUTIONS

- 16.1 Hazards

None

Relevant information (including description of arrangements and deficiencies observed):

N/A

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

- 17.1 Is the design and maintenance of the means of escape considered adequate? YES
- 17.2 More specifically:
- Do staircase and exit capacities appear to be adequate for the number of occupants? YES
- Are there reasonable distances of travel:
- where there is escape in a single direction? YES
 - where there are alternative means of escape? YES
- Is there adequate provision of exits? YES
- Do fire exits open in the direction of escape, where necessary? YES
- Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? NOT APPLICABLE
- Are the arrangements provided for securing exits satisfactory? YES
- Is a suitable standard of protection designed for escape routes? YES
- Are there reasonable arrangements for means of escape for disabled people? YES

The design and maintenance of the means of escape is considered adequate.

Ground floor offices – Occupied by Great Dawley Council

2 x Exit capacities appear to be adequate for the number of occupants in the office – 900mm at the rear office fire exit and 750mm at main entrance: reception. The rear office door is a fire exit and opens in the direction of escape. The main entrance opens inwards. Both fire exits lead to an ultimate place of safety with a travel distance of no more than 4m from the furthest point.

Suitable arrangements were provided for securing exits, the final exit door for the rear office is a push-bar release. The main entrance is permanently open during working hours. There is a suitable standard of protection designed for escape routes and a suitably fitted fire door (FD30) leading to an alternative exit.

There are reasonable arrangements for means of escape for disabled people, the ground floor exit has sufficient door widths.

The rear office is an inner room and the office door has a vision panel

Ground floor – Retail

There are two escape routes from the shop.

The main front entrance leads directly to the outside of the building door measuring 850mm. The second route leaves via the rear of the store through a door measuring 750mm, leading to a courtyard door again measuring 750mm. Both lead to ultimate places of safety. The rear store's door is a fire exit and opens in the direction of escape. The main entrance opens inwards. Both fire exits lead to an ultimate place of safety with a travel distance of no more than 9m from the furthest point.

There is a suitable standard of protection designed for escape routes with plasterboard and skim finish compartment walls, concrete floors, and a suitably fitted fire door (FD30) between the retail area and rear stores that leads to an alternative exit. It is observed this fire door was propped open with a fire extinguisher during the visit.

First Floor – Offices (Unoccupied)

The first floor is currently unoccupied and I was informed that the first floor with 5 rooms each fitted, the escape route has a further two fire doors leading to the staircase, which is also fitted with a fire door.

The first floor has one escape route down an internal staircase. Each fire door measures 700mm, the staircase measures 900mm. Exit capacity appears to be adequate for the potential number of occupants in the office (up to 8) – From the top of the stairs to the final exit door to ultimate safety with a travel distance of no more than 10m.

17.3	Are the escape routes available for use and suitably maintained?	YES.
	More specifically:	
	Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	NO
	Is the fire-resisting construction protecting escape routes in sound condition?	YES
	Are all escape routes clear of obstructions?	YES
	Are all fire exits easily and immediately openable?	YES

Relevant information (including a description of arrangements and deficiencies observed):

All escape routes are available for use and suitably maintained.

All fire-resisting doors are FD30 rated and where fitted have E30 fire-rated panel glazing and are self-closing.

However, it is observed that the maintenance of two doors on the first floor needs remedial work. There is a gap of approximately 8mm at the top of one office door leaving a gap and the leaf of the door at the top of the stairs has been compromised by a poorly fitted overhead door-mounted closer.

There is a suitable standard of protection designed for escape routes with plasterboard and skim finish compartment walls, concrete floors.

There is fire-resisting construction protecting escape routes with plasterboard and skim finish compartment walls, concrete floors, and all are in sound condition.

All fire exits are clear of obstruction and easily and immediately openable.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

- | | | |
|------|---|----------------|
| 18.1 | It is considered that there is compartmentation of a reasonable standard? | YES |
| | reasonable limitation of linings that might promote fire spread? | YES |
| 18.2 | As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? | NOT APPLICABLE |

NOTE. Based on visual examination of readily accessible areas with a degree of sampling where appropriate.

NOTE. A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment

Relevant information (including description of arrangements and deficiencies observed):

The compartmentation of a reasonable standard and there is throughout a reasonable limitation of linings that might promote fire spread.

However, there is a hole in the floor in the first-floor electrical distribution cupboard and gaps in the wall and ceiling where electrical cabling has been used through walls from adjacent rooms.

As far as can reasonably be ascertained, fire dampers by means of intumescent strips/seals are typically used for passive fire protection are provided as necessary to protect critical means of escape against the passage of fire, smoke and combustion products in the early stages of a fire.

19. EMERGENCY ESCAPE LIGHTING

- 19.1 Has a reasonable standard of emergency escape lighting system provided? YES.

NOTE. Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.

Relevant information (including a description of arrangements and deficiencies observed):

A reasonable standard of emergency escape lighting system is provided in accordance with BS 5266 both internally and externally.

20. FIRE SAFETY SIGNS AND NOTICES

- 20.1 Is there a reasonable standard of fire safety signs and notices? YES

Relevant information (including description of arrangements and deficiencies observed):

There is a reasonable standard of fire safety signs and notices that comply with BS 5499-2:1986.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided? YES

Based on visual inspection. No audibility tests or verification of full compliance with relevant British Standard carried out.

- 21.2 Is there remote transmission of alarm signals? YES

- 21.3 Is a zone plan displayed? YES

Relevant information (including description of arrangements and deficiencies observed):

There is a reasonable amount of manually operated electrical fire alarm system provided on an L2 Automatic Fire Detection (AFD) system in accordance with BS5839, with the remoter transmission of alarm signals and a zone plan is displayed.

- 21.4 Relevant information on false alarm experience (if known):

False alarms have been recorded.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Is there a reasonable provision of manual fire extinguishing appliances? YES
- 22.2 What type of appliances are provided?
- Portable fire extinguishers ☒ Hose reels ☐ Fire blankets ☒
- 22.3 Are all fire extinguishing appliances readily accessible? Choose an item.
- Relevant information (including description of arrangements and deficiencies observed):
- 5 x Foam
4 x CO²
1 x Fire blanket
Total = 10 for 125m²

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 23.1 Type of fixed system:
- None
- Relevant information and deficiencies observed:
- N/A

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

- 24.1 Type of fixed system:
- None
- Relevant information and deficiencies observed:
- N/A
- 24.2 Is there suitable provision of fire-fighters switches for high voltage luminous tube signs, etc.? NOT APPLICABLE
- Relevant information (including description of arrangements and deficiencies observed):
- N/A
- 24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? NOT APPLICABLE
- Relevant information (including description of arrangements and deficiencies observed):
- N/A

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Safety assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

Claire Morris

25.2 Fire safety at the premises is managed by:

Great Dawley Council

25.3 Is there a suitable record of the fire safety arrangements? YES

Relevant information (including description of arrangements and deficiencies observed):

All records of the fire safety arrangements are available.

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate? YES

More specifically

Are there adequate procedures for investigating fire alarm signals? YES

Are there suitable arrangements for summoning the fire and rescue service? YES

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? YES

Are there suitable arrangements for ensuring that the premises have been evacuated? YES

Is there a suitable fire assembly point(s)? YES

Are there adequate procedures for evacuation of any disabled people who are likely to be present? YES

Relevant information (including description of arrangements and deficiencies observed):

All procedures in the event of a fire are appropriate and properly documented, where appropriate. Including:

Investigating fire alarm signals, summoning the fire and rescue service, meeting them upon arrival, suitable arrangements for evacuation of the building including disabled people to fire assembly point.

25.5 Persons nominated and trained to use fire extinguishing appliances? YES

Relevant information (including description of arrangements and deficiencies observed):

2 members of staff have been trained to use a fire extinguisher. The office policy is to only tackle the fire if trained to deal with small fires only.

25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? NOT APPLICABLE

Relevant information (including description of arrangements and deficiencies observed):

N/A

25.7 Are there persons nominated and trained to assist with evacuation, including evacuation of disabled people? YES

Relevant information (including description of arrangements and deficiencies observed):

No disabled persons are in this office.

25.8 Is there appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)? YES

Relevant information (including description of arrangements and deficiencies observed):

It is understood that there has been a liaison with the fire and rescue service.

25.9 Are routine in-house inspections of the precautions (e.g. in the course of health and safety inspections)? YES

Relevant information (including description of arrangements and deficiencies observed):

Routine in-house inspections are conducted by the landlord and recorded accordingly.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training? YES

More specifically

Are they trained on induction? YES

Are they given periodic refresher training? YES

Are they given additional training to cover any specific roles and responsibilities? YES

Is the content of training provided considered adequate? YES

Relevant information (including description of arrangements and deficiencies observed):

All staff are given adequate fire safety instruction at induction.

26.2 Are fire drills carried out at appropriate intervals? NO

Relevant information (including description of arrangements and deficiencies observed):

Six-monthly drills are planned, but none have been conducted (No occupancy).

26.3 When the employees of another employer work in the premises is appropriate information on fire risks and fire safety measures provided? YES

Relevant information (including description of arrangements and deficiencies observed):

Appropriate information on fire risks and fire safety measures is provided to employees of another employer who work at the premises.

27. TESTING AND MAINTENANCE

27.1 Is there adequate maintenance of premises? YES

Relevant information (including description of arrangements and deficiencies observed):

There are records to indicate adequate maintenance of premises is provided.

27.2 Is weekly testing and periodic servicing of fire detection and alarm system completed? YES

Relevant information (including description of arrangements and deficiencies observed):

Periodic servicing of fire detection and alarm system has been completed.

Servicing completed by JCE Electrical - Last completed June 2021.

No weekly testing has been conducted.

27.3 Are monthly and annual testing routines in place for emergency escape lighting? YES

Relevant information (including description of arrangements and deficiencies observed):

Annual testing routines are in place for emergency escape lighting.

Servicing completed by JCE Electrical - Last completed June 2021.

No monthly testing routines are in place for emergency escape lighting.

27.4	Is annual maintenance of fire extinguishing appliances completed?	YES
	Relevant information (including description of arrangements and deficiencies observed):	
	Annual maintenance of fire extinguishing appliances is completed and periodic checks are conducted. Servicing completed by Churches Fire & Security – Next due April 2022.	
27.5	Is periodic inspection of external escape staircases and gangways undertaken?	NOT APPLICABLE
	Relevant information (including description of arrangements and deficiencies observed):	
	N/A	
27.6	Is six-monthly inspection and annual testing of rising mains undertaken?	NOT APPLICABLE
	Relevant information (including description of arrangements and deficiencies observed):	
	N/A	
27.7	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	NOT APPLICABLE
	Relevant information (including description of arrangements and deficiencies observed):	
	N/A	
27.8	Is weekly testing and periodic inspection of sprinkler installations carried out?	NOT APPLICABLE
	Relevant information (including description of arrangements and deficiencies observed):	
	N/A	
27.9	Are routine checks of final exit doors and or security fastenings carried out?	YES
	Relevant information (including description of arrangements and deficiencies observed):	
	Routine checks of final exit doors and or security fastenings are carried out.	
27.10	Is annual inspection and test of lightning protection systems undertaken?	NOT APPLICABLE
	Relevant information (including description of arrangements and deficiencies observed):	
	N/A	

27.12 Other relevant inspections or tests: NOT APPLICABLE

Relevant information (including description of arrangements and deficiencies observed):

N/A

28. RECORDS

28.1 Are there appropriate records of Fire drills? NOT APPLICABLE

Fire training? YES

Fire alarm tests? NO

False alarms? YES

Emergency escape lighting tests? NO

Maintenance and testing of other fire protection systems? YES

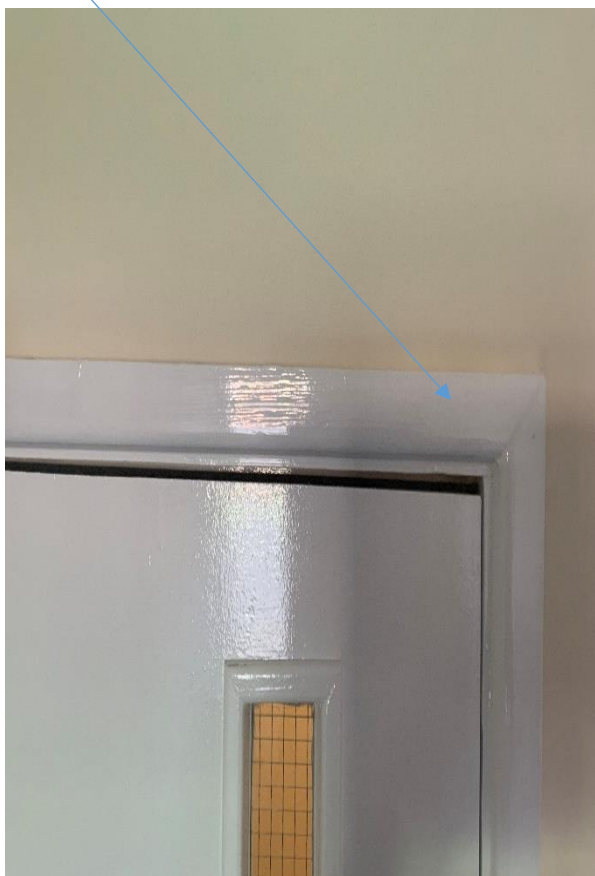
Relevant information (including description of arrangements and deficiencies observed):

Appropriate fire safety records are kept for maintenance.

A fire logbook is available to conduct weekly fire alarms, monthly emergency lighting tests, and fire drills.

Item 17.2

Gap



Item 17.2

Gap



Item 18.2

Hole in first floor electrical cupboard



Item 18.2

Hole in wall in rear office

