

Client
Alzheimer's and Dementia Support Services



Site
Safeharbour, Coldharbour Road, Northfleet, Gravesend, Kent DA11 8AE

Reference Number

ADS FRA 12/2023

Date

15th December 2023

Consultant
Savas Seker

Title
Consultant

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1. Introduction

ETS Health and Safety Limited endeavours to take a common sense approach to fire risk assessment. The assessment is presented in a format which clearly indicates any actions which may be required along with priorities. The assessment identifies the risks to fire safety to any person arising out of, or in connection with the clients undertaking. The recommended actions are proportionate to the risk and take into account legislative requirements.

On the 1st October 2006 the Regulatory Reform (Fire Safety) Order 2005 (the Order) was implemented in England and Wales. The Order replaces all previous fire safety legislation. The Order requires that all employers and persons in control of workplaces and premises undertake a fire risk assessment.

The Management of Health and Safety at Work Regulations 1999 requires that all employers undertake suitable and sufficient risk assessments of their undertakings, to ensure that risks are reduced to the lowest levels reasonably practicable.

The Health and Safety Executive (HSE) has produced guidance material in respect of how to conduct risk assessments and the considerations an employer should make in determining the adequacy of control measure they may have in place. Further guidance has also been produced in the form of the Department for Communities and Local Government publications.

For this fire risk assessment the following documents were used:

- Fire Safety Risk Assessment - Offices and Shops
- Fire Safety Risk Assessment – Small and Medium Places of Assembly
- Fire Safety Risk Assessment - Means of Escape for Disabled People (Supplementary Guide)
- Regulatory Reform (Fire Safety) Order 2005 - RR(FS)O 2005

A fire risk assessment is an organised and methodical inspection of the premises, the activities carried on within the premises and the likelihood that a fire could start and cause harm to those in and around the premises. The primary aims of the fire risk assessment are:

- To identify the fire hazards.
- To eliminate or reduce the risk of those hazards causing harm to a level as low as is reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises and the immediate area.

Five steps to fire risk assessment

Step 1

Identification of the fire hazards. This will include: sources of ignition, sources of oxygen and sources of fuel.

Step 2

Decision on who might be harmed and how. The identification of who may be harmed could include: people in and around the property, people at particular risk such as the young, the elderly or those with special needs and fire brigade personnel.

Step 3

Evaluation of the risks and decisions on precautions to be adopted. This will include evaluation of the risk of a fire occurring and the risk to people should a fire occur, evaluation or reduction of the fire hazards and removal or reduction of the risks to people.

Consideration should then be given to the various measures and arrangements in place, such as: means for detection and warning in case of fire, means for fighting fire, means of escape in case of fire, lighting provision, signs and notices, maintenance and information and training for staff.

Step 4

Record the findings and implement them. The significant findings need to be recorded; including what actions has to be taken.

Step 5

The assessment is to be reviewed and updated if necessary.

A fire risk assessment is an important step in protecting employees and others who may be affected by an undertaking, as well as complying with the law. This assessment will allow the responsible persons to focus on

the risks that really matter in the workplace – the ones with the potential to cause real harm. Measures are recommended to control risks.

This Fire Risk Assessment should be reviewed if:

- a) there is a fire
- b) there is attempted arson/vandalism/break in/attempted break in
- c) changes in management personnel or staff numbers
- d) it is suspected that the assessment is no longer valid
- e) floor plans have altered
- f) new working processes have been put in place

Should none of the above arise the recommended review date for this assessment is 12 months. It is important that the adequacy of the control measures in place are subject to continual review and revision if necessary.

This risk assessment, will in the opinion of the Consultant, identify areas which give rise to risks.

A risk level is provided against each hazard and risk following BS 8800 (Guide to Occupational Health and Safety Management Systems). This can be used by the responsible persons to prioritise the action required to implement control measures to reduce the risk to as low as reasonable practicable.

Risk Level Calculator

Risk Level = Potential Consequences x Likelihood		Potential Consequences		
		Slightly Harmful	Harmful	Extremely Harmful
Likelihood	Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Level	Action and Timescale
Intolerable	Risks posed to health and safety are so significant that work should be stopped, or not started and immediate action must be taken by the responsible person to reduce the level of risk.
Substantial	The risks posed to health and safety are considered to be significant and action must be taken. Works should not be started or access permitted until the risk has been reduced. Where the risk involves work in progress, urgent action must be taken. Considerable resources may have to be allocated to reduce the risk.
Moderate	Risks which need further action to control and reduce the risk to the lowest level reasonably practicable. Efforts should be made to reduce the risk. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Tolerable	Existing control measures are considered to be effective and are contributing to reducing risk to the lowest level reasonable practicable. Monitoring is required to ensure that the controls are maintained.
Trivial	No action is required and no detailed records need to be kept. Trivial risks will not be documented.

ETS Health and Safety Limited has undertaken the Fire Risk Assessment and prepared this report based upon the information gained on site and during the tour of the premises. A fully invasive inspection / survey has not been undertaken. The recommendations made in this report are made in good faith based upon the evidence seen at the time of the visit. Every care has been taken to interpret the Acts, Regulations and Approved Codes of Practice, however, these can only be authoritatively interpreted by Courts of Law.

During this Fire Risk Assessment ETS Health and Safety may have had access to information, which is of a confidential or sensitive nature. Such information will be treated in the strictest of confidence by ETS Health and Safety and will not be communicated or otherwise transmitted to a third party unless expressly authorised to do so by **Alzheimer’s and Dementia Support Services**

2. Responsible Person

Responsible Person:

Matt Thurston

The Regulatory Reform (Fire Safety) Order 2005 places a number of specific duties on the responsible person. The responsible person must:

- Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees;
- In relation to relevant persons who are not his employees, take such general fire precautions as may be required in the circumstances of the case to ensure that the premises are safe;
- Make a suitable and sufficient assessment of the risks to relevant persons for the purposes of identifying the general fire precautions he needs to take to comply with the requirements of the Order;
- Not employ a young person unless he has, in relation to risks to young people made or reviewed and assessment; and
- Make and give effect to such arrangements as are appropriate having regard to the size of his undertaking and the nature of his activities for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

3. General Observations

Premises Use:	Charity services serving Alzheimer's and Dementia patients, day care and community café
Terms of Lease / ownership:	Lease
Number of Floors:	1
Number of Stairs:	0
Hours of Use:	8am – 5pm Monday – Saturday
Total Numbers Employed:	96 including careers who work in a mobile and remote roles
Floor Occupancy:	48+
Total Numbers Footfall:	48+
Year of Building Construction:	1988
Property Description:	Prefab constructed premises with brick outer walls
General Risk Level:	Moderate
<p>Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the hazard from fire (likelihood of fire) at the premises occupied by Alzheimer's and Dementia Support Services is Medium. Normal fire hazards are present (e.g. potential ignition sources) for this type of occupancy, with the fire hazards generally subject to appropriate controls, although there are other minor shortcomings. Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of a fire would be Moderate Harm. The outbreak of a fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</p> <p>No uncontrolled risks have been identified during this risk assessment.</p>	
General Evacuation Strategy:	Single phase full evacuation
Security:	Locked and alarmed when not in use. CCTV
Nearest Fire Station:	Kent Fire and Rescue Service Thames Side Fire Station, Coldharbour Rd, Northfleet, Gravesend DA11 8NT
History of significant loss at property:	None Known
Who accompanied consultant:	Vilma Tarvyde
Areas not accessible during visit:	N/A
Date of This Risk Assessment:	15 th December 2023
Date of Previous Assessment:	16/12/2022
Suggested Date of Next Review:	December 2024
Name of Risk Assessor:	Savas Seker

4. Management of Fire Safety

Topic	4.1. Access for the fire service	
Hazard	Suitable access for the fire service	
Risk Level	Control Description	Observations
Tolerable	Access within the premises for the Fire and Rescue Service is considered to be adequate.	Access to the property for the emergency services is to the front building
Tolerable	Access within the premises for the fire and rescue services is considered to be adequate.	No access issues were observed within the premises at the time of the assessment.

Topic	4.2. Record Keeping	
Item		Date / Yes / No / Comments
Is there a fire log book on site and is it adequately and regularly completed?		Yes
Date of last fire evacuation:		08 th November 2023
Does the organisation have an up to date fire safety policy?		Yes
Date firefighting equipment last serviced:		06/2023
Date emergency lighting last tested (monthly):		11/12/2023
Date emergency lighting last maintained (contract):		18/10/2023
Date of last weekly fire alarm test:		11/12/2023
Date fire alarm system (incl smoke heads) last maintained (contract):		18/10/2023
Date of annual lightning protection system test:		N/A
Date of annual boiler test:		New boiler and Hot water storage vessel recently installed.
Is a Portable Appliance Testing regime in place?		February 2023
Date of last fixed wiring installation examination:		03/12/2019

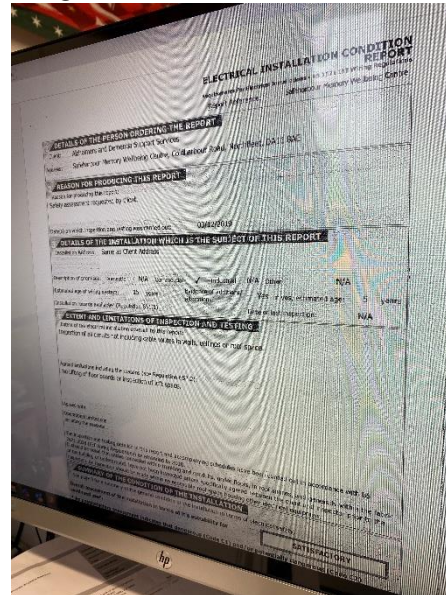
Hazard	Fire Log Book	
Risk Level	Control Description	Observations
Tolerable	Collate Fire Records in a "Fire Log Book".	All checks were recorded in a fire logbook and completed on a routinely basis.



Tolerable

Ensure Fire Safety maintenance and checks are completed.

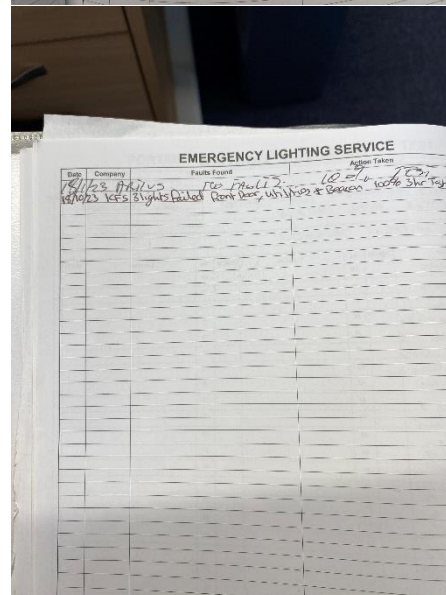
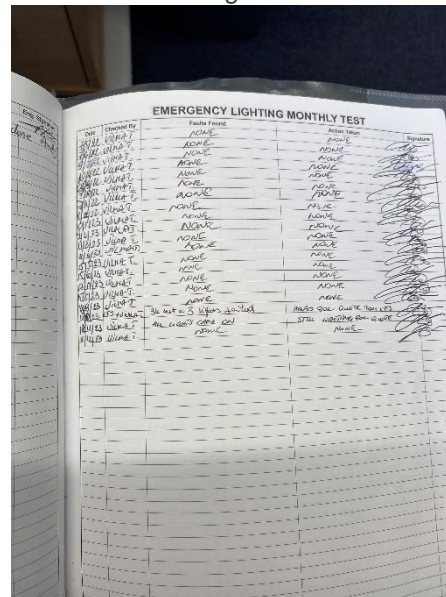
Lighting and fixed electrical tests are completed on a regular and routine basis.



Tolerable

Undertake daily & monthly inspections on the maintained emergency lighting units & arrange a maintenance contract.

Client completed the checks on a regular basis and records findings.



Tolerable	Test Fire Alarm Weekly.	<p>Fire alarm is tested on a weekly basis and recorded in the log book.</p>
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4.3. Fire instruction and training		
Topic	4.3. Fire instruction and training	
Hazard	Emergency evacuation procedure	
Risk Level	Control Description	Observations
Tolerable	A documented fire emergency plan is in place.	<p>A documented fire emergency plan is in place.</p>
Tolerable	Arrangements for providing and communicating the fire emergency evacuation procedures to occupants of the building appear to be in place.	Fire instructions are displayed at appropriate points around the premises.

Topic	4.4. Fire instruction and training	
Hazard	Fire Action Notices	
Risk Level	Control Description	Observations
Tolerable	The details contained in the fire action notices appear to be correct and up to date.	<p>Fire instructions are displayed at appropriate points around the premises.</p>
Tolerable	The fire action notices provided appear to conform to the relevant standard.	Fire instructions are displayed at appropriate points around the premises.

Topic	4.5. Fire instruction and training	
Hazard	Staff, contractors and visitors	
Risk Level	Control Description	Observations
Tolerable	Arrangements are in place for ensuring that contractors and maintenance workers receive the necessary fire safety information is in place.	Contractors and maintenance workers are given an orientation before they commence any work within the premises
Tolerable	Arrangements for ensuring that contractors and maintenance workers receive the necessary fire safety information is in place.	Contractors and maintenance workers are given an orientation before they commence any work within the premises

Tolerable	Arrangements for providing fire safety information for visitors appear to be in place and be followed.	Visitors are given an orientation before they commence any work within the premises
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Topic	4.6. Fire instruction and training
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Hazard	Training
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Risk Level	Control Description	Observations
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Tolerable	Fire safety awareness training appears to be provided and adequate and up to date.	<p>Fire training records are held within the office.</p>
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Tolerable	Regular fire evacuation drills are carried out.	<p>The last fire drill was conducted on 8th November 2023. The client conducts fire drills every six months, and the records of these drills can be found in the fire logbook.</p>
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Tolerable	There appear to be adequately trained staff designated to assist during an evacuation.	There are an adequate number of trained wardens within the premises. Fire warden names are on display and the training records are held by the client.
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Topic	4.7. Fire safety management	
Hazard	Lack of monitoring and maintenance, lack of coordination and management	
Risk Level	Control Description	Observations
Tolerable	Daily Documented Fire Patrols are undertaken within the property to ensure all fire safety routes, gangways and fire safety equipment are in place and available.	Client confirms patrols are completed at the beginning and the end of the day and any issues arisen are rectified.
Tolerable	A formal system is in place to monitor any hot work (including a permit to work system) for maintenance personnel, contractors, etc. it appears to be implemented.	A permit to work system is in place.
Tolerable	A fire risk assessment has been carried out and the significant findings have been recorded.	This document will form the clients Fire Risk Assessment

5. Identified People at Risk


Employees:	96 employees – 28 that attend site
Members of the Public:	Visitors, patients and members of the public using the café may attend site
Sleeping Accommodation:	No one sleeps overnight on the premises.
Remote Areas:	N/A
Inner Rooms	Inner rooms have vision panels available and can only be used by a limited number
Persons in High Risk Areas:	N/A
Persons with Disability / Impairment:	The nature of the premises naturally involves persons with disability or impairment. Before they are referred to the unit, they are subject to assessments which then will be shared with the client to create a PEEP
Vulnerable Persons:	As above
Lone Workers:	No one is left to work alone on the premises at any time.
Contractors & Visitors:	Contractors and visitors are given an orientation at the beginning of their time in the premises to introduce where the fire exits are located and what to do in the event of a fire
Other Comments:	N/A

Topic	5.1. Means of escape in case of fire	
Hazard	Inner rooms	
Risk Level	Control Description	Observations
Tolerable	A suitably sited and unobstructed vision panel is provided between the inner and access rooms.	Vision panels are provided in the inner rooms.
Tolerable	The use of the inner room is appropriate and cannot be used by excessive numbers of people.	Size restricts the number of people who can use the inner rooms.

Topic	5.2. Fire Detection and Warning	
Hazard	Inner rooms	
Risk Level	Control Description	Observations
Tolerable	The access room is fitted with a suitable automatic fire detection and alarm system to warn the inner room occupants of a fire.	Vision panels are provided.

Topic	5.3. People at Particular Risk from Fire	
Hazard	Staff working in remote areas of the workplace or in high fire risk areas	
Risk Level	Control Description	Observations
Tolerable	Adequate arrangements and procedures to ensure the safe evacuation of staff are in place and appear to be suitable and followed.	Arrangements and procedures are in place to ensure the safe evacuation of staff and appear to be suitably followed
Tolerable	Arrangements for ensuring that personnel are suitably trained and understand the fire emergency procedures are in place and appear to be followed.	Staff appear to be suitably trained and understand the fire emergency procedures

Topic	5.4. People at Particular Risk from Fire	
Hazard	Workplaces occupied by large numbers of people/members of the public	
Risk Level	Control Description	Observations
Tolerable	Adequate numbers of trained staff (Wardens) to assist in an evacuation appears to be provided.	An adequate number of trained wardens are on site.
Tolerable	An appropriate communication system has been provided and appears to be in good repair.	An appropriate communication system is in place and appears to be in good repair
Tolerable	Escape procedures for disabled persons are provided.	Escape procedures for disabled persons are provided
Tolerable	Sufficient and suitable signage for escape routes is provided.	Sufficient and suitable signage is in place throughout the premises.

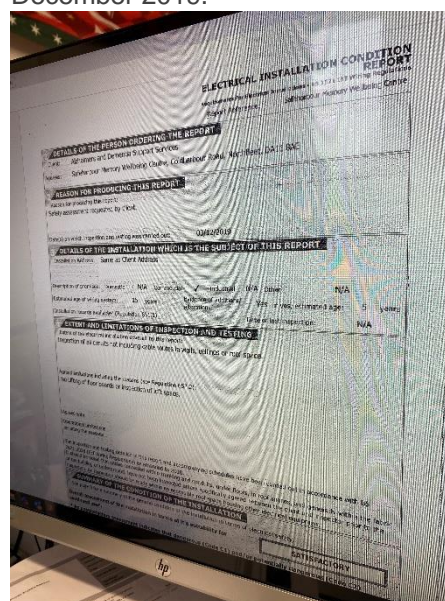
Topic	5.5. People at Particular Risk from Fire	
Hazard	Workplaces used by people who are infirm or whose mobility is impaired	
Risk Level	Control Description	Observations
Tolerable	A means of assisting a disabled person from the building is provided.	Means of assisting a disabled persons from the premises is provided
Tolerable	Escape procedures for disabled persons are provided.	Escape route procedures for disabled persons are provided
Tolerable	The arrangements to ensure that all occupants are given early warning of fire appear to be adequate.	Arrangements to ensure all occupants are given early warning in the event of a fire is adequate
Tolerable	The escape routes do not provide any insurmountable hazards for those with mobility problems.	Escape routes do not have any insurmountable hazards in place 
Tolerable	The number of trained staff (wardens) to aid and assist those with mobility problems are adequate and in place.	The number of trained wardens on site is suitable. All employees receive basic fire training at induction.
Tolerable	The width of exit routes appears to conform to the relevant standard for wheelchairs.	The width of the exit routes appear to conform to the relevant standard

6. Sources of Ignition

Topic	6.1. Ignition sources	
Hazard	Cooking	
Risk Level	Control Description	Observations
Tolerable	An ongoing arrangement is in place to maintain cooking areas free from combustible materials, this appears to be followed.	Cooking areas are free from combustible materials at the time of assessment

Topic	6.2. Ignition sources	
Hazard	Extension or Wander Leads	
Risk Level	Control Description	Observations
Tolerable	Extension leads appear to be in good repair.	Extensions leads appear to be in good repair

Topic	6.3. Ignition sources	
Hazard	Faulty or damaged electrical equipment or wiring	
Risk Level	Control Description	Observations
Tolerable	Arrangements are in place for ensuring that the fixed electrical wiring circuits / systems are inspected at routine intervals and appear to be suitable and sufficient.	The fixed electrical testing was last completed in December 2019.
Tolerable	Ensure electrical equipment is adequately and regularly maintained.	PAT testing was completed on 06 th February 2023.
Tolerable	Electrical equipment appears to be in a good condition.	Upon a visual inspection electrical appliances appeared to be in a good condition at the time of the assessment.




Tolerable	Multi-point socket adapters were sighted and arrangements for prohibiting them are in place and appear to be followed.	No multipoint adaptors were observed at the time of assessment
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Topic	6.5. Ignition sources	
Hazard	Other sources of heat in the workplace	
Risk Level	Control Description	Observations
Tolerable	It appears that only necessary sources of heat are present in the workplace.	At the time of the assessment no unnecessary sources of heat or ignition were observed within the premises.

Topic	6.6. Ignition sources	
Hazard	Portable Heaters	
Risk Level	Control Description	Observations
Tolerable	Arrangements for separating portable heaters from combustible materials are in place and appears to be followed.	Portable heaters were found to be used away from combustible materials.
Tolerable	Portable heaters appear to be maintained in a safe state of repair.	Portable heaters are subjected to PAT testing and appeared to be in a good state of repair.
Tolerable	The heat producing equipment provided, appears to be used in accordance with the manufacturers instructions.	No issues noted at the time of assessment.

Topic	6.7. Ignition sources	
Hazard	Potential for arson	
Risk Level	Control Description	Observations
Tolerable	Arrangements for good housekeeping are in place and appear to be followed.	Good housekeeping is in place and appears to be followed at the time of assessment.
Tolerable	Arrangements for regularly inspecting premises for signs of unauthorised entry or attempted breach are in place and appear to be followed.	Daily opening and closing checks are completed which would raise any attempted breach to be noted and actioned.
Tolerable	Security measures and arrangements are in place and appear to be suitable and sufficient against the risk of arson	Access to the property is controlled through the use of a proximity access control system.

Topic	6.8. Ignition sources	
Hazard	Smoking in the workplace	
Risk Level	Control Description	Observations
Tolerable	A no smoking policy is in place.	A no smoking sign is placed upon the entrance to the premises. 
Tolerable	Smoking areas and/or prohibited areas are identified and appear to be suitable.	No smoking is allowed within the premises
Tolerable	The area and facilities provided for smokers are adequate.	There are no facilities for smokers as the entire premises is a no smoking area

7. Sources of Fuel

Topic	7.1. Combustible Materials	
Hazard	Accumulation of combustibles	
Risk Level	Control Description	Observations
Tolerable	Combustible rubbish and waste is removed from the workplace and stored away from the building so that should a fire occur it will not put the workplace at risk.	Combustible rubbish and waste is removed from the workplace and stored in bins away from the premises
Tolerable	Arrangements are in place for the disposal of waste and rubbish, and appears to be followed.	No build-up of waste or rubbish was observed within the premises at the time of the assessment.
Tolerable	The workplace appears to have good fire safety housekeeping.	The management team appear to manage fire safety housekeeping proactively.

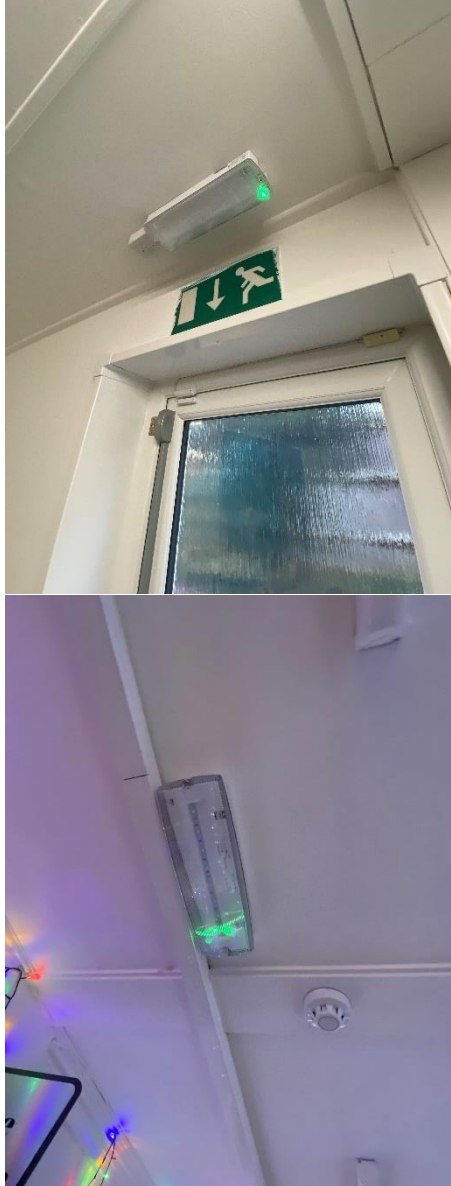
Topic	7.2. Combustible Materials	
Hazard	Excessive quantities of combustible materials displayed or stored in the workplace	
Risk Level	Control Description	Observations
Tolerable	Combustible materials are stored in suitable locations.	Combustible materials are stored in suitable locations.
Tolerable	Highly flammable materials are stored away from sources of ignition in fire resisting storage.	No highly flammable materials were observed at the time of assessment

Topic	7.3. Combustible Materials	
Hazard	Highly flammable materials in the workplace	
Risk Level	Control Description	Observations
Tolerable	Highly flammable materials are adequately and properly stored.	No highly flammable materials were observed at the time of assessment
Tolerable	Only minimal amounts of highly flammable materials are present in the work place.	No highly flammable materials were observed at the time of assessment


Topic	7.4. Combustible Materials	
Hazard	Substantial areas of walls or ceilings covered with flammable linings	
Risk Level	Control Description	Observations
Tolerable	Substantial combustible wall and ceiling linings are present, however there is evidence that they have been treated.	No significant issues were noted during the visit.
Tolerable	The drapes and curtains have been treated with fire retardant chemicals.	N/A


Topic	7.5. Combustible Materials	
Hazard	Upholstered furniture covered in flammable materials	
Risk Level	Control Description	Observations
Tolerable	Upholstered furniture is of a fire resisting type.	Client confirmed upholstered furniture is of the fire resisting type
Tolerable	Upholstered furniture is in good repair.	Upholstered furniture was noted to be in a good condition at the time of the assessment.


8. Protection Measures

Topic	8.1. Emergency Lighting	
Hazard	Adequate emergency lighting	
Risk Level	Control Description	Observations
<p>Tolerable</p>	<p>Emergency lighting is installed and appears to conform to the relevant standard.</p>	<p>Emergency lighting is generally provided within the premises to illuminate changes in direction of escape routes, fire alarm call points, fire extinguishers and signage.</p> 


Tolerable	No faulty or damaged emergency lighting was evident.	All emergency lighting appeared to be in working order at the time of the visit. 
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Topic	8.2. Fire detection and warning	
Hazard	Fire alarm call points	
Risk Level	Control Description	Observations
Tolerable	Call points are clearly indicated and visible.	Manual call points are clearly visible and sited no higher than 1200mm above the floor. 
Tolerable	Call points are unobstructed.	At the time of the assessment manual call points were found to unobstructed and available for use.
Tolerable	The call points provided appear to be at suitable locations and conform to the relevant standard.	Manual call points are positioned throughout the premises and appear to conform to the relevant standard
Tolerable	The distances between call points appears to conform to the relevant standard.	No person would have to travel further than 30 metres from any part of the office accommodation.

Topic	8.3. Fire detection and warning	
Hazard	Fire alarm	
Risk Level	Control Description	Observations
Tolerable	A fire alarm system of the appropriate type and suitable for the environment is provided and appears to conform to the relevant standard.	<p>A fire alarm system is installed. The system consists of detection units, manual call points and sounders.</p> 
Tolerable	The fire alarm system appears to be in working order.	The fire alarm system appeared to be in working order at the time of assessment.
Tolerable	The type and number of sounders appears to conform to the relevant standard.	Sounders are installed and no audibility issues were reported at the time of the assessment.

Topic	8.4. Fire detection and warning	
Hazard	Raising the fire alarm	
Risk Level	Control Description	Observations
Tolerable	Automatic fire detection is installed and appears to conform to the relevant standard.	<p>Detection units are installed throughout the premises and appeared upon a visual inspection to conform to the relevant standard.</p> 
Tolerable	Automatic fire detection is maintained in an operational condition.	No devices appear to be isolated. Please refer to the above provided pictures.
Tolerable	Automatic fire detectors are free from obstructions.	Detection units were observed to be free from obstructions at the time of the assessment.
Tolerable	It appears that the fire alarm can be raised without anyone being placed at risk.	Detection units are installed and manual call points are provided strategically and at the final exit points from the building.

Topic	8.5. Means of escape in case of fire	
Hazard	Appropriate and sufficient fire safety signs and fire exit notices are displayed and can be clearly seen	
Risk Level	Control Description	Observations
Tolerable	All fire safety signage is appropriately sited and provides unambiguous information.	All fire safety signage is appropriately sited and provided unambiguous information. 
Tolerable	Fire Exit Keep Clear signs are suitably positioned.	Fire Exit keep clear signage is positioned on all external fire exit doors. 
Tolerable	The fire escape route signs provided appeared suitable and sufficient.	Signage is suitable and sufficient.

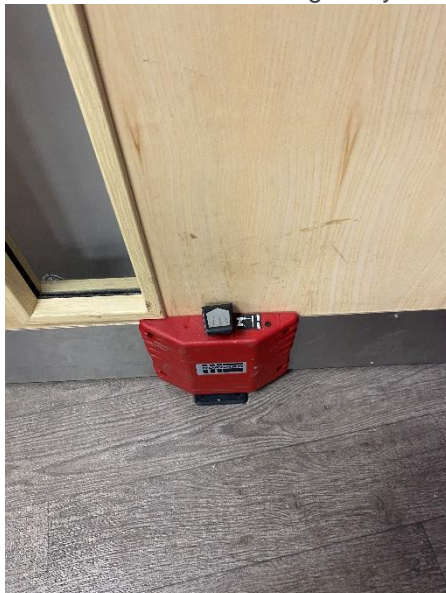
Tolerable	The fire exit signs provided appeared suitable and sufficient.	Directional signage of the green running man variety is used to indicate the escape routes throughout the building 
Tolerable	The fire exit signs provided are clearly visible.	Fire exit signs are clearly visible .

Topic	8.6. Means of escape in case of fire	
Hazard	Escape route doors are in working order and easily opened without the use of key	
Risk Level	Control Description	Observations
Tolerable	All electronic door security devices and automatic doors open when the fire alarm is activated.	The entry door fails open upon activation of the fire alarm system. An override is provided adjacent to this should a power failure occur. 
Tolerable	Arrangements for ensuring escape route doors are maintained in a state of good repair appear to be in place and followed.	The escape route doors were found to be fully operational at the time of the assessment.
Tolerable	Security devices along the escape routes are suitably tested and maintained.	The doors to the escape routes automatically open when the fire alarm is tested.

Tolerable	Arrangements for ensuring that escape route doors are maintained unlocked during all periods of occupancy are in place and appear to be followed.	Escape route doors were unlocked at the time of assessment.
Tolerable	Suitable signs are displayed on fire exit doors to inform persons of the means of operating the emergency door opening devices.	Suitable signage is displayed on the fire exit doors to inform a persons of the means of operating the door

Topic	8.7. Means of escape in case of fire	
Hazard	Exits clearly indicated and escape routes adequately lit	
Risk Level	Control Description	Observations
Tolerable	The external escape route emergency lighting provided appears to conform to the relevant standard and to be sufficient.	External escape route lighting appears to conform to the relevant standard and be sufficient
Tolerable	The internal escape route emergency lighting provided appears to conform to the relevant standard and to be sufficient.	Internal escape route emergency lighting is provided and conform to the relevant standard and appears to be sufficient


Topic	8.8. Means of escape in case of fire	
Hazard	Fatality, asphyxiation, burns	
Risk Level	Control Description	Observations
Tolerable	Suitable and sufficient means of escape are provided.	Suitable and sufficient means of escape is provided


Topic	8.9. Means of escape in case of fire	
Hazard	Fire doors	
Risk Level	Control Description	Observations
Tolerable	Keep internal fire doors closed.	Internal fire doors were found to be closed at the time of assessment; fire doors which were left open were connected to a doorgard system. 

<p>Tolerable</p>	<p>Clearly label all internal fire doors</p>	<p>All fire doors are clearly labelled.</p> 
<p>Tolerable</p>	<p>Internal fire doors do not appear to conform to the relevant standard.</p>	<p>All fire doors appear to conform to the relevant standard. Doors and door frames have been installed last year and indicate their fire resisting properties. The doors, frames and components have been installed as part of a door set and have been tested as a whole entity for their fire resistance.</p> <p>Client has a fire door maintenance schedule in place with an independent contractor any issues are rectified.</p> 

Tolerable	Where appropriate fire doors open in the direction of travel.	Fire doors and final exit doors were observed to open in the direction of travel.
Tolerable	Glass within fire doors is provided with the required periods of fire resistance.	Glass within fire doors appear to be fire resisting.
Tolerable	Doors which are required to be held open are provided with appropriate electro magnetic or acoustically activated door holder devices.	Multiple doors within the premises are fitted with doorgard systems which release the doors upon activation of the alarm
Tolerable	Electromagnetic or acoustically activated Door Holders are tested on a daily basis to ensure that the door closer continues to operate fully.	The door holders are tested to ensure they remain fully operational


Topic	8.10. Means of escape in case of fire	
Hazard	Fire exits and escape routes	
Risk Level	Control Description	Observations
Tolerable	Electrical distribution equipment located on fire escape routes is contained within suitable fire resisting construction.	Electrical distribution equipment is located in a designated area which is a suitable fire resisting construction. The cupboard is kept locked with only authorised access allowed.
Tolerable	Escape routes are provided and appear to conform to the relevant standard.	Escape routes were observed to conform to the relevant standard.
Tolerable	No items which pose a potential fire risk or which could cause an obstruction, are located on escape routes.	No items which pose a fire risk or cause an obstruction are located on the escape routes
Tolerable	The number of escape routes provided appears to conform to the relevant standard.	The number of escape routes provided is appropriate to the travel distances and occupancy levels within the building.
Tolerable	The number of people in the workplace appears to be suitable.	The number of people in the workplace is appropriate for the escape routes provided.
Tolerable	The number of protected routes provided appears to be suitable and sufficient.	The escape routes were noted to be suitably protected with fire resisting constructions.

Topic	8.11. Means of escape in case of fire	
Hazard	Firefighting equipment	
Risk Level	Control Description	Observations
Tolerable	The CO2 portable fire extinguishers appear to conform to the relevant standard.	<p>The CO2 extinguishers appeared upon a visual inspection to conform to the relevant standard.</p> 
Tolerable	The Class A portable fire extinguishers appear to conform to the relevant standard.	<p>The water extinguishers appeared upon a visual inspection to conform to the relevant standard.</p> 
Tolerable	Arrangements for ensuring firefighting equipment is free from obstructions appear to be in place and followed.	Fire extinguishers were found to be free from obstructions at the time of the assessment.

Tolerable	Firefighting equipment location signs are provided and appear to conform to the relevant signage.	Notices are provided highlighting the location of the fire extinguisher. 
Tolerable	The portable fire extinguishers provided are suitably located and are available for use.	No person would have to travel more than 30 metres to reach a fire extinguisher. Fire extinguishers are appropriately provided for the relevant risk.

Topic	8.12. Means of escape in case of fire	
Hazard	Floor surfaces on escape routes free from slips, trips and falls hazards	
Risk Level	Control Description	Observations
Tolerable	Arrangements for ensuring that no escape route floor hazards are evident are in place and appear to be followed.	Arrangements appear to be in place to ensure there are no floor hazards in place
Tolerable	Arrangements for maintaining escape routes free from slip, trip and fall hazards are in place and appear to be followed.	Arrangements appear to be in place to ensure escape routes are free from slip, trip and fall hazards

Topic	8.13. Means of escape in case of fire	
Hazard	Obstructions	
Risk Level	Control Description	Observations
Tolerable	Arrangements for ensuring that fire exits are clear from obstructions are in place and appears to be followed.	No obstructions were in place at the time of assessment
Tolerable	Arrangements for ensuring that gangways and escape routes are clear of obstructions are in place and appears to be followed.	Gangways and escape routes were clear of obstruction at the time of assessment

Tolerable	Exits provided can be opened without use of a key.	<p>Fire rated final exit doors have been installed to replace the key lock doors previously installed. These doors have push pad devices installed to eliminate the use of a key in an emergency.</p> 
Tolerable	Fire escape routes and exits appear to be maintained.	Fire escape routes and exits appear to be maintained

Topic	8.14. Means of escape in case of fire	
Hazard	Place of safety	
Risk Level	Control Description	Observations
Tolerable	The fire assembly point is designated.	The fire assembly point is designated as the car park.
Tolerable	The position of the Fire Assembly Point (place of safety) is appropriate.	The assembly point is clearly identified.
Tolerable	The travel distances to a place of safety appear to conform to the relevant standard.	The travel distances are acceptable.
Topic	8.15. Means of escape in case of fire	
Hazard	Self closing fire door devices in working order	
Risk Level	Control Description	Observations
Tolerable	Arrangements for ensuring that self-closing fire door devices in working order are in place and appears to be followed.	Adequate arrangements are in place.

Topic	8.16. The prevention of the spread of fire and smoke	
Hazard	Structural fire precautions	
Risk Level	Control Description	Observations
Tolerable	The compartment walls and/or floors are in a poor state of repair and do not conform to the required standards.	Walls and floors are in a good condition as the premises as mentioned previously has undergone refurbishment and all walls and floors have been replaced to conform to relevant standards and to allow for compartmentation

Tolerable	The structural elements surrounding the means of escape routes appear to be in a good state of repair and conform to the relevant standards.	Upon a visual inspection at the time of the assessment this appeared to be the case.
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9. Uncontrolled Risk Action Summary

This section provides a summary of the risk issues which have been identified as moderate, substantial or intolerable.

The information can be used to prioritise the corrective actions required to bring the identified risks under proper control.

This section is provided as an aid to management and does not replace the Fire Risk Assessment which should be considered in its entirety.

Risk levels and results are defined as follows:



- Tolerable
- Moderate
- Substantial
- Intolerable

Each required control measure is provided with an action box. This should be completed to record that the control measure has been implemented.

The following table denotes those uncontrolled risks allocated to each Risk Level.

Moderate	Substantial	Intolerable
0	0	0

10. Authorisation

Assessor Signature:		Name:	Savas Seker	Date:	22/12/2023
Peer Review Signature:		Name:	Louise Mingay CMIOSH, MIFSM	Date:	22/12/2023
Client Signature:		Name:		Date:	