

REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT

St Matthews Church

20 Great Peter Street, London

Our Reference: FRA2349 0813

WARNING

Without a periodically reviewed written action plan this Fire Risk Assessment will be considered by the Fire Inspectors only to be a 'Risk Identification Audit'.

To become valid and complete the Recommended Actions sections in this Fire Risk Assessment, need to be prioritised, given timescales and a responsible person nominated with the authority to see through the actions to completion where they need to be signed off. As well as establishing the, 'who', 'how' and 'when' for the recommended actions, an Emergency (fire) Plan must be prepared and be regularly tested with fire drills.

Contents

	Page
Introduction	2
Fire Regulations Applicable to this Property	2
Responsibilities of the Property Manager and Occupiers	3
Contact Information	3
General Information	3
The Building	3
The Occupants	4
Occupants at Increased Risk	4
Questions and Recommended Actions	4
Persons at Risk	
Fire Hazards Their Elimination or Control	
Means of Escape from Fire	
Measures to Limit Fire Spread and Development	
Emergency Lighting	
Safety Signs	
Means of Giving Warning in Case of Fire	
Fixed Systems and Equipment	
Manual Fire Extinguishing Appliances	
Testing and Maintenance	
Training, Fire Instruction and Drills	
Fire Management Plans	
Records	
Building Risk Classification	13
Terms of Reference	15
Scope	15
Key Legislation	15
Health and Safety (First Aid) Regulations 1981	15
Safety Procedures and Safe Working Practices	15
Appendix 1 - Emergency Planning Guidance	16
Appendix 2 - Fire Management Planning Guidance	18
Appendix 3 - Record of Review	20

Introduction

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. It does not address the risk to property or business continuity from fire. The occupier should also prepare and implement an Emergency Plan that includes where appropriate staff evacuation and fire training.

PARAGON FIRE PROTECTION has undertaken the Fire Precautions Risk Assessment on behalf of the client, the legal responsibility for implementing any recommendations contained herein is with the client, who should seek specialist advice where unusual conditions exist.

This report has been compiled to our best belief and knowledge based on information available at the time of the survey. Errors and omissions should be notified to **PARAGON FIRE PROTECTION** (within 14 days of receipt) who shall not be liable for any claim for consequential liability damage or loss however so caused. E&OE. Retention of title – this document remains the property of **PARAGON FIRE PROTECTION** until payment has been received in full.

The preparation of this document is generally based upon the recommendations given in 'PAS 79:2012 Fire risk assessment –Guidance and a recommended methodology' produced by BSi. This Fire Risk Assessment has not investigated whether the building materials and building structural design conform to the **Building Regulations Approved Document Part B 2006** where a Structural Survey would be required to be performed by a suitably qualified Building Surveyor.

Fire Regulations Applicable to this Property

The premises are covered by the Regulatory Reform (Fire Safety) Order 2005 that came into force on the 1 October 2006 where fire safety is now determined through Fire Risk Assessment. It is assumed that when the buildings were built or last refurbished they complied with Building Regulations then in force concerning structural fire protection and that any structural alterations have not been made since that could compromise fire protection in the building.

Responsibilities of the Property Manager and Occupiers

Please note that the Fire Risk Assessment is deemed to be a 'living' document and therefore should be revisited on a regular basis to ensure that significant changes have not been made in the workplace.

The fire risk assessment consists of five steps in which we have;

- Identified the risks.
- Identified people particularly at risk.
- Advised how to remove, reduce and protect your premise from fire risks.
- Advised how to record, plan, instruct, inform and train occupants in your premise.
- Provided a list of actions (for you to prepare an action plan) and the means to review the assessment and the plans made.

In having prepared this document for you, we have not accepted responsibility for overseeing fire precautions in your property, this is still very much the Responsibility of your most Senior Manager i.e. CEO, MD, Chairman, etc.

We are herewith acting as your advisers and it is your Responsible Persons duty to ascertain that our recommended actions are appropriate for the observed risks and to act upon our findings.

Reviews to monitor actions concerning the significant recommendations in the report should be made at least monthly until all are completed within the overall review period we have recommended in the General Information section.

Contact Information

Responsible Person:	Reverend Philip Chester
Person consulted at time of visit:	Toby York
Organisation's Name:	St Matthews Church
Property Address:	

General Information

Date Fire Risk Assessment conducted:

31 July 2013

Date of previous Fire Risk Assessment:

Not advised

Assessment by: Alan Palmer

Signature of Assessor:



of: **PARAGON FIRE PROTECTION**

Unit 10A Manor Way

Old Woking

Surrey

GU22 9JX Tel: 01483 724484

REVIEW DUE BEFORE:

31 October 2013

The findings identified in this fire risk assessment should be reviewed by the employers' responsible person by the date indicated above, otherwise 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.

The Building

Brief description of construction:	The original parts of the church including the tower appear to date from the late 19 th Century having been extensively refurbished and extended in the latter part of 20 th Century following a fire caused by arson that destroyed much of the property. The building is constructed traditionally from brick, block, stone, timber and concrete. The property occupies a corner plot of land.
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Number of storeys or approximate height of building:	Basement's, ground, first and second floors.
Approximate floor area:	The buildings are situated around an enclosed courtyard and are estimated to have an estimated total floor area of 1,100m ² .
Building access and egress:	Access to the church and ground floor chapel is through the main door in the tower on Great Peter Street. A separate entrance in the side street allows access to the office, classroom, accommodation, etc. Egress is available through these entrances and there are two other alternative means of escape.
Use of premises:	Mainly used as a place of worship and for holding public meetings. Sleeping accommodation is provided for the Reverend, his family and guests.
Hours the building is occupied:	24/7
Significant fire loss history:	Arson requiring the property to be redeveloped.
Restrictions to access:	We did not enter the locked cupboard in the Conference Room or the locked room next to the Library. We did not access voids in walls, floors and ceilings or look in desks and cupboards.

The Occupants

Maximum number:	80 estimated
Number of congregation:	60 estimated
Number of conference visitors:	40 estimated
Number sleeping:	30 estimated
Number of staff:	10 estimated

Occupants at Increased Risk

Sleeping Occupants:	Yes
Disabled Occupants:	Yes
Young people:	Yes
Lone workers and occupants in remote areas:	Yes

Questions and Recommended Actions

The standard answer to the questions in the sections that follow should be 'yes' or 'not applicable' (N/A) or 'not checked'. If any of the answers to the questions are NO or NOT CHECKED, the organisations nominated Responsible Person should immediately initiate action to investigate and rectify the deficiencies.

The recommended actions at the end of each section are prioritised as follows;

- Low:** These issues are not critical but are seen as best practice to address.
- Medium:** There are significant issues that may not be life threatening but you are still advised to address from the 'duty of care' perspective.
- High:** Fire Regulations are being breached and/or there are life safety issues that need to be urgently addressed.

Management by the employers Responsible Person of the recommended action is indicated as follows;

- Action by whom:** The person allocated the task of completing the action.
- Target completion date:** The initial perceived earliest completion date for the action.
- Date action completed:** The actual completion and sign off date for the action.

Persons at Risk

Question	Response	Remarks
Is there an appropriate signing in and out procedure for visitors?	N/A	Reliance on staff sweeping ground floor public areas to ensure that no one is left behind during an evacuation. Sleeping guests are recorded in guest book.
Is there an appropriate signing in and out procedure for staff?	NO	
Are occupants reasonably safe from a fire or the effects of a fire?	NO	Refer to following sections for specific hazards.
Have provisions been made to evacuate permanent and temporarily disabled people in the event of fire?	NO	Refer to the 'Fire Management Plans' section that follows.
Are visitors reasonably safe from or the effects of a fire?	NO	Refer to following sections for specific hazards.
Are contractors reasonably safe from a fire or the effects of a fire?	NO	Refer to following sections for specific hazards.
Are occupants and visitors reasonably safe from passing road traffic during an evacuation?	YES	
Are people in neighbouring properties reasonably safe from a fire in the premises?	YES	
Are general public reasonably safe from a fire or the effects of a fire?	YES	
Are fire fighters reasonably safe from avoidable fire or explosion risks during building evacuation and fire fighting activities?	YES	

Persons At Risk – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
1. Provide a means for staff to sign in and out of the building – monitor to ensure that it is used.	HIGH			

Fire Hazards and their Elimination or Control

Questions	Response	Remarks
Is the standard of housekeeping adequate?	NO	The courtyard basement boiler room is cluttered.
Are highly flammable substances stored safely?	NO	A propane gas cylinder is stored in the courtyard basement boiler room.
Is the property free of accumulated rubbish and waste paper or any other materials that could catch fire?	NO	The courtyard basement boiler room is cluttered and the boiler is covered with combustible materials.
Is the use of portable heaters avoided as far as practicable?	YES	
Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded?	NO	The boiler in the courtyard basement boiler room is covered with combustible materials.
Are all items of electrical equipment fitted with a fuse of correct rating?	NOT CHECKED	Fuses in all portable electrical appliances would be checked during portable appliance testing (see note below).
Does a competent person periodically PAT test portable electrical appliances?	NO	
Are fixed electrical installations periodically inspected and tested?	NO	
Does a GasSafe registered technician periodically inspect gas appliances?	YES	We were advised that this is routinely carried out and is in date.

Are lengths of flexible cable kept to a minimum and extension leads properly used?	YES	
Are cables run only where damage is unlikely to occur e.g. not under floor coverings or through doorways?	YES	
Is the upholstery of furniture in good condition and is the fabric fire retardant?	NOT CHECKED	
Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	YES	
Are suitable arrangements available for those who wish to smoke?	N/A	
Are reasonable measures taken to prevent fires as a result of cooking?	YES	
Are extraction filters changed and ductwork cleaned regularly?	N/A	
Is there satisfactory control over works carried out in the building by in-house maintenance personnel and/or outside contractors?	YES	
Does basic security against arson by outsiders appear reasonable? <i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES	
If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	

Fire Hazards and their Elimination or Control – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
2. Prepare and robustly manage close down procedures for non-essential electrical appliances.	HIGH			
3. Tidy the Courtyard basement boiler room and remove combustible materials.	HIGH			
4. Ensure furniture and soft furnishings are all fire retardant	HIGH			
5. Test and certify fixed electrical installations.	HIGH			
6. PAT test portable electrical equipment.	HIGH			
7. Ensure gas appliances are serviced annually by an appropriately qualified person.	HIGH			
8. Relocate the propane cylinder to a secure and well-ventilated area away for ignition sources.	HIGH			

Means of Escape from Fire

Question	Response	Remarks
Are there sufficient exits for the number of people present?	YES	
Do exits lead to a place of safety?	YES	
Have escape routes been adequately designed?	YES	
Are all gangways identified and escape routes free from obstruction and trip hazards?	NO	Court yard basement boiler room access route is obstructed with clutter.

Are all final exit doors used for means of escape purposes, available for use? Are they easily and immediately opened without the use of a key?	NO	The Conference Centre final exit is secured with 2 slide bolts and the outside gate is secured with a chain and padlock.
Where necessary do doors used for means of escape open in the direction of travel?	YES	
Can means of escape signs be clearly seen?	YES	
Are all escape routes adequately lit?	YES	The survey was made during daylight hours.
Are travel distances to fire escapes adequate?	YES	We did not measure these specifically but appear to be in order considering the occupancy levels we were advised of.
Are suitable fire precautions in place for all inner rooms?	NO	An automatic fire detection and alarm system is installed but is not functioning properly – refer to 'Means of Giving Warning in Case of Fire' section that follows.
As far as can reasonably ascertained is the building provided with reasonable arrangements for the means of escape of disabled people.	NO	Evacuation of potentially mobility impaired sleeping occupants needs to be considered – refer to the 'Fire Management Plans' section that follows.

Means of Escape from Fire – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
9. Clear the Courtyard basement boiler room escape routes and keep the door secured.	HIGH			
10. Review the means of securing the final exit from the Conference Centre area so that egress is available to building occupants at all times.	HIGH			

Measures to Limit Fire Spread and Development

Question	Response	Remarks
As far as can reasonably be ascertained is compartmentation adequate between rooms, floors and in riser cupboards, e.g. is fire stopping in place? <i>Based on visual inspection of readily accessible areas.</i>	YES	
Do fire doors function properly and are they in good condition?	NO	Many self-closer door chains have been removed so doors do not shut.
Are fire doors kept shut?	NO	Several fire doors are being propped/wedged open.
As far as can reasonably be ascertained, have fire dampers been provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? <i>Based on visual inspection of readily accessible areas. A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.</i>	N/A	

Measures to Limit Fire Spread and Development – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
11. Manage fire doors to ensure occupants do not prop or wedge fire doors open.	HIGH			
12. Repair doors that have had self-closer mechanisms removed or are damaged.	HIGH			

Emergency Lighting

Question	Response	Remarks
Is the emergency lighting system in working order and adequate for the area covered? <i>Based on visual inspection, but no test of luminance levels or verification of full compliance with BS5266.</i>	YES	The emergency lighting is basic; we did not test the system.

Emergency Lighting – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
None				

Safety Signs

Question	Response	Remarks
Do all means of escape signs meet the requirements of BS5499 / EN7010?	NO	A brass 'Fire Exit' sign hangs above the entrance to the Ladies Chapel.
Do other fire and safety signs comply with the HSE Safety Signs and Signals Regulations 1996?	NO	'Fire Door Keep Locked Shut' signs have not been fitted to the outside of store cupboards and plant room doors. The Fire Action Notices have not been completed with the location of the Fire Assembly Point location. Fire alarm call points have not been identified.

Safety Signs – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
13. Fit 'Fire Door Keep Locked Shut' signs to cupboards and replace the brass fire exit sign outside the Ladies Chapel with a modern EN7010 direction arrow sign. 14. Complete the Fire Action Notices with the location of the Fire Assembly Point. 15. Fit a fire alarm call point sign above each call point.	HIGH HIGH MEDIUM			

Means of Giving Warning in Case of Fire

Question	Response	Remarks
Is a reasonable manually operated electrical fire alarm system provided? <i>Reasonable only in the context of this fire risk assessment. If design to BS5839 is required, the advice of a fire alarm specialist should be obtained.</i>	YES	An L1 fire detection and alarm system protects most of the premises.
Is automatic fire detection provided?	YES	
Is there adequate means of raising the alarm to the occupants?	NO	The church tower is not covered by the fire alarm and this is accessible with one floor used as a studio. We did not check sound output levels.
Is the fire alarm linked to an Alarm Receiving Centre?	N/A	
Does the system <u>not have</u> a history of causing false activation?	NO	Incense burning appears to be the cause of false activations in bedrooms and other living areas.

Is the fire alarm system in working order and the design appropriate for the risk? <i>Based on visual inspection, but no audibility tests or verification of full compliance with BS5839 carried out.</i>	NO	The system appears to be compliant with BS5839-1:2002 except for lack of detection and alarm in the church tower.
Can the alarm be raised without anyone being at risk from fire?	NO	The church tower is not covered by the fire alarm and this is accessible with one floor used as a studio. The system has not been serviced and is showing fire from several activated smoke detectors – refer to the 'Testing and Maintenance' section that follows.
Are the fire alarm call points unobstructed and visible?	NO	The call point in the Ladies Chapel has been painted magnolia.
Has an adequate 'Zone Plan' been provided?	NO	This needs to be in the form of a floor plan.

Means of Giving Warning in Case of Fire – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
16. Extend automatic fire detection and alarm into the church tower.	HIGH			
17. Replace the painted call point in the ladies Chapel.	HIGH			
18. Replace smoke detectors with heat detectors in areas where incense is likely to be burnt.	HIGH			
19. Prepare a Fire Alarm Zone Plan.	HIGH			

Automatic Fire Extinguishing Systems

Question	Response	Remarks
Is gas fire suppression installed?	N/A	
Is a sprinkler system installed?	N/A	

Automatic Fire Extinguishing Systems – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
None				

Fixed Systems and Equipment

Question	Response	Remarks
Are dry risers installed?	N/A	

Fixed Systems and Equipment – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
None				

Manual Fire Extinguishing Appliances

Question	Response	Remarks
Is there sufficient fire fighting equipment of the correct type appropriate for the risk?	NO	Based upon 9ltr water and 2kg CO ₂ extinguishers. The upstairs kitchen does not have a fire blanket installed. Extinguishers have not been provided in the church tower studio.

Are portable fire extinguishers, fire blankets etc. suitably located and available for use?	NO	Extinguishers have not been provided in the church tower studio. An old redundant powder fire extinguisher was found in the court yard d basement boiler room and a 9ltr water in the 1 st floor living accommodation.
Are the extinguishers in working order, wall hung/on stands and are the tamper seals in place?	YES	
Are the hose reels in good working order?	N/A	

Manual Fire Extinguishing Appliances – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
20. Remove and responsibly dispose of the two redundant fire extinguishers.	HIGH			
21. Fit a fire blanket in the upstairs kitchen.	HIGH			
22. Install extinguishers in the church tower studio.	HIGH			

Testing and Maintenance

Question	Response	Remarks
Are premises adequately maintained?	YES	
Is weekly testing and periodic servicing of the fire detection and alarm system being carried out?	NO	
Are monthly and annual testing routines for emergency escape lighting being implemented?	NO	
Is monthly inspection and annual maintenance of fire extinguishing appliances being carried out?	NO	Monthly in-house inspection by the Responsible Person needs to be conducted. Serviced in July by PARAGON FIRE PROTECTION.
Are hose reels regularly serviced?	N/A	
Is periodic inspection of gangways, fire doors and escape staircases being carried out?	NO	
Is six monthly inspection and annual testing of rising mains being carried out?	N/A	
Are smoke vents regularly serviced?	N/A	
Are routine checks of final exit doors and/or security fastenings being carried out?	YES	Informal routine when opening the building.
Are weekly and monthly testing, six monthly inspection and annual testing of fire sprinkler system being carried out?	N/A	
Is annual inspection and test of lightning protection systems being carried out?	NOT CHECKED	

Testing and Maintenance – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
23. Appoint a contractor to service the fire alarm at 6 monthly intervals.	HIGH			

24. Conduct weekly in-house testing of the fire alarm using a different call point in rotation.	HIGH			
25. Conduct monthly in-house inspection of fire extinguishers.	HIGH			
26. Conduct monthly in-house testing of the emergency lighting.	HIGH			
27. If a lightning conductor is fitted to the church tower ensure that this is tested annually.	HIGH			
28. Conduct daily checks of final exits, fire doors and escape routes.	HIGH			

Training, Fire Instruction & Drills

Question	Response	Remarks
Are fire drills carried out at appropriate intervals?	NO	
Are all staff given adequate fire safety instruction and training on induction?	NO	
Are all staff given adequate periodic refresher training at appropriate intervals?	NO	
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)?	NO	
Is it ensured that the employees are provided with adequate instructions and information?	NO	

Training, Fire Instructions & Drills – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
29. Ensure that all church personnel receive fire awareness, safe use of portable fire extinguishers and evacuation training.	HIGH			
30. Ensure refresher training is provided at 12-18 month intervals.	HIGH			
31. Ensure that all subcontractors working within the premises receive fire instruction before commencing work.	HIGH			
32. Conduct a fire drill twice a year to test staff.	HIGH			

Fire Management Plans

Question	Response	Remarks
Has a Responsible Person been nominated to oversee fire management within the organisation? <i>This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place.</i>	YES	
Have persons been nominated and trained to use fire extinguishing appliances?	NO	
Have an adequate number of Fire Wardens been nominated and trained to assist with evacuation, including evacuation of disabled people?	NO	
Is there appropriate liaison with the Fire and Rescue service?	N/A	

Are procedures in the event of fire appropriate and properly documented?	NO	
Are there suitable arrangements for summoning the Fire and Rescue service?	NO	
Are there suitable arrangements to meet the Fire & Rescue Service on arrival?	NO	
Are there suitable arrangements for ensuring that the premises have been evacuated?	NO	
Is there a suitably located fire assembly point?	NO	This is in hand with a location agreed in principal during our visit.
Are there adequate procedures for evacuation of disabled people who are likely to be present?	NO	Refer to appendices 1 and 2 for guidance.
Is there a written Emergency Fire Plan in place? Has the provision for the evacuation of disabled persons been addressed within the plan?	NO	Refer to appendix 1 for guidance.
Have building layout plans been provided at the entrance to the offices, giving essential information, including;	NO	
Contact points for the provision of specialist information, e.g. out of hours contacts.	NO	
The location of refuge areas.	NO	
Identify on the plan: escape routes, utility isolation points, access routes for fire fighters, etc.	NO	

Fire Management Plans – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
33. Prepare a robust written Emergency Plan also taking into account other disasters that could affect the business e.g. flooding, terrorism, etc. Refer to Appendix 1 for general guidance in its content.	HIGH			
34. Prepare a robust Fire Management plan to cover general day to day fire procedures. Refer to Appendix 2 for general guidance in its content.	HIGH			
35. Prepare building floor plans with contact information – consider incorporating this information into a Fire Alarm Zone Plan recommended earlier in this report.	HIGH			
36. Consider staff and visitors welfare needs, post evacuation, i.e. comfort, warmth, communications, 1 st Aid, etc. Refer to Appendices 1 and 2 for guidance.	HIGH			

Records

Question	Response	Remarks
Is the fire log book available and completely up to date? This must detail;	NO	
Fire drills	NO	
Fire training	NO	
Fire alarm tests	NO	
Emergency lighting tests	NO	
Sprinkler system servicing	N/A	
Fire extinguisher inspection	NO	

Records – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
37. Complete and maintain records of testing and maintenance identified above in a Fire Log Book.	HIGH			
38. Review this fire risk assessment every three months and record that this has taken place in Appendix 3.	HIGH			

Building Risk Classification

Note that, although the purpose of this section is to place the fire risk in context, this 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 preceding action plans. The fire risk assessment should be reviewed regularly.

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

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 likelihood of fire.

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 fire would be:

Slight Harm

Moderate Harm 

Extreme Harm

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

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (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.

Potential consequences of fire ⇒	Slight Harm	Moderate Harm	Extreme Harm
Likelihood of fire ↓			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

Due to the lack of fire door controls and that the fire alarm may not be operational this is between a moderate and substantial risk where action needs to be taken IMMEDIATELY.

A suitable risk based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS8800 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 controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Terms of Reference

PARAGON FIRE PROTECTION has been commissioned to undertake a Fire Risk Assessment including fire safety of the statutory health and safety precaution arrangements as required by the Regulatory Reform (Fire Safety) Order 2005. The risk assessment is to appraise compliance with the regulations and to identify any areas for improvement and should be subject to regular reviews.

Scope

The purpose of the audit and risk assessment report is to review the safety and fire precautionary arrangements of the company, building and site, to appraise its present use in terms of life preservation. In addition the report will make recommendations for the implementation of any additional works, alterations or new works which may be required to secure effective and efficient fire safety precautionary measures and policies. All observations and recommendations are made without prejudice to any other legislative provisions, which may apply to the building.

Key Legislation

Regulatory Reform (Fire Safety) Order 2005
General Provisions of the Health and Safety at Work Act 1971
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health and Safety and Welfare Regulations) 1992
Disability Discrimination Act 1995

Health and Safety (First Aid) Regulations 1981

It is the responsibility of the directors of the company to comply with these regulations. There should be at least one qualified First Aider for every 50 persons employed, with additional people appointed who are certificated to cover and assist. Typically, the minimum requirement would be for appointed persons. The names of First Aiders and fire wardens should be posted on each floor in prominent positions.

Safety Procedures and Safe Working Practices

There does not appear to be any procedures for the control of contractors. The implementation of safety induction procedures, the use of tested electrical equipment and 'Hot Work Permit' systems should be considered. A formal emergency plan should be prepared for the building to comply with the Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005. All staff should be trained in the use of fire fighting equipment and the procedures for evacuation. Fire Wardens and deputies should be appointed and receive training in marshalling and evacuation.

Appendix 1 – Emergency Plan Preparation Guidance

The Emergency Plan is in the context of the Fire Risk Assessment concerned only with fire precautions. However we suggest that the plan should also address as its title implies, all foreseeable disasters that could befall the organisation. The Emergency Plan must be in writing where five or more people are employed and consideration should be given to the areas identified below. To help you in the process we have provided a check box action plan which on the right hand side for you to firstly assess the level of priority i.e. high, medium, low, N/A (not applicable) and then date and sign off each relevant section upon completion.

THE EMERGENCY PLAN'S RECOMMENDED CONTENTS	PRIORITY	COMPLETED	SIGN
Specify review periods of the Fire Risk Assessment and Emergency Plan – typically on a quarterly basis and diarise.			
Do all staff and hirers have access to the Emergency Plan?			
What are the actions that occupants need to take during an evacuation?			
What are the means for raising the alarm in the event of fire?			
What is policy regarding dealing with evacuees carrying excess baggage or going back into the building before getting the all clear?			
Provide and record staff fire awareness training and role specific training for all other evacuation support team members.			
Provide adequate emergency lighting levels – both indoors and on external fire escape routes.			
Provide and appropriately locate fire fighting equipment.			
Identify and sign appropriate means of escape from the building.			
Define the involvement of company personnel and the duties and responsibilities of the Responsible Person, Building Evacuation Officer, Fire Wardens, First Aiders, 'Buddies' for the less able bodied and Evacuation Chair operators and Extinguisher Operators.			
Prepare a 'cascade' system of people responsible for calling the Fire and Rescue Services.			
Prepare the procedure for meeting the Fire and Rescue Service.			
Identify primary and secondary assembly points – including shelter during inclement weather.			
Prepare procedures for evacuating less able bodied occupants e.g. the application of Personal Emergency Evacuation Plans (PEEP's) and use of 'Buddies', refuge points, evacuation chairs, etc. Go to www.communities.gov.uk/publications/fire/firesafetyassessmentmeans to buy or download guidance documentation.			
Prepare procedures for evacuating occupants with impairments that are less easily identified, i.e. hearing, vision and mental conditions. Go to www.communities.gov.uk/publications/fire/firesafetyassessmentmeans to buy or download guidance documentation.			
Prepare a 'Go-Bag' and designate a person and deputy on each shift to collect it. Typical items to include will be foil space blankets, a First Aid kit, torch, loudhailer, spare batteries, clip boards, laminated contact list of company workers, spare hi-visibility tabards, etc.			
Prepare procedures for evacuating lone workers and young persons.			
The method for debriefing the Evacuation Team after an evacuation and keeping them regularly informed - and by whom?			
Provide means of identifying the Building Evacuation Officer, Fire Wardens/Marshals and First Aiders, e.g. high visibility tabards.			
How frequently will fire evacuation drills be run?			
The procedure for investigating a suspected false fire alarm activation.			

The procedure for occupants to follow if the fire alarm stops sounding during an evacuation.			
Providing the means of getting occupants home in the event of not being able to re-enter the building.			
Fire assembly point management including crowd control i.e. evacuees and bystanders where appropriate.			
In multi-storey premises appoint and train an in-house 'extraction team' for disabled and less able bodied occupants.			
Prepare for a security lock down to prevent unauthorised access to the building during an evacuation (thieves!) and into the grounds (the press) during a disaster.			
In larger organisations nominate and a train a person in authority within the organisation who is an eloquent speaker conversant with the Emergency Plan that is prepared to address the media.			
Build disaster recovery into the Emergency Plan - consider risks from other hazards e.g. utility failure, flooding, freezing, acts of terrorism, etc. Guidance is available at the Centre for the Protection of National Infrastructure - their website is www.cpni.gov.uk . BS25999 is the standard for guidance in business continuity planning process.			
Prepare and implement hot work permit scheme.			
Does the Emergency Plan take account of other Emergency Plans applicable to the building, e.g. other occupiers, landlords common areas, etc.			
Make sure that the Emergency Plan is accessible to Emergency Services attending the premises			
Prepare Building Floor Plans at each entry point to the building to identify the location of fire alarm panel(s), fire alarm zones, utility isolation points, sprinkler system & controls, dry/wet risers & hydrants, smoke vents, hazardous processes/materials, flammable gases/materials, etc.			

Appendix 2 – Fire Management Planning Guidance

The Fire Risk Assessment is concerned with fire precautions which includes the preparation of an Emergency Plan details of which are provided in Appendix 1. We recommend that you introduce robust Fire Management Plans that implements the Emergency Plan and general fire prevention measures to reduce the risk of fire in your premises.

To help you in the process we have provided a check box action plan which on the right hand side for you to firstly assess the level of priority i.e. high, medium, low, N/A (not applicable) and then date and sign off each relevant section upon completion. This guide is not exhaustive and needs to be introduced in a flexible manner with everyone in the organisation being involved in its implementation. These are general recommendations and may not all be applicable to your workplace.

RECOMENDED ACTIONS	PRIORITY	COMPLETED	SIGN
Preparation of written Fire Procedures (The Emergency Plan). In large organisations reference should be made to BS9999:2008 the code of practice for fire safety in the design, management and use of buildings.			
Acceptance of the Emergency Plan by the senior manager/owner and of their responsibilities as prescribed by the Regulatory Reform (Fire Safety) Order 2006.			
Appointment of a Responsible Person and deputy for each shift to implement the Emergency Plan, carry out fire safety checks and manage the fire wardens, etc.			
Appointment of a Building Evacuation Officer (that could also be the Responsible Person) and deputy for each shift - responsible for managing building evacuation and meeting the Fire and Rescue Services.			
Appointment of Fire Wardens/Marshals and deputies for each shift – that are responsible for building evacuation.			
Provision of high visibility tabards identifying the Responsible Person (red), Fire Wardens/Marshals (yellow) and First Aiders (green).			
Provision of the 'Go-Bag' which may contain; an appropriately sized first aid kit, foil blankets, torches, staff mobile phone numbers list, spare tabards, etc. Assign a person and deputy to collect it in an emergency.			
Provision of Building Floor Plans at entrances and exits from the building.			
Prepare a Fire Log Book that the Responsible Person records fire equipment/systems testing and maintenance. This must be kept up to date and be immediately available for inspecting authorities.			
Selection and if possible identification of a safely positioned Fire Assembly Point - avoiding traffic and incoming Emergency Vehicles.			
Preparation and installation of appropriate Fire Action Notices at building entrances identifying the Fire Assembly Point location.			
Prepare a fast and robust method of accounting for all staff and visitors.			
Means of addressing a large body of people at the Fire Assembly Point.			
The selection of a secondary Fire Assembly Point in case the main Assembly Point is compromised or is under threat from the fire.			
Provision of a shelter for evacuees from inclement weather - should the evacuation become protracted.			
In highly populated premises it may be appropriate to appoint and train Fire Extinguisher Operators and deputies, solely responsible for fire fighting (if safe to do so) allowing Fire Wardens/Marshals to concentrate on building evacuation.			
Appointment and training of First Aiders – if possible different people to those nominated for fire evacuation duties.			
Appointment of evacuation chair operators (where applicable)			

Training of the Responsible Person, Fire Wardens/Marshals, Extinguisher Operators and Evacuation Chair Operators.			
Liaison with the Fire and Rescue Service so that they are familiar with the premises and procedures. Consider inviting them to take part in a fire evacuation drill.			
Provide employee fire awareness training.			
Provide subcontractor induction fire awareness training.			
Implement a 'cascade' telephone procedure for designated people on each shift responsible for calling the emergency services.			
Implement the procedure for investigating a suspected false fire alarm.			
Preparation of the procedures in producing personal emergency evacuation plans (PEEP's) – a written personalised procedure prepared in consultation with the disabled person upon arrival at the premises.			
Preparation and enforcement of work closedown procedures whenever a working area is vacated for an extended period of time.			
Preparation and strict enforcement of no smoking procedures.			
Appointment of a disabled person 'extraction team' and/or nominated 'buddies' on a one to one basis.			
Weekly fire alarm testing.			
Weekly checks of fire doors, escape routes and final exits.			
Monthly inspection of fire fighting equipment.			
Monthly testing of the emergency lights.			
Appointment of competent contractors to test and certificate fixed electrical appliances every four years.			
Appointment of competent contractors to annually test and certificate gas appliances.			
Appointment of competent contractors to annually service and certificate portable fire fighting appliances.			
Appointment of competent contractors to annually service and six monthly test hydrants.			
Appointment of a competent contractor to annually PAT test and certificate nominated portable electrical appliances.			
Appointment of competent contractors to six monthly service and certificate the fire alarm system.			
Appointment of competent contractors to periodically test and certificate lightning conductors.			
Prepare a procedure for monitoring the storage and handling of flammable substances, e.g. flammable gas cylinders.			
Prepare and implement a hot work permit scheme.			
Run twice yearly drills to practice fire evacuation procedures.			
Disaster recovery measures - consider risks to the operations from other hazards e.g. flooding, freezing conditions, acts of terrorism, etc.			
Diarise and complete quarterly reviews of the Fire Risk Assessment and Emergency Plan and fully update after any significant alterations to the premises or fire procedures.			

Appendix 3 – Record of Review

The following needs to be completed every time this document is reviewed to provide evidence that timely reviews of the Fire Risk Assessment are being made.

Date	Reviewed by	Signature	Observations	Actions