

Durham County Council

Premises Fire Safety Risk Assessment.

The Willows - Ferryhill



What is the Regulatory Reform (Fire Safety) Order 2005 (RRFSO)?

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) came into force on 1 October 2006 and replaced other separate pieces of fire safety legislation. Under the RRFSO a 'responsible person' (usually the owner, employer or occupier of business or industrial premises) must carry out a fire risk assessment. Responsible persons under the order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

What does a fire risk assessment involve?

There are five key steps in a fire safety risk assessment:

1. **Identify fire hazards** - e.g., how could a fire start? What could burn?

In Durham County Council's risk assessment Pro forma this has been split down into specific fire hazards. The assessor needs to identify the types of fire hazards, their location and quantities i.e.

- Sources of fuel – paper, textiles, flammable liquids, gases etc.
- Sources of Heat / ignition – Smoking materials, hot processes, cooking etc.
- Sources of Oxygen – O₂ cylinders, chemicals etc.
- Work processes – Boiler works, maintenance 'Hot works' etc.
- Structural features – Damage to fire compartmentation, large atria, blocked staircases etc.

2. **Consider the people who may be at risk** - e.g., employees, visitors to the premises, and anyone who may be particularly vulnerable such as children, the elderly and disabled people. You also need to refer to any Personal Emergency Evacuation Plans (PEEPs) that may be in place on the premises for people who need assistance evacuating the building.

3. **Evaluate, remove, reduce, protect and act** - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises. Consider the fire precautions that have been provided within the building i.e., fire alarm and detection systems, fire fighting equipment, signage, maintenance etc.

4. **Record, plan, inform, instruct and train** - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a plan of how to prevent fires and, should a fire start, what actions you will take. Make sure all staff know what to do in the event of a fire and if necessary that they are trained for their roles.

5. **Review** - regularly review your risk assessment to ensure it remains up to date and reflects any significant changes that may have occurred. Do not amend the risk assessment for every trivial change. It is recommended that a fire risk assessment is reviewed annually at the very least.

Can I do it myself?

Yes. Those with the responsibility for premises are likely to be best placed to conduct a fire risk assessment, maintain fire safety precautions, and understand and address the risk to lives and property that fire represents to those working there or visiting.

Under the RRFSO, the duty to carry out and implement a fire risk assessment lies with the responsible person. Achieving fire safety is often a matter of common sense, and in many cases, there may be no need for specialist or formal knowledge or training, providing the responsible person makes enough time available to go through all the necessary steps.

In carrying out a risk assessment, however, the responsible person may decide that, given the nature of the premises or the people involved, they do not have the necessary competence to discharge their duties under the RRFSO. If this is the case, they should seek guidance from their Service H&S provider.

How often should I do a risk assessment?

You should keep your fire risk assessment under regular review as risks may change over time.

If you make changes to your premises that have affected the fire precautions, you should ensure that the fire risk assessment and risk management plan are updated.

What happens if I share my premises with others?

If you share a building with others, you will need to co-operate and co-ordinate the findings of the fire risk assessment and risk management plan with them.

If your plan changes because of a review or changes you made to your premises over time, you will need to share the revised risk management plan with others who share the premises.

Does the fire risk assessment require measures such as fire escapes, fire alarms, fire doors or sprinklers to be in place?

There are likely to be a range of prevention and protection measures possible in an individual premises and the RRFSO allows the responsible person to decide which would be most appropriate in the light of the premises and those who may be in them at any one time.

Providing the fire safety measures are adequate to mitigate the potential risk, it is for the responsible person to decide from the range of available options.

Am I responsible if my fire safety equipment fails?

Under the RRFSO the 'responsible person' is usually the owner, employer or occupier of business or industrial premises who must ensure that all equipment provided for the purpose of fire safety or for the protection of fire fighters is maintained and kept in good order.

Who enforces the RRFSO?

Fire and Rescue Authorities are the enforcing authorities for the RRFSO and will develop appropriate risk-based inspection regimes.

What happens if I don't comply with the legislation?

Fire and Rescue Authorities will, where necessary, offer support and advice on how best to improve fire safety arrangements. In doing so, they will take account of measures which are proportionate and reasonable to the identified risk.

In cases where a serious risk exists and is not being managed, Fire and Rescue Authorities have a statutory duty to enforce compliance with the RRFSO.

Contents:

1. Premises details
2. Identifying people at risk
3. Sources of fuel
4. Ignition sources
5. Sources of oxygen
6. Work processes
7. Structural features
8. Fire detection and alarm system
9. Emergency lighting system
10. Firefighting equipment
11. Means of escape (Horizontal & Vertical)
12. Fire safety signs and notices
13. Fire evacuation plans
14. Schematic floor plans
15. Training
16. Significant findings and action plan
17. Signatures
 - Appendix A – Schematic floor plans showing fire safety equipment.

1. Premise details	
Name and address of premise / site: The Willows Dean Road Ferryhill DL17 8ET	Name, Address and Contact details of the owner or letting agent: Durham County Council
Date of Risk Assessment: 16 th October 2025	Assessment Review date: October 2026
Name of Person conducting the Risk Assessment: Andrew Hall (IQ Level 4 Certificate in Fire Safety) Durham County Council Fire Safety Advisor	Name of Person responsible for Fire Safety on the premises: Lesley Candler Executive Headteacher Gemma Ferguson SEND Coordinator
Use of the premises: Educational Premises children with SEMH	Times premises in use: Monday to Friday: 07:00 to 17:00hrs Excluding School Holidays.
<p>Description of the Premises.</p> <p><i>Give a description of the building - age and size of the building, construction type any particular hazards that may be cause for concern in relation to fire safety. Also include access to the school, a brief internal description and what is in the school (fire detection, CCTV and asbestos for example) A plan of the premises should be included in the appendices.</i></p> <p>The premises was built circa 1980. The building is single storey with an extended height central room of timber framed construction with a sloped tiled roof. Externally walls are brick with wood panelling to the upper fascia, concrete floors and wood framed windows. Internally walls are plasterboard finished with a plaster skim with a mixture of wood, vinyl and nylon carpet floor coverings, the ceiling is either plaster or suspended ceiling. The total floor area of the building is 160 Sq. M.</p> <p>The building comprises of a main circulation space that has five rooms off this space, one of which is the kitchen/dining area, the other four rooms are used for educational purposes. There is one other room that provides the toilet accommodation and a storage room that is kept lock shut.</p> <p>The building is heated by a gas boiler that is located externally along with a separate gas meter room and an electrical intake room. The site is secured by a 1.5m palisade fence and anti-climb devices fitted to vulnerable soffits.</p> <p>The premises is fitted with an analogue fire detection and alarm system to an L1 category.</p> <p>There is asbestos containing materials present within the school building due to its year of construction. A type 2 asbestos survey was carried out in October 2024 and is available in the office.</p> <p>No one sleeps on the premises.</p>	

The Willows for the purposes of this fire risk assessment is “normal risk” as defined in HM Government Fire Safety Risk Assessment Educational Premises guide Pg64.

This fire risk assessment deals with life safety and it is not intended to deal with property protection.

Is the premises Multi Occupied:

Provide details of any other organisations on the premises and brief details of their work activities.

Anyone else – cleaning, catering, hiring out?

- No

2. Identifying who might be at Risk

List the numbers of persons who would normally be in the premises and their usual locations, for example staff, clients, pupils, visitors, contractors.

Persons	Number	Location
Staff - School	6	Throughout the building
Pupils	8	Main school area
Visitors	1	Main school area
Contractors	1	Throughout the building

Additional Comments.

Staff: Undertake normal teaching activities and day-to-day running of the school. Are located throughout the school, working as teachers, teaching assistants, receptionists, cooks, cleaners and caretaker. All staff take part in an induction and yearly training to understand their role in the event of the activation of the fire alarm system. They are familiar with the building and have responsibilities as detailed in the Emergency Action Plan.

Supply teachers are given an induction to the school and made aware of fire escape routes and procedures to be followed.

Pupils: Pupils aged 3 to 11 years are located throughout the school (excluding staff areas) and are familiar with the premises. They take part in fire drills on a termly basis. If an emergency evacuation is sounded, they will be guided by a member of staff to the evacuation point as detailed in the emergency action plan.

Visitors: May be professionals but are generally parents of pupils at the school. They are subject to a signing-in process at reception whenever they enter the building and will be under the guidance of a staff member who will escort them from the premise in the case of an evacuation. It was identified that some visitors will have knowledge of and familiarity with the layout of the building, others will not.

Contractors: Where possible work is carried out in school holidays so as not to affect the day-to-day running of the school. However, when contractors are called in to carryout work, they are subject to a signing-in process at the reception, given an induction to the school site and are monitored by school staff.

In the event of the fire alarm sounding a full site evacuation would take place.

At the time of the assessment there were no staff members or pupils who required the preparation of a PEEP.

When considering the risks to persons with Disabilities you may need to discuss their individual needs with them. The details of these discussions should be recorded using the Personal Emergency Evacuation plan documentation (PEEP's).

Further information on PEEP's can be obtained from the Corporate H&S unit policies and procedures page: SMP/PEEP/001

Any significant findings during the PEEP's process should be recorded and copies kept in a safe location. Specific information, instruction and training should be given to the appropriate people e.g., fire marshal, buddy to ensure safe evacuation of the building.

3. Identify any significant sources of FUEL within the building, their location and quantity where possible.

Examples include:

- Flammable liquids / solvents / oils etc
- Flammable chemicals i.e., cleaning chemicals.
- Wood / paper / cardboard etc.
- Plastics / rubber/ foam etc.
- Furniture and fixings / textiles / display materials etc.
- Flammable gases i.e., liquefied petroleum gas (LPG), aerosols.
- Waste materials i.e., shredded paper, wood shavings, dust etc.

Combustible materials are mainly those commensurate with a school premises. With rooms containing quantities of paper, textiles, and furniture. Storage cupboards containing paper materials are located throughout.

Displays along corridors were not excessive in their quantity of material (display boards not more than three metres in length with a one metre gap).

Soft furnishings can be found throughout the premises, all meet the requirements of current fire regulations, with no ignition sources in close proximity.

There was a small quantity of cleaning chemicals, none of these were flammable.

Housekeeping in the premises was acceptable with no significant issues identified. Externally the school had dried foliage and wood used as a camp within 6 metres of the building. These would be fuel for an arsonist so need either moving away from the building or cleared. **Action 3.1**



Internal waste bins are emptied daily.

External waste bins were to the side away from the building.

4. Identify any significant sources of HEAT / IGNITION within the building and their location where possible.

Examples include:

- Smoking materials / matches / lighters etc.
- Naked flames / hot works processes etc.
- Heaters – fixed / portable, gas / electric etc.
- Plant – boiler, electrical etc.
- Lighting equipment.
- Friction / static / sparks etc.
- Arson.
- Laminators
- Items that may create heat if faulty – computers for example

The ignition sources are mainly those commensurate with school premises, being office electrical equipment such as computers, monitors, printers, laminator and photocopier.

The gas central heating boilers are located within the boiler house accessed externally. These are serviced annually by an approved contractor.

There is a small kitchen used to heat meal for staff only.

Generally, throughout the school the standard of the management of electrical appliances was very good.

Reasonable measures are taken to prevent fires of electrical origin. More specifically the fixed electrical installation is periodically inspected and tested every 5 years by "Durham County Council" with the last test carried out on the 24th January 2024.

Portable appliance testing is carried out on an annual basis. No concerns were identified with any equipment inspected at the time of the assessment.

A suitable policy regarding the use of personal electrical equipment appliances being used is in place and no concerns were identified at the time of the assessment.

A no smoking policy is enforced on site.

5. Identify any significant sources of OXYGEN within the building, their location and quantity where possible:

Examples include cylinders for medical use, oxidising chemicals, natural or mechanical air flows.

Natural airflow around the building.

There is mechanical air extraction in the kitchen.

There were no cylinders or oxidising chemical within the premises.

6. Identify any significant WORK PROCESSES that may increase the risk of fire.

Examples include cooking, welding, grinding etc.

Occasional cooking activities/technology lessons using appliances under staff supervision - guidance in CLEAPS hazards.

No hot work is carried out by in house maintenance staff. If at any time such work is required, contractors, approved by DCC will attend the site with the appropriate hot work permit.

7. Identify any significant STRUCTURAL FEATURES that may increase the risk of fire.

Examples include damage to fire stopping, open staircases , holes

Due to the age of the building most doors are classed as 'Notional' fire doors, a fire door that satisfied the standard applicable to fire-resisting doors at the time of the building's construction but may not meet modern standards due to not having self-closers or smoke seals, as well as having a gap along their sides that is greater than that recommended. Due to the fire safety measures within the building; L3 fire alarm system, practiced fire drills with an evacuation time of less than 2 minutes, sterile exit routes, limited fuel sources, well-practiced evacuation plan, high standard of staff training and good building management, replacement of these doors is not necessary.

The standard of compartmentation was generally very good within the school, with no breaches of compartmentation identified.

Note - Areas above false ceilings were not accessed for inspection.

8. Fire Detection and Alarm System

In small buildings it may be sufficient to simply shout fire, in other more complex premises a suitable electrically operated fire detection and warning system should be installed to comply with BS5839.

Type of fire alarm system. Please tick which system is installed.			
Rotary Gong / Air horn or similar		Type M: Manual Break Glass only.	
Type L System: (Life Protection)		Type P System: (Property Protection)	
L1: System installed throughout all parts of the building.		P1: To provide the earliest possible warning of fire.	
L2: As L3 but with additional detection in high-risk areas.		P2: Detection provided in high risk or valuable areas.	
L3: Detection in escape routes and rooms that open onto escape routes.	✓		
L4: Detection provided in circulation areas and escape routes only.			
L5: Detection installed to satisfy a specific fire safety objective.			

Additional Information regarding the fire alarm systems:

The fire alarm system installed throughout the school is appropriate for the occupancy characteristics of the premises. The fire alarm system was defined to meet the requirements of an L3 category complying with BS5839 Part 1.

A visual inspection of the fire alarm panel indicated no faults, and an inspection of the detector heads showed no damage. It was reported that the alarm could be heard in all areas of the premises.

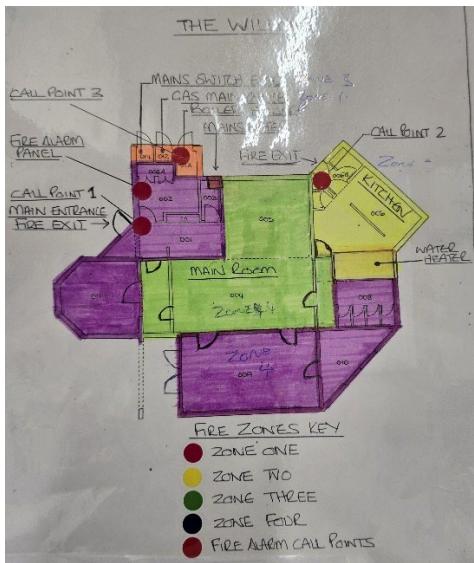
The fire alarm system is not linked to an automatic receiving centre and relies on a staff member to call the fire service if required.

Break glass points are provided beside all external exit points.

A weekly call point check is carried out, with the records of the test kept in the fire safety file.

The fire alarm system is maintained by Gent Honeywell by way of two service visits per year, with the last documented inspection being on the 9th June 2025.

A schematic zone plan was displayed adjacent to the fire panel in the foyer identifying 4 zones.



Fire Alarm points to consider: *To be indicated in the box above.*

- Is it suitable for the premises type / size?
- Can the alarm be heard throughout all parts of the building?
- Is a break glass call point tested weekly in strict rotation (if applicable)?
- Is the fire alarm maintained by a competent contractor?
- Where are the test records held?

Have there been any false alarms? Consider the location of detection and activation devices.

A plan of the fire alarm system should be attached to this risk assessment in Appendix A.

9. Emergency Lighting System

If the premises are used during the hours of darkness (consider winter months) emergency lighting should be considered.

In smaller premises handheld torches may be sufficient, in larger more complex premises an emergency lighting system should be provided.

Areas of the premises with no natural light should be provided with escape lightning.

Additional Information regarding the Emergency lighting system:

The emergency lighting is integrated into the lighting and bulkhead lighting above doors. These are non-illuminated self-testing covering the main areas and exit doors of the building.

A monthly check of the emergency lighting is carried out, with the records of the test kept in the fire safety file.

The emergency lighting is maintained by Gent Honeywell by way of two service visit per year, with the last documented inspection being on the 5th December 2024.

Emergency lights, points to consider: *To be indicated in the box above.*

- Is it suitable for the premises type / size / use of the premises?
- Is the emergency lighting system regularly tested?
- Is the emergency lighting system maintained by a competent contractor?
- Where are the test records held?

A plan of the emergency lighting should be provided.

10. Firefighting Equipment.

What automatic firefighting equipment is available?	Location

What portable firefighting equipment is provided?	Yes / No
Water Extinguisher	No
Foam Extinguisher	Yes
CO2 Extinguisher	Yes
Dry Powder Extinguisher	No
Wet Chemical Extinguisher	No
Fire Hose Reel	No
Fire Blanket	Yes

Additional information regarding firefighting equipment.

The extinguishers provided are of the correct type and size for the fire risks present and correctly located on the exit routes or within areas of high risk.

There are 2 – CO² (Carbon Dioxide), 2 - 6 litre AFFF (Foam), and 1 fire blanket throughout the premises.

The extinguishers are not checked monthly by site staff. These should be checked with the records of the test kept in the fire safety file **Action 10.1**

The portable firefighting equipment is maintained on an annual service agreement with Safe & Sure, with the last service carried out on the 27th January 2025.

Firefighting equipment points to consider:

- Are extinguishers suitable for the purpose?
- Are there sufficient extinguishers located throughout the premises?
- Are specific extinguishers / firefighting equipment located in close proximity to fire hazards?
- Are the locations of the extinguishers obvious so that users can gain immediate access to them?
- Have people been given information, instruction and training in the use of extinguishers / firefighting equipment?
- Is equipment maintained and records held?

11. Means of Escape

Consideration should be given to how people will escape from the premises in the event of a fire both horizontally and vertically. Some bullet points have been provided at the bottom of the page but this is by no means exhaustive.

Additional information regarding the means of escape:

Horizontal Evacuation

All staff are aware of the actions to take on hearing the alarm or discovering a fire. There are no staff that require additional assistance that would prejudice their escape from the premises. No staff or pupils have a PEEP in place.

There are sufficient fire exits from the premise of suitable width and within acceptable travel distances. These will allow all persons in the premises to evacuate safely in the event of fire.

Both exit doors are fitted with mag locks which deactivate upon activation of the fire warning system which allows staff and pupils to make good their escape. These are checked alongside the fire alarm checks.

There is an external door (SEN room) that is locked with a key, this is not counted as a fire exit and only occasionally occupied, so acceptable.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed soon after ignition by persons, due to the occupancy of the building. Furthermore, escape routes and rooms are covered by automatic detection. Automatic detection also provides early warning for employees or cleaners who may be isolated e.g., working late.

The assembly point is on the school yard to the rear of the premises.

It is anticipated that all persons in the building would have evacuated in less than 3 minutes. This has been demonstrated in fire drills that are held termly, with the last fire drill held on the 18th September 2025, the records showed no evacuation time, but it was reported it was around 3 minutes. **Action 11.1**

Overall – There are sufficient exits in the premises for means of escape.

Means of escape points to consider: *To be indicated in the box above.*

Horizontal Escape

- The number of occupants in the area/room/floor and their familiarity with the premises.
- The likely spread of fire.
- How long will it take people to evacuate the building (2-3minutes?)
- Do escape routes lead to a place of safety?
- Do emergency doors open in the direction of travel, and can they easily be opened i.e., not locked?

- Do fire doors close properly i.e., are not chocked open / self-closing devices are operational?
- Dead –end conditions – is there only one way out?
- Is signage clear and visible from all parts of the building?
- Enough escape stairways?
- Is the escape route suitable for the number of people using it?
- Is the travel distance to the nearest escape route excessive?
- Inner room situations. Is the exit only available through another room?
- Housekeeping – is there storage of combustibles or obstructions in escape routes?
- Provisions for people with physical or sensory impairments or special needs etc.

Vertical Escape

- Are there sufficient stairways to get all occupants out of the premises even if one is inaccessible due to fire?
- Are the doors, walls and partitions to the stairways fire resisting (i.e., could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)?
- Are the escape route / stairs kept clear of combustible items?

Are staircases wide enough to allow all people to escape?

12. Fire Safety Signs and Notices

Fire safety signs must be provided in a premise, they can provide information on safe escape routes, the location of fire safety equipment and information on what actions to take in the event of a fire.

Additional Information regarding fire safety signage:

Fire safety signs were inspected, and these were visible, legible and of the correct size.

Fire Exit Signage - Fire exit signage is correctly located around the premises guiding occupants to the nearest exit door. With the addition of new emergency lighting there are three sets of signage above the front door. **Action 12.1**



Fire Assembly Point - The fire assembly point is identified by signage on the school yard.

Fire Extinguisher Signs – Signage is placed above the extinguishers to the rear, signage needs to be placed above the extinguishers near the front door identifying its type and the category of fire it can be used on. **Action 12.2**



Fire Door Signs – Display signage 'fire door keep shut' or 'fire door keep locked' is not placed on doors due to their age.

Fire Action Notices - A simple fire action notice detailing the emergency actions to take in the event of fire is placed beside each exit point.

Signage points to consider: *To be indicated in the box above.*

- Are signs the same throughout the building?
- Are they suitable i.e., pictogram, pictogram, and text (**Not text only**)?
- Are general fire actions notices displayed stating what actions to take in a fire?
- Is signage placed on fire doors stating, 'Keep shut'?
- Are final exit doors clearly marked? Information should also be provided on how to open the door i.e., 'Push bar to open'?
- Can emergency signage clearly be seen throughout all areas?

13. Fire Evacuation Plan

Has a fire evacuation plan been completed?	Yes
Does the evacuation plan cover the following points?	
a. The actions staff should take if they discover a fire?	Yes
b. How staff are informed if there is a fire incident?	Yes
c. How the evacuation of the premises will take place?	Yes
d. The location of the fire assembly point?	Yes
e. The identification of escape routes?	Yes
f. How the fire service will be informed?	Yes
g. The specific fire duties of staff with additional responsibilities i.e. Fire Marshal, Caretaker, Facilities Manager etc.	Yes

Any other details related to the emergency plan:

An emergency plan was available for inspection, needing updates to its content. **Action 13.1**

This was communicated to staff as part of their induction and annual training.

14. Schematic Floor Plans	
Has a schematic floor plan of the premises been developed and included in the fire risk assessment/emergency plan?	Yes
Does the floor plan include?	
a. The layout of the workspace and escape routes?	Yes
b. The firefighting equipment provided on the premises?	Yes
c. The location of fire alarm equipment i.e., break glass points etc?	Yes
d. The location of the emergency lighting system?	Yes
e. The location emergency shut off valves i.e., Water, Electricity, Gas etc?	Yes
f. The location of any asbestos containing materials?	Yes
<p>A schematic plan has been attached to the appendix of this document showing the escape routes and assembly points.</p> <p>A plan showing the location of the isolation points for the services is in the maintenance folder.</p> <p>A plan showing the location of the firefighting equipment, emergency lighting and break glass points is in the maintenance folder.</p> <p>Due to the age of the premise, there is asbestos containing materials. An Asbestos type 2 survey dated October 2024 is in the office.</p>	
Schematic floor plans should be included as an Appendix to this risk assessment.	

15. Training	
All staff should receive fire safety training including the significant findings from the fire risk assessment and emergency plan.	
Are staff given a fire safety awareness induction? This should include:	Yes
<ul style="list-style-type: none"> • <i>How to raise the alarm?</i> • <i>Evacuation routes out of the building?</i> • <i>The location of the fire assembly point?</i> • <i>How to stop machines/equipment (where appropriate)?</i> • <i>The importance of fire doors?</i> • <i>The importance of good housekeeping?</i> 	
Is this information repeated annually or when significant changes occur i.e., a change in premises / working procedures etc?	Yes
Is additional training given to employees who have a specific role to play in the event of an emergency i.e., fire marshals etc.	Yes
Are fire drills undertaken regularly i.e., all people involved in at least one fire drill per year?	Yes
Have staff been made aware of the contents of the fire risk assessment?	Yes
Is information given to visitors, contractors, temporary workers etc?	Yes
<i>Any other information relating to fire safety training:</i> <i>(Consider the nature of the task being carried out in the premise i.e., Hot work)</i>	
New staff are given an induction to the premises on procedures that includes fire safety and the Emergency Action Plan, that is recorded. These records are held offsite.	
Staff training is repeated on an annual basis that includes general fire safety. This needs to be recorded. Action 15.1	
Staff need to be made aware of the updated Fire Risk Assessment – Action 15.2	
All contractors are employees or subcontractors arranged and approved by Durham County Council. They are given an induction to the site before any work is carried out. If hotwork permits are required then these will be provided before work begins.	

16. Significant Findings and Action Plan.

Significant findings of the fire risk assessment should be included, and actions taken to remove or reduce the hazard and protect people.

Significant findings should include details of

- The fire hazards identified
- The actions taken or to be taken to remove or reduce the chance of a fire occurring (preventive measures)
- Persons at risk
- The actions taken or to be taken to reduce the risk to people from the spread of fire and smoke (protective measures)
- The actions people need to take in the case of fire including details of any persons nominated to carry out a particular function (emergency plan)
- The information, instruction and training identified that people need and how it will be given.

Considering both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low

Normal

High

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

Low: Unusually low likelihood of fire because of negligible potential sources of ignition. There is very little chance of a fire occurring, few if any flammable materials or other sources of fuel. There will be a low occupancy level and all occupants are able bodied and capable of using the means of escape without assistance. Fire cannot spread quickly as there are adequate levels of fire resisting construction and compartmentation. A fire will be detected quickly so people will know that a fire has occurred at an early stage and can make their escape.

Normal: In most cases the fire risk will be considered as normal fire hazard (e.g., sources of ignition and fuel present, adequate fire detection system, emergency lighting, fire resisting construction, some compartmentation and fire safety management systems).

High: Lack of adequate controls applied to one or more significant fire hazards, resulting in a significant increase in the likelihood of fire. The likelihood of a fire starting and spreading quickly, or a fire could start and grow without being detected quickly and a warning given, and this will affect the escape routes before people are able to use them. The premises might have large quantities of flammable materials used or stored in the premises. There are ready sources of ignition present. There may be less able-bodied people present who may move slowly or are unable to move or escape without assistance. The premises may be constructed with hidden voids or flues through which a fire could quickly spread, there is a lack of fire resisting construction and compartmentation.

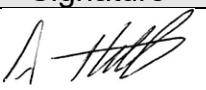
Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained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

Action Plan

Significant Finding	Priority Low, Medium, High, or Immediate.	Details of Remedial Action (if any)	Person Responsible	Completion Date
Significant Sources of Fuel				
Action 3.1	High	The yard to the side of the building needs to be tidied, with flammable items removed from within 6 metres of the building.	Gemma Ferguson	
Significant Sources of Heat/Ignition				
Structural Features				
Firefighting Equipment				
Action 10.1	High	extinguishers need to be checked monthly by site staff.	Gemma Ferguson	
Means of Escape				
Action 11.1	Medium	Evacuation time to be added to the records when the next fire drill is carried out.	Gemma Ferguson	
Fire Detection and Alarm System				
Fire Safety Signs and Notices				
Action 12.1	Low	Additional fire exit signage to be removed when next decorating the reception area.	Gemma Ferguson	
Action 12.2	High	Signage to be added above the 2 extinguishers at the front entrance.	Gemma Ferguson	
Fire Evacuation Plan				
Action 13.1	High	Evacuation plan to be updated.	Gemma Ferguson	
Schematic Floor Plans				
Training				
Action 15.1	High	Annual staff training needs be recorded.	Gemma Ferguson	
Action 15.2	Medium	Staff should be made aware of the contents of the fire risk assessment.	Gemma Ferguson	

*Immediate	Arrange immediately and complete within 7days
High	Needs attention within 1 month
Medium	Needs attention within the next 3 months
Low	Ongoing within the next 12 months

17. Signatures.

Date of Assessment	Signature
16 th October 2025	
Review Date	Name / Signature

Appendix.

