

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
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Address of premises: The Pavilion, Castle Lane, Wilton
SP2 0HG

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: 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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 The Pavilion, Castle Lane, Wilton SP2 0HG, 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

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 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.

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 changing facility located on a sports ground. External walls are traditionally constructed with a skate tile pitched roof. There are 3 final exits with external shutters for additional security. Photovoltaic panels have been installed.
Main use of premises:	Changing Facilities

1.2 The Occupants/ People

Approximate maximum number of visitors/ occupants/ others:	50+
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?	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
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Risk

Very Low

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

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

Very Low

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

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:	Boilers, Portable heaters, Lightning, Lighting both portable and fixed, Kitchen Equipment
Ignition control measures:	PAT testing, Close-down procedures
List possible fuel sources:	Display Material, Cleaning products
Fuel control measures:	Suitable & Sufficient Storage, Close-down procedures
List possible oxygen sources:	Natural Ventilation
Oxygen control measures:	Close-down procedures, 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? No

Choosing an appropriate assembly point is of paramount importance. Different factors such as size, access, backup options, location, distance and other dangers must be taken into account when choosing the site assembly points.

Risk

Medium

3.3 Fire Warning & Alarm Systems

Are fire alarm systems installed? Yes

Risk Very Low

Type of fire alarm system installed: (*) L2

Are automatic smoke detectors installed? Yes

Risk Very Low

Are all dust covers removed from smoke detectors? Yes

Risk Very Low

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

Risk Very Low

() 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

Risk Very Low

Is the use of extension cables and multi-adaptors appropriate and managed safely?	None present
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Risk	Very Low
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Have any other electrical hazards been observed?	Yes
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Ensure all the electrical hazards are managed safely.

Specific detail(s):	Switchboard was dated due for inspection January 24.
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Risk	Medium
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Have portable heaters been observed on site?	Yes
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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
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Has the use of higher risk heaters such as radiant bar fires or log appliances been observed?	No
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Risk	Very Low
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3.5 Fire Prevention – General

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

Ensure suitable measures to minimise the likelihood of ignition of combustible materials are in place. Combustible materials are not just those generally regarded as highly combustible, all materials could readily catch fire. Careful consideration towards the type of material, the quantities kept and the storage arrangements, can significantly reduce the risk.

Location(s):	Combustible materials were stored in the boiler cupboard.
Risk	High
Are hazardous and/or combustible materials appropriately stored on site?	No

Good housekeeping will lower the chances of a fire starting, so the accumulation of combustible materials in all premises should be monitored carefully. Consideration should be given towards combustible materials not being piled against electrical equipment or heaters, even if turned off.

Location(s):	Combustibles were stored in the boiler cupboard.
Risk	High
Is the upholstery of the foam furniture in good condition?	No foam furniture

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
Are there sufficient final exit doors on site?	Yes
Are exits easily and immediately accessible where necessary?	No

Fire Safety Order (2005) – In order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. Emergency routes and exits must lead as directly as possible to a place of safety.

Risk	High
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?	Yes

Risk	Very Low
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

Regular checks should be conducted for all fire doors, ensuring these are correctly installed and fit for purpose.

Specific detail(s):	Home changing room. Away changing room. Boiler cupboard. Refs room. Hall room. Kitchen.
Risk	Medium

Do fire exit doors open in the direction of escape where necessary?	Yes
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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?	Wedges removed during the inspection

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 have channels for intumescent strips. Some doors were found to be missing segments of intumescent and no doors had cold smoke seals. All hinges observed were grade 13 BSEN1935 compliant but some were incorrectly installed and/or beginning to show signs of wear.
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):	No fire doors had appropriate fire door signage installed. Client stated that signs are awaiting delivery.
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
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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):	Bin obstructing the corridor.
Risk	High
Have reasonable arrangements for means of escape for disabled people been observed?	No

The responsible person and other supporting members of staff should be aware that disabled people may not be able to react, or may react differently, in the event of a fire emergency. The responsible person should also consider others with special requirements such as parents with young children or the elderly. A Personal Fire Evacuation Plan should be drawn up for every disabled person using the premises. Regular building users who are disabled should receive a copy of a Personal Fire Evacuation Plan. People with serious mobility difficulties should be seen as close to a final exit door as possible. Enough escape routes should always be available for use by disabled people. This does not mean that every exit will need to be adapted. Staff should be aware of routes suitable for disabled people so that they can direct and help people accordingly. Further guidance on removing barriers to the everyday needs of disabled people can be found in BS 8300.

Risk	Medium
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3.8 Fire Spread

Is compartmentation of a reasonable standard? (based on visual inspection of accessible areas)	Yes
Risk	Very Low
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?	Yes , adequate fixed emergency lighting installed
Risk	Very Low

3.9 Fire Safety Signs & Notices

Do existing Fire Safety signs and notices comply with the relevant legislation?	Yes
Risk	Very Low
Is (additional) Fire Safety Signage required?	Yes
Type:	Fire Door Sign
Location(s):	Home and away changing rooms. Boiler cupboard. Kitchen. Hall. Referees room.
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?	No
<p>Fire extinguishers should be positioned on escape routes, close to the exit from the building. Similarly, where the particular fire risk is specifically located, e.g. flammable liquids, the appropriate fire extinguisher should be near to the hazard, so located that they can be safely used.</p>	
Location(s):	The fire blanket should be positioned nearer to the door than the cooking equipment.
Risk	Low
Is the annual maintenance of fire extinguishers carried out?	Yes
Risk	Very Low
Are the fire extinguishers clearly identified?	Yes
Risk	Very Low
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?	Yes
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Risk	Very Low
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Has an effective Fire Safety Policy been observed?	No
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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
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Is there a suitable fire safety and evacuation plan, available to use in the event of an emergency?	No
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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
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Are there adequate procedures in place to assist persons with disabilities to evacuate the premises in the event of a fire?	No
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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?	No
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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?	No

Fixed wire testing is a legal requirement for any organisation to ensure compliance with The Electricity at Work Regulations 1989 and IET Wiring Regulations BS 7671:2008. Fixed wire testing must be carried out at least every 5 years by competent persons – generally this would mean a qualified electrical engineer. Fixed wire testing is also usually mandatory for insurance purposes.

Risk	High
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Do records show that fixed heating installations, gas appliances and/ or boilers are regularly maintained by competent contractors?	No
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The Gas Safety (installation & Use) Regulations 1998 – It is the duty of every employer to ensure that any, gas appliance/system, installation pipe work installed at any place of work under their control, is maintained in a safe condition so as to prevent risk or injury to any person. It is a legal requirement that gas appliances are inspected or serviced annually by a Gas Safe engineer.

Risk	Low
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Do records show that a specific risk assessment has been carried out as required by the COSHH regulations?	No
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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	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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Do records show that weekly tests of smoke detectors and alarm systems are carried out?	Yes
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Risk	Very Low
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Additional Information

Observations:

Shutters are installed externally to aid in security. These should be opened at all operational times to enable egress through final exits.

No assembly point was identified.

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

Matters of Evident Concern:

Combustibles were found stored in boiler cupboard, a separation of combustible materials and sources of ignition should be maintained throughout the property to reduce the likelihood of fire occurring.

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 switchboard notice stated that inspection was due in January 2024. The client should ensure that systems are maintained by competent contractors regularly.

Fire doors were found to present with numerous deficiencies, including but not limited to: missing intumescent strips, no cold smoke seals, excessive gaps around the leaf and missing signage. Further inspection required by a competent person to determine their

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compliance with manufacturers installation specification.

The fire blanket should be hung closer to the room exit than the cooking equipment.

Fire exits, save main entrance, were not immediately accessible. Final exits should not require the use of a key to escape. A suitable locking mechanism should be installed to allow immediate access and comply with Article 14(2)(f) of the Regulatory Reform (Fire Safety) Order 2005.

The use of portable heaters should be discouraged.

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		
Choose an appropriate assembly point.	Medium		

<p>Ensure all the electrical hazards are managed safely.</p>	Medium		
<p>Discourage use of portable heaters.</p>	Medium		
<p>Implement suitable measures to minimise the likelihood of ignition of combustible materials.</p>	High		
<p>Ensure combustible materials not being piled against electrical equipment or heaters.</p>	High		
<p>Keep routes to emergency exits from premises and exits themselves clear at all times.</p> <p>All emergency routes and exits must lead as directly as possible to a place of safety.</p>	High		
<p>Regular checks should be conducted for all fire doors, ensuring these are correctly installed and fit for purpose.</p>	Medium		
<p>Fit all fire doors with 3 hinges, suitable and serviceable intumescent</p>	Medium		

strips and cold smoke seals.			
<p>Ensure all fire doors are labelled "Fire Door Keep Shut" on both sides.</p> <p>Ensure all fire doors fitted to cupboard, stores or plant rooms are labelled "Fire door – keep locked" on the outside.</p>	Low		
<p>Keep all escape routes clear of storage and obstructions.</p> <p>Check escape routes daily.</p>	High		
Ensure Personal Fire Evacuation Plan is drawn up for every disabled person using the premises.	Medium		
Recommend additional fire safety signage to be installed.	Low		
Place all fire extinguishers on dedicated stands or hung on walls at convenient heights so that employees can easily lift them off (approx. 1m for large extinguishers and 1,5m for smaller ones).	Low		

Ensure the organisation's fire safety policy is flexible enough to allow development and/or improvement.	Low		
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		
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 fixed wire testing every 5 years.	High		

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Ensure fixed heating installations, gas appliances and boilers are annually maintained by competent contractors.	Low		
Carry out COSHH risk assessment.	Low		

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.

Appendix – Photos

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



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