



## SUMMARY OF

# ACTIONS

## Fire Risk Assessment Report

Caldy Road

West Kirby

Wirral

CH48 2HE

on 20th January 2026

### Executive Summary

This Executive Summary highlights the number of concerns that have been identified during this fire risk assessment and the risk levels of those concerns. It is **NOT** the complete list of deficiencies or hazards discovered; the full details of all items that need to be addressed to comply with fire safety legislation, are contained within the relevant sections of this report and summarised on the Action plan and Summary report.

		Life Risk				
		Rare	Unlikely	Possible	Likely	Certain
Fire Risk	Insignificant	Low	Low	Low	Medium	Medium
	Minor	Low	Medium	Medium	Medium	High
	Moderate	Low	Medium	Medium	High	High
	Major	Medium	Medium	High	Substantial	Substantial
	Extreme	Medium	High	High	Substantial	Extreme

### Extreme

There are **0** areas of concern raised with the Extreme rating. These areas carry a Certain risk of fire occurring and risk of extreme harm to occupants. A dangerous condition, liable to cause an imminent risk of a fatal or major injury.

### Substantial

There are **0** areas of concern raised with the Substantial rating. These areas carry a Likely risk of fire occurring and risk of major harm to occupants. Urgent action required - if occupied, if vacant no occupation until rectified.

### High

There are **1 areas** of concern raised with the High rating. These areas carry a Likely risk of fire occurring and moderate risk of harm to occupants. Risk reduction measures which may involve cost should be implemented within a defined time.

### Medium

There are **1 areas** of concern raised with the Medium rating. These areas carry a Possible risk of fire occurring and slight risk of minor harm to occupants. No major additional fire precautions required. Reasonably practicable improvements. Minor limited cost.

### Low

There are **3 areas** of concern raised with the Low rating. These areas carry a Low risk of fire occurring and slight risk of minor harm to occupants. These concerns have been raised for **review**. Action may not be required, however it should be considered, detailed records are not required.

# Advisory

There are **7 areas** of concern raised with the Advisory rating. These areas carry a No risk of fire occurring and no risk of harm to occupants. No action is required this is for **information** and/or to raise awareness

**!** Items on the Action summary which have been highlighted with a **!** are actions which can be addressed immediately by a competent person within the organisation. This is to help the Responsible person identify areas that can be quickly remedied.

Major Requirement		Risk Rating	Completed
When each action has been completed and signed off please tick the relevant box here.			<input checked="" type="checkbox"/>
<b>Overview</b>			
1:	General overview of current fire safety provisions within the premises and standard of fire safety management		
<b>This is a summary of the fire safety provisions in the premises.</b>			
<b>The current standard of fire safety management within the premises is SATISFACTORY. Any shortcomings will be addressed within the main body of this fire risk assessment.</b>			
<b>Business Information</b>			
4:	Scope and purpose of the fire risk assessment <b><i>This is a non-destructive, visual inspection of the WHOLE building to complete a life safety fire risk assessment.</i></b>		
<b>Building Overview</b>			
-	Responsible person must be aware to cooperate & coordinate with external agencies & neighbours. Ref - Article 22 Regulatory Reform (Fire Safety) Order 2005	Information	Completed
19:	The building has <b>Single Occupancy</b> .		
<b>Whilst the premises has only one entity, the Responsible Person must ensure they cooperate &amp; coordinate with any neighbouring premises, emergency services and other authorities.</b>			
At the time of the assessment, if the Responsible Person or their representative was present, the assessor will have discussed cooperation and coordination as detailed.			
<b>Cooperation with fire and rescue service inspectors and operational crews discussed.</b>			
<b>NOTE</b> - If nobody was present during the assessment, the Responsible Person must take note that this is part of their responsibilities.			
<b>i</b> This item has been highlighted for your information and awareness.			
CONTRACTOR		SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.			
<b>Building Details</b>			
-	Portable Heaters - Information provided regarding their safe use.	Information	Completed
31:	Were portable heaters observed on the premises? <b>NO</b>		
<b>At the time of the assessment portable heaters were not observed in the premises.</b>			
<b>NOTE</b> - Where portable heaters are used in the premises, these must be monitored and managed effectively.			
Portable heaters can be knocked over, placed too close to flammable materials and, in some cases, emit carbon monoxide.			

If portable heaters are going to be used/introduced there should be a robust policy in place so all users are aware of the dangers and how they should be used safely.

**RP advised assessor that portable heaters are not on the premises & are not required with current heating provision.**

**i** This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
<i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i>		

### Protection of Firefighters

- The access for fire-fighting appliances needs to be reviewed & may require improvement. **Information** Completed  
Ref - Approved Document B Vol 1 Section 13 or Vol 2 Section 15

37: Are there any concerns regarding the access for fire and rescue service vehicles? **NO**

**Section 15 Approved Document B vol 2 specifies the access requirements for the Fire & rescue services vehicles.**

At the time of the assessment the assessor reviewed access arrangements and didn't observe any obvious impediments.

The RP would be advised to review the following regularly to ensure access remains available:

- \* The % of building perimeter access remains compliant with Table 15.1
- \* Door access remains available on each perimeter that the FRS has vehicle access to.
- \* If the building has a dry or wet rising mains the access to the main inlet is not obstructed.
- \* Hardstanding's must comply with guidance in table 15.2
- \* Dead-end access routes of more than 20m must have a turning facility that complies with table 15.2.

**i** This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
<i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i>		

### Information and Training of Staff

- Practical training in the use of fire extinguishers should be considered OR is required. **Review** Reviewing  
Ref - Article 13 of the Regulatory Reform (Fire Safety) Order 2005

51: Are persons trained in the practical use of extinguishers? **TO BE CONSIDERED**

Article 13 of The Regulatory Reform (Fire Safety) Order imposes a duty on employers to provide adequate training for all persons who **MAY BE EXPECTED** to use the equipment that they have provided.

**Persons attempting to use fire extinguishers without training, could be at risk through inappropriate use of the equipment and a lack of fire fighting awareness.**

Having some individuals trained in the safe use of extinguishers can be beneficial in tackling small fires in the very early stages of development.

**i** This item has been highlighted for you to review and is raised as a Low priority.

CONTRACTOR	SPECIAL NOTES	DATE
<i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i>		

## Hot Work Processes

- Non routine hot works may be carried out & procedures need to be reviewed. Information Completed

67: Are hot work processes carried out or likely to be carried out on site? **NO - POSSIBLY NON ROUTINE WORK**

On occasion there could be contractors working on the premises who would be required to carry out a hot work procedure in a place not specifically designed for hot work. The possible relevant work could include plumbing activities for maintenance & repairs or heat applied to roof coverings (particularly in relation to replacement of felt coverings on flat roofs).

**The Responsible person should consider having a process in place, which assesses the risk and issuing a permit to work, before any hot work activities commence OR ensure that the contractor has the relevant procedures in place to issue a permit.**


**The permit should detail the work to be carried out, how and when it will be completed and which precautions will be taken, to ensure that activities are as safe as possible.**

Hot work includes any operation that uses open flames or the local application of heat and friction by means of tools or equipment.

Examples include:

- \* Welding
- \* Soldering
- \* Torch cutting
- \* Grinding
- \* Hot riveting

Such activities could pose a risk of personal injuries due to the risk of fire as well as from hot debris, toxic fumes etc.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		


## Fire Detection and Warning

- The audibility level of the fire warning system requires checking by a competent person Review Reviewing

93: Has the level of audibility of the fire warning system been checked by a competent person throughout the premises and is this documented (e.g. in the logbook or fire alarm test certification)? **NO - Regular testing is in place and premises is only occupied during the day.**

**The alarm is regularly tested and the results logged by the responsible person. They are aware to check all areas, to ensure that the alarm can be heard and that no sounders are faulty. It should be considered to ask the engineer at the next service to check the audibility, if the system has not been checked since installation and no records can be located.**

The fire alarm noise level should not be less than 5 decibels above ambient in general areas, but in sleeping areas a minimum level of 65 decibels and 75 decibels at bed head to wake sleeping occupants.

 This item has been highlighted for you to review and is raised as a Low priority.

CONTRACTOR	SPECIAL NOTES	DATE
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## Exits and Travel Distances

- Occupancy should be monitored and/or calculated for specific areas.

Review

Reviewing

102: Are there any rooms in the premises which should be monitored for occupancy? **YES - OCCASIONAL LARGE GATHERINGS - NEEDS MONITORING**

At the time of the assessment it was advised that rooms in the premises were used for large gatherings.

The numbers appeared suitable for the floor space, number of exits and the door widths available, however this should be monitored & should a larger event be planned, consideration should be given for obtaining a calculated occupancy figure

**Main hall- 400**

**Occupancy calculated by - Exit widths**

**i** This item has been highlighted for you to review and is raised as a Low priority.

CONTRACTOR	SPECIAL NOTES	DATE
<i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i>		

### Emergency Lighting

- The duration of emergency lighting needs to be confirmed OR the current lighting needs reviewing.  
Ref - Article 14 of the Regulatory Reform (Fire Safety) Order 2005/BS5266-1 2016

Information

Completed

117: Is there a reasonable standard of emergency lighting provided throughout the premises? **YES - SUITABLE PROVISION**

**At the time of the assessment the assessor deemed that the provision of Emergency lighting throughout the premises (Internally & Externally) was suitable for the premises & occupancy type and did NOT rely on 'borrowed light' from neighbouring buildings or street lights.**

This is NOT a full lighting survey however the assessor will have considered areas where emergency lighting is required such as:

- \* Points of emphasis to include - Change of direction/intersections/change of levels/outside each exit/equipment - first aid & fire fighting
- \* Access rooms
- \* High Risk task areas
- \* Any Specific location (listed in Informative Annex E BS5266-1)
- \* Toilets, Lobbies & closets

Where external lighting is required:

- \* Emergency illumination should be provided outside the building and near to each final exit.
- \* If occupants have to travel to reach a place of safety, this route should form an integral part of the escape route. This should be of the same standard as the internal lighting

***It would be advised that the Responsible Person checks the duration of the battery power for their emergency lights and the minimum time of either 1 hour or 3 hours will be recommended by the assessor below.***

Type of lighting installed - Maintained/Non maintained & recommended minimum duration -

**EXTERNAL emergency lighting was located - Exits**

**INTERNAL emergency lighting was observed at all points of emphasis which included - Changes in direction and level, fire equipment**

**Non maintained - 1 hour duration required**

**NOTE** - BS 5266-1 - A minimum duration of 3 hours should be used for emergency escape lighting if premises will not be evacuated immediately in a supply failure, such as sleeping accommodation or places of entertainment, or if the premises will be reoccupied when the supply is restored, without waiting for batteries to recharge.

A minimum duration of 1 hour should be used only if the premises will be evacuated immediately on supply failure and NOT reoccupied until full capacity has been restored to the batteries.

**i** This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

## Fire Doors

- The fire resistance of the fire doors is compromised or needs to be verified. 3-6 months Completed

123: From a visual inspection of the ACCESSED doors did they appear undamaged and of the correct fire resistance? **NO - DAMAGED & UNKNOWN FIRE RESISTANCE**

The following fire resisting doors have been identified by the assessor as requiring repair or replacement

**Current doors were considered and assessed as NOMINAL fire doors- satisfactory**

**Following doors damaged by removed of door catch- Westminster building- Med room, door to first floor classroom- to be repaired with fire rated materials**

**NOTE** - Repair of fire doors must be carried out by a competent contractor and repaired to the same fire resistance level of the original door. If this cannot be achieved then the door will require replacing, which may require a full fire door set.



**i** This is a Medium priority problem that requires attention over the course of the next 3-6 months.

		<p><i>Dowke</i></p> <p><b>AVALON SCHOOL IN HOUSE REPAIR</b></p> <p><b>FEBRUARY 2026</b></p> <p><b>HOLES IN THE DOORS HAVE BEEN FILLED AS ADVISED</b></p> <p><i>[Signature]</i></p>
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Issues were identified with the ACCESSED fire doors that require addressing. 1-3 months Completed

124: Are the fire doors ACCESSED functioning with the relevant fittings?

**NO - ISSUES HAVE BEEN IDENTIFIED WITH THE FIRE DOORS ACCESSED**

**Fire doors are required to prevent/delay the spread of smoke and fire in order to protect areas which are required for escape, as well as any areas which have been designated for occupants to stay safely.**

**The current standard for fire doors requires them to have:**

- \* 3 fire rated hinges
- \* Smoke seals/intumescent strips (where required)
- \* Functioning self-closers (unless a service cupboard which is locked shut)


*In addition, fire doors (SINGLE) should close fully into the rebate with no excessive gaps.*

*It is particularly important that gaps between DOUBLE doors is not excessive, as intumescent strips will need to be able to expand & aid self-closers in holding the doors closed, in the event of a fire. Additionally, the gap between the doors should not exceed 3mm & cold smoke seals should be fitted, undamaged & touching each leaf of the doors*

Issues were identified with the ACCESSED fire doors as detailed:

**Smoke seals were damaged/worn or missing on the following doors: Yr 3 classroom**

**i** This is a High priority problem that requires attention over the course of the next 1-3 months.

	<p><b>AVALON SCHOOL IN HOUSE REPAIR</b></p> <p><b>FEBRUARY 2026</b></p> <p><b>INTUMESCENT STRIP REPLACED AS ADVISED</b></p>	<p><i>Dowke</i></p> <p><i>[Signature]</i></p>
<p><i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i></p>		

**Fire Doors cont'd**

- Additional points were raised by the assessor regarding Fire Resisting Doors **Information** Completed

131: Are there any additional comments regarding Fire Resisting Doors? **YES**

**Recommend all fire doors are numbered to allow an accurate record of inspections can be kept**

**i** This item has been highlighted for your information and awareness.

<p><i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i></p>		

**Fire Containment**

- Further investigation into the loft areas may be required. **Information** Completed

136: At the time of the inspection access to the relevant loft space **WAS ASSESSED FROM THE ENTRANCE ONLY:**

The assessor will have made a visual inspection to establish if:

- \* There is suitable separation between the loft and the rooms below
- \* There is suitable compartmentation within the loft, to prevent fire spread ACROSS the loft space, to rooms/escape routes, below
- \* There is sufficient smoke/fire detection within the loft space if required
- \* There is no excessive storage of combustibles

\* There is no potential source of ignition in the loft.

\* If any ducting passes through or above fire walls

A visual inspection was made from the loft entrance only and the following was observed:

**\* There is not excessive storage of combustibles.**

**\* There is sufficient smoke/fire detection within the loft space if a source of ignition is identified.**

**i** This item has been highlighted for your information and awareness.

<i>CONTRACTOR</i>	<i>SPECIAL NOTES</i>	<i>DATE</i>
<i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i>		



**Fire Risk Assessment Report Number**

18628

**Company / Client Name**

Avalon School

**Fire risk assessment conducted by**

Steve Burrage MIFPO/MIFSM

On 20th January 2026

**Premises assessed**

Caldy Road

West Kirby

Wirral

CH48 2HE

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## This is your Fire Risk Assessment

It is a legal document and is **to be available for inspection** by an inspecting officer from an enforcing authority. Those relevant to your area could include:

- Merseyside Fire & Rescue
- Independent Schools Inspectorate
- Wirral Borough Council.

The fire risk assessment has been carried out by an experienced and professionally qualified fire safety consultant on behalf of the Responsible Person/Duty Holder. **The responsibility for complying with the appropriate fire safety legislation, relevant to this assessment detailed in the Scope of Assessment, rests fully with the Responsible Person(s)/Duty Holder**

*For England, Wales and Northern Ireland the person responsible for fire safety is defined as the 'Responsible Person'. For Scotland the person responsible is defined as the 'Duty holder'. For the purposes of this report and for ease of use, only the term 'Responsible person' (RP) may be used, however this will still be pertinent and apply to the 'Duty holder' as named in the section **The 'Responsible Person/Duty Holder'***

**NOTE** - The responsibility for the adequacy and accuracy of this fire risk assessment and the information contained therein rests with the responsible person/duty holder. **It is important that you study and understand this fire risk assessment.** It sets out measures that are considered necessary for you to take in order to satisfy the requirements of the relevant regulations.

The satisfactory completion of all actions highlighted in this report will ensure:

- An acceptable level of safety for all relevant persons from fire.
- The assessed area complies with current fire safety legislation.
- Suitable fire safety management procedures are in place.

The purpose of this report is to provide an assessment of the **risk to life** from fire and to make recommendations to ensure compliance with fire safety legislation. The report DOES NOT address the risk to property or business continuity from fire, although some of the measures identified will also provide protection for the premises, this is not the primary consideration.

## Revision of this Risk Assessment

The Responsible Person needs to be aware of their duty with regards to the review of this fire risk assessment. **Regulatory Reform (Fire Safety) Order 2005 - Risk assessment (article 9)** and similarly Article 3 - Duty to review in the **Fire Safety Regulations (Northern Ireland) 2010**. states the following:

*Any such assessment (fire risk assessment) must be reviewed by the Responsible Person regularly so as to keep it up to date and particularly if:*

- *There is reason to suspect it is no longer valid.*
- *There has been a significant change in the matters to which this assessment relates, including when the premises special, technical and organisational measures, or the organisation of the work, undergoes significant changes, extensions or conversions.*

It is recommended that the fire precautionary arrangements contained within this assessment are checked at least annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standards recommendations.

**Based on the findings and current fire safety management, the assessor has determined that this fire risk assessment should be reviewed as follows:**

- **ANNUALLY** by a competent person from within the organisation
  - **EVERY THREE YEARS** by a qualified Fire risk assessor.

**Your next fire risk assessment will be due January 2029.**

A competent person would be defined as someone who has sufficient training and experience or knowledge and other qualities, that allow them to assist you properly.

The above review dates are for guidance only and are based on the assumption that:

- the current level of fire safety management stays the same
- the actions raised are addressed
- there are no material changes to the premises or the occupants within the timescale advised

Below is a list of changes **which, if they occurred, would require a new fire risk assessment to be carried out**. This list is for guidance only and is not exhaustive:

- Change of use for the premises
- Change of occupancy - increase in numbers/high staff turnover/change of occupancy type
- Alterations to structure/layout of the building
- If required more often for Insurance purposes
- If required due to enforcement notice or other assessments which require a new fire risk assessment
- Following a near miss (after a fire or where evidence suggests that a fire could have occurred)

## Scope of Assessment, Methodology & Limitations

This document has been prepared in consequence of a fire risk assessment carried out in compliance with the **Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 & Building Safety Act 2022**. In assessing the fire safety arrangements, regard has been given to government guidance issued. The assessor is an experienced fire safety professional, and every care has been taken to interpret the legislation, guides and codes of practice and apply them appropriately. Compliance with the guides will normally satisfy the relevant legal obligations.

The following Guidance documents have also been referenced by the assessor for the purposes of this assessment:

- **Building Bulletin 100: Design for fire safety in schools**
- **Fire Safety Risk assessment: Educational Premises**
- **PAS79 - part 1:2020 - Fire Risk a Code of Practice - Premises other than housing**

Other relevant legislation which may apply is:

- **Health & Safety at Work Act 1974**
- **Electricity at Work Regulations 1989**
- **The Gas Safety (Installation & Use) Regulations 1998**
- **The Furniture & Furnishings (Fire) (Safety) Regulations 1988/9, 1993 & 2010**

### Limitations

The fire risk assessment is a visual inspection from floor height of readily accessible areas, with a degree of sampling where appropriate. Areas outside the scope of this assessment include:

- Full investigation of the design of any Heating, Ventilation & Air conditioning (HVAC) systems
- Full investigation of the passive fire protection. Any issues observed by the assessor that could compromise the passive fire protection will be listed. However, a full passive fire protection survey may be required. This fire risk assessment may not identify all minor fire stopping issues that might exist within the building or the areas assessed. If you become aware of other fire stopping issues or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist
- Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside our expertise. PAS 9980:2022 is a code of practice which sets out a method for competent professionals to conduct Fire Risk Appraisals of External Wall construction (FRAEW) for existing multi-storey, multi-occupied residential buildings. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of the building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter (<https://www.fia.uk.com/news/guidance-on-the-issue-of-cladding-and-external-wallconstruction-in-fire-riskassessments-for-multi-occupied-residential-premises.html>). It is expected that the duty holder will take responsibility for making the fire risk assessor aware of any known concerns regarding the fire performance of external wall construction, or any alterations since the time of construction that might be detrimental to the fire performance of external wall construction, including the installation of any new cladding, fenestrations or attachments to the building
- Full investigation of all fire doors. The assessment will visually inspect a sample of fire doors. Where issues are identified, these will be listed; however, a full fire door survey may be recommended, to be carried out by a qualified Fire door inspector
- An in-depth review of all documentation. The assessment will review service documentation for dates and issues raised. However, policies and procedures will be given a brief review. The Responsible Person must ensure these are kept up to date, relevant to the occupants and are sufficient, as well as regularly practiced

For the purposes of this report where the term **BUILDING** is used, this refers to the entire building.

Where the term **PREMISES** is used, this is referring to the area assessed, which is relevant to the client and Responsible person detailed in the report, under the Business Information section. This may be the entire building; however, it could also be a part of the building and this will be detailed in both the scope of the assessment and the description of the area assessed.

- This fire risk assessment report will provide all the findings under the following headings: **Executive Summary** - Provides a summary of the overall findings and awards an overall risk rating based on the risks of possible fire identified and the possible harm to occupants.
- **Part 1. Assessment Overview** - Provides information about the persons responsible for the fire safety management, details of who they are responsible for and a description of the premises and the scope of the assessment.
- **Part 2. Significant Findings and Action Plan** - Provides a SUMMARY of the actions raised by the assessor that need to be addressed in order to comply with legislation. This plan can be used to provide management and inspecting officers from enforcing authorities with

information on the current progress. **NOTE** This is a SUMMARY only; the full details are in the individual questions in the main body of the report, or on the separate Summary Report.

- **Part 3. Management of Fire Safety** - Assesses the Management policies and procedures, staff training and the suitability of fire safety records for review.
- **Part 4. Fire Hazards and Hazardous Substances** - Assesses the control measures in place for fire hazards and hazardous substances identified which are considered to be potential risks that must be eliminated or reduced.
- **Part 5 General Fire Precautionary Arrangements** - Assesses what precautionary measures are in place and if they meet the requirements of the relevant guidance for the premises type. This includes fire alarms, fire suppression systems, emergency lighting, safety signs, and fire containment.

## Executive Summary

This Executive Summary highlights the number of concerns that have been identified during this fire risk assessment and the risk levels of those concerns. It is **NOT** the complete list of deficiencies or hazards discovered; the full details of all items that need to be addressed to comply with fire safety legislation, are contained within the relevant sections of this report and summarised on the Action plan and Summary report.

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### Advisory

There are **7** areas of concern raised with the Advisory rating. These areas carry a No risk of fire occurring and no risk of harm to occupants. No action is required this is for **information** and/or to raise awareness.

**!** Items on the Action summary which have been highlighted with a **!** are actions which can be addressed immediately by a competent person within the organisation. This is to help the Responsible person identify areas that can be quickly remedied.

## Risk Rating

This fire risk assessment has been carried out in good faith and is, to the best of the fire risk assessors' knowledge and belief, a true and fair review of the fire safety status of the premises on the day of inspection. It is based on a visual inspection of the premises, limited to those areas to which access was possible and documentary evidence seen on the day or provided in advance. It also relied on information provided

by management and occupants. It should be understood that the assessment is subjective and therefore open to individual interpretation. A risk rating has been awarded based on the fire hazards identified within and/or around the assessed area and the likely harm to occupants.

Taking into consideration all concerns raised within the report, the assessment of the premises has been rated as **Low** overall. This means there is a Low risk of fire occurring and slight risk of minor harm to occupants.

## Part 1. Assessment Overview

This assessment overview covers the following areas:

- **Section 1 - The Responsible Person/Duty Holder** - This is the person with overall control for whom the fire risk assessment has been carried out. The RP named is the person for whom the relevant fire safety legislation imposes a requirement to carry out a fire risk assessment. This can include the owner, employer, managing agent and/or occupier of the building. **They should have sufficient authority, competence and knowledge of the premises to ensure, as far as reasonably practical, the safety of everyone lawfully in the building or in the premises they are responsible for**, which includes employees, residents, members of the public, and persons in the immediate vicinity. They also have a duty, where they do not have sole control, to liaise with other RP's who also have to manage some of the fire safety in the building. Where other RP's are known they will also be detailed.
- **Section 2 - Persons at Risk** - details relevant persons and those considered especially at risk
- **Section 3 - History of Fire Incidents**
- **Section 4 - Description of Building and Facilities** - including any potential hazards
- **Section 5 - Sub-buildings** - if any which may form part of the assessment

1: General overview of current fire safety provisions within the premises and standard of fire safety management

**This is a summary of the fire safety provisions in the premises.**

**The current standard of fire safety management within the premises is SATISFACTORY. Any shortcomings will be addressed within the main body of this fire risk assessment.**

---

2: Details for last fire risk assessment

**Date of assessment: 15/11/2024**

**Fire risk assessor name: S Burrage**

**Fire risk assessment Company: Fireriskassessments.com Associates Ltd**

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3: Details of last INTERNAL fire safety review

**DATE of review: 12/2025**

**NAME of person who conducted review: A Evans**

**ROLE of person who conducted review (Owner / Landlord / Building Safety Manager etc): Business Manager**

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4: Scope and purpose of the fire risk assessment ***This is a non-destructive, visual inspection of the WHOLE building to complete a life safety fire risk assessment.***

---

5: Details of the premises

SIZE OF SPACE BEING ASSESSED:

**Estimated size - 1500m<sup>2</sup>**

THE AREA ASSESSED (which the Responsible person has control over), IS:

**The whole of the BUILDING was assessed, which INCLUDED - Classrooms, offices, kitchen, hall, basement**

**The number of floors in the BUILDING above and including the access level is 3.**

**The number of floors occupied by the client is 3.**

**There is a basement**

**The BUILDING is detached.**

**This type of premises is a building CONVERTED for current use.**

**This is a converted and extended house now used as a school. The second floor is only used as a storage area.**

THE PREMISES IS USED FOR:

**The premises is an Educational Facility.**

THE PREMISES WAS CONSTRUCTED/CONVERTED IN:

**Construction date - 1900**

**Conversion date - 1932**

## Section 1. The Responsible Person / Duty Holder

*The management of fire safety rests with the 'Responsible Person/Duty Holder' who must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures, in order to ensure the premises and relevant persons are safe from fire.*

6: This fire risk assessment was carried out on behalf of a 'Responsible Person (RP)' for these premises **Avalon School**

7: The 'Responsible Person (RP)' named above is the **EMPLOYER; OWNER & OCCUPIER OF THE BUILDING;**

8: Are there OTHER persons/RP's with control over ELEMENTS of fire safety within the building?

**NO - THE RP HAS SOLE RESPONSIBILITY FOR FIRE SAFETY IN THE BUILDING**

Where there is a Landlord of the building the tenancy agreement gives the RP sole responsibility for the building.

9: Name of the Building Fire Safety Manager **A Evans**

10: Name and role of the person consulted on the day

**NAME**

**A Evans**

**ROLE**

**Business Manager**

---

11: Details of any other person consulted **W Spence- Site manager**

---

## Section 2. Persons at Risk

12: Total number of employees (RP is responsible for) at these premises:

**34**

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13: Total number of persons (inc employees), that may be in the premises & relevant times.

OCCUPANCY TIMES & NUMBERS:

**Hours of opening are - 0700-1800 term time**

**Number of employees - 34**

**Pupils- 110**

**Visitors (approx) - 2**

DURING THE NIGHT:

**0**

**NOTE** - The number of occupants & times are approximate & are to give an understanding of when & how the premises is used.

---

14: Are there persons employed on the premises that are under the age of 18? **NO**

---

15: The RP is responsible for the following 'Relevant persons'

**The Regulatory Reform (Fire Safety) Order 2005 - Article 2 defines the Relevant person:**

**(a) any person (including the responsible person) who is or may be lawfully on the premises; and**

**(b) any person in the immediate vicinity of the premises who is at risk from a fire on the premises**

At the time of the assessment the following relevant persons were identified:

**Mixed workforce**

**School children**

**Visitors**

**Majority of persons are capable of self-evacuating with guidance or when verbally prompted**

**A MAJORITY of occupants are fully FAMILIAR with premises layout - AWAKE & ALERT**

16: Relevant persons considered to be especially at risk, e.g. contractors and identified during this assessment.

**Below are details of those persons considered ESPECIALLY at risk and the areas of fire safety which should be addressed in order to reduce the risk.**

This will be due to areas requiring improvement identified during the assessment and/OR because they are not directly included in the RPs fire safety management procedures but could be impacted by a fire on the premises

**No one was considered ESPECIALLY at risk due to the robust fire safety management in place & risks identified at the time of the assessment.**

### Section 3. History of Fire Incidents

17: Is there a history of fire related incidents in the premises? **PROCESS IN PLACE - NO INCIDENTS LOGGED**

**There is a process in place to log fire incidents and the causes, as well as a record of actions required to prevent future occurrences, if applicable.**

At the time of the assessment no fire incidents had been logged.

### Section 4. Description of Building and Facilities

18: The number of basement floors in the building is **1**

**The basement area will have been assessed if access was available.**

If any concerns regarding the basement were identified, or access was not gained this will be detailed within the relevant section of the report.

**NOTE** – As a guide any floor over a Basement/cellar, should provide 60 minutes fire resistance. If one exists in the building it would be advised to ensure that it is adequately separated. For smaller premises 30 minutes may be acceptable.

Where this may be impractical, and provided no smoke can get through the floor, automatic smoke detection linked to a fire-alarm system, which is audible throughout the premises could, as an alternative, be provided in the basement/cellar area.


19: The building has **Single Occupancy**.

**Whilst the premises has only one entity, the Responsible Person must ensure they cooperate & coordinate with any neighbouring premises, emergency services and other authorities.**

At the time of the assessment, if the Responsible Person or their representative was present, the assessor will have discussed cooperation and coordination as detailed.

**Cooperation with fire and rescue service inspectors and operational crews discussed.**

**NOTE** - If nobody was present during the assessment, the Responsible Person must take note that this is part of their responsibilities.

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

20: Building construction type

Construction TYPE:

**\* Traditional construction for type of premises**

**Converted for current use**

The EXTERNAL walls of the building is constructed of:

**\* Brick**

The ROOF of the building was constructed of:

**\* Mixed (Combination of several types) including -**

**\* Pitched tile / slate**

**\* Flat felt roof**

21: The external walls have the following elements that COULD aid fire to spread externally.

**WINDOWS - Used as boiler room and storage**

**NOTE** - If windows are not installed with fire rated glass, then any fire within the premises may not be contained, as the glass may shatter. If this is likely to affect an escape route, this will be highlighted in the relevant section of the report.

22: Are there any concerns noted with the external walls that the responsible person needs to be made aware of/needs to address

**NO – NO OBVIOUS CONCERNS**

The assessor has made a VISUAL inspection of the external walls, and there were no obvious concerns taking into account:

\* **Anticipated evacuation time (if evacuation is necessary)**

\* **The height of the building**

\* **The use of the building**

**NOTE** - This assessment is only a visual inspection from access level; therefore, concerns raised will only be obvious defects. This does not mean that there are not any deficiencies. See details of the limitations of the assessment in the 'Scope of assessment' section of the report.

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23: The internal construction of the building consists of:

The INTERNAL WALLS of the building are constructed of:

\* **Brick**

\* **Studding**

The FLOORS are constructed of:

\* **Concrete (Ground floor) Timber (Upper floors)**

---

24: Number of staircases available to the client

**PROTECTED - DIRECT ACCESS**

**Main building - 4, Westminster Cent Building -1**

These stairs have doors opening directly onto them. This relies on all doors leading onto the stairs to be fire rated to provide a protected escape route

---

25: Number of emergency exits available to the client, including the main entrance is **Number of exits & date of last visual door check**

**HIGH footfall 3 monthly checks: 34 exits- 01/2026**

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26: Are lifts installed in the BUILDING **YES**

**x1 lift in Westminster building - not in use**

---

27: Is there a control system for smoke OR smoke & heat in the means of escape? **NO - NOT REQUIRED**

**Fire doors are sufficient to control smoke in the means of escape - no additional controls are required**

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28: The area managed by the responsible person, has the following services **Mains Gas, LPG, Electricity,**

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29: The area managed by the responsible person, has the following boiler type

**Gas**

30: Heating of the area managed by the responsible person, is provided by

**HOT WATER RADIATORS**

31: Were portable heaters observed on the premises? **NO**


**At the time of the assessment portable heaters were not observed in the premises.**

**NOTE** - Where portable heaters are used in the premises, these must be monitored and managed effectively.

Portable heaters can be knocked over, placed too close to flammable materials and, in some cases, emit carbon monoxide.

If portable heaters are going to be used/introduced there should be a robust policy in place so all users are aware of the dangers and how they should be used safely.

**RP advised assessor that portable heaters are not on the premises & are not required with current heating provision.**

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

32: Sources of Ignition identified within the clients' occupied space, that are potential fire hazards.

**CCTV**

**Electrical fittings - eg sockets/lights**

**Electrical consumer unit**

**Electrical kitchen appliances**

**Electrical office equipment**

**Small rechargeable items - e.g. mobiles/laptops/vapes**

**TV's**

**NOTE:** This list will not be exhaustive and should be used to raise awareness of items that could potentially start a fire, however there may well be other items not listed.

33: List of Combustible Fuels identified, within the clients' occupied space, that are potential fire hazards

**Displays**

**Gas installation**

**Hand Sanitising Gel**

**Packaging**

**Paper & books**

**Plastic items / containers**

**Stationery**

**Textiles eg clothing, bed linen, towels**

**Upholstered furniture**

**Waste paper bins**

**Wooden furniture**

**NOTE:** This list will not be exhaustive and should be used to raise awareness of items that could potentially fuel a fire, however there may well be other items not listed.

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34: Are there any additional Oxygen Sources that are potential fire hazards? **NO**

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35: Are there any additional comments regarding the Building Services and Fire Hazards? **NO**

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## Section 5. Sub-buildings

Sub-buildings (if any) that form part of this assessment are summarised below:

The control measures required to rectify any deficiencies discovered within these areas will be highlighted in the main body of the report.

36: Are there any sub buildings included in this report? **YES**

**Westminster Centenary Building- 150m2- 2 storey, traditional construction (2008)**

**This is a new building with offices on the ground floor and classroom on the upper floor. There is an attached site managers room. There is a lift but this is not in use and has been sealed off.**



## Part 2. Significant Findings and Action Plan

This Action plan is a **SUMMARY** of all the significant findings that the assessor observed, which requires action in order to satisfy current fire safety legislation or where relevant information and advice has been offered, for the consideration of the RP.

The **FULL details of the actions and recommendations are detailed in the relevant section of this report.** The timescales are NOT prescriptive and are for GUIDANCE to help the RP and management prioritise the actions when implementing a plan of work. All the risks should be addressed as soon as practicable. **NOTE - It is likely that some items deemed a lower risk to life safety could be resolved immediately eg putting up signage. Equally, higher risk items may require longer than the timescale guidance to address fully; however, in this instance some action must at least be commenced within the timescale.**

The plan provides inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation. It cannot be guaranteed that a subsequent inspection undertaken by a member of an enforcing authority (with statutory powers) will not result in a different evaluation of the level of risk.

*The risk assessment terms "Suitable and Sufficient" and "Significant Findings" are not defined in any legislation; therefore, the adequacy of the risk assessment is a subjective judgement. There is, therefore, no correct or incorrect method of carrying out the risk assessment and recording the "Significant Findings". There are many approaches that can lead to a "Suitable and Sufficient" documented fire risk assessment.*

**PLEASE GO TO THE RELEVANT QUESTION NUMBER IN THE REPORT OR ON THE SUMMARY REPORT TO GET FULL DETAILS OF THE ACTION REQUIRED**

For some items the relevant legislation or British Standard has been listed for your reference.

Major Requirement	Risk Rating	Completed
When each action has been completed and signed off please tick the relevant box here.		<input checked="" type="checkbox"/>
<b>Building Overview</b>		
19: Responsible person must be aware to cooperate & coordinate with external agencies & neighbours. Ref - Article 22 Regulatory Reform (Fire Safety) Order 2005	Information	<input type="checkbox"/>
<b>Building Details</b>		
31: Portable Heaters - Information provided regarding their safe use.	Information	<input type="checkbox"/>
<b>Protection of Firefighters</b>		
37: The access for fire-fighting appliances needs to be reviewed & may require improvement. Ref - Approved Document B Vol 1 Section 13 or Vol 2 Section 15	Information	<input type="checkbox"/>
<b>Information and Training of Staff</b>		
51: Practical training in the use of fire extinguishers should be considered OR is required. Ref - Article 13 of the Regulatory Reform (Fire Safety) Order 2005	Review	<input type="checkbox"/>
<b>Hot Work Processes</b>		
67: Non routine hot works may be carried out & procedures need to be reviewed.	Information	<input type="checkbox"/>
<b>Fire Detection and Warning</b>		
93: The audibility level of the fire warning system requires checking by a competent person	Review	<input type="checkbox"/>
<b>Exits and Travel Distances</b>		
102: Occupancy should be monitored and/or calculated for specific areas.	Review	<input type="checkbox"/>
<b>Emergency Lighting</b>		
117: The duration of emergency lighting needs to be confirmed OR the current lighting needs reviewing.	Information	<input type="checkbox"/>

Ref - Article 14 of the Regulatory Reform (Fire Safety) Order 2005/BS5266-1 2016		
<b>Fire Doors</b>		
123:	The fire resistance of the fire doors is compromised or needs to be verified.	3-6 months <input type="checkbox"/>
124:	Issues were identified with the ACCESSED fire doors that require addressing.	1-3 months <input type="checkbox"/>
<b>Fire Doors cont'd</b>		
131:	Additional points were raised by the assessor regarding Fire Resisting Doors	Information <input type="checkbox"/>
<b>Fire Containment</b>		
136:	Further investigation into the loft areas may be required.	Information <input type="checkbox"/>

## Part 3. Management of Fire Safety

Fire Safety Management is crucial in ensuring:

- \* hazards are identified and kept to a minimum
- \* occupants are fully aware of the action to take to prevent fire as well as in the event of a fire
- \* fire safety equipment is regularly checked and maintained and this is recorded
- \* any passive fire protection measures are maintained
- \* escape routes are kept clear

This helps to reduce the risk of a fire occurring and ensuring the safety of all persons who are likely to be affected by a fire, within the building.

This section covers the following areas of Fire safety management:

- \* Maintenance of Facilities to Assist & Protect Firefighters
- \* Fire Safety Policies and Emergency Evacuation Plans
- \* Procedures for Serious and Imminent Danger
- \* Information and Training of Employees
- \* Record Keeping

These must be suitable and robust enough for the hazards and risks within the premises.

### Section 6. Maintenance of Facilities to Assist & Protect Firefighters

Regulatory Reform (Fire Safety) Order 2005 - Article 38 (1) requires:

*Where necessary in order to safeguard the safety of fire-fighters in the event of a fire, the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises for the use by or protection of fire-fighters under this Order or under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.*

37: Are there any concerns regarding the access for fire and rescue service vehicles? **NO**

**Section 15 Approved Document B vol 2 specifies the access requirements for the Fire & rescue services vehicles.**

At the time of the assessment the assessor reviewed access arrangements and didn't observe any obvious impediments.

The RP would be advised to review the following regularly to ensure access remains available:

- \* The % of building perimeter access remains compliant with Table 15.1
- \* Door access remains available on each perimeter that the FRS has vehicle access to.
- \* If the building has a dry or wet rising mains the access to the main inlet is not obstructed.
- \* Hardstanding's must comply with guidance in table 15.2
- \* Dead-end access routes of more than 20m must have a turning facility that complies with table 15.2.

**i** This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

38: Has a system been put in place to provide attending fire crews with relevant information to aid fire-fighting? **YES**

At the time of the assessment there was a system in place to provide relevant information for attending fire crews as detailed:

**Kept at main office- reviewed 2026**

39: In the premises are any electric wires and cables surface mounted to walls and ceilings (i.e. not encased in plaster or concrete)? **YES - Surface mounted and correctly secured**

40: Is external signage installed to warn firefighters of potential storage of hazardous materials? **N/A**

**At the time of the assessment the premises:**

- \* **There wasn't a very large risk to attending fire crews present**

Notification & Marking of sites (NAMOS) - NMS Regulations require the notification to the local fire authority & the enforcing authority for the HSW Act for any site with a total quantity of 25 tonnes or more of dangerous substances. They also require the display of signs warning of the presence or possible presence of dangerous substances at the access points to any site with a total quantity of 25 tonnes or more of dangerous substances, whether or not the site is excepted from the notification requirements.

41: Is the building fitted with a dry or wet rising main? **No - Not installed**

## Section 7. Fire Safety Policies and Emergency Evacuation Plans

*Written policies are required for good management of fire safety. They detail how planning, organisation, control and monitoring of the preventative and protective measures are maintained, to ensure the premises and relevant persons are safe from fire. Written Emergency plans may be required and these need to be both relevant and robust enough to ensure all current occupants can evacuate quickly and safely. Each premises will have a fire strategy and this needs to be effectively communicated to all occupants.*

42: Is a Fire Safety Policy in place and is it being reviewed on a regular basis? **YES - IN PLACE & UP TO DATE**

There is a policy in place and there is a process in place to review this regularly.

**Reviewed 01/2025**

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43: Has an emergency plan been formulated, which is reviewed on a regular basis? **YES - SUFFICIENT PLAN IN PLACE & REGULARLY REVIEWED - SIMULTANEOUS EVACUATION**

**Reviewed 01/2025**

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44: If required, is there a PEEP or GEEP in place for the safe evacuation of persons with a physical, sensory or cognitive impairment?

**YES - PEEP or GEEP in place**

At the time of the assessment there were plans for the evacuation of either employees/residents and/or members of the public/visitors - with a physical, sensory or cognitive impairment.

The following procedures were in place:

**GEEP in fire plan**

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## **Section 8. Procedures for Serious and Imminent Danger**

*The RP is required to establish and give effect to appropriate fire evacuation & safety drills in the event of serious and imminent danger to relevant persons. It must be ensured that sufficient numbers of competent persons are nominated to implement those procedures at all times, both day & night, as required.*

*Any nominated safe assembly points need to be easy to get to safely and of sufficient distance away from the building. Consideration must be given to the type of occupants and if shelter would be required in extreme weather or at night.*

45: Are fire evacuation and safety drills conducted on a regular basis & suitable records maintained? **YES & SUITABLE RECORDS MAINTAINED**

At the time of the assessment regular drills were being carried out & recorded.

Records clearly identified:

\* Date of drill

\* Person coordinating the drill

\* List of attendees

\* Type of drill - eg practice/actual

\* Time taken to fully evacuate

\* Significant findings - identifying any issues which need to be addressed & details of when these are resolved.

**Date of the drill: 01/2026**

**Issues identified during the drills: None**

**Name of person overseeing the evacuation: J Caffery**

**Time taken for evacuation: 2min 05s**

46: Are safe assembly points established? **YES**

It is recommended that Assembly Points are established in safe locations and suitably indicated by appropriate signage. The place of safety should be located far enough away from the building (as a guide no less than 1.5 times the height of the building), to afford protection from heat and smoke in a fire situation.

Where possible Assembly Points should be in positions that do not put staff, visitors and users of the building at risk from emergency vehicles responding to the incident, or from general/other traffic in the vicinity. Therefore it should be located away from, and off the vehicle access routes leading to the building. Ideally it should be located so as not to require the crossing of a road or movement through trafficked areas. It should be in a place where persons can inform emergency services of the details of the incident.

The current assembly point has been considered suitable and is located in the following location:

**Play ground**

47: Are suitable arrangements in place for summoning the emergency services? **YES**

**Alarm is linked to an Automatic Receiving Centre (ARC)**

48: Are suitable arrangements in place to provide VISITORS/CONTRACTORS, who are not familiar with or are new to the premises, clear fire safety information? **YES**

**Management and workers are on hand to provide fire safety information to visitors/contractors.**

**Premises has a reception with a signing in book for visitors/contractors with fire safety information.**

## Section 9. Information and Training of Employees

*The RP is required to provide adequate safety information to the employees and employers of outside undertakings and provide employees with information and adequate safety training.*

49: Are employees given fire safety training at commencement of employment? **YES**

Employees are made aware of the fire safety arrangements, procedures, emergency exit routes and assembly points at the commencement of their employment.

The details of the instruction and the name of the person giving the training will be recorded.

**Included in induction**

50: Is fire safety instruction/training being given to employees on a regular basis? **YES**

Training is provided to all employees on a regular basis and this is monitored and recorded

**Date of last training & provider:**


**2025 completed and logged - NW Fire**

51: Are persons trained in the practical use of extinguishers? **TO BE CONSIDERED**

Article 13 of The Regulatory Reform (Fire Safety) Order imposes a duty on employers to provide adequate training for all persons who **MAY BE EXPECTED** to use the equipment that they have provided.

**Persons attempting to use fire extinguishers without training, could be at risk through inappropriate use of the equipment and a lack of fire fighting awareness.**

Having some individuals trained in the safe use of extinguishers can be beneficial in tackling small fires in the very early stages of development.

 This item has been highlighted for you to **review** and is raised as a **Low** priority.

DATE	PRINT NAME	SIGN
<i>When this issue has been reviewed/considered, please tick the relevant box in the action plan.</i>		

52: Are there sufficient competent persons to oversee a safe evacuation? **YES - THERE ARE SUFFICIENT COMPETENT PERSONS**

Whilst persons on site were not trained Fire wardens, due to the type & size of the premise & the level of their experience & knowledge, this was deemed sufficient.

**All staff trained for evacuation**

## Section 10. Record Keeping

*The RP is required to ensure that the premises and any facilities, equipment and devices provided to safeguard the safety of relevant persons are subject to a suitable system of routine maintenance and are maintained in an efficient state, in working order and in good repair.*

53: Is a logbook kept for recording all testing of fire related equipment & fire safety checks? **YES - KEPT ON SITE AND ALL TESTING HAS BEEN RECORDED**

54: Is there a process in place to formally record false actuations of fire alarms? **YES**

**Logbook**

---

## Part 4. Fire Hazards and Dangerous Substances

Fire hazards and hazardous substances are a risk due to their potential to either be the source of a fire starting or could aid the spread of fire. These potential risks should be identified in order for action to be taken to either eliminate the risk if possible or reduce it.

### Section 11. Fire Hazards

*General fire precautions must be taken to reduce the risk of fire spread on the premises. There are 3 elements required for a fire to occur:*

\* **Oxygen**

\* **Fuel**

\* **Source of Ignition**

*This section highlights probable ignition sources and available fuels observed during the assessment that must be eliminated or reduced.*

### Electrical

55: Has the main electrical system been tested by a competent person? **YES**

Service date, details of test and Engineer/Company

**Commercial: 08/2021 exp 08/2026**

**Note** - The responsible person needs to ensure they are aware of the expiry date for this certificate and make arrangements for a new service when due.

56: If the system has been tested, are there issues raised on the certificate which are outstanding? **NO**

57: Are electrical installations/meters/consumer units, within the assessed space, enclosed in suitable fire rated construction? (where applicable) **YES - THE ELECTRICAL INTAKE/METER CUPBOARD APPEARS TO BE ADEQUATELY FIRE RESISTING AND FIRE-STOPPED**

58: Is portable electrical equipment well managed?

**YES - TESTED REGULARLY (EET formally PAT)**

**Date of last test: 07/2025**

59: Are electrical fittings/sockets in a good state of repair and free from any obvious signs of damage? **YES**

**NOTE** - It is important that ALL electrical fittings/sockets are regularly checked to ensure any damage is quickly identified and repaired. This visual inspection will have reviewed obvious and easily accessible items, however there may be areas which are hidden or inaccessible and these must also be checked.

60: Are extension cables in use within the premises? **NO**

- 61: Are there sufficient controls/procedures in place for charging products containing Lithium-ion batteries? **YES – THERE ARE PROCESSES IN PLACE FOR THE USE OF LI-ION BATTERY PRODUCTS & ALL OCCUPANTS ARE AWARE**

The following Li-ion items were observed being used/stored/charged in the assessed space & it was noted that there were processes in place to educate occupants and mitigate which includes:

**Items & procedures –**

**Laptops- Fire safety policy detailing how items with Li-Ion batteries should be handled/managed/controlled**

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## Photovoltaic Systems

At the time of the assessment the building did not have PV installation

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## Lightning Protection

At the time of the assessment there was no Lightning protection system on the premises

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## Commercial Kitchen / Cooking Facilities

*Commercial kitchens, which will produce high levels of grease which is highly flammable, must have robust maintenance regimes to ensure the build up of grease is prevented especially in areas such as extract ducting, fans and other filtration systems.*

- 62: Is there a commercial kitchen or cooking facilities, which includes cooker hoods/deep fat fryers, on the premises? **YES**

**Hobs, ovens, grill, fryer, cooker hood- daily use in term time**

**NOTE** - For commercial kitchens, the guidance document - RISCAuthority RC68: Recommendations for fire safety in catering establishments gives specific recommendations on how to prevent fire.



- 
- 63: Is kitchen equipment such as ovens and deep fat fryers subject to a system of routine cleaning and maintenance? **YES**

- 
- 64: Are emergency cut-off switches / valves / stopcocks (where provided), free from obstruction suitably located and clearly indicated? **YES**



65: Are cooker hoods, extractors and ducting subject to a system of routine cleaning and maintenance? **YES**

Last recorded cleaning date:

**01/2026**

66: Are gas interlocks fitted & tested? **YES - INSTALLED AND TESTED**

**Date of test & name of engineer: 08/2025: PRAS Solutions**

## Hot Work Processes

67: Are hot work processes carried out or likely to be carried out on site? **NO - POSSIBLY NON ROUTINE WORK**

On occasion there could be contractors working on the premises who would be required to carry out a hot work procedure in a place not specifically designed for hot work. The possible relevant work could include plumbing activities for maintenance & repairs or heat applied to roof coverings (particularly in relation to replacement of felt coverings on flat roofs).

***The Responsible person should consider having a process in place, which assesses the risk and issuing a permit to work, before any hot work activities commence OR ensure that the contractor has the relevant procedures in place to issue a permit.***

***The permit should detail the work to be carried out, how and when it will be completed and which precautions will be taken, to ensure that activities are as safe as possible.***

Hot work includes any operation that uses open flames or the local application of heat and friction by means of tools or equipment.

Examples include:

- \* Welding
- \* Soldering
- \* Torch cutting
- \* Grinding
- \* Hot riveting

Such activities could pose a risk of personal injuries due to the risk of fire as well as from hot debris, toxic fumes etc.

**i** This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

## Naked Flame

At the time of this inspection, there were no naked flames on site.

## Lifts

68: How many lifts within the premises and type

**Hydraulic: x1 - not in use and sealed**

69: Were any issues identified that raise questions regarding the fire resistance of the construction of lift shafts/ hoists? **NO**

**Hoists and lift shafts provide a free passage for smoke and flame to spread between floors.**

**From a visual inspection, it is not possible to verify that the construction of lift shafts/hoists is suitably fire resistant, however if there are any obvious defects or concerns observed, the assessor will highlight these for further investigation.**

At the time of the assessment no issues or concerns were noted.

## Mechanical Machinery

At the time of this inspection, there was no mechanical machinery on site.

## Housekeeping

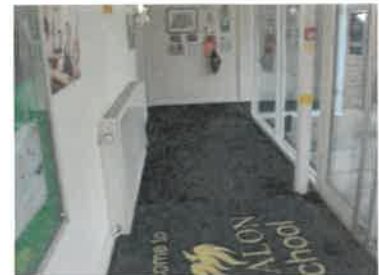
*Good housekeeping is essential to fire safety. Maintaining good practices (both indoors and outdoors), reduces the danger of fire by:*

- \* Controlling the presence of unwanted fuels*
- \* Maintaining clear escape routes and removing obstructions*
- \* Identifying and reducing sources of ignition*
- \* Preventing the build-up of combustible items/waste*

*Occupants should be made aware of the importance of housekeeping, particularly as their cooperation and understanding will be required, in order to implement good practices.*

70: Is housekeeping well managed throughout the premises? **YES**

**All areas maintained clear at time of assessment**



## Waste Management

71: Is there a satisfactory system of waste management? **YES**

**Commercial waste bins in use and sited a suitable distance away from the building, regularly emptied.**

---

## Arson / Wilful Fire-Raising

72: Are arrangements in place to minimise the risk of arson / wilful fire raising? **YES**

**The security of the premises is sufficient to prevent persons from entering the premises unlawfully when the building is unoccupied.**

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## Smoking Activities

73: How are smoking guidelines in the premises communicated? **WRITTEN POLICY AND SIGNAGE IN PLACE**

---

74: Is there evidence of illicit smoking? **NO**

---

## Furniture and Furnishings

75: Are furniture coverings in a good state of repair? **YES**

**None of the furniture observed had any obvious holes in the outer material.**



76: Are curtains and drapes in CIRCULATION areas in compliance with the flammability requirements? **N/A**

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## Section 12. Dangerous Substances

*Relevant persons must be safeguarded from any incident relating to dangerous substances in or on the premises.*

**Note:** A Dangerous Substance is any substance or preparation which meets the criteria in the Approved Classification and Labelling Guide (CHIP) or any substance that is explosive, oxidising, extremely flammable, highly flammable or flammable, (combustible dusts are also included). The safe handling and storage of dangerous substances must be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

### Highly Flammable Liquids

At the time of the assessment Highly Flammable Liquids were not used/present at the premises.

---

## Highly Flammable Gases

77: Are highly flammable gases used &/or stored on site (eg: LPG, Acetylene)? **YES**

**It must be ensured that highly flammable gases are stored in accordance with relevant health and safety guidance documents.**

Highly flammable gases are used on site the types & quantities are as follows:

**x6 LPG cylinders -47kg**

**Located outside and used as supply for the kitchen only.**

78: Is LPG stored in accordance with Code of Practice 7? **YES**



79: If required, are gas emergency shut off controls readily accessible and unlikely to be impeded? **YES**



80: Are on site LPG appliances subject to a system of routine maintenance? **YES**

Last test date and engineer/company name:

**08/2025: PRAS Solutions**

81: Has an assessment been carried out under DSEAR Regulations? **YES - DSEAR in place and reviewed**

Last review date & name of assessor:

**Reviewed 09/2025- A Evans**

**NOTE** - The management of DSEAR falls under the Health and Safety at Work Act 1974 and this assessment does not constitute compliance.

## Combustible Dusts

At the time of this inspection, combustible dust was not applicable to this premises.

## Natural Gas, Heating Systems and Appliances

82: The following Gas services/appliances are situated in the assessed area:

### Natural gas boiler



83: Are gas systems and appliances maintained by a competent person on a regular basis? **YES**

Service date and engineer/company name

**08/2025: PRAS Solutions**

**Note - the responsible person needs to ensure they make a note of the service date and make arrangements for the annual service when due.**

84: If the gas systems and appliances are maintained on a regular basis, are there any issues raised on the service records which are outstanding? **NO**

85: Is the mains gas intake, meter and/or pipework located in a protected area, suitably housed. **YES**

The gas intake/pipes identified in the protected areas of the premises were housed in a suitable compartment with adequate ventilation, free from all ignition sources and separated from the protected area.

Any opening that communicates with the protected area eg access hatches, was of the same fire rating as the area in which it is fitted. Pipework installed in the protected area was ventilated to outside air at both high and low level.

86: Are gas emergency shut off controls readily accessible and unlikely to be impeded? **YES**



## Other Fossil Fuel Heating Systems and Appliances

There were no other fossil fuelled heating systems in the premises at the time of the assessment.

## Part 5. General Fire Precautions

General fire precautionary arrangements should meet the requirements for the type of premises, so that should a fire occur, there is sufficient protection to ensure the life safety of the occupants.

This includes:

- \* Facilities to extinguish fire such as fire extinguishers and fire suppression systems
- \* Facilities to detect and alert occupants, such as fire alarms
- \* Sufficient protected means of escape which would include emergency lighting, safety signs and emergency exits
- \* Sufficient fire containment and separation

All of this must comply with required standards and where installed must be checked, tested and serviced regularly.

### Section 13. Firefighting Equipment

*The fire safety legislation requires that appropriate firefighting equipment is:*

- \* *Provided*
- \* *Easily accessible*
- \* *Simple to use*
- \* *Indicated by appropriate signs.*

## Fire Extinguishers

87: Is the provision of fire extinguishers / fire blankets sufficient for the type of premises/occupancy? **YES**

*There is sufficient provision of Extinguishers/fire blankets & they are suitable for the type/size of the premises.*

These are made up of:

6 Ltr Water

2kg CO2

6kg Dry Powder

6ltr Foam Spray

Fire Blanket

6ltr Wet Chemical



88: Are extinguishers/fire blankets regularly serviced and maintained in line with BS5306-3 code of practice

**YES - serviced**

Date of last service & name of engineer/company:

**01/2026: MH Fire Protection**

**YES - monthly visual check**

Date of last monthly visual check:

**01/2026**

**YES - Fire blanket - Monthly visual check/Yearly service**

**01/2026**

**NOTE - Manufacturer's instructions need to be checked for replacement date.**

89: Are all fire extinguishers/blankets correctly installed, easily accessible & correctly signed? **YES - CORRECTLY INSTALLED & ACCESSIBLE**

It was observed that all fire extinguishers/blankets installed were:

- \* Fixed to the wall or on appropriate extinguisher stands
- \* Correctly sited
- \* Easily accessible & not obstructed.



---

## Fire Suppression

At the time of this inspection, a fire suppression system did not apply to this report.

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## Sprinkler System

At the time of the inspection, a sprinkler system did not apply to this report, nor was one required.

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## Section 14. Fire Detection and Warning

*The fire safety legislation and guidance for this type of premises requires that appropriate fire detectors and alarms are installed in order to safeguard the safety of the relevant persons within it*

### Detection and Warning Systems

90: Is there a means for giving warning in the case of fire, installed into the premises? (fire alarm system) **YES - INSTALLED AND FUNCTIONAL**

---

91: Has the type of current fire detection and/or warning system installed, been confirmed? **YES - CURRENT SYSTEM HAS BEEN CONFIRMED AND IS SUITABLE FOR THE PREMISES.**

**Documentation provided OR the Responsible Person, confirmed the Grade and category of the current alarm system as detailed below.**

This is deemed sufficient for the design & use of the assessed area.

**The RP stated - Current system is BS 5839 part 1 - L1 standard layout and level of detection**

**NOTE** - The fire alarm category stated is based on details from the documentation or confirmed by the Responsible Person. No audibility tests or verification of full compliance with relevant British Standards has been carried out.

---

92: Is the fire detection & warning system regularly tested and serviced?

**YES - SERVICED**

Date of last service & engineer/company details:

**10/2025: Atlas Fire**

**YES - TESTED**


Date of last weekly test:

**19/1/2026**

93: Has the level of audibility of the fire warning system been checked by a competent person throughout the premises and is this documented (e.g. in the logbook or fire alarm test certification)? **NO - Regular testing is in place and premises is only occupied during the day.**

**The alarm is regularly tested and the results logged by the responsible person. They are aware to check all areas, to ensure that the alarm can be heard and that no sounders are faulty. It should be considered to ask the engineer at the next service to check the audibility, if the system has not been checked since installation and no records can be located.**

The fire alarm noise level should not be less than 5 decibels above ambient in general areas, but in sleeping areas a minimum level of 65 decibels and 75 decibels at bed head to wake sleeping occupants.

 This item has been highlighted for you to **review** and is raised as a **Low** priority.

DATE	PRINT NAME	SIGN
<i>When this issue has been reviewed/considered, please tick the relevant box in the action plan.</i>		

94: Are sufficient manual call points provided, correctly sited, easily accessible & of the correct type? **YES**

At the time of the assessment there were sufficient manual call points (MCP) observed. All MCP's were correctly sited, accessible and where required had protective covers fitted.

95: Are electronic/automatic systems which impact the means of escape, connected to the Fire alarm system?

**YES - INSTALLED & FUNCTIONAL**

Electronic/Automatic systems which DON'T have a mechanical override, require a fail-safe whereby they are connected to the fire alarm system & react on it's activation or in the event of loss of electrical power. Such as electromagnetic door locks or automatic sliding doors.

**The following electronic building management systems had automatic fail-safes which were functional, regularly tested as detailed below:**

**Electromagnetic door locks**

**Date tested & name of engineer - 10/2025; Atlas Fire**

**Gas - shuts off**

**NOTE** - For devices which activate when the alarm sounds - it must be ensured that the sound levels of the alarm meet the requirements of the electronic device to enable it to activate.

- 96: Are there any issues regarding the Fire alarm panel? **NO - PANEL IS VISIBLE TO ALL RELEVANT PERSONS & FREE FROM VISUAL/AUDIBLE WARNINGS.**



- 97: Is a Zone plan displayed next to the alarm control panel? **YES - AN ADDRESSABLE SYSTEM WITH ZONE PLAN IS PROVIDED**

Number of zones:

**Plan at fire panel**



- 98: Is the alarm connected to an alarm receiving centre (ARC)? **YES**

**At the time of the assessment, the alarm was connected to an ARC.**

## Section 15. Emergency Routes and Exits

*Suitable and adequate emergency routes and exits must:*

- \* Be provided*
- \* Kept clear of obstructions*
- \* Well maintained*
- \* Indicated by clear and relevant signage*
- \* Provided with adequate emergency lighting*

*to ensure relevant persons can evacuate the premises as quickly and safely as possible.*

## Exits and Travel Distances

- 99: Do all emergency routes and exits lead to a place of ultimate safety? **YES**

100: Are the distances for occupants to travel to a place of safety in line with the prescribed distances? **YES**

It was observed that the travel distances to a place of safety were within the prescribed distances as required in either:

\* Approved Document B (ADB) volumes 1 or 2

\* Relevant MHCLG guides for this type of premises

\* Relevant Technical Handbook (Scotland)

as detailed:

**Single escape route (MHCLG guide) Normal fire risk suggested range is - 18m**

**Second floor main building, and Westminster building- Maximum distance within this premises, to travel to a place of safety was measured at - 9m**

**More than one route (MHCLG guide) Normal fire risk suggested range is - 45m**

**Maximum distance within this premises, to travel to a place of safety was measured at - 20m**

101: Is action required for any inner room and/or dead-end situation that has been identified?

**NO - ACTION NOT REQUIRED**

*At the time of the assessment there was EITHER no inner rooms or dead-end situations identified OR mitigating action had already been actioned to address any inner room/dead ends as detailed.*

**Smoke detection provided in the access rooms**

102: Are there any rooms in the premises which should be monitored for occupancy? **YES - OCCASIONAL LARGE GATHERINGS - NEEDS MONITORING**

At the time of the assessment it was advised that rooms in the premises were used for large gatherings.

The numbers appeared suitable for the floor space, number of exits and the door widths available, however this should be monitored & should a larger event be planned, consideration should be given for obtaining a calculated occupancy figure

**Main hall- 400**

**Occupancy calculated by - Exit widths**

 This item has been highlighted for you to **review** and is raised as a **Low** priority.

DATE	PRINT NAME	SIGN
<i>When this issue has been reviewed/considered, please tick the relevant box in the action plan.</i>		

103: Are the escape routes free of sliding or revolving emergency exit doors? **YES**

104: Are EMERGENCY exits from the premises suitable? **YES - ALL EXIT DOORS ARE SATISFACTORY**

At the time of the assessment there were a suitable number of EMERGENCY exits available from the premises and/or the building.

These exits were:

- \* Available at all material times
- \* Opened in the direction of escape OR due to low numbers/type of premises were acceptable
- \* In a good state of repair/well maintained
- \* Have approved emergency fastenings



105: Are all steps / platform areas around EMERGENCY EXIT doors in a good state of repair? **YES**

### Obstructions on Emergency Routes

106: Are all EXTERNAL emergency routes and exits free from obstruction? **YES**

107: Are all INTERNAL emergency routes and exits free from obstruction? **YES**

108: Are the means of escape free of electrical appliances and equipment? **YES**

109: Are regular visual fire safety checks of escape routes and signage being carried out? **YES - VISUAL CHECKS ARE CARRIED OUT AND FINDINGS RECORDED**

In addition to visual checks of fire safety equipment and fire doors (covered in the relevant sections of this report), escape routes and fire safety signage should be regularly reviewed.

At the time of the assessment it was observed that:

- Escape routes & exits - Checked for obstruction/trip hazards/build-up of combustibles/relevant signage (where required)
- Fire related signage - checked for damage/legibility/relevant (particularly directional signage)

These visual checks were also being recorded.

19/1/2026

110: Further commentary regarding the emergency routes, travel distances and exits. **SUMMARY OF THE EMERGENCY ROUTES, TRAVEL DISTANCES AND EXITS**

**Overall the number of exits available and the emergency routes were suitable for the premises and well maintained.**

## Fire Signs and Notices

111: Are emergency routes adequately indicated by directional exit signs? **YES**

112: Are emergency exits adequately indicated by appropriate signs? **YES**

113: Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs? **N/A - All exit doors are in regular use.**

**The entrances/exits to and from the building are in regular use by all occupants and therefore don't require signage.**

114: Are all fire resisting doors clearly indicated with appropriate signs? **YES**

115: Are Fire Action Notices (FAN's) clearly displayed, correctly positioned, with the right details? **YES**

Fire action notices are required to ensure that all occupants and visitors know the immediate steps to take if a fire is discovered. They should be positioned so they are clearly visible on entry to the premises, along escape routes, adjacent to fire alarm call points, and in high-occupancy areas. Placement should ensure that anyone in the building will encounter at least one notice on their route to an exit, with content tailored to the site's evacuation strategy, assembly point location, and emergency contact arrangements.



116: Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as 'Push Bar to Open'? **YES**



## Emergency Lighting

117: Is there a reasonable standard of emergency lighting provided throughout the premises? **YES - SUITABLE PROVISION**

**At the time of the assessment the assessor deemed that the provision of Emergency lighting throughout the premises (Internally & Externally) was suitable for the premises & occupancy type and did NOT rely on 'borrowed light' from neighbouring buildings or street lights.**

This is NOT a full lighting survey however the assessor will have considered areas where emergency lighting is required such as:

\* Points of emphasis to include - Change of direction/intersections/change of levels/outside each exit/equipment - first aid & fire fighting

\* Access rooms

\* High Risk task areas

\* Any Specific location (listed in Informative Annex E BS5266-1)

\* Toilets, Lobbies & closets

Where external lighting is required:

\* Emergency illumination should be provided outside the building and near to each final exit.

\* If occupants have to travel to reach a place of safety, this route should form an integral part of the escape route. This should be of the same standard as the internal lighting

***It would be advised that the Responsible Person checks the duration of the battery power for their emergency lights and the minimum time of either 1 hour or 3 hours will be recommended by the assessor below.***

Type of lighting installed - Maintained/Non maintained & recommended minimum duration -


**EXTERNAL emergency lighting was located - Exits**

**INTERNAL emergency lighting was observed at all points of emphasis which included - Changes in direction and level, fire equipment**

**Non maintained - 1 hour duration required**

**NOTE** - BS 5266-1 - A minimum duration of 3 hours should be used for emergency escape lighting if premises will not be evacuated immediately in a supply failure, such as sleeping accommodation or places of entertainment, or if the premises will be reoccupied when the supply is restored, without waiting for batteries to recharge.

A minimum duration of 1 hour should be used only if the premises will be evacuated immediately on supply failure and NOT reoccupied until full capacity has been restored to the batteries.

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

118: Is emergency lighting regularly serviced and maintained in line with BS EN 50172 code of practice

**YES - serviced**

Date of last service & Engineer/company name: **10/2025: Atlas Fire**

**YES - monthly visual check**

Date of last monthly visual check: **01/2026**

119: Do all installed emergency lighting units appear functional and free from damage and defects? **YES**

## Fire Resisting Doors

**Fire doors are integral for providing protection for the means of escape, giving occupants sufficient time to evacuate safely or to remain in the building safely IF this type of fire strategy has been incorporated into the design of the building.**

**As a guide-** The CURRENT standard fire doors should have intumescent strips and in a majority of cases smoke seals too. Fire doors are referred to as an FD30 or FD60. FD meaning fire door, 30 or 60 refers to the amount of time in minutes, that the door has been tested to withstand a fire. If the FD30/60 is followed by an s, this means it is fitted with smoke seals. Fire doors should be fitted with a self-closing device or are locked shut when not in use, they should also have 3 fire rated hinges, on a standard sized door, with all screws and fitted over intumescent pads. Fire doors are also fitted as a set alongside a frame which meets the same fire resistance as the door. Any gaps/holes around the frame must be sealed adequately and any alterations to fire doors once fitted, must be carried out by a competent person to ensure the integrity of the door has not been compromised.

Gaps between doors and the frame should be 3mm to the top & sides and not exceed 4mm. Threshold gaps should be 8-10mm OR 3mm if smoke control is required. Doors should be undamaged.

If fitted with air transfer grills, they must be installed with intumescent inserts or other means that will not allow the passage of smoke. Where the door has been fitted with a letter box it needs to be fitted with the same fire resistance as the door. Any glazing in a fire door also needs to be of the same fire resistance as the door.

**Assessors will assess as many of the fire doors as reasonably practical and where doors can only be sampled, due to the number of doors, they will focus on those most critical to life safety. Where a certified fire door has been fitted, it will be assumed that it has been fitted by a competent person with the relevant frame and any gaps in the wall around the frame, suitably fire stopped as this CANNOT be verified by a visual inspection. The findings will be detailed in the section below, however it should be understood that **this is not a full fire door inspection as detailed under the Fire Door Inspection scheme, for which you would require a qualified Fire door inspector.****

Where the assessor determines that a full fire door survey would be beneficial it will be raised as an action.

*The following terms may be used for doors without a certified label or plugs:*

**NOTIONAL** = when the current door, satisfied the standard applicable for fire resisting doors, at the time the building was constructed. This type of door may not have been fitted with intumescent strips and/or smoke seals to perform as a fire door, to comply with building regulation requirements. This term may also be used to refer to fire doors of this nature, when the door has subsequently received a non-tested or non-conventional method of repair or modification/upgrade, NOT to current applicable repair guidance.

**NOMINAL** = The term is based on an existing fire door that, in the opinion of the assessor, can provide fire resistance performance for a specified period of time. The door has all the elements you would expect, however there are no labels or plugs to verify the certification of the door or the manufacturer

120: Is the installation of new/additional FD30s fire resisting doors required? **NO**

121: Is the installation of new/additional FD60s fire resisting doors required? **NO**

122: At the time of the assessment: **ALL FIRE RESISTING DOORS - relevant to the assessed area were accessed and checked**

**Main building- Stair doors, main hall, kitchen, basement, corridor doors.**

**Westminster building- doors onto stair, boiler room.**

**NOTE** - Whilst all doors have been accessed and visually inspected, this is not a full fire door inspection as detailed under the Fire Door Inspection scheme, for which you would require a qualified Fire door inspector.

123: From a visual inspection of the **ACCESSED** doors did they appear undamaged and of the correct fire resistance? **NO - DAMAGED & UNKNOWN FIRE RESISTANCE**

The following fire resisting doors have been identified by the assessor as requiring repair or replacement

**Current doors were considered and assessed as NOMINAL fire doors- satisfactory**

**Following doors damaged by removed of door catch- Westminster building- Med room, door to first floor classroom- to be repaired with fire rated materials**

**NOTE** - Repair of fire doors must be carried out by a competent contractor and repaired to the same fire resistance level of the original door. If this cannot be achieved then the door will require replacing, which may require a full fire door set.



**!** This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

124: Are the fire doors ACCESSED functioning with the relevant fittings?

**NO - ISSUES HAVE BEEN IDENTIFIED WITH THE FIRE DOORS ACCESSED**

Fire doors are required to prevent/delay the spread of smoke and fire in order to protect areas which are required for escape, as well as any areas which have been designated for occupants to stay safely.

The current standard for fire doors requires them to have:

- \* 3 fire rated hinges
- \* Smoke seals/intumescent strips (where required)
- \* Functioning self-closers (unless a service cupboard which is locked shut)

*In addition, fire doors (SINGLE) should close fully into the rebate with no excessive gaps.*

*It is particularly important that gaps between DOUBLE doors is not excessive, as intumescent strips will need to be able to expand & aid self-closers in holding the doors closed, in the event of a fire. Additionally, the gap between the doors should not exceed 3mm & cold smoke seals should be fitted, undamaged & touching each leaf of the doors*

Issues were identified with the ACCESSED fire doors as detailed:

**Smoke seals were damaged/worn or missing on the following doors: Yr 3 classroom**

**i** This is a **High** priority problem that requires attention over the course of the next **1-3 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

125: Are fire resisting doors free from air transfer grilles? **YES**

126: If letter boxes are fitted into fire doors, do they meet the required fire resistance of the door into which they are installed? **N/A – No letter boxes fitted**

127: Is any glazing installed into and/or around fire resisting doors of the required fire resistance? **YES**

**Marked**



128: Were any fire resisting doors held in the open position by items or devices that would not allow the door to close in a fire situation e.g. wedge, chair, hook and eye, floor covering etc? **NO**

129: Are any fire resisting doors that should be locked shut, found unlocked during the assessment / inspection? **NO**

130: Are INTERNAL fire resisting doors checked regularly? **YES**

**Date of last visual check:**

**01/2026**

131: Are there any additional comments regarding Fire Resisting Doors? **YES**

**Recommend all fire doors are numbered to allow an accurate record of inspections can be kept**

**i** This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
When this information has been considered, please tick the relevant box in the action plan.		

## Containment and Separation

'Containment and separation' refer to the ability of the construction within the premises to contain smoke/fire and separate it from the areas that require protection. Protected areas would include the means of escape in order to aid occupants to evacuate safely, places of refuge for occupants who may require help to evacuate or flats where the fire strategy is to Stay put until the fire & rescue service arrives. Construction in this section refers to the walls, floors and ceilings.

**NOTE** - Areas not included in this section are:

\* **FIRE DOORS** form part of the containment and separation however they have their own section earlier in the report and any issues will have been highlighted there.

\* **ELECTRICAL** installations are considered **HIGH RISK** however this has its own section and any issues with the containment and separation will be highlighted there, if required.

132: Does the passive fire protection construction of the escape corridors, stairs & protected routes (Walls, ceilings & floors - including any glazing), appear to be of suitable fire resistance? **YES**

From a VISUAL inspection only, the current escape routes/corridors/stairs appeared to be constructed of suitable materials to provide passive fire protection to the required standard.

133: Are areas identified as HIGH RISK adequately separated from the rest of the premises by suitable fire resisting materials? **YES**

At the time of the assessment the following areas were deemed high risk:

**Kitchen, basement**

These areas appeared to be separated from the rest of the premises with materials (not including fire doors referenced in their own section), that would afford the right level of fire resistance.

**NOTE** - The high risk areas will NOT include the electrical meter/intake as this is referenced in it's own section.

134: Are any fire resisting walls, ceilings or floors compromised by pipes, cables or other services? **NO**

135: From a visual inspection are the surfaces of walls and ceilings forming means of escape lined with suitable materials to prevent rapid fire spread? **YES**


136: At the time of the inspection access to the relevant loft space **WAS ASSESSED FROM THE ENTRANCE ONLY:**

The assessor will have made a visual inspection to establish if:

- \* There is suitable separation between the loft and the rooms below
- \* There is suitable compartmentation within the loft, to prevent fire spread ACROSS the loft space, to rooms/escape routes, below
- \* There is sufficient smoke/fire detection within the loft space if required
- \* There is no excessive storage of combustibles
- \* There is no potential source of ignition in the loft.
- \* If any ducting passes through or above fire walls

A visual inspection was made from the loft entrance only and the following was observed:

- \* **There is not excessive storage of combustibles.**
- \* **There is sufficient smoke/fire detection within the loft space if a source of ignition is identified.**

 This item has been highlighted for your **Information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

137: Is the means of escape suitable for disabled persons? **MEANS OF ESCAPE SUITABLE FOR CURRENT OCCUPANTS**

*At the time of this inspection, it was deemed that the means of escape is suitable for the current occupants and their abilities. In the event that circumstances may change, before your next review, consideration should be given to establishing if refuges/temporary waiting spaces are required.*

*The use of the term 'Refuge' is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken.*

138: Further commentary regarding Fire containment & separation. **SUMMARY OF THE FIRE CONTAINMENT & SEPARATION**

**Overall the fire containment and separation within the assessed area appeared to be of a good standard with no areas of concern noted.**

## Declaration

Where relevant facts in relation to the premises were not visually apparent on the day of inspection, the assessor has relied on the information and/or responses provided on the day, by the person consulted on behalf of the employer/company, or other responsible person.

The assessor has assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s)

Unless otherwise stated, the assessor has assumed that the premises (i) all fire safety equipment, including fire doors and fire resisting partitions and (ii) all servicing of fire safety equipment, has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

The findings of the report are based on visual observation only. It will not include appropriate surveys to test for fire protection or check sufficient separation. A destructive test of fire protection/compartmentation may be required by relative enforcing authorities to confirm compliance with legislation or regulations. The assessor has not looked in roof spaces or hidden areas in the premises, except where there was an obvious fire hazard, which reasonably required further investigation. Where safe access was not possible or deemed a risk to the assessor and where passive fire protection is required within the premises, a passive fire survey will be recommended, which should be carried out by a suitably qualified and competent specialist.

The fire risk assessment does not take into account the risk posed by electrostatic discharge (ie. lightning) on the structure or transient overvoltage surge, except where there was obvious physical damage to structures or a life hazard.

The assessor has assumed that information and documentation supplied on the day, by or on behalf of the Responsible Person or their representative, who has a bearing on this fire risk assessment, is current, true, accurate and not misleading.

This report is intended for your sole use, and consequently, no responsibility whatsoever is undertaken or accepted to any third party for the whole of this report or any part of its contents.



Steve Burrage MIFPO/MIFSM

This fire risk assessment report has been quality checked, and the recommendations made by the above named assessor have been validated by:



Validator: Alan Hards MIFSM  
Date completed: 4th February 2026

## Duties of the 'Responsible Person / Duty Holder'

This report is based on the findings on the day of inspection. The assessor and fire risk assessments.com are not responsible for, nor have influence over, future changes to the premises/occupancy/management, which could alter the advice given. The assessor has exercised all due diligence in the inspection of the premises and in preparation of this fire risk assessment report/document. The responsibility for the ongoing management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose remains with the Responsible Person/Duty holder (RP).

It is the duty of the RP to ensure any subsequent faults in equipment or deterioration in the premises and testing requirements are rectified immediately by a competent person/contractor to ensure compliance. The RP has a general duty to ensure, so far as is reasonably practicable, the safety of employees, a general duty in relation to non-employees, to take such fire safety measures as is reasonable to take, to ensure the safety of persons lawfully on the premises and in the vicinity, in respect of harm caused by fire.

Should there be any subsequent structural/change of use of the premises, or should staffing levels/occupancy levels change, the RP should review the changes and ensure appropriate action is taken to produce a new valid fire risk assessment report to reflect the changes.

Fire safety legislation imposes a number of specific duties in relation to the fire safety measures to be taken.

Failure to comply with a requirement or prohibition contained within the fire safety legislation, which puts a relevant person at risk of death or injury in the event of fire, is an offence.

An RP must take all reasonable precautions and exercise all due diligence to avoid the enactment of the offence.

This fire risk assessment was 'suitable and sufficient' at the time of the inspection. It is the duty of the Responsible Person/Duty holder to ensure that all deficiencies identified within the report are addressed and that they engage a competent, suitably qualified contractor.

The purpose of this fire risk assessment is to provide an assessment of the risk to life from fire within the premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation for and on behalf of the Responsible Person.

This fire risk assessment does not address the risk to property or business continuity from fire.

It is a requirement that this fire risk assessment is reviewed on a regular basis.

