

Fire Risk Assessment

Conducted at
Wilton Town Council



Suggested date for review:

November 2025, or if any significant changes occur, whichever is soonest

T: 0800 8620066
E: support@bisonassist.co.uk



Address of premises: Wilton Public Toilets Greyhound Lane, Wilton SP2 0BD

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

Assessor: Billy Fee

Reviewed by: Alex Haywood

Date of fire risk assessment: 28/11/2024

Site representative (*):	Date:	Signature:

(*) For responsible person to sign upon receipt of this risk assessment to validate it.

*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. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.
The report does not address the risk to property from fire.*

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

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Introduction

We recently visited your premises at Wilton Public Toilets Greyhound Lane, Wilton SP2 0BD, to carry out a Fire Risk Assessment in line with PAS 79-1:2020 guidance and methodology.

The aim of this survey is to assess the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

All the recommendations that are made in your report are aiming to account the specific requirements of the site, what is reasonably and practicable with consideration of manpower and budgeting. This fire risk assessment is only effective if you and your staff act on it. Therefore, in order to achieve compliance, the action recommended in this assessment must be undertaken.

As a result of the assessment of fire risk carried out at Wilton Town Council, Bison Assist recommends a risk assessment review to be carried out in November 2025, or if any significant changes occur, whichever is soonest.

Limitation

The assessment of risk was carried out only on parts of the building which were made available on the day.

We will not include in our report any parts of the building which were not made available to our team. Please note that exclusion of such parts does not indicate their absence. While we make every endeavour to ascertain the correct information regarding the site layout and systems, our consultant must rely on staff knowledge and any available relevant documentation. Lack of such knowledge or information may lead to assumptions on the part of the consultant.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.

Whilst every effort has been made to ensure the accuracy of the content of this document, Bison Assist Ltd will accept no responsibility for any omissions.

About Your Risk Assessor

Your Fire risk assessor was Billy Fee. He holds all the appropriate competencies and experience to undertake the assessment of risk on behalf of Wilton town council, who is the appointed responsible person in your organisation.

Bison Assist's risk assessors are regularly shadowed on the job. Their work will also be monitored, and their competencies regularly assessed. Find out more about your risk assessor's competencies and experience by emailing support@bisonassist.co.uk.

As your trusted partner in safety, here are some of the accreditations held by Bison Assist:



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Risk Assessment Goals

Goal 1 - Risk Assessment: About Your Report

A risk assessment is typically the starting point on your journey to improved Fire Safety, this should contribute to a more comprehensive plan for the effective management and control of a potential fire within your premises.

Here is how we completed your risk assessment:

- Through visual inspection
- Observation of existing policies, procedures, records, and other relevant documentation
- By gathering knowledge from members of your team, whilst we were on site.

Goal 2 - Action Plan: Next Steps

Within the report, you will find an Action Plan section. It is vital that this is understood and implemented. Some of these actions may be achieved in house, by your responsible person or a member of your team, others will need to be carried out by specialists with the relevant qualifications, skills and competence. On receipt of this document, should you have any queries or would like any further assistance or advice, please do not hesitate to contact our Support team at support@bisonassist.co.uk.

Please remember, the risk assessment is the beginning of the journey, not the end.

As a precautionary measure, it may be appropriate to invite the fire and rescue service to familiarise themselves with layouts and fire systems. The responsible person should consult with the local enforcing authority when planning and determining an appropriate and effective evacuation strategy for their premises.

The Health and Safety Executive warns: *"A risk assessment is only effective if you and your staff act on it. You must follow through with any actions required and review it on a regular basis"*.

Goal 3 - Review: Legal Requirements

Risk management should always remain effective. Some risks that are "very low" today, may increase over time, therefore it is important that reviews are carried out annually

The assessment should be reviewed regularly and, specifically when there is a reason to suspect that it is no longer valid. An indication of when to review the assessment and what needs to be reviewed should be recorded. This may result from, for example:

- A fire.
- A change in legislation.
- Alterations to the building, including internal layout.
- Significant change to furniture and fittings.
- A change in use of premises.
- The introduction or increase of hazardous substances.
- The availability of new technology or information about risks or control measures.
- The results of checks indicating that control measures are no longer effective.
- Change of key personnel or the introduction of people with disabilities.
- A recommendation from the Fire Authority
- Upon receipt of an enforcement or prohibition notice or prosecution for a fire related issue;

Legislation

It is a legal requirement for every employer to conduct an assessment of the health and safety risks, arising out of their work activity. Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the purpose of such assessment is to identify what needs to be done in order to control health and safety risks. Further applicable legislation to Fire Safety has been listed in table 1.0 – Applicable Legislation, below

Legislation applicable to Premises:	Duties Imposed by the Legislation:
<ul style="list-style-type: none"> Regulatory Reform (Fire Safety Order) 2005 	<ul style="list-style-type: none"> Appoint one responsible person to undertake any required preventative and protective control measures
<ul style="list-style-type: none"> The Management of Health and Safety Regulations 1999 	<ul style="list-style-type: none"> Provide all staff with clear and relevant information on the identified fire risks and measures taken in order to prevent fires
<ul style="list-style-type: none"> Equality Act 2010 	<ul style="list-style-type: none"> Conduct a fire risk assessment of the premises
<ul style="list-style-type: none"> BS 9999:2017 – Code of Practice for the fire safety in the design, use and management of buildings 	<ul style="list-style-type: none"> Identify the fire safety measures necessary as a result of the fire risk assessment
<ul style="list-style-type: none"> BS 5266 – Emergency lighting 	<ul style="list-style-type: none"> Implement the fire safety measures contained within the assessment using risk reduction principles
<ul style="list-style-type: none"> BS 5306 – Fire extinguishing installations and equipment on premises 	<ul style="list-style-type: none"> Implement fire safety arrangements for the continuing control and review of the measures
<ul style="list-style-type: none"> BS 5839 – Fire detection and alarm systems for buildings 	<ul style="list-style-type: none"> Comply with the specific requirements of the current fire safety regulations
<ul style="list-style-type: none"> BS 7671:2018 – Requirements for electrical installations 	<ul style="list-style-type: none"> Keep the assessment current through regular review

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<ul style="list-style-type: none">• BS 5499 – Safety signs and symbols	<ul style="list-style-type: none">• Keep written records of the findings and actions taken
<ul style="list-style-type: none">• HM Government guidance on Fire Risk Assessment	<ul style="list-style-type: none">• Inform non-employees, such as temporary staff or contractors of the relevant risks to them and relevant fire safety procedures

1.0 General Information

1.1 Premises overview

Number of floors:	1
Brief details of construction:	Single storey block of public toilets for men women and disabled persons.
Main use of premises:	Public toilets

1.2 The Occupants/ People

Approximate maximum number of visitors/ occupants/ others:	Maximum of 7 at any one time
Approximate number of employees at any one time:	0
Persons involved or affected:	Visitors, Members of the public, Others

1.3 The Occupants/ People especially at risk from fire

Are there any sleeping occupants on site?	No
Is there a suitable and sufficient programme for lone workers on the premises?	No lone workers
Are there any vulnerable groups which use the premises?	Yes

1.4 Fire Loss Experience

Has a recorded fire loss been experienced on the premises?	Unknown
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2.0 Management of Fire Safety

2.0 Management of Fire Safety

Has a responsible person been appointed, to manage the fire safety on site?	Yes
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Risk	Very Low
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Has a competent person(s) been appointed to assist the responsible person in undertaking preventative and protective measures?	No
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The responsible person must nominate a sufficient number of competent persons to assist in the effective implementation of fire safety measures and protocols. Any nominated competent persons must be offered sufficient training and have experience or knowledge and other qualities to enable them in the implementation of effective fire prevention measures.

Risk	Medium
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Are there suitable arrangements for ensuring that the premises have been evacuated in the event of an emergency?	Unknown
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The responsible person should ensure everybody on site is accounted for during the evacuation. This should be carried out as soon as possible at the designated assembly point(s). The site should not depend upon the fire and rescue service to evacuate people; the evacuation strategy must be dependent only on factors which are within the site's control.

Risk	Low
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Are potential fire hazards, fire safety procedures and/or protocols clearly communicated to outside contractors?	No
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The responsible person must give clear and relevant information and appropriate instructions to contractors about how to prevent fires and what they should do in the event of a fire. The responsible person should ensure that all contractors are told about the emergency plan and are shown the escape routes.

Risk	Medium
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Is there mains gas supplied to the premises?	No
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Is there a permit to work system in place, for employees and outside contractors which include hot works?

Not Applicable

Risk

Very Low

3.0 Visual Inspection & Assessment of Risk

3.1 Identification of Fire Hazards and Controls

List possible sources of ignition:	Lightning, Lighting both portable and fixed, Naked Flames, Smoking
Ignition control measures:	Close-down procedures
List possible fuel sources:	Cleaning products
Fuel control measures:	Suitable & Sufficient Storage
List possible oxygen sources:	Natural Ventilation
Oxygen control measures:	Windows/ Doors closed
Is there adequate access for Fire Fighters approaching on foot?	Yes

Risk	Very Low
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3.2 Fire Safety

Is external signage provided to warn attending Fire & Rescue Personnel of hazardous storage?	No hazardous storage on site
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Risk	Very Low
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Are there appropriate assembly points located outside the premises that all personnel can reach safely, and remain safe?	Not practicable due to building location
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Risk	Very Low
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3.3 Fire Warning & Alarm Systems

Are fire alarm systems installed?	Yes
Risk	Very Low
Type of fire alarm system installed: (*)	M
Are automatic smoke detectors installed?	None Required

Risk	Very Low
Can the current type of fire alarm system be deemed suitable and sufficient? (*)	Yes

Risk	Very Low
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(*) This assessment was carried out only on parts of the building that were disclosed and made accessible on the day. The fire alarm system category has been presumed based on access granted on the day. For 100% accuracy, please contact the company that installed your fire alarm system.

3.4 Electrical Safety

Has Portable Appliance Testing been carried out?	None Required
Risk	Very Low
Is the use of extension cables and multi-adaptors appropriate and managed safely?	None present

Risk	Very Low
Have any other electrical hazards been observed?	No

Risk	Very Low
Have portable heaters been observed on site?	No

Risk	Very Low
Has the use of higher risk heaters such as radiant bar fires or log appliances been observed?	No

Risk	Very Low
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3.5 Fire Prevention – General

Have suitable arrangements for those who wish to smoke been made available?	"No smoking" on site policy in place
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Risk	Very Low
At the time of inspection, were the smoking arrangements being adhered to?	Yes

Risk	Very Low
Do security systems against arson by outsiders appear suitable?	Yes

Risk	Very Low
Are unnecessary fuel sources stored in close proximity to the premises or available for ignition by outsiders?	No
Risk	Very Low
Do combustible materials appear to be separated from ignition sources?	Yes
Risk	Very Low
Are hazardous and/or combustible materials appropriately stored on site?	Yes
Risk	Very Low
Is the upholstery of the foam furniture in good condition?	No foam furniture
Risk	Very Low
During the assessment was any building work being carried out?	No
Have significant dangerous substances that could impact on general fire precautions been observed?	No
Risk	Very Low

Are the general fire precautions observed, adequate to address the hazards associated with dangerous substances used or stored within the premises?

No hazardous substances

Risk

Very Low

3.6 Cooking

Is cooking carried out on a commercial basis?

No

3.7 Means of Escape & Fire Doors

Do final exit doors lead to a place of safety?

Yes

Risk

Very Low

Are external routes illuminated and without obstruction or trip hazards?

Yes

Risk

Very Low

Are there sufficient final exit doors on site?

Yes

Are exits easily and immediately accessible where necessary?

Yes

Risk

Very Low

Are all floors and stairway surfaces in good condition and free from trip and/or slip hazards?

Yes

Risk	Very Low
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Is there a sufficient number of fire doors on site to protect fire escape routes?	No fire doors
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Risk	Very Low
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Location(s) of where (additional) fire doors are required:	None required
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Can all travel distances for escape be deemed as acceptable?	Yes
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Risk	Very Low
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Are all escape routes free from obstruction and not used for storage?	Yes
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Risk	Very Low
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Have reasonable arrangements for means of escape for disabled people been observed?	Yes
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Risk	Very Low
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3.8 Fire Spread

Is compartmentation of a reasonable standard? (based on visual inspection of accessible areas)	No
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All structural fire protection and elements of fire compartmentation should be inspected annually, and any remedial action carried out. Compartment walls, ceilings and floors form a complete barrier between fire

compartments and are required to provide a minimum degree of fire resistance. Breaches in fire compartment walls, floors and ceilings must be repaired with fire resistant composite, such as firestop/ seal.

Specific detail(s):	A large hole was observed in ceiling, although no Compartmentation is required to this unit. It should be of sound construction to prevent a fire from spreading to adjoining buildings.
Risk	High
Are there reasonable linings that may prevent the spread of fire (based on visual inspection of accessible areas)?	No

Unsatisfactory linings can promote the spread and development of fire. Consideration should be given to the adequacy of fire stopping and the flammability of linings.

Risk	High
Has a reasonable standard of emergency escape lighting been provided?	No

The emergency escape lighting is necessary to illuminate escape routes and other safety equipment in order to support with any potential fire emergency and/ or fire safety drills. The emergency escape lighting should meet the BS 5266 standards.

Risk	Medium
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3.9 Fire Safety Signs & Notices

Do existing Fire Safety signs and notices comply with the relevant legislation?	None Required
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Risk	Very Low
Is (additional) Fire Safety Signage required?	No

3.10 Fire Fighting Equipment

Is there adequate provision of portable fire extinguishers?	None Required
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Risk	Very Low
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Are hose reels provided?	No
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Are sprinkler systems installed?	No
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4.0 Records

4.0 Records

Is there an up to date fire log book available for inspection by a visiting enforcing authority? No

The fire safety log book and maintenance record should be kept up to date and remain on the premises at all times. The register will assist in proving compliance with the legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

Risk Low

Has an effective Fire Safety Policy been observed? No

Any organisation should have a fire safety policy that is flexible enough to allow modification. It should be recognised that fire safety operates at all levels within an organisation and therefore those responsible for fire safety should be able to develop, where necessary, a local action plan for their premises. Quality of records may be regarded as a good indicator of the overall quality of the safety management structure.

Risk Low

Is there a suitable fire safety and evacuation plan, available to use in the event of an emergency? No

A fire safety and evacuation plan should be completed by a competent person considering any high risks identified on site. The complexity of the plan will be determined by the size of the site and existing hazards. This should also take into account the findings within this risk assessment.

Risk Medium

Are there adequate procedures in place to assist persons with disabilities to evacuate the premises in the event of a fire? No

Safe means of evacuation must be provided for disabled people accessing the site. This should also apply for members of staff. Staff with responsibilities, such as Fire Wardens, must be aware of routes and procedures suitable for disabled people so they can be evacuated safely. These procedures and evacuation arrangements should be documented and reviewed regularly.

Risk Medium

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Do records show that an appropriate number of staff have been trained to act as fire wardens?	None Required
Risk	Very Low
Has training been provided for nominated members of staff in relation to usage of fire extinguishers?	None Required
Risk	Very Low
Do records show that staff receive Fire Safety Refresher Training?	None Required
Risk	Very Low
Do records show that fire drills are carried out at appropriate intervals?	None Required
Risk	Very Low
Do records demonstrate that fixed wire testing has been carried out within the last 5 years?	Not Required

Risk	Very Low
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Do records show that fixed heating installations, gas appliances and/ or boilers are regularly maintained by competent contractors?	Not applicable
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Risk	Very Low
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Do records show that a specific risk assessment has been carried out as required by the COSHH regulations?	Not applicable
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Under the Control of Substances Hazardous to Health Regulations, COSHH assessments are required by law, for any substances that are hazardous to health. You can't carry out work that exposes your employees to hazardous substances unless you have assessed the risk first.

Risk	Very Low
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Do records show that a specific risk assessment has been carried out as required by the DSEAR regulations?	Not Applicable
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Risk	Very Low
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Additional Information

Observations:

None

Matters of Evident Concern:

Appoint someone responsible for fire safety to check the potential fire risks on site

5.0 Risk Rating

Risk Level

Please follow target dates if not advised otherwise

Very Low Risk

No remedial action required at the time of the Risk Assessment.

Very low likelihood of a fire to start. There are no actions required, however processes and protocols should be monitored in order to ensure no increase in the risk level.

Low Risk

Recommended actions to be completed within **6 to 12 MONTHS**.

Usually low likelihood of a fire as a result of negligible potential sources of ignition. Recommended actions are completed within 6 to 12 months. These are usually actions which represent or suggest minor improvements to existing procedures or conditions in line with best practice guidance

Medium Risk

Recommended actions to be completed within **3 MONTHS**.

Normal fire hazards (e.g. potential ignition sources) for this type of premises, with fire hazards generally subject to appropriate controls (other than minor shortcomings). Recommended actions are completed within 3 months. These are usually actions that represent a medium level of risk to existing procedures or conditions which if ignored could escalate to high risk, therefore should be targeted.

High Risk

Recommended actions to be completed **IMMEDIATELY**.

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire. Recommended actions are completed as soon as reasonably practicable. These actions are classed as URGENT and IMPORTANT actions and directly relate to loss of control and exposure to unacceptable levels of risk.

6.0 Action Plan

The remedial actions table highlights the issues identified during the assessment of Fire risk. It is highly recommended the actions priority is followed.

Once the actions have been completed, these are required to be confirmed through signature by the designated responsible person. Completion of actions will lower the Fire risk.

Action:	Priority:	Completion date:	Completed by:
Nominate a sufficient number of competent persons to assist in the effective implementation of fire safety measures and protocols.	Medium		
Offer clear and relevant information and appropriate instructions to contractors about how to prevent fires and what they should do in the event of a fire. Ensure all contractors are informed about the emergency plan and are shown the escape routes.	Medium		

<p>Breaches in fire compartment walls, floors and ceilings must be repaired with fire resistant composite, such as firestop/ seal.</p> <p>Compartment walls, ceilings and floors form a complete barrier between fire compartments and are required to provide a minimum degree of fire resistance.</p> <p>All structural fire protection and elements of fire compartmentation should be inspected annually, and any remedial action carried out.</p>	<p>High</p>		

Consideration should be given to the adequacy of fire stopping and the flammability of linings.	High		
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An independent survey should be carried out to ensure the emergency escape lighting meets the BS 5266 standards.	Medium		
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Keep the fire safety log book and maintenance record up to date	Low		
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Ensure the organisation's fire safety policy is flexible enough to allow development and/or improvement.	Low		
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Ensure a fire safety and evacuation plan is completed by a competent person.	Medium		
Ensure safe means of evacuation are provided for all disabled users accessing the site, including staff members.	Medium		

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We're here to support, you, your team and your business with Fire compliance. If there is anything within the action plan you need further guidance on, please do not hesitate to reach out to a member of Bison by either calling 01133 204111 or emailing us at support@bisonassist.co.uk.

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Appendix – Photos

Please find below pictures taken on the day of the assessment:

