

Fire Risk Assessment




Property Name:	Canolfan Eirianfa Centre
Client Name:	Eirianfa Association
Date of Assessment:	4th February 2026
Issue Date:	12th February 2026
Unique Reference #:	08363
Name of Fire Risk Assessor:	John Timperley MIFSM, MIFireE
Validated By:	Catherine Pollard Dip.RSA, CMIOSH, MIFSM
Powered by:	

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Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

A Fire Risk Assessment was carried out by Pyro Fire Services Ltd at Factory Place, Denbigh, Denbighshire, LL16 3TS on the 4th of February 2026 on behalf of Eirianfa Association (hereafter referred to as The Client).

Based on the nature of issues raised, the overall level of risk is considered tolerable, as explained within the fire risk assessment risk ratings and action plan toward the end of this report.

Key issues identified were as follows:

- Main Hall Fire Doors Not Closing Fully Into The Rebate
- Emergency Escape Lighting- External
- Emergency Lighting - Annual Servicing

Responsible person (e.g. employer) or person having control of the premises:

Eirianfa Association - Management Committee

Person who has responsibility for Fire Safety at the premises:

Eirianfa Association - Management Committee

From which persons was the information relating to this Fire Risk Assessment obtained?: (Names/Job Titles)

Joanna Thomas - Manager

Address of Premises:

Factory Place,
Denbigh,
Denbighshire,

LL16 3TS

Name of Assessor:

John Timperley
MIFSM, MIFireE
checked by Catherine Pollard
Dip.RSA, CMIOSH, MIFSM

Date of Fire Risk Assessment:

4th February 2026

Date of previous Fire Risk Assessment:

10th February 2025

Suggested date for review:

February 2027

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

General Information

The Premises

Number of floors total	Number of floors at ground level and above	Number of floors entirely below ground level	Number of floors on which car parking is provided
2	0	1	0

Height of the uppermost storey of the building(s) on the premises or in which the premises are located (in metres):

6

Location of the nearest Fire Hydrant

Factory Place within 90 meters of the building

Approximate floor area in m²:

Gross

800m²

Brief details of construction:

The site in its entirety is a detached building.

The scope of this assessment relates to the community centre.

The building comprises ground and first floors. However, both floors access onto separate street levels.

The building is of a traditional construction with concrete floors with brick/block and timber construction with a flat roof. Access into the buildings is usually gained via the main entrance from the street level. The building is of a simple layout for this type of occupancy.

Two staircases are located within, central core internal concrete staircase and a external metal escape staircase to the rear of the building.

User Profile:

B

Fire Growth Rate:

2

Property use category:

Community Centre

Use of premises:

The scope of this assessment relates to the community centre.

The building is used as a Community Centre which is used by various groups attending the building, there are also some internal small offices used by small companies utilising the space.

A small Kitchen and Dining area is located off the main corridor/Reception area, also located off this area are Meeting Rooms, Sore Cupboards, Toilets, Main Hall area and access to the central core staircase.

The following areas of the premises were inaccessible at the time of this assessment:

No wall or floor voids were accessed at the time of the assessment.

Evacuation Strategy:

Simultaneous

Assembly point location:

The assembly point is located adjacent to the front entrance close to the public car park.

The Occupants

Approximate maximum number:	Approximate number of employees at any one time:	Maximum number of other occupants at any one time:	Associated times/hours of occupation:
100	2 part time staff	Members of the public and contractors	8am - 9pm 7 days a week

Occupants especially at risk from fire

Sleeping occupants:	N/A: No areas within the building provide sleeping accommodation.
Disabled employees:	No: There are no disabled staff on site at this time.
Other disabled occupants:	Yes: There are no disabled staff on site at this time. There is potential for the building to be occupied by disabled persons. Suitable facilities are in place to accommodate this. This will form part of the site PEEPs policy. The management are responsible for contractors who are vetted prior to occupying the building.
Occupants in remote areas and lone workers:	Yes: There is potential for lone working to be an issue in remote parts of the site. Suitable lone working procedures are in place for staff. External contractors should have their own procedures.
Young persons:	Yes: Young persons can be within the building but would be expected to be accompanied by an adult at all times.
Others:	Other people at risk will also be any external workers (contractors or otherwise). Any contractors used should be selected from an approved list and they should be aware of the risk of fire and evacuation procedures in case of an emergency.

Other Relevant Information

Very well managed with a good standard of fire safety maintenance and testing records.

Fire Loss Experience

The Auditor wasn't made aware of any previous fire loss.

Relevant Fire Safety Legislation

The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

This legislation is enforced by:

North Wales Fire & Rescue Service

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

Equality Act 2010

Health and Safety (Safety Signs and Signals) Regulations 1996

This additional legislation is enforced by:

The Fire Authority

HSE

Environment Agency

Local Authority

Is there an alterations notice in force?	No
Relevant information and deficiencies observed: The assessor wasn't made aware of any enforcement actions.	

Comments:

None

Fire Hazards and their Elimination Control

Please note that in the following checklist sections, red colour coding is used to indicate the presence of a risk, not the severity. For more detail on the severity of risks identified, please refer to the Action Plan section at the end of this document.

Electrical Sources of Ignition

Reasonable measures taken to prevent fires of electrical origin?	Yes
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More Specifically...

Fixed installation periodically inspected and tested?	Yes 02/01/2025
Portable appliance testing (where appropriate) carried out?	Yes 27/03/2025
Suitable policy regarding the use of personal electrical appliances?	Yes
Suitable limitation of trailing leads and adapters?	Yes
Are the fixed electrical installations condition-rated to a satisfactory standard?	Yes

Comments

- Periodic inspection for the fixed electrical installations (fixed wire testing) has been carried out previously completed by E G Morris Electrical.
- Portable electrical appliances across the site have been tested over the years - PAT testing completed by E G Morris Electrical.
- The fixed electrical installations have been made subject to testing with an Electrical Installation Condition Report (EICR) dated: 02/01/2025
- Portable electrical appliances have been made subject to PAT testing, last carried out: 27/03/2025

Recommendations

No Recommendations were identified in the Electrical Sources of Ignition section of the Assessment.

Smoking

Reasonable measures taken to prevent fires as a result of smoking?	Yes
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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
Are "No smoking" signs provided?	Yes

Comments

- The building has a Non-smoking policy in place with staff and visitors having to make their own arrangements externally.
- Suitable No-smoking signage is in place throughout the site.
- Smoking permitted externally away from the building.

Recommendations

No Recommendations were identified in the Smoking section of the Assessment.

Arson

Does basic security against arson by outsiders appear reasonable ¹ ?	Yes
Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes

Comments

- Waste is bagged by cleaners and staff and taken to a dedicated external refuse store awaiting regular collection.
- CCTV monitoring internally within the building.
- Overall, the level of security on-site is good with no history of arson around the buildings.
- The building is locked when not in use.

Recommendations

No Recommendations were identified in the Arson section of the Assessment.

¹ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

Portable Heaters, Heating and Ventilation Installations

Is the use of portable heaters avoided as far as practicable?	Yes
Is the use of more hazardous types of portable heaters (radiant bars or LPG) avoided?	Yes
Are fixed heating and ventilation installations subject to regular maintenance?	Yes 28/01/2026

Comments

- Main boiler are located within the Plant Room with appropriate isolation points. Last dated test completed by Clwyd Heating January 2026 with certification available for inspection.

Recommendations

No Recommendations were identified in the Portable Heaters section of the Assessment.

Cooking

Are reasonable measures taken to prevent fires as a result of cooking? Yes

More Specifically...

Filters changed and ductwork cleaned regularly? N/A

Are suitable extinguishing appliances available? Yes

Comments

- A main Kitchen area is located on the ground floor with general domestic electrical goods installed this includes kettle, toaster and microwave, there is also an electrical cooking appliance installed.
- There is a door and serving hatch within the Kitchen. The hatch has a metal shutter that is of a manual operation, this is closed when the kitchen is not in use.

Recommendations

No Recommendations were identified in the Cooking section of the Assessment.

Lightning

Do the premises have a lightning protection system? N/A

Annual inspection and test of lightning protection system? N/A

Comments

- The size and height of the building would suggest that a lightning protection system is not required; none noted.

Recommendations

No Recommendations were identified in the Lightning section of the Assessment.

Other Significant Ignition Sources

Is there avoidance of other significant ignition sources? N/A

Comments

- No other significant ignition sources noted at the time of inspection.

Recommendations

No Recommendations were identified in the Other Significant Ignition Sources section of the Assessment.

Housekeeping

Is the standard of housekeeping adequate?

Yes

More Specifically...

Combustible materials appear to be separated from ignition sources?

Yes

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes

Are meter/riser cupboards adequately secured and kept clear of combustible materials?

Yes

Comments

- Generally, the overall level of housekeeping in the main rooms of the building including escape routes were to a good standard.
- The escape routes were kept clear and final exit doors were not obstructed from the outside.

Recommendations

No Recommendations were identified in the Housekeeping section of the Assessment.

Hazards Introduced by Outside Contractors and Building Works

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 there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?

Yes

If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?

N/A

Comments

- This is the responsibility of the management for the building, who has vetted contractors with policy and procedures in place.
- The management oversees the control of contractors.

Recommendations

No Recommendations were identified in the Outside Contractors section of the Assessment.

Dangerous Substances²

Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises ³ ?	N/A
Has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A

Comments

- No dangerous substances identified at the time of the assessment. General cleaning solutions are also stored in minimal quantities.

Recommendations

No Recommendations were identified in the Dangerous Substances section of the Assessment.

² For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

Soft Furnishings

Is there compliance with Furniture and Furnishings (Fire) Regulations 1988 (As amended)?	Yes
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Comments

- All furnishings appear to be compliant.

Recommendations

No Recommendations were identified in the Soft Furnishings section of the Assessment.

Battery Storage & Use

Where the premises is used for the storage or use of Lithium-ion Batteries...

Has a policy been developed for the safe use and storage of Lithium-ion Batteries?	N/A
Does the area used for storing Lithium-ion Batteries have a combined smoke & CO detector, and appropriate fire-fighting equipment installed?	N/A
Have staff undertaken training to deal with safe disposal and handling of damaged Lithium-ion Batteries?	N/A

Comments

- No battery storage noted at the time of inspection.

Recommendations

No Recommendations were identified in the Battery Storage & Use section of the Assessment.

PV Systems/Solar Panels

Where the premises has a PV system installed...

Is there a suitable schedule in place for the upkeep and maintenance of the PV system in line with the IET PV Code of Practice requirements, and as outlined in BS EN 62446-1:2016?	N/A
Is the area surrounding the PV system clear of waste debris, foliage, nesting materials, and other potential additional sources of ignition?	N/A
Is the PV system clear of any materials that may cause hotspots due to shading?	N/A
If required, has the responsible person had a discussion with the local fire authority about emergency procedures and fire-fighting provisions to be installed to assist with tackling a PV system related fire?	N/A
If the PV system is no longer active, has the system been properly decommissioned with supporting documentation?	N/A

Comments

- Not installed.

Recommendations

No Recommendations were identified in the PV Systems/Solar Panels section of the Assessment.

Fire Protection Measures

Means of Escape From Fire

It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
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More Specifically...

Do staircase and exit capacities appear to be adequate for the number of occupants ⁴ ?	Yes
Adequate provision of exits?	Yes
Exits easily and immediately openable where necessary?	Yes
Fire exits open in direction of escape where necessary?	Yes
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
Are the arrangements provided for securing exits satisfactory?	Yes
Are linings on walls suitable? (Items such as notice boards managed to avoid an increased risk of flames and smoke in protected corridors and staircases)	Yes
Reasonable distances of travel where there is a single direction of travel?	Yes
Reasonable distances of travel where there are alternative means of escape?	Yes
Suitable protection of escape routes?	Yes
Are there adequate smoke control provisions to protect the escape routes, where necessary?	N/A
Escape routes unobstructed?	Yes
Periodic inspection of external escape staircases and gangways?	Yes 01/11/2024
Comments • The external escape staircase has been inspected and repairs/painting completed.	

It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	Yes
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Comments

- The property operates a simultaneous evacuation regime.
- Access into the building is usually gained via the main entrance from the public footpath.
- There is one single protected staircase serving both floors for access and egress purposes, with a metal means of escape staircase externally; the internal staircase is of double width with the external escape staircase single width.
- Most doors utilised for escape purposes are fitted with the approved emergency fastenings to allow for efficient escape.
- Travel distances within the building to an area of safety are within the permitted limits for this type of premises.
- The main Fire Assembly Point is located to the front of the building clearly identified.
- The automatic sliding doors open on activation of the fire alarm system.

Recommendations

No Recommendations were identified in the Means of Escape From Fire section of the Assessment.

⁴ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

Measures to Limit Fire Spread and Development

It is considered that there is:

compartmentation of a reasonable standard ⁵	Yes
reasonable limitation of linings that might promote fire spread	Yes

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 ^{5,6?}	N/A
Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	Yes
Is the fire-resisting construction protecting escape routes in sound condition ⁵ ?	Yes
Has a Fire Door Survey been conducted at this property?	Yes
Has a Fire Stopping Survey been conducted at this property?	No

Comments

- Additional fire safety works and improvements have been made to the building since the previous FRA was completed by Pyro Fire.
 - A Fire Door Survey has been undertaken and New doors now installed.
 - Main Hall fire doors observed as not closing into the rebate.
- Refer to action plan

Recommendations

The following Recommendations were identified in the Measures to Limit Fire Spread and Development section of this Assessment:

- #4112808: Main Hall Fire Doors Not Closing Fully Into The Rebate

Please note: a full survey of fire stopping and compartmentation in voids, lift shafts and above ceilings is beyond the scope of this assessment.

⁵ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁶ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

Emergency Escape Lighting

Reasonable standard of emergency escape lighting system provided?	No
Are the emergency lighting units free from damage/defects?	Yes
Are toilets, plant rooms, external fire escape staircases, underground car parks, and external escape routes covered by adequate emergency lighting?	No
Monthly and annual testing routines for emergency escape lighting?	No
Comments <ul style="list-style-type: none"> • Monthly testing is completed by a contracted Facilities Company. • Annual drop test and maintenance is usually completed by AGS but due to building works is now overdue. Refer to action plan	

Comments <ul style="list-style-type: none"> • The emergency escape lighting was observed at the time of the assessment, with the majority of units located suitably. • Emergency escape lighting tested on an ongoing regime completed by AGS. • There does not appear to be adequate emergency lighting on the exterior escape staircase. Refer to action plan	
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Recommendations

The following Recommendations were identified in the Emergency Escape Lighting section of this Assessment:

- #4112811: Emergency Escape Lighting- External

Fire Safety Signs and Notices

Reasonable standard of fire safety signs and notices?	Yes
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Comments

- The majority of fire safety signage was in place at the time of the assessment with only minor shortcomings identified.
- Signage should conform to BS 5499.

Recommendations
 No Recommendations were identified in the Fire Safety Signs and Notices section of the Assessment.

Means of Giving Warning in Case of Fire

Reasonable manually operated electrical fire alarm system provided ⁷ ?	Yes
Automatic fire detection provided?	Yes L2 Throughout premises
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes
Remote transmission of alarm signals?	N/A
Are fire alarm call points located at all final exits, storey exits, fire compartment wall exits, and exits from high-risk rooms?	Yes
Is the fire alarm panel clear of any faults?	Yes
Are smoke detectors provided to lift shafts?	N/A
Weekly testing and periodic servicing of fire detection and alarm system?	Yes 23/09/2025
Date last conducted 2025-09-23	
Comments <ul style="list-style-type: none"> • Weekly testing is completed by a contracted Facilities Company AGS, with records evidenced. • The fire alarm system is subject to regular maintenance. 	
If there is a communal fire detection and fire alarm system, does it extend into any residential dwellings?	N/A
Is a zone plan displayed?	Yes

Comments

- The fire alarm panel is installed with a Fire Alarm Zone Plan.
- Automatic fire detection is provided to Category L2 standard (as defined under BS 5839-1) covering means of escape, rooms leading off and high-risk areas. Heat detection is provided in areas where false alarms would be likely, such as the Kitchens and Plant Rooms.
- Manual call points are provided at final and storey exits.
- Means of warning is provided via electronic sounders situated throughout the site.
- Fire alarm – is tested every week by facilities personnel - AGS.
- Fire alarm six monthly inspection & maintenance completed by Facilities Company AGS.

Recommendations

No Recommendations were identified in the Means of Giving Warning in Case of Fire section of the Assessment.

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

Manual Fire Extinguishing Appliances

Is there reasonable provision of manual fire extinguishing appliances?	Yes
Are all fire extinguishing appliances readily accessible?	Yes
Are fire blankets provided where required and suitably maintained?	Yes
Annual maintenance of fire extinguishing appliances?	Yes 24/06/2025
Date last conducted 2025-06-24	
Comments	• Firemaster completed the last annual service.

What type(s) of appliances are provided?	<ul style="list-style-type: none"> • Portable fire extinguishers • Fire blankets
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Comments

- Fire-fighting equipment is provided throughout with fire extinguishers located on escape routes and areas of specific risk.
- All equipment is sited appropriately.
- The fire fighting equipment has been serviced on: 24/06/2025

Recommendations

No Recommendations were identified in the Manual Fire Extinguishing Appliances section of the Assessment.

Relevant Automatic Fire Extinguishing Systems⁸

Weekly testing and periodic inspection of sprinkler installations?	N/A
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<p>Comments</p> <p>Not installed.</p>

<p>Recommendations</p> <p>No Recommendations were identified in the Automatic Extinguishing Systems section of the Assessment.</p>
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⁸ Relevant to life safety and this risk assessment (as opposed to property protection).

Other Relevant Fixed Systems and Equipment

Six-monthly inspection and annual testing of rising mains?	N/A
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<p>Comments</p> <p>Not installed.</p>

<p>Recommendations</p> <p>No Recommendations were identified in the Other Fixed Systems section of the Assessment.</p>
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Dry and Wet Risers

<p>Recommendations</p> <p>No Recommendations were identified in the Dry and wet risers as per BS9990 section of the Assessment.</p>

Fire Curtains

<p>Recommendations</p> <p>No Recommendations were identified in the Fire Curtains section of the Assessment.</p>
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Fire Shutters

<p>Recommendations</p> <p>No Recommendations were identified in the Fire Shutters section of the Assessment.</p>
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Plant Shutdown

<p>Recommendations</p> <p>No Recommendations were identified in the Plant Shutdown section of the Assessment.</p>

Fire Service Facilities

Suitable provision of fire-fighters switch (eg) for high voltage luminous tube signs, etc.	N/A
Relevant information (including description of arrangements and deficiencies observed): Not installed.	
Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	N/A
Relevant information (including description of arrangements and deficiencies observed): Not installed.	

Management of Fire Safety

Procedures and Arrangements

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:

- Pyro Fire Services are contracted to assist the responsible person in undertaking preventive and protective measures by carrying out a fire risk assessment. It remains the responsibility of the responsible person to ensure that any actions arising from the fire risk assessment are addressed appropriately and in a timely manner.

Fire safety at the premises is managed by⁹:

- Eirianfa Association - Management Committee

Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes
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Comments

- Pyro Fire Services are contracted to assist the responsible person in undertaking preventive and protective measures by carrying out a fire risk assessment. The responsible person or their representative must ensure that any person engaged to address actions arising from the fire risk assessment have the relevant knowledge, skills and expertise to do so.

Is there a suitable record of the fire safety arrangements?	Yes
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Comments

- There are suitable fire safety arrangements in place to ensure effective fire safety management on a day-to-day basis and in the event of a fire evacuation.
- All organisations that use the building have fire safety arrangements confirmed.
- Fire safety policy is reviewed annually by the building manager.

Appropriate fire procedures in place ¹⁰ ?	Yes
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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 fire-fighters?	Yes
Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
Is there a suitable fire assembly point(s)?	Yes

<p>Comments</p> <ul style="list-style-type: none"> • Fire Assembly Points are identified. • Full information and details of the fire procedures are appropriately documented with evidence available all information regards to evacuation are located on all Fire Action notices displayed throughout the building. • There are suitable fire safety arrangements in place to ensure effective fire safety management on a day-to-day basis and in the event of a fire evacuation. • The management are responsible for contractors who are vetted prior to occupying the building. 	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes

<p>Comments</p> <ul style="list-style-type: none"> • There are no disabled staff on site at this time. • There is potential for the building to be occupied by disabled persons - suitable facilities are in place to accommodate this. This will form part of the site PEEPs policy. • Members of the public with disabilities are usually accompanied when on site. 	
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Persons nominated and trained to use fire extinguishing appliances?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> • Fire Safety training inclusive of Fire Marshal training have been completed by staff for site. 	
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If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> • Some areas of the building are let out to small companies/groups. All information is relayed to companies/groups in regard to the procedures in the event of a fire or evacuation in an emergency. 	
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Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> • The management should be reminded that they need to identify any member of staff or visitor who may need assistance when evacuating, and not rely on the emergency services for assistance. 	
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Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> • This will be facilitated if required. • Familiarisation visits are carried out at the discretion of the local Fire and Rescue Service. 	
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<p>Recommendations</p> <p>No Recommendations were identified in the Procedures and Arrangements section of the Assessment.</p>	
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⁹ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

¹⁰ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

Training and Drills

Are all staff given adequate fire safety instruction and training on induction?	Yes
<p>Comments</p> <ul style="list-style-type: none"> All staff undertake a full site Induction covering fire safety - details provided in terms of fire evacuations, fire alarm actions, means of escape, assembly points, and day-to-day responsibilities. 	

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 ¹¹ ?	Yes

<p>Comments</p> <ul style="list-style-type: none"> Routine refresher training provided. Fire wardens are trained and reside in the building during operational hours. 	
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Are staff with special responsibilities (e.g. fire wardens) given additional training?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> Fire Wardens have been trained and designated, operating on a day-to-day basis. The most senior member of staff would act as the Fire Coordinator in the event of a fire evacuation on a day-to-day basis. 	
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Are fire drills carried out at appropriate intervals?	Yes 12/01/2026
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<p>Comments</p> <ul style="list-style-type: none"> Regular fire drills are being recorded. 	
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When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes
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Is it ensured that the employees are provided with adequate instructions and information?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> Visitors and contractors have fire safety information confirmed on entry into the building. All external contractors are vetted prior to commencing works to ensure they are familiar with any site specific risks. A permit to work is issued where necessary. 	
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Recommendations

No Recommendations were identified in the Training and Drills section of the Assessment.

¹¹ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

Testing and Maintenance

Adequate maintenance of premises?	Yes
Comments <ul style="list-style-type: none"> The property is maintained to a good standard with a pre-planned maintenance regime in place. 	
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)?	N/A
Routine checks of final exit doors and/or security fastenings?	Yes
Comments <ul style="list-style-type: none"> Regular inspections are being recorded. 	
Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes
Comments <ul style="list-style-type: none"> The Responsible Person is liable for ensuring any items highlighted are addressed or actioned. 	
Are daily checks conducted to ensure clear access for fire engines where required?	Yes
Comments <ul style="list-style-type: none"> Access for fire appliances is considered satisfactory. 	

Recommendations

The following Recommendations were identified in the Testing and Maintenance section of this Assessment:

- #4112814: Emergency Lighting - Annual Servicing

Records

Is there a suitable fire logbook in place?	Yes
Are all suitable records with regards to checking, testing, servicing and maintaining fire safety precautions provided and kept up to date?	Yes
Are records for training and drills included within the logbook?	Yes
Are Personal Emergency Evacuation Plans (PEEPS) required and in place?	N/A
Comments <ul style="list-style-type: none"> Maintenance and inspection records were made available at the time of inspection. 	

Recommendations

No Recommendations were identified in the Records section of the Assessment.

Premises Information Box

Is there a suitably located premises information box for the fire and rescue service?	N/A
Are there arrangements to keep the premises information box up to date?	N/A

Comments

- Not required.

Significant Dates

Fixed installation - periodic inspection Fixed Wire Testing date	02/01/2025
Portable Appliance Testing Date of last PAT test	27/03/2025
Fixed heating installations Date of last maintenance	28/01/2026
Fire Drill last performed	12/01/2026
Periodic inspection of external escape staircases and gangways Date last conducted	01/11/2024

Fire Risk Assessment

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	Moderate	Extreme
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account 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:

High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
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).
Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Taking into account 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:

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

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

Trivial	Tolerable	Moderate	Substantial	Intolerable
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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
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced. Risks should be resolved immediately.
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 within one month of the risk being identified.
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. Moderate risks should be resolved within three months of being identified.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Trivial	No action is required and no detailed records need be kept.

(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 actions contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Action Plan

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


Trivial	Tolerable
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Definition of Severity Ratings

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

Intolerable	High priority; Immediate action required for legislative compliance.
Substantial	Medium priority; Action required for legislative compliance or responsible fire safety management.
Moderate	Low priority; Action required and considered good fire safety practice.

Recommendations

<p>#4112808: Main Hall Fire Doors Not Closing Fully Into The Rebate</p> <p>Description: It is recommended that the doors receive attention by a competent professional to render them effectively self closing fully into the rebate from all angles.</p> 	<p>Severity: Moderate</p>
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<p>● #4112811: Emergency Escape Lighting- External</p> <p>Description: It is recommended that the external emergency escape lighting inclusive of the external escape staircase is surveyed to ensure compliance in accordance with BS 5266-1.</p> <p>7.8.2 External areas in the immediate vicinity of exits: Illumination of these areas is recommended in BS EN 50172:2004/BS 5266-8:2004, 5.4.1.</p> 	<p>Severity: Monitor / Review</p>
<p>● #4112814: Emergency Lighting - Annual Servicing</p> <p>Description: There is no evidence available to show that the emergency lighting system has been made subject to annual servicing in accordance with BS 5266.</p> <p>It is recommended the system is made subject to a 3-hour discharge test as part of an annual servicing regime by a competent engineer. Documentary evidence should be kept on site available for inspection.</p>	<p>Severity: Monitor / Review</p>

Abbreviation Definitions

ADB	Approved Document B
AFD	Alarm and Fire Detection
ALARP	As Low As Reasonably Practicable
AOV	Automatic Opening Vent
AP	Accountable Person
BS	British Standards
BSA	Building Safety Act
DCLG	Department for Communities and Local Government
DSEAR	The Dangerous Substances and Explosive Atmospheres Regulations
EICR	Electrical Installation Condition Report
EP	Emergency Plan
EL	Emergency Lighting
FAP	Fire Alarm Panel
FD	Fire Door
FS	Fire Strategy
FRA	Fire Risk Assessment
FRS	Fire and Rescue Service
FSO	Regulatory Reform (Fire Safety) Order
HMO	House of Multiple Occupation
HVAC	Heating, Ventilation and Air Conditioning
LIB	Lithium-Ion Battery
LPG	Liquid Petroleum Gas
MCP	Manual Call Point
MOE	Means of Escape
PAT	Portable Appliance Testing

PAVA	Public Address & Voice Alarm System
PEEP	Personal Emergency Evacuation Plan
PV	Photovoltaic System
RP	Responsible Person