

# Fire Risk Assessment

Conducted at  
Wilton Town Council



Suggested date for review:

**November 2025 - or if there are any significant changes,  
whichever is soonest.**

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



Address of premises: Council Offices, Kingsbury Square,  
Wilton SP2 0BA

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

Assessor: Billy Fee

Reviewed by: Yan Spink-Herman

Date of fire risk assessment: 27/11/2024

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.*

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.*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

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We recently visited your premises at Council Offices, Kingsbury Square, Wilton SP2 0BA, 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 there are any significant changes, whichever is soonest..

## **Limitation**

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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.

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## About Your Risk Assessor

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

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

## 1.0 General Information

### 1.1 Premises overview

Number of floors:	3
Brief details of construction:	Period building of traditional construction on a terraced street.
Main use of premises:	Council Offices

### 1.2 The Occupants/ People

Approximate maximum number of visitors/ occupants/ others:	Varied footfall, visitors can exceed 50 when meetings are ongoing.
Approximate number of employees at any one time:	1-5
Persons involved or affected:	Visitors, Employees, 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?	Yes
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?	No
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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

Risk

Very Low

Has a competent person(s) been appointed to assist the responsible person in undertaking preventative and protective measures? Unknown

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

Low

Are there suitable arrangements for ensuring that the premises have been evacuated in the event of an emergency? Yes

Risk

Very Low

Are potential fire hazards, fire safety procedures and/or protocols clearly communicated to outside contractors? Yes

Risk

Very Low

Is there mains gas supplied to the premises? Yes

Have carbon monoxide detectors been installed near gas boiler(s)? Yes

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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:	Electrical equipment including: computers; printers; shredders and peripherals, Electrical Installations, Gas boiler, Lightning, Overheating of Electrical Equipment, Portable heaters, Portable fans
Ignition control measures:	PAT testing, Close-down procedures, Maintenance and servicing
List possible fuel sources:	Display Material, Books, Paper, Waste litter, Gas supply, Cleaning products
Fuel control measures:	Suitable & Sufficient Storage, Maintenance and servicing
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

#### 3.2 Fire Safety

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

Risk	Very Low
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### 3.3 Fire Warning & Alarm Systems

Are fire alarm systems installed?	Yes
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Risk	Very Low
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Type of fire alarm system installed: (*)	L3
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Are automatic smoke detectors installed?	Yes
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Risk	Very Low
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Are all dust covers removed from smoke detectors?	Yes
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Risk	Very Low
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Can the current type of fire alarm system be deemed suitable and sufficient? (*)	Yes
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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?	Yes
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Risk	Very Low
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Is the use of extension cables and multi-adaptors appropriate and managed safely? No

The use of block adaptors, multiple socket adaptors and extension cables should be avoided wherever possible. Overloaded sockets can cause heating of outlets and plugs, therefore this is highly encouraged to be avoided. Due to the potential for faults or problems that may arise if equipment is not kept under observation, an electrical extension lead should not be used for providing power to equipment that is unsupervised.

Location: Extension cords were found daisy chained in the second office.

Risk **Medium**

Have any other electrical hazards been observed? No

Risk **Very Low**

Have portable heaters been observed on site? Yes

RISC Authority – Portable heaters are more likely to cause fires than fixed heating systems, usually by being placed too close to combustible materials. The continued use of such heaters should therefore be discouraged and in some cases may need to be agreed with the insurance provider. Where their use is unavoidable, portable heaters have to be carefully managed to address potential problems.

Risk **Medium**

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

Risk **Very Low**

### 3.5 Fire Prevention – General

Have suitable arrangements for those who wish to smoke been made available? "No smoking" on site policy in place

Risk **Very Low**

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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?	Yes	

Risk	Very Low
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During the assessment was any building work being carried out?	No
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Have significant dangerous substances that could impact on general fire precautions been observed?	No
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Risk	Very Low
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Are the general fire precautions observed, adequate to address the hazards associated with dangerous substances used or stored within the premises?	No hazardous substances
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Risk	Very Low
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### 3.6 Cooking

Is cooking carried out on a commercial basis?	No
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### 3.7 Means of Escape & Fire Doors

Do final exit doors lead to a place of safety?	Yes
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Risk	Very Low
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Are external routes illuminated and without obstruction or trip hazards?	Yes
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Risk	Very Low
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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
Is there a sufficient number of fire doors on site to protect fire escape routes?	No

In line with FSRA, sufficient and effective fire-resisting doors are necessary to ensure that everybody can be evacuated to a place of safety. Correctly specified and well-fitted doors will hold back fire and smoke, preventing escape routes becoming unusable, as well as preventing fire spreading from one area to another.

Risk	Medium
Location(s) of where (additional) fire doors are required:	<p>First Floor: Office. Meeting Room.</p> <p>Ground Floor: Office. Switchboard Cupboard.</p>

As far as it can be ascertained, are fire doors correctly installed and deemed as fit for purpose (fitted on a suitable door frame and without gaps between the door, the frame and the floor)? (*)	No
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Regular checks should be conducted for all fire doors, ensuring these are correctly installed and fit for purpose.

Specific detail(s):	All doors inspected presented with issues of compliance. Further inspection required to determine their compliance with BS 8214.
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Risk	Medium
Do fire exit doors open in the direction of escape where necessary?	Not practicable

Risk	Very Low
Are sliding doors or revolving doors relied upon for a means of escape?	No sliding doors

Risk	Very Low
Are any self-closing fire doors/shutters being held open by unauthorised means?	No

Risk	Very Low
Are all fire doors fitted with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals? (*)	No

All fire doors should be fitted with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals. The intumescent seal expands in the early stages of a fire and enhances the protection given by the door. Additional smoke seals will restrict the spread of smoke at ambient temperature.

Risk	Medium
Recommended door(s) location(s) for intumescent strips, cold smoke seals and hinges to be fitted:	All fire doors should present with appropriate BSEN1935 compliant fire rated hinges and a suitable number of hinges for the weight and size of the leaf.  One door that was inspected presented with intumescent strips and cold smoke seals.
Do all fire doors (including plant room/ cupboard fire doors) have appropriate and correct signage?	No

Fire doors that have been fitted with self-closing devices should be labelled "Fire Door Keep Shut" on both sides. Fire-resisting doors to cupboards, stores and plant rooms that are not self-closing because they are routinely kept locked, should be labelled "Fire door – keep locked" / "Fire door – keep clear" on the outside.

Location(s):	Signage present on fire doors does not comply with BS 5499, save the switchboard cupboard which requires an additional 'keep locked' sign.
Risk	Low

*(\*) This assessment was carried out only on parts of the building that were disclosed and made accessible on the day. No part of this assessment of risk is a fire door assessment. The doors have been presumed to be fire rated based on access granted on the day. For 100% accuracy, we recommend a fire door survey be carried out.*

Can all travel distances for escape be deemed as acceptable?	Yes
Risk	Very Low
Are all escape routes free from obstruction and not used for storage?	No

All escape routes – protected corridors, lobbies, stairways must be kept clear of storage and obstructions. Escape routes must be checked to ensure they are clear from obstructions and combustible materials on a daily basis.

Specific detail(s):	Obstructions within first floor office space preventing swift egress from second floor.
Risk	High
Have reasonable arrangements for means of escape for disabled people been observed?	Yes
Risk	Very Low

**3.8 Fire Spread**

Is compartmentation of a reasonable standard?  
 (based on visual inspection of accessible areas) No

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): Compartmentation deficiencies noted in switchboard cupboard.  
 Deficiencies require further inspection with remedial works completed by a competent and qualified person to reinstate the appropriate fire resistance.

Risk

High

Are there reasonable linings that may prevent the spread of fire (based on visual inspection of accessible areas)? Yes

Risk

Very Low

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

### 3.9 Fire Safety Signs & Notices

Do existing Fire Safety signs and notices comply with the relevant legislation? No

All signs and notices will need illumination to ensure they are conspicuous and legible. There are a number of options available to achieve this, such as: external illumination and internal illumination. Signs or notices of the photo-luminescent type need a period of exposure to light before they become visible in darkness. Ensure existing signs and notices comply with the relevant legislation and approved code of practice (i.e.

Safety Signs and Signals Regulations 1996). All signs and notices should be positioned so that they can be easily seen and understood.

Risk	Low
Is (additional) Fire Safety Signage required?	Yes
Type:	Fire Door Sign
Location(s):	Both doors to the electrical switchboard cupboard require 'fire door keep locked' signage.  Office door requires 'fire door keep shut' signage in compliance with BS 5499.
Risk	Low

### 3.10 Fire Fighting Equipment

Is there adequate provision of portable fire extinguishers?	Yes
Risk	Very Low
Are fire extinguishers/blankets suitably positioned?	Yes
Risk	Very Low
Is the annual maintenance of fire extinguishers carried out?	No

All portable fire extinguishers will require periodic inspection, maintenance and testing. Maintenance by a competent person should be carried out annually. Britannia P50 Fire Extinguishers are also required to be visually inspected annually in accordance with the manufacturer's instructions. All inspections should be logged in the fire safety log book.

Risk	Medium
Are the fire extinguishers clearly identified?	Yes

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Risk	Very Low
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Are hose reels provided?	No
Are sprinkler systems installed?	No

## 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? Yes

Risk **Very Low**

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**

Do records show that an appropriate number of staff have been trained to act as fire wardens? No

Staff with special responsibilities such as fire wardens are expected to undertake more comprehensive training that could include but not be limited to: detailed knowledge of the fire strategy of the premises, awareness of human behaviour in fires, how to encourage others to use the most appropriate escape route, specific evacuation measures for disabled people, use of firefighting equipment.

Risk	Medium
Has training been provided for nominated members of staff in relation to usage of fire extinguishers?	No

People with no training should not be expected to attempt to extinguish a fire. However, all staff should be familiar with the location and basic operation procedures for the equipment provided, in case they need to use it. If the site's fire strategy indicates that certain people, e.g. fire marshals, will be expected to take a more active role, then they should be provided with more comprehensive training.

Risk	Low
Do records show that staff receive Fire Safety Refresher Training?	No

Fire Safety (Order) 2005 – Fire safety training should be repeated periodically by all staff members. Refresher Fire Safety training should take into account factors such as: introduction of new technology/ work equipment, introduction of new system of work, changes of risks to safety of staff etc. Refresher training should include suitable and sufficient instruction and information on the appropriate precautions and actions to be taken by the employee in order to safeguard themselves and others.

Risk	Low
Do records show that fire drills are carried out at appropriate intervals?	No

FSRA – The best way to evaluate the site emergency plan is to start performing Fire Drills. These should be carried out at least annually. If the site has a high staff turnover, Fire Drills should be carried out more often.

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. Consideration should be given to conduct fire drills at night, to cover for emergencies that may occur during winter or night time when daylight hours are minimal.

Risk	Medium
Do records demonstrate that fixed wire testing has been carried out within the last 5 years?	Yes

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? Yes

Risk

Very Low

Do records show that a specific risk assessment has been carried out as required by the COSHH regulations? No

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

Low

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

Risk

Very Low

Do records show that weekly tests of smoke detectors and alarm systems are carried out? Yes

Risk

Very Low

### Additional Information

#### Observations:

Client had recently had portable firefighting provisions serviced, of which 2 Extinguishers had failed but not been replaced at the time of assessment.

This building is held to the Regulatory Reform (Fire Safety) Order 2005 and further guidance was obtained from HM Governments 'offices and shops' and 'small and medium places of assembly' document.

#### Matters of Evident Concern:

Documentation provided for this assessment was found to be predominantly out of date. Fire log books were incomplete with responsible persons details and relevant servicing and inspection details.

Client stated that no training was held at the time of assessment. No one holds marshal training or suitable training in the usage of extinguishers. No training is provided on induction or subsequent refresher training. To comply with Article 21 of the Regulatory Reform (Fire Safety) Order 2005 adequate training provisions should be instated; further, the appointed competent persons should be suitably able to assist with fire management as per Article 18(3) and Article 18(5) of the Regulatory Reform (Fire Safety) Order 2005.

The EICR documentation read unsatisfactory, client stated remedial works had been carried out but no evidence to this effect was provided for inspection.

Fire doors were found to present with numerous deficiencies, including but not limited to: NFR hinges and/or inadequate number of hinges, no intumescent strips or cold smoke seals, excessive gaps around the leaf and inappropriate signage. Further inspection required by a competent person to ascertain their suitability in accordance with BS 8214.

Carbon Monoxide detector in the loft space was found with no power supply.

Extension cords in the office space were found to be

daisy chained increasing the load and potentially the likelihood of fire.

Portable firefighting provisions has recently failed an inspection, at the time of assessment no replacements had been installed.

Compartmentation deficiencies noted in switchboard cupboard

Deficiencies require remedial works completed by a competent and qualified person to reinstate the appropriate fire resistance.

The use of portable heaters should be discouraged.

## 5.0 Risk Rating

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### Risk Level

Please follow target dates if not advised otherwise

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#### 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

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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.	Low		
Avoid use of block adaptors, multiple socket adaptors and extension cables wherever possible.	Medium		
Discourage use of portable heaters.	Medium		
Effective fire-resisting doors are required.	Medium		
Regular checks should be conducted for all fire doors, ensuring these are	Medium		

correctly installed and fit for purpose.			
Fit all fire doors with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals.	Medium		
Ensure all fire doors are labelled "Fire Door Keep Shut" on both sides.  Ensure all fire doors fitted to cupboard, stores or plant rooms are labelled "Fire door – keep locked" on the outside.	Low		
Keep all escape routes clear of storage and obstructions.  Check escape routes daily.	High		
Breaches in fire compartment walls, floors and ceilings must be repaired with fire resistant composite, such as firestop/ seal.  Compartment walls, ceilings and floors form a complete barrier between fire compartments and are required to provide a	High		

<p>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>An independent survey should be carried out to ensure the emergency escape lighting meets the BS 5266 standards.</p>	<p>Medium</p>		
<p>Ensure existing signs and notices comply with the relevant legislation and approved code of practice.</p> <p>Place all signs and notices in visible places so that they can be easily seen and understood.</p>	<p>Low</p>		
<p>Recommend additional fire safety signage to be installed.</p>	<p>Low</p>		
<p>Ensure all portable fire extinguishers are inspected by a competent contractor annually.</p>	<p>Medium</p>		
<p>Keep the fire safety log book and maintenance</p>	<p>Low</p>		

record up to date and on the premises at all times.			
Ensure the organisation's fire safety policy is flexible enough to allow development and/or improvement.	Low		
Ensure safe means of evacuation are provided for all disabled users accessing the site, including staff members.	Medium		
Ensure appropriate number of staff have been trained to act as fire wardens.	Medium		
All staff expected to use fire extinguishers should be provided with adequate training.	Low		
Provide refresher Fire Safety training for all staff members.	Low		
Ensure fire drills are carried out at least annually.	Medium		
Carry out COSHH risk assessment.	Low		

**T:** 0800 8620066  
**E:** [support@bisonassist.co.uk](mailto:support@bisonassist.co.uk)



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](mailto:support@bisonassist.co.uk).

## Appendix – Photos

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



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



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