

FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005

North Thoresby Village Hall



Prepared by:
Luke Burgess

Fire Risk Assessment Report

Responsible Person:	Mick Orrill
Address of Premises:	North Thoresby Village Hall, The Square, North Thoresby DN36 5QL ·
Persons Consulted:	Mick Orrill, John Wilson
Assessor:	Luke Burgess
Report Validated by:	Liam Bee
Date of Fire Risk Assessment:	29/04/2024
Date of Previous Fire Risk Assessment:	Unknown
Suggested Date for Review:	29/04/2025

General comments

The following fire risk assessment has been conducted on behalf of: North Thoresby Parish Council

Note: The recommended review date was calculated at the time of this assessment. If the risk of this building changes as a result of a significant change in the circumstances, then a review date may be required earlier than the one given above.

Caveats:

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1. General Information

The Premises	
Number of floors at ground level and above:	Single story building.
Number of floors entirely below ground level:	None.
Floors on which car parking is provided:	Small amount of parking space externally to the rear of the building on ground level.
Approximate floor area	200m ²
Details of construction and layout	Brick and mortar building with a tile roof, constructed in 1929. Main entrance into a hallway with toilets, kitchen and council room from this. Three doors into a large main hall. Office and storage room at rear of the hall.
Occupancy	Village Hall hired out for private use including functions, health and fitness activities such as yoga, bingo and committee meetings.

2. The Occupants

Question	Comments
2.1. Approximate maximum number of employees at any one time	1 employee, currently 5 councillors who while not employed are in charge of the building
2.2. Approximate maximum number of other occupants at any one time	100
2.3. Approximate total number of people present in the building at any one time	Maximum 106

3. Occupants Especially at Risk from Fire

Question	Comments
3.1. Sleeping occupant	0
3.2. Disabled employees	0
3.3. Other disabled occupants	Disabled guests may attend events at the hall.
3.4. Occupants in remote areas and lone workers	0
3.5. Young persons employed	0
3.6. Others	0

4. Fire Loss Experience

Comments
Nil

5. Other Relevant Information

Comments

6. Relevant Fire Safety Legislation

Question	Comments
6.1. The following fire safety legislation applies to these premises:	Regulatory Reform (Fire Safety) Order 2005
6.2. The above legislation is enforced by:	Lincolnshire Fire & Rescue Service Louth Fire Station
6.3. Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:	N/A
6.4. The other legislation referred to above is enforced by:	N/A
6.5. Is there an alteration notice in force? Relevant information and deficiencies observed:	N/A

7. Electrical Sources of Ignition

Question	Comments
7.1. Are reasonable measures taken to prevent fires of electrical origin?	Not at time of assessment, See Action 1
7.2. Are fixed installations periodically inspected and tested?	Yes, new electrical meter installed 01/23, consumer unit inspected 08/20
7.3. Is portable appliance testing carried out?	PAT testing is carried out, with many of the items in the hall having stickers to show this, however some items have no sticker and there is no PAT register with records to show testing, See Action 1

7.4. Is there suitable control over the use of personal electrical appliances?	Not at present, See Action 2
7.5. Is there suitable limitation of trailing leads and adapters?	Yes, no issues identified at time of assessment.

8. Smoking

Question	Comments
8.1. Are reasonable measures taken to prevent fires as a result of smoking?	Yes, no issues identified at time of assessment.
8.2. Is smoking prohibited in the building?	Yes, no issues identified at time of assessment.
8.3. Is smoking prohibited in appropriate areas?	Yes, no issues identified at time of assessment.
8.4. Are there suitable arrangements for those who wish to smoke?	Yes, no issues identified at time of assessment.
8.5. Did the smoking policy appear to be observed at time of inspection?	Yes, no issues identified at time of assessment.

9. Arson

Question	Comments
9.1. Does basic security against arson by outsiders appear reasonable?	Yes, building is secure and heavily covered by CCTV.
9.2. Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	No, bins and general waste stored against the rear of the building, See Action 3

10. Portable Heaters and Heating and Ventilation Systems

Question	Comments
10.1. Is there satisfactory control over the use of portable heaters?	No portable heaters are used in the premises.
10.2. Are fixed heating and ventilation installations subject to regular maintenance?	Oil tested July 2023. Hot water boiler untested and awaiting replacement, See Action 4

11. Cooking

Question	Comments
11.1. Are reasonable measures taken to prevent fires as a result of cooking?	Yes, there is no gas supply to the kitchen, so an induction hob is installed and two small built in ovens.
11.2. More specifically, are filters cleaned or changed and ductwork cleaned regularly?	The kitchen has no ductwork extraction, just a small internal extractor. No filter cleaning logs can be found, however the filters were clean.

12. Lightning

Question	Comments
12.1. Does the building have a lightning protection system?	No lightning protection system can be seen.

13. Housekeeping

Question	Comments
13.1. Is the overall standard of housekeeping adequate?	Yes, no issues identified at time of assessment.

13.2. Do combustible materials appear to be separated from ignition sources?	Yes, no issues identified at time of assessment.
13.3. Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes, no issues identified at time of assessment.

14. Hazards Introduced by Outside Contractors and Building Works

Question	Comments
14.1. Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Various items of what is assumed to be waste are stored externally to the rear of the building, See Action 5
14.2. Is there satisfactory control over works carried out in the building?	Not at present, See Action 6
14.3. Where appropriate, are fire safety conditions imposed on outside contractors?	Not at present, See Action 6
14.4. Where appropriate, is a permit to work system used (e.g. for “hot work”)?	Not at present, See Action 6

15. Dangerous Substances

Question	Comments
15.1. Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	No dangerous substances are stored at the hall.

16. Other Significant Fire Hazards that Warrant Consideration

Question	Comments
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16.1. Hazards?	N/A
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17. Means of Escape

Question	Comments
17.1. Is the design and maintenance of the means of escape considered adequate?	Yes, no issues identified at time of assessment.
17.2. Do staircase and exit capacities appear to be adequate for the number of occupants?	Yes, no issues identified at time of assessment.
17.3. Are there reasonable distances of travel: where there is escape in a single direction?	Yes, no issues identified at time of assessment, longest single distance escape would be 8.5m.
17.4. Are there reasonable distances of travel: where there are alternative means of escape?	Yes, no issues identified at time of assessment.
17.5. Is there adequate provision of exits?	The council room itself has no exit, but if the hallway escape route is protected this would not be a problem.
17.6. Do fire exits open in the direction of escape, where necessary?	Yes, no issues identified at time of assessment.
17.7. Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	N/A
17.8. Are the arrangements provided for securing exits satisfactory?	Yes, no issues identified at time of assessment.
17.9. Is a suitable standard of protection designed for escape routes?	No, the dividing wall between the main hall and the corridor contain three doors. Two of which have large Georgian wired glass top panels. These show no acid mark so cannot be said to fire rated, See Action 7

17.10. Are there reasonable arrangements for means of escape for disabled people?	Yes, large fire exit in main hall and front door would be suitable for escape by disabled people.
17.11. Are the escape routes available for use and suitably maintained?	Yes, no issues identified at time of assessment.
17.12. Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	No, the fire doors onto the escape route have no markings to indicate they are fire doors. These doors also have various issues such as, none compliant gaps, no intumescent heat or smoke strips, no self closing devices, none fire rated hinges, See Action 7
17.13. Is the fire-resisting construction protecting escape routes in sound condition?	No, see 17.9
17.14. Are all escape routes clear of obstructions?	Yes, no issues identified at time of assessment.
17.15. Are all fire exits easily and immediately openable?	Yes, no issues identified at time of assessment.

18. Measures to Limit Fire Spread and Development

Question	Comments
18.1. Is it considered that there is: Compartmentation of a reasonable standard?	No, as per 17.9. There is a roller shutter between the kitchen and the hall, with nothing indicate it is fire rated, See Action 8 . The office and store room at the rear of the hall have various penetrations which are not fire stopped, these can allow passage of fire and smoke, See Action 9
18.2. Is it considered that there is: Reasonable limitation of linings that might promote fire spread?	Yes, no issues identified at time of assessment.
18.3. As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?	N/A

19. Emergency Escape Lighting

Question	Comments
19.1. Has a reasonable standard of emergency escape lighting system been provided?	Emergency escape lighting is installed above all exit doors, however no emergency lighting can be found in the toilets, committee room, office, store room, See Action 10

20. Fire Safety Signs and Notices

Question	Comments
20.1. Is there a reasonable standard of fire safety signs and notices?	No, fire exits do not have fire action notices on them See Action 11

21. Means of Giving Warning in Case of Fire

Question	Comments
21.1. Is a reasonable fire detection and fire alarm system provided?	No automated fire alarm system is provided, battery powered smoke alarms are installed in a few areas, however not in all rooms and not in the kitchen, See Action 12
21.2. Is there remote transmission of alarm signals?	No, See Action 13
21.3. Is a zone plan displayed?	As per 21.1
21.4. Relevant information on false alarm experience	As per 21.1

22. Manual Fire Extinguishing Appliances

Question	Comments
22.1. Is there reasonable provision of manual fire extinguishing appliances?	Yes, no issues identified at time of assessment.
22.2. What type(s) of appliances are provided?	A mixture of foam, co2 and hydrospray.
22.3. Are all fire extinguishing appliances readily accessible?	Yes, no issues identified at time of assessment.

23. Relevant Automatic Fire Extinguishing Systems

Question	Comments
23.1. Type of fixed system?	N/A

24. Other Relevant Fixed Systems and Equipment

Question	Comments
24.1. Type of fixed system?	N/A
24.2. Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?	N/A
24.3. Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	N/A

25. Procedures and Arrangements

Question	Comments
25.1. Safety assistance: The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:	Castle Consulting Ltd
25.2. Fire safety is managed at the premises by?	Mick Orrill
25.3. Is there a suitable record of the fire safety arrangements?	Fire safety log book is kept externally in the Fire Safety Document Box, by the main entrance to the building, however the information in this log book is out of date and contains names no longer relevant to the hall, See Action 14
25.4. Are procedures in the event of fire appropriate and properly documented, where appropriate?	In case of Fire signs are displayed in a few locations in the building, with basic information on procedures, which mentions a responsible person is to ensure building is evacuated and to greet fire service, however there is no mention of who this person would be when committee are not in the building, such as when it is hired out privately, See Action 15
25.5. More specifically: Are there adequate procedures for investigating fire alarm signals?	As per 25.4
25.6. More specifically: Are there suitable arrangements for summoning the fire and rescue service?	As per 25.4
25.7. More specifically: Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	As per 25.4
25.8. More specifically: Are there suitable arrangements for ensuring that the premises have been evacuated?	As per 25.4

25.9. More specifically: Is there a suitable fire assembly point(s)?	Fire assembly point in the bus stop in the square. However, persons unfamiliar with the area may not know where this bus stop is, especially as there is no signage on the bus stop to identify it as assembly point, See Action 16
25.10. More specifically: Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Signage mentions disabled persons may require assistance, but no more information than that, See Action 15
25.11. Are there persons nominated to use fire extinguishing appliances?	No, signage mentions using fire extinguishers if safe to do so, but no singular person is nominated, See Action 15
25.12. If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?	N/A
25.13. Are there persons nominated to assist with evacuation, including evacuation of disabled people?	As per 25.10
25.14. Is there appropriate liaison with fire and rescue service (i.e., by fire and rescue service crews visiting for familiarization visits?)	Not at present, See Action 17
25.15. Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes, no issues identified at time of assessment.

26. Training and Drills

Question	Comments
26.1. Are all staff given adequate fire safety instruction and training?	Not at present, and the hall only has one member of staff employed, however the committee members, and guests who hire out the hall should have instruction, See Action 18
26.2. More specifically: Are they trained on induction?	As per 26.1

26.3. More specifically: Are they given periodic refresher training?	As per 26.1
26.4. More specifically: Are they given additional training to cover any specific roles and responsibilities?	As per 26.1
26.5. More specifically: Is the content of training provided considered adequate?	As per 26.1
26.6. Are fire drills carried out at appropriate intervals?	Not at present, See Action 19
26.7. When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	Not at present, See Action 6

27. Testing and Maintenance

Question	Comments
27.1. Is there adequate maintenance of the premises?	Yes, no issues identified at time of assessment.
27.2. Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	individual smoke detectors are tested weekly, no alarm system is in place to service.
27.3. Are monthly and annual testing routines in place for the emergency escape lighting?	Yes, no issues identified at time of assessment.
27.4. Is annual maintenance of fire extinguishing appliances undertaken?	Yes, no issues identified at time of assessment.
27.5. Is periodic inspection of external escape staircases and gangways undertaken?	N/A
27.6. Are six-monthly inspection and annual testing of rising mains undertaken?	N/A

27.7. Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A
27.8. Are weekly testing and periodic inspection of sprinkler installations undertaken?	N/A
27.9. Are routine checks of final exit doors and/or security fastenings undertaken?	Not at present, See Action 20
27.10. Are annual inspection and testing of the lightning protection system undertaken?	N/A
27.11. Other relevant inspections or tests:	N/A

28. Records

Question	Comments
28.1. Are there appropriate records of: Fire drills?	Not at present, See Action 21
28.2. Are there appropriate records of: Fire training?	As per 28.1
28.3. Are there appropriate records of: Fire alarm tests?	Smoke alarm testing is recorded in the fire log book.
28.4. Are there appropriate records of: False alarms?	As per 28.1
28.5. Are there appropriate records of: Emergency escape lighting tests?	Weekly emergency lighting testing is recorded in the fire log book.
28.6. Are there appropriate records of: Maintenance and testing of other fire protection systems and equipment?	Extinguisher checks are recorded in the fire log book.

29. Record of Significant Findings

The following simple risk level estimator is based on a commonly used risk level estimator:

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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

High

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

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Moderate Harm

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

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

Substantial

Comments:

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be repeated regularly

30. Action plan

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level: **Trivial / Tolerable**

Item no.	Ref. no.	Action to eliminate or reduce risk	Priority	Timescale
1	7.1 7.3	All additional electrical appliances should be PAT test by competent person. Records of PAT testing should be kept in a PAT test register See Photo 1	Medium	3 Months
2	7.4	As keeping track of personal electronic items for guests is difficult, recommend adding to hall booking T&Cs that any faulty electrical appliance should not be used, and any identified will be removed.	Low	6 Months
3	9.2	Store waste bins away from the building. Preferably in a locked area in order to prevent arson. See Photo 2	High	1 Month
4	10.2	Recommended the boiler in the kitchen is either serviced or replaced as soon as possible. See Photo 3	High	1 Month
5	14.1	Remove waste stored to the rear of the building, accumulated combustible waste can be a fire hazard, or a target for arson. See Photo 4	Medium	3 Months
6	14.2 14.3 14.4 26.7	Ensure that a contractor management policy is created and implemented. This should incorporate the following: <ul style="list-style-type: none"> Initial competency assessments of the contractors Review of insurances Risk assessment and method statement review Waste transfer documentation Liaison on fire safety information for the hall Permit to work systems for higher risk tasks such as hot works.	Medium	3 Months



<p>7</p>	<p>17.9 17.12 17.13</p>	<p>Recommend an inspection of the buildings fire doors by a competent person.</p> <p>This should also include the top panels above the doors.</p> <p>Ensure that fire doors throughout the premises are repaired/replaced as required. The parameters for the repair/upgrade of existing doors are as follows:</p> <p>Thickness</p> <p>FD30 doors are typically 44mm thick. FD60 doors are typically 54mm thick. Any doors which do not meet this requirement are unlikely to be fire doors.</p> <p>Self-Closers</p> <p>All doors should be self-closing and capable of fully closing from any angle. Perko and overhead closers may be adjusted or retrofitted to achieve this.</p> <p>Hinges</p> <p>The doors should also be fitted with a minimum of 3 hinges, additional hinges should be fitted where this is not provided.</p> <p>Any ironmongery should be appropriately fire rated.</p> <p>Gaps</p> <p>The gaps around the leaf to the frame should not exceed 4mm. The gaps underneath the door may be up to 10mm with the use of a drop-down smoke seal to seal the gap at the door bottom edge.</p> <p>Without this it should be 4mm. The easiest way to achieve the above is to use either a hardwood threshold strip, that way you can get a consistent gap as well as avoid the door sticking on the carpet and failing to self-close.</p> <p>Intumescent and Smoke Seals</p> <p>All fire doors on the premises should be provided with intumescent and smoke seals in order to achieve FD30s/FD60s rating as required</p> <p>See Photo 6</p>	<p>High</p>	<p>1 Month</p>
<p>8</p>	<p>18.1</p>	<p>Check the roller shutter manufacturers guidance to identify whether it is fire rated, as it should be for compartmentation between the kitchen and the main hall.</p>	<p>Medium</p>	<p>3 Months</p>



9	18.1	<p>The noted compartmentation issues should be address.</p> <p>As the ceiling voids was not accessed during the assessment it is also recommended that a fire stopping survey is undertaken by a competent person.</p> <p>See Photo 7</p>	Medium	3 Months
10	19.1	<p>Ensure additional emergency lighting is fitted to the noted areas.</p>	High	1 Month
11	20.1	<p>Ensure additional fire safety signage is installed, namely fire action notices at final exits</p>	Medium	3 Months
12	21.1 21.2 21.3 21.4	<p>Recommend installation of a minimum of an L2 automated fire alarm system.</p> <p>L2 alarm systems provide occupants of a building with advanced warning of the existence of a fire in another room.</p> <p>Typically, this involves placing fire and smoke alarms in high-risk rooms and opening onto escape routes leading to fire exits. In small and medium-sized premises, L2 systems place fire detectors in areas where the risk of ignition is high, such as kitchens.</p> <p>This should be done by a competent person.</p> <p>With this, a zone alarm plan should then be displayed alongside the alarm panel</p> <p>See Photo 8</p>	High	1 Month
13	21.2	<p>Recommend that a remote transmission signal system is installed along with the alarm system to alert relevant committee members, such as Responsible Person and maintenance man, of fire alarms such as an automatic speech dialler/GSM dialler.</p>	Medium	3 Months
14	25.3	<p>Start a fresh fire log book, with up to date information for the new members of the committee involved and with the current fire safety arrangements for the hall.</p>	High	1 Month

15	<p>25.4</p> <p>25.5</p> <p>25.6</p> <p>25.7</p> <p>25.8</p> <p>25.10</p> <p>25.11</p>	<p>Ensure that a fire safety policy is created which defines the arrangements and responsibilities for fire safety.</p> <p>A key part of this will be the creation of a thorough emergency response plan. This should incorporate:</p> <ul style="list-style-type: none"> • Investigating false alarms • Calling, meeting and liaising with the fire service • Isolation of gas/electric • Evacuation sweeps • Procedures for evacuation of disabled person • Use of fire extinguishers <p>This should specifically mention who is responsible for this when the hall is hired out privately, as guests may be unfamiliar with the hall.</p> <p>Further recommend this information is given to every person who hires out the hall going forward.</p>	High	1 Month
16	25.9	<p>Recommend creation of a basic map to show location of fire assembly point in relation to the hall, and affixing this at the exit doors.</p> <p>Also if possible adding assembly point signage to the bus stop.</p> <p>See Photo 9</p>	Medium	3 Months
17	25.14	<p>Contact Louth Fire & Rescue Service and schedule a familiarisation visit to the hall, these visits are designed to help the fire service learn about the building as this may help them in an emergency.</p>	Low	6 Months


18	26.1 26.2 26.3 26.4 26.5	<p>Ensure that members of staff and committee members are provided with fire safety training periodically.</p> <p>The training checklist may cover the following items:</p> <ul style="list-style-type: none"> • Fire precautions • Evacuation Procedure • Use of fire fighting equipment • Fire assembly point • Use of the control panel • Emergency response plans <p>A basic version of this information should be given to people who are hiring out the hall, including their responsibilities in regards to fire safety.</p>	Medium	3 Months
19	26.6	<p>Ensure that fire drills are undertaken and recorded at a minimum of annually.</p> <p>The fire service do however recommend that this is undertaken 6 monthly as fire drills play an important part in fire safety</p>	Low	6 Months
20	27.9	Add fire exit inspection into routine inspections into the halls inspection schedule, checking the final exits doors for security and useability.	Medium	3 Months
21	28.1 28.2 28.4	As fire drills and fire training are introduced make sure these are recorded and kept on file, along with all weekly, monthly and annual testing and maintenance records.	Medium	3 Months



Appendix 1 - Photographs

No	Photo	Comment
1		<p>Action 1</p> <p>Items in the office showing no evidence of PAT testing.</p>
2		<p>Action 3</p> <p>Unsecured bins stored against the outside of the building</p>

3		<p>Action 4 Unserviced boiler currently still in use</p>
4		<p>Action 5 Items stored to the rear against the building.</p>

6	 <p>The first photograph shows a close-up of a dark fire door at the bottom, where there is a significant gap between the door and the floor. The floor is made of large, reddish-brown tiles. The second photograph shows a close-up of the door's latch mechanism, which appears to be a simple bolt latch rather than a more complex fire-rated latch. The third photograph shows a glass overpanel in a fire door, which is a Georgian Wired glass overpanel, a type of glass that is not fire-rated.</p>	<p>Action 7 Issues with the buildings fire doors, including Georgian Wired glass overpanels</p>
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7		<p>Action 9 Penetrations lacking fire stopping</p>
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8		<p>Action 12 Kitchen with no detection installed.</p>
9		<p>Action 16 Assembly point with no signage to indicate it as such</p>

Appendix 2 – Legislation

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- A. You employ five or more employees in your undertaking (regardless of where they are employed);
- B. A licence or registration under other legislation is in force; or
- C. An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.