

Title: Fire Risk Assessment

Ref: MG/FRA/PINEWOODHALL/2017/01

Date: 27th FEBRUARY 2017

FIRE RISK ASSESSMENT

Provided By:



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Provided For:

PINEWOOD HALL @ PINEWOOD CENTRE



Assessed Premises

PINEWOOD CENTRE
PINEWOOD HALL
OLD WOKINGHAM ROAD
WOKINGHAM, BERKSHIRE
RG40 3AQ

This Document is for guidance purposes.

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1.0 Assessed Premises Details:

Location: Pinewood Hall, Old Wokingham Rd, Wokingham, Berkshire, RG40 3AQ		Assessment Number: 01
Premises/ Department: Offices/ Meeting Rooms/ Store Rooms		Assessors' Name: Mr. Matthew Gibb
Assessment Date: 27 th February 2017	Next Fire Assess: 26 th February 2018	Assessors' Signature: <i>Matthew J. Gibb</i>

1.1 Number Of Persons At Risk:			1.2 Premises Description:
Numbers	Employees	Other	SMALL COMMUNITY LEISURE FACILITY PREMISES
1	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Occupancy Characteristics & Fire Growth Rate:</u> (B2). Occupants who are awake and familiar with the building.</p> <p><u>Risk Profile:</u> Premises Occupation (B2). <u>Purpose Group:</u> (5) <u>Risk Profile:</u> Management Level @ Level (1) Applicable. <u>Staff:</u> Approx (5). <u>Visitors:</u> Variable (5-40). <u>Sleeping/ Beds:</u> No Sleeping Conducted (00).</p> <p>The assessed areas are:</p> <ol style="list-style-type: none"> 1. Ground Floor: Offices & Facilities. 2. Ground Floor: Hall Areas, *Access Restricted In Loft. 3. Ground Floor: Toilets, Kitchen & Store Rooms. 4. Ground Floor: Service Cupboards & Refuse Areas. 5. Exit Routes (internal) & Lighting & Signage. 6. Exit Routes (external) & Lighting & Signage. 7. Fire Detection, Em/ Lights, Fire Equipment & Assembly. 8. Brick, Concrete, Steel, Wood & Plasterboard Structures. <p><u>Fire Exits/ Routes:</u> (5) @ Ground Floor:</p> <ol style="list-style-type: none"> 1. Front. Middle & Rear Fire Exits With Two @ The Side Unit <p><u>Premises Description:</u> (Single Storey Leisure Hall Facility)</p> <p>A single-storey premises (leisure hall), primarily used as a nursery during the day with added yoga, short-mst bowls, table tennis club and two dance studios used up to 23.00 hrs.</p> <p>The premises comprises two main halls and a separate dance studio attached via an extension to the side of main building. A corridor and reception lead to the main hall which in-turn leads to the second hall. Access to dance studio is via second hall. Kitchenette and waiting area/ stores area located in the dance studio extension. <u>This report is provided for life safety.</u></p> <p><u>Change Of Use In 1975 - Hospital to Commercial. No Plans.</u> <u>Fire Spread & Building Construction Changes Are Out Of The Scope Of This Fire Risk Assessment - Site To Assess Further.</u></p> <p><u>Location Of Hydrant Pit - O/s Pinewood Reception.</u></p> <p>*Premises Risk Profile: PINEWOOD HALL @ (B2).</p>
2 - 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6 - 10	<input type="checkbox"/>	<input type="checkbox"/>	
10 plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

2.0 Control Measures/ Action (Yes-No)/ Action Required:

Control measures shall cover the hazards & risks addressed within these premises. Detailed in 2.2 (table 1) indicates the control measures assessed. Completed with the co-operation of the premises designated on-site representative/s.

2.1 For further guidance on further recommendations also see:

4.1 (Table 2) Fire Risk Categories & Hazard/ Risk & Risk Control Measures. **Section 4.6**

2.2 Table 1: Control Measures/Yes-No/ Action Required:

Control Measures	Y/N	Action Required?
01. All staff informed of fire procedures & fire trained?	N	Implement Procedures
02. Suitable Fire drills held at least annually & recorded?	N	Quarterly Drill Required
03. Fire alarm panel serviced <u>annually</u> or <u>6 monthly</u> & recorded?	N	See 4.6 Hazards
04. Detector/ sounder/ call point checked weekly and recorded?	N	Conduct Weekly Checks
05. Emergency lighting serviced <u>annually</u> or 6 monthly & recorded?	N	See 4.6 Hazards
06. Emergency lighting tested monthly & recorded?	N	Conduct Monthly Checks
07. Fire extinguishers serviced annually & recorded?	Y	File Copy Of Certification
08. Fire extinguishers visually checked weekly/ monthly & recorded?	N	Conduct Weekly Checks
09. Fire extinguishers wall mounted or fire point sited with signage?	N	Fit Suitably To Wall
10. Electrical installations (3 yearly) & equipment tested & recorded?	Y	File Copy Of Certification
11. Gas installations (yearly) tested & recorded?	-	File Copy Of Certification
12. Electrical equipment/ appliances (yearly) PAT tested & recorded?	Y	File Copy Of Certification
13. Automatic openable vents (yearly) tested and recorded?	-	Not Applicable
14. Sprinkler systems (yearly) or 6monthly tested and recorded?	-	Not Applicable
15. Fire hose reels (yearly) or 6monthly tested and recorded?	-	Not Applicable
16. Dry risers/ wet risers (yearly) or 6monthly tested and recorded?	-	Not Applicable
17. Fire hydrant <u>available/ located</u> and painted yellow?	Y	O/s Pinewood Reception
18. Arrangements in place to evacuate disabled persons?	N	Implement Procedures
19. Fire exits, fire doors & escape routes kept clear?	N	See 4.6 Hazards
20. Fire exit doors and/ or fire doors working effectively?	N	See 4.6 Hazards
21. Fire doors held open with wedges/ door props or obstructions?	Y	See 4.6 Hazards
22. Fire exit and/ or fire exit directional signage displayed?	Y	Signage To Be Fitted
23. No smoking policy complied with?	Y	-
24. Heaters suitably positioned/ fixed to wall & clear of obstruction?	Y	-
25. Internal refuse/ rubbish bins emptied regularly?	Y	-
26. Internal & external refuse/ rubbish bins suitably positioned?	Y	-
27. Fire evacuation procedures current? Fire action notice displayed?	N	Amend Fire Notices Assembly
28. Other major or minor fire hazards identified?	Y	See 4.6 Hazards

3.0 Fire Safety Legislation:

INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 shall hereafter be referred to as the '**Fire Safety Order**' within this guide.

Although approved by Parliament on the 07th June 2005, The 'Fire Safety Order' should have come into force on the 01st April 2006 however, it was delayed by 7months and finally implemented by Parliament on the 01st October 2006.

The 'Fire Safety Order' has been achieved by 'reforming and amending' the United Kingdom's fire safety legislation.

The Fire Safety Order is designed to provide a 'minimum fire safety standard' within all non-domestic premises, including all premises or, parts of premises used for the purposes of an 'employer's undertaking' & is made available to 'employees' as a place of work or, as a premises used in connection with the carrying out of a trade, business or other undertaking, albeit for profit or non-profit, with only a few exceptions.

The Fire Safety Order designates a person, that is to say, the employer, the manager, the owner or, a designated person/ company acting on behalf of the employer and he or she, is called the 'Responsible Person' (RP).

The RP or a person acting on the rp's behalf, is required to carry out certain fire safety duties whereby ensuring all fire precautionary measures are satisfactory and that the conducting of a 'fire risk assessment' has been carried out.

If 5 persons or less are employed on your premises yet the general public, guests, visitors or contractors can be at your place of business the fire risk assessment must therefore be a 'written fire assessment'.

If more than 5 persons are employed, in any situation, the fire risk assessment shall also be a 'written fire assessment'.

The RP's assessment shall ascertain the size, type & activity of operation/s carried out on the premises amongst all other fire safety requirements.

Previous general fire safety legislation

The 'Fire Safety Order' replaces previous fire safety legislation & any fire certificates issued under the Fire Precautions Act 1971 shall cease to have any effect.

You must now carry out a written 'fire risk assessment' and keep it up to date to ensure all fire precautionary measures within your premises remain current and adequate. If you have previously carried out a fire risk assessment under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999) and this assessment has been regularly reviewed then you will now need to ensure that your fire risk assessment is revised annually whilst taking into account the wider scope of the 'Fire Safety Order' & PAS 79: 2007.

Your premises may also be applicable to 'licensing or registration provisions' (e.g. License Act 2003: Ch-17). In such circumstances, your local fire authority will want to inspect your Fire Risk Assessment as part of the licensing approval process.

Fire safety procedures within your license 'should not be set by a licensing authority' where the 'Fire Safety Order' applies.

Guidance on new fire legislation

The revised 'risk assessment' based regime requires the responsible person designated for any premises used by the general public (including employees/ self-employed & contractors), to take suitable & sufficient measures/ actions to prevent fire and to protect against death or injury should a fire occur at any time.

The Fire Precautions (Workplace) Regulations 1997 (as amended 1999) previously imposed this duty

but under the revised 'Fire Safety Order', the duty has been extended from beyond;

'All workplaces' to further provide fire safety cover for;

'The majority of (premises) to which people have (access)'.

The Department of Communities and Local Government (DCLG), have published several documents detailing further, 'your fire safety responsibilities'.

3.1 Fire Safety Legislation:

Further Responsibilities
<p>You must appoint one or more <i>competent persons</i>, to assist the RP to carry out any of the preventive and protective measures required by the 'Fire Safety Order'. <input checked="" type="checkbox"/></p> <p>A <i>competent person</i> is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly and provide suitable & sufficient evidence of such undertakings. <input type="checkbox"/></p> <p>You must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out within or around your premises. <input type="checkbox"/></p> <p>You must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions. <input type="checkbox"/></p> <p>You must, before you employ a child, provide a parent with clear and relevant information on, the risks to that child identified by the risk assessment, the measures you have put in place to prevent & protect them from fire and inform in writing, all responsible persons of the risks posed to the child arising from their undertakings. <input type="checkbox"/></p> <p>You must inform non-employees, temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises. <input type="checkbox"/></p> <p>You must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you aim to reduce & control those risks which might affect the safety of their employees. <input type="checkbox"/></p> <p>You must provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. <input type="checkbox"/></p> <p>You must also provide those employees with appropriate instructions and relevant information about the risks to them. <input type="checkbox"/></p> <p>If you are not the employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the 'Fire Safety Order' are complied with in those parts over which you have control. <input type="checkbox"/></p> <p>You must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire. You must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances & liaison. <input type="checkbox"/></p> <p>You must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you, either annually or more frequently. <input type="checkbox"/></p> <p>You must ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair. <input type="checkbox"/></p> <p>Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk. Procedures Apply? <input type="checkbox"/></p>

4.0 Fire Hazards, Fire Risks & Fire Risk Values: Descriptions:

- (A) We identify a fire hazard [H] by defining it as either being between; **negligible** to **very severe** and assigning a numerical value to each hazard.
- (B) We classify the fire risk [R] by describing it as being between; **unlikely** to **very likely** and assigning a numerical value to each risk.
- (C) Assigning a numerical value to any fire hazard [H] or fire risk [R] varies.
Combustible materials present, fire protection methods in place and fire safety procedures adopted assist in obtaining an accurate assessment of all the hazards & risks identified within your workplace and are therefore valued on that basis.
Fire safety planning, recording/ monitoring of fire safety systems & future build works/ as advised.

4.1 Table 2 - **Fire Risk Categories:**

LOW RISK 0-15%	Where there is a greatly reduced risk from fire occurring or where a high level of fire detection, prevention, extinction & procedures are in place. Few combustible materials, few highly flammable substances and few sources of heat are present. Monitor/ Address .
MEDIUM RISK 16-49%	Where sufficient quantities of combustible materials and sources of heat are present to be of greater than low fire risk. Fire could spread & risk to life or property can be increased. Conduct Service/ Purchase Equipment. Address/ Complete .
HIGH RISK 50-100%	Where there is a serious risk to life from fire, there are substantial quantities of combustible materials, there are highly flammable substances & there exists the likelihood of the rapid spread of fire, heat or smoke. Conduct Service/ Purchase Equipment. Complete .

4.2 Table 3 - **Fire Hazard & Fire Risk: [Numerical Values]** (x)

Fire Hazard [H]		Fire Risk [R]	
Description Value	[H]	Description Value	[R]
Negligible	1	Unlikely	1
Slight	2	Possible	2
Moderate	3	Quite possible	3
Severe	4	Likely	4
Very severe	5	Very likely	5

4.3 Table 4 - **Defining Hazards & Risks:**

Hazard = [H]	is something that can potentially cause harm arising from the risks prevalent.
Risk = [R]	is the likelihood of an incident or injury arising from a hazard identified.
Fire Risk Factor = [F]	is the overall score [value] relating to the <u>severity</u> of harm the hazard can cause multiplied [x] by the <u>likelihood</u> of the risk arising.
Fire Action Plan = [P]	is a plan of action recommended or implemented to reduce [H], [R] & [F] respectively. This plan of action advises procedures, equipment or servicing.

4.4 Table 5 - **Severity Of Fire Hazard In Terms Of Harm To People:**

Severity	Harm Caused
Negligible	Minor bruises/ Discomfort
Slight	Some minor injuries
Moderate	Many minor injuries
Severe	Some major injuries
Very severe	Many major injuries/ less than 5 deaths

4.5 **Fire Risk Formula:** [R] divide by [H] = 100[n] x 1/25 = 4% = **Risk Factor [F]**.

4.6 Table 6: **Hazard/ Risk & Risk Control Measures:** GREEN: LOW. BLUE: MEDIUM. RED: HIGH.

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
01	<p>Fire Detection: Detection (Smoke). Sounders (Audible).</p> <p><u>Certification & Routine Records.</u></p> <p><u>Fire Safety Order 2005</u> RRFSO 2005</p> <p><u>BS 5839-1: 2013</u></p>	<p>Fire alarm installation & certification shall be conducted and provided to meet BS 5839-1: 2013.</p> <ol style="list-style-type: none"> 1. Add Heat Detector In Kitchen 2. Add Smoke Detector In Entrance Corridor 3. Add Smoke Detector In Side Store Room 4. Add Heat Detector In Dance Studio Kitchen 5. Re-Site Detector In Dance Studio Waiting Area <p><u>Also See: (27) & (28)</u></p>	4x3	<p>Ensure call points are rotationally tested weekly.</p> <p>Conduct Annual Service To BS 5839</p> <p>Liaise Suitable Engineer</p>
02	<p>Emergency Lighting:</p> <p>Annual <u>Certification:</u> Monthly Checks & <u>Routine Records.</u></p>	<p>Annual Service routine to British Standard: BS 5266-1: 2011 to be <u>conducted & certificated.</u></p> <p>Conduct monthly checks and record in suitable fire log book that meets RRFSSO 2005 standards.</p>	4x3	<p>Add E/L in Side Store Room</p> <p><u>Also See: (28)</u></p>
03	<p>Electrical Services: WHOLE SITE: Junction Box/ Areas Cupboard & <u>Certification.</u></p>	<p>BS 7671: 2008 installation/ certification required.</p> <p><u>3 yearly</u> test inspections conducted. Verify with electrical contractor (Qualified Under Part P) to confirm <u>frequencies</u> are valid on reporting.</p> <p>Verify and ensure service routines are conducted.</p>	2x1	<p>File Certificate In Fire Folder</p> <p>Ascertain Next Test Date & Record...</p>
04	<p>Gas Services: Whole Site. <u>Cupboards & Boiler Units.</u></p>	<p>Gas is USED on-site as boilers and this is required to be managed by an qualified registered/ Corgi Technician and certificated annually.</p> <p>CO detectors are required where gas burning units are in-situ eg. Open fires, gas boilers etc...</p>	2x2 File Certs & Verify	<p>Ensure All Gas Units Are <u>Serviced & Certificated.</u></p> <p>Add CO Detectors (All Gas Boilers)</p>
05	<p>Fire Evacuation Drills: & <u>Procedures.</u></p>	<p>Fire Assembly @ <u>Rear - Resite To Front & Fit Sign</u></p> <ol style="list-style-type: none"> A. An roll-call register is held at office reception. B. High-viz vests are to be donned by fire wardens. C. A term-time drill to be conducted and recorded. <p>*Take Note:</p> <ol style="list-style-type: none"> 1. Create an tailored fire warden evacuation pack. 2. Add written procedures for fire wardens duties. 3. Ensure evacuation conducted in 3 minutes or less. 	3x3	<p>Implement Suitable Procedures!</p> <p>Amend Assembly To Front Of Premises!</p> <p>Add Assembly Sign/ Post In Ground!</p>
06	<p>Fire Extinguishers: <u>Certification & Works.</u></p>	<p><u>Fire extinguishers serviced.</u></p> <p>On entering premises, fire extinguisher sited by letterbox and too high.</p> <p>Extinguishers of 10 kg shall be sited no higher than 1 meter from the floor to the top of the carrying handle.</p> <p>Full survey and signs. Fittings & new units required.</p>	4x3	<p>Book Survey & Complete Remedial Actions.</p> <p>www.mgfiresafetygroup.co.uk</p>

4.6 Table 7: **Hazard/ Risk & Risk Control Measures:** GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
07	Fire Procedures: <u>Record Keeping.</u>	Implemented fire safety management plan and ensure nominated fire wardens conduct daily/ weekly and monthly checks to remain compliant with the LAW. Namely, ensure internal safety & housekeeping checks of workstations, fire exits, fire extinguishers, call points & emergency lighting etc. are conducted.	4x3	Conduct Checks As Required: 1. Daily 2. Weekly 3. Monthly
08	Fire Warden <u>Training:</u>	There are currently 0 trained fire wardens... Recommend all nursery staff fire warden trained. Advise independent users of fire safety plans and recommend managers are fire warden trained.	4x4	Train Fire Wardens Conduct Weekly & Monthly Checks
09	Electrical Cupboards: <u>Signage.</u>	Electrical cupboards containing <u>high voltage electrical</u> equipment must have suitable signage displayed clearly to denote hazards within.	3x2	<u>Affix Signage:</u> Junction Cupboards Server Room etc...
10	Portable Appliance Test: A.K.A. <u>PATTesting:</u> HSE: <u>INDG236</u>	PATtesting routines on appliances are conducted via external contractor - file certificate in fire folder. <u>Also See:</u> HSE <u>INDG 236</u> Downloadable from H&S Executive Website in PDF file.	2x1	File Certificate In Fire Folder
11	Fire Action Notices: <u>Instructional:</u>	Fire action notices are required to be updated. 1. Ensure all call points have a fire action notice. 2. Ensure all fire exits have a fire action notice.	2x2	Add Suitable Fire Action Notices In-Line With Your Procedures.
12	Internal Steps: <u>Slips, Trips</u> etc.	Ensure steps are highlighted with high visiblty paint or yellow and black hazard marking tape and add signs to doors where there are steps to advise, <u>mind your step</u> . This is especially prevelant a fire exits!!!	2x1	Add Tape!!! Add Signage!!!
13	Fire Doors: <u>Self-Closer Devices.</u> <u>Building Regs:</u> 2013	Fire Doors can prevent a fire from spreading by containing the fire within the room of fire origin. Self-closing devices shall close ALL doors fully home to the door frame.	4x4	Conduct Fire Door Survey!!! www.fdis.co.uk
14	Fire Doors: <u>Smoke Seals:</u> <u>Intumescent Strips.</u> <u>Building Regs:</u> 2013	Smoke seals can also prevent cold smoke from escaping the room of fire origin. Thus protecting escape routes and allowing fire services easy access for fire-fighting. Intumescent strips can hold a fire back for a suitable of time preventing further fire spread. As (14), fire doors can also prevent a fire spreading. Therefore, a full fire door survey is advised to ascertain your buildings specific requirements and as an impartial opinion from a fire door surveyor.	4x4	Contact Fire Door Surveyor!!! Conduct Fire Compartmentation Survey!!! <u>Also See: (16)</u> <u>Also See: (19)</u>




4.6 Table 8: **Hazard/ Risk & Risk Control Measures:** GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
15	<u>Distance Of Travel.</u>	Distance of travel at front and rear exits suitable. Distance of travel at <u>rear extension</u> leads occupants through higher risk rooms, therefore, the fire exit in the rest room adjacent the kitchenette is to be brought into use. This means adding thumb-latch device at minimum, however, a push-pad escape latch device is advised. See Images for door discussed.	4x4	Fit Push-Pad Escape Latch Device Thumb-Latch Device at Minimum As Alternate Measure.
16	<u>Fire Doors:</u> Keep Closed: <u>Signage.</u>	Fire Door - Keep Closed signage required to be fitted in compliance with: BS 5499-1: 2002. Fit Signs On All Rooms/ Offices & Escape Route Doorsets - Monitor Complete. (Add Signs).	2x2	Order Signs Fit To Doorsets
17	Fire Doors: Push/ Pull To Open: <u>Signage.</u>	Pull To Open & Push To Open signage required to be fitted in compliance with: BS 5499-1: 2002. Fit Signs On All Fire Exit Doors.	2x1	Monitor Complete
18	Fire Spread: Ceilings: Cupboards: <u>Cable Shaft:</u> <u>Fire Stopping:</u> <u>Ceilings/ Plasterboard</u> Fire Rated Foam Filler/ Fire Rated Putty/ Sealants/ <u>Fire Protection Pillows</u>	Access was restricted, however, limits of assessment to internal structure is out of the scope of this risk assessment. Survey structure further! Ensure internal structures fire spread to be re-assessed/ <u>verified</u> . Basically, where holes, gaps etc. are located through service cables/ pipes in electrical cupboards and rooms & within ceiling voids (room to room or floor to loft) etc. then these areas need to be fire secured/ <u>rated</u> to prevent the <u>spread</u> of <u>fire</u> . *Fire spread is prevalent via no fire doors, damage to fire doors, holes in fire doors, lack of smoke seals, lack of intumescent strips, several holes in walls and the ceilings etc allows for quick fire spread. An website is provided to help guide you. Feel free to do your own research for surveyor.	4x4	Fire Can Spread Whole Premises Conduct Survey!!! Conduct Fire Compartmentation Survey!!! www.firestopsurvey.com
19	General Housekeeping: <u>Daily Procedures.</u> Nominated Persons <u>Weekly Checklist</u> etc...	Weekly checks of housekeeping to be included in caretaker checklist: For example: 1. Fire Doors/ Escape Routes Are Clear & Available. 2. Cleaning Conducted Regularly. 3. Store Cupboards & Workstations Tidy.	2x1	<u>Weekly Checks</u> <input type="checkbox"/> 1. <u>Panel Checks</u> 2. <u>Call Point Checks</u> 3. <u>Extinguishers</u> 4. <u>Security/ Escape</u> 5. <u>Housekeeping</u>
20	Storage: Cleaning Materials: <u>C.O.S.H.H Materials:</u> Control Procedures.	C.O.S.H.H. Materials are stored on-site at present. Safety Data Sheets are to be implemented for ALL materials to be controlled on-site. File procedures with fire assessment for these actions. C.O.S.H.H. Guidelines to be followed. *Monitor Store & Cupboards For Flammables etc...	2x1	File Procedures With Fire Assessment <input type="checkbox"/> Add C.O.S.H.H. Procedures Adopted To Safety Folder <input type="checkbox"/> *Monitor

4.6 Table 9: Hazard/ Risk & Risk Control Measures: GREEN: LOW, BLUE: MEDIUM, RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
21	Gas Meter Valve: <u>Isolation Valve.</u>	Gas valve located. <u>Highlight</u> & confirm where your building gas isolation valve is for firefighters use. *Furthermore, ensure the location is added into your fire safety emergency plan.	3x2	1. Include In Plan 2. Verify Isolation 3. Highlight Valve
22	Electrical Isolation: <u>Isolation Valve.</u>	Isolation valve located. <u>Highlight</u> & confirm where your building electrical isolation valve is for firefighters use. *Furthermore, ensure the location is added into your fire safety emergency plan.	3x2	1. Include In Plan 2. Verify Isolation 3. Highlight Valve
23	<u>Furniture & Furnishing Regulations:</u> 1988/ 2010 Chairs, Curtains, Blinds, <u>Carpets</u> , Walls & Décor: Fire Safety Ratings/ Fire Resistance/ Fire Spread.	Furniture & Furnishings (Fire) (Safety) Regulations 1988/ 2010 (As Amended). * Doors that have been painted several times can lose their fire rating and the paint can actually add to the fire scenario increasing the fire rapidly. * Carpets (old) and that are not fire rated can also catch fire and spread along the whole internal fire escape route. * Walls that have been overpainted can become quickly involved in a fire in the same way overpainted fire doors can. * Curtains present an increased fire risk. * Furniture that has been purchased recently/ after regulations is likely to be fire resistant/ rated... * Wall Furnishings Class (0) Ratings Apply.	3x2 On Completion	Furniture & Furnishings (Fire) (Safety) Regulations 1988/ 2010 (As Amended) *Manufacturers Instructions/ Safety Data Sheets... Obtain & File To Fire Folder <input type="checkbox"/> Ensure curtains/ carpets are fire rated as per regulations.
24	Air-Conditioning: Heat Control Units: <u>Service Routines.</u>	Air conditioning units located in ceilings can be the cause for a fire to start and spread if they remain unchecked/ tested/ certificated. Conduct and/ or provide suitable certification to verify air-con units serviceable to required standards.	4x2	Conduct Servicing On All Air-Conditioning & Heat Control Units - File Certification
25	Documentation Folder: <u>Insures Liabilty:</u> <u>Site Certificates:</u>	Ensure your insurers liability for your premises is in-date and displayed clearly on your noticeboard. Ensure all certificates discussed within this report are filed separately (eg copied), and placed in a dedicated fire safety management folder. This is so you can reference one folder with all the necessary certificates pertaining to fire safety in one place – this also assists the inspecting authorities.	3x3	Implement Fire Safety Folder
26	Main Hall: Boiler Unit: <u>Fire Spread.</u>	Boiler located in the main hall has multiple combustible materials surrounding the unit. Boilers shall be contained in fire rated enclosure to prevent fire spread and reduce risks associated with being in an open-plan hall. If this unit ignites, the hall will become immediately smoke logged and fire spread will ensue. As above, compartmentation applies.	4x4	Conduct Survey!!! <u>Also See:</u> (19) Gas Units? <u>Also See:</u> (04)

4.6 Table 10: **Hazard/ Risk & Risk Control Measures:** GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
27	Dance Studio: Waiting Lounge: <u>Detectors.</u>	Back-up battery beeping away in studio detector. Heat detector to be re-sited into the kitchenette. Smoke detector to be resited from near wall to suitable location in the waiting lounge. Sited too close to lights can render a detector useless. Sited too close to a wall can delay detector operation.	4x4	 Conduct Service To: <u>BS 5839-1: 2013</u>
28	Rear Public Toilets: <u>Emergency Lighting.</u> <u>Smoke Detection.</u>	Due to the fact these are PUBLIC toilets, and adjoining a busy workplace building, it is required safety measures are put-in-place to protect buildings. * Add an emergency light in each toilet & lobby area. * Add a smoke detector in each toilet & lobby area.	4x4	Add Emergency Lighting! Add Smoke Detection!
29	Dance Studio: <u>Electrical Certification.</u>	Ensure the dance studio extension premises has an electrical certificate in line with Number (3) hazard description. <u>Also See: (03).</u>	3x3	File Certificate None Available At Time Of Inspection.
30	Entrance: <u>Letterbox.</u>	Recommend the letterbox is fire rated or protected with an anti-arson mail box unit. This is an letterbox protector that catches your mail securely, whilst preventing potential arson attacks via passing petrol or ignited items through your letterbox. This is an fire engineering method to assist in arson prevention/ arson attacks at any premises.	3x3	Recommend Fit Anti-Arson Protector Unit. MG Fire Safety Group Can Assist.
31	Garden Play Area: <u>Entrapment.</u>	A lock was found on the gate on inspection. This could cause entrapment should a fire start within the main hall. Furthermore, re-entering a building on alarm activation is prohibited. This gate shall be made into a suitably safe egressable gate, so, all in garden can evacuate via gate if needed/ required. Implement procedures for removing as soon as nursery staff on-site and locking when depart. Recommend suitable lock and key holder be fitted safely, as opposed to hanging in garden near shed!	4x4	 Adopt Suitable Key Policy And Ensure Egress Can Be Made From Gate From Start Of Nursery Shift.
32	Emergency Release: <u>Fail-Safe & Recorded Checks In Log Book.</u>	Ensure emergency exit device is tested and recorded in-writing weekly. Ensure unit releases door in the event of a power failure - test and record in-writing serviceability. Record in suitable fire safety log book.	4x2	 Conduct Weekly Checks & Record

4.7 (i) WHAT TO DO NEXT?

1. Provide A Copy Of Your Fire Risk Assessment To Your Company Directors & (RP).
2. Liaise With Staff, Fire Safety Engineers & Consultants as described in 4.6 Hazards.
3. Reduce, Remove or Contain Hazards. *Responsible Persons(RP) as described in 4.6 Hazards.
4. Date & Sign (RP) on Addressed or Completed Risks/ Hazards - Use Section 8.0 - Managers Notes.
5. Conduct & Review Fire Risk Assessment Annually. Update Fire Safety Plans As Applicable.

4.7 (ii) ADDRESSING &/OR COMPLETING - HAZARDS & RISKS IN SECTION 4.6?

- (A). **High Risk/s** (3) months of **receipt** of FRA you should have addressed or completed section *4.6
- (B). **Medium Risk/s** (2) month of **receipt** of FRA you should have addressed or completed section *4.6
- (C). **Low Risk/s** (1) months of **receipt** of FRA you should have addressed or completed section *4.6
- (D). Timescales outside 3months *4.7 will require approval from the responsible persons (RP's) on-site. In many instances low risks can be addressed easily and therefore reduced timescales will apply. Fire procedures will assist in providing management level (1) to hazard & risk areas highlighted.
- (E). Timescales outside (1-3) months may incorporate building works or services to be approved or completed. Therefore, suitable timescales may further be assessed by the responsible person/s in charge of these premises fire safety where quotations, approvals, or work completions are managed.
- (F). Document provided as a (working document). Level (2) Management Procedures. Action On-Going.
- (G). ***Addressed** = Skillful and expeditious management. ***Completed** = Finished, ended, concluded.

4.7 (iii) FIRE RISK ASSESSMENT: (LEGAL DOCUMENT) FOR FIRE SERVICE, COUNCIL or AUTHORITY

- (A). If it is necessary to provide your fire risk assessment document to authorised persons, then ensure request is put in-writing & verified for legal purposes. AUDIT TRAIL & SECURITY MEASURES APPLY.
- (B). Fire risk assessments may contain security risk/ sensitive information and should always be treated as security sensitive documentation. Provided only to authorised persons. Also See: 4.7 (iii)(a).

4.8 Table 11: ANNUAL SERVICE DUE: PROPERTY MANAGERS GUIDE...

FIRE ALARM	EMERGENCY LIGHTING	FIREFIGHTING EQUIPMENT	FIRE & SAFETY SIGNAGE	HOUSEKEEPING
DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: DAILY
FIRE RISK ASSESSMENT	GAS APPLIANCES	FIRE DOORS & SMOKE SEALS	PAT TESTING	ELECTRICAL SERVICES
DATE: FEB 2018	DATE: _____	DATE: _____	DATE: _____	DATE: _____

4.9 BRITISH STANDARDS, PROCEDURES & REGULATIONS GUIDANCE:

FIRE ALARMS:

BS 5839-6: 2013 (Flats, HMOs etc). BS 5839-1: 2013+A2:2013 (Common Areas, Offices, Shop, Commercial & Industrial) premises. Design, installation and maintenance procedures required for qualified (part P) fire alarms electrical engineers.

EMERGENCY LIGHTING:

BS 5266-1: 2011 (Common Areas Of Blocks Of Flats, Offices, Shop, Commercial & Industrial) premises etc. Design, installation and maintenance procedures required for qualified emergency lighting engineers.

FIRE EXTINGUISHERS:

BS 5306-8: 2012 & BS 5306-3: 2009 (Common Areas Of Blocks Of Flats & Offices, Shop, Commercial & Industrial) premises etc. Selection, installation and maintenance procedures required for qualified fire extinguisher engineers.

ELECTRICAL PAT TESTS:

BS 7671: 2008 (Offices, Shop, Commercial & Industrial, Common Areas/ Property Managers Contractors) premises etc. Use of portable electrical appliance/s test & maintenance procedures required for certifications & HSE LEAFLET: INDG236.

ELECTRICAL SYSTEMS:

BS 7671: 2008/ 2012 (Common Areas Of Blocks Of Flats & Offices, Shop, Commercial & Industrial) premises etc. Design, installation and maintenance procedures required for qualified electrical/ mechanical engineers.

FIRE RISK ASSESSMENT:

RRFSO 2005 (Fire Safety Guides), BS 9999 2008 (Fire Safety in the Design, Use & Management) of Buildings & PAS 79: 2012. Fire regulations & guides, procedures & formulae for an experienced & qualified fire risk assessors inspection & reporting criteria.

GAS APPLIANCES:

The Gas Safety (Installation & Use) Regulations 1998 (Home, Office, Shop, Commercial & Industrial) premises etc. Design, installation and maintenance procedures required for qualified corgi/ gas safe registered engineers.

CARBON MONOXIDE:

Approved Document (J) ADJ 2000 (As Amended 2010) (Flats, HMOs etc). Offices, Shop, Commercial & Industrial - Gas Safe Reg. Building regulations & design, installation and maintenance procedures required for qualified electrical/ gas safe registered engineers.

FIRE DOORS:

Building Regulations 2010 (ADB) B1-B5 and BS 476 apply. 30 minute, 60 minute or 120 minute fire rated FD(s) doors/ hardware. Includes intumescent strips, cold smoke seals & panels. (Common Areas, Flats, Offices, Shop, Commercial & Industrial) premises etc. BS 476: 10: 2009 – General principals and application of methods of standards of fire testing of structures and fire surface spread.

SAFETY SIGNAGE:

BS 5499-1: 2002 (Graphical Symbols & Signs) Regulations & the Health & Safety (Safety Signs & Signals) Regulations 1996. Requirements for layout, geometric shapes and safety colours for use with appropriate graphical symbols to produce safety signs.

SPRINKLER SYSTEMS

BS EN 12845 & BS 9251 (UK Design) & LPS 1048 (Commercial) & LPS 1301 (Residential & Domestic) Third party Verification. LPCB/BRE certification & suitable assessment & installation by qualified sprinkler installation electrical & mechanical engineers.

AUTOMATIC OPENABLE VENTS: SMOKE VENTILATION:

EN 12101 – Covering the use of windows as natural smoke ventilators. In-conjunction with the Building Regulations (ADB)2010. Requirements for automatic openable windows for smoke ventilation by qualified installation electrical & mechanical engineers.

BUILDING REGULATIONS: CONSTRUCTION & MATERIALS: As Amended 2013

Building Regulations (Fire Safety) Approved Document (B) 2000/ 2007/ 2010 (Buildings Other Than Dwelling Houses - Volume 2). Building Regulations (Fire Safety) Approved Document (B) 2000/ 2007/ 2010 (Dwelling Houses - Volume 1). BS 476: 10: 2009 – General principals and application of methods of standards of fire testing of structures and fire surface spread.

FIRE SAFETY MANAGEMENT: PROCEDURES & RECORDS:

Fire Safety Management Procedures for (Fire Safety in the Design, Use & Management) of Buildings Regulations. Guidance on new, altered & existing buildings for fire & life safety management throughout a buildings lifespan. BS 9999: 2008.

5.0 Premises Overview:

5.1 OVERVIEW & OBSERVATIONS

Premises Overview/ Additional Observations:

Following the information provided and the **assessed areas** of these premises it is noted that these premises fall under the **RRFSO 2005: GOVERNMENT GUIDES & BUILDING REGULATIONS**.

The site fire safety inspections & audit report has been provided in-liaison & co-operation with: **Ms. Jill Bellis** (FIRE LIAISON @ PINEWOOD HALL).

Although areas of hazard & risk have been highlighted within this assessment:

The assessed areas were found to be kept in the order of **fire safe clean** to 1-5 standards:

Below Standard **Average Standard** **Acceptable Standard** **Above Standard** **Exceptional Standard**

The assessed areas were found to be kept in the order of **fire safe organised** to 1-5 standards:

Below Standard **Average Standard** **Acceptable Standard** **Above Standard** **Exceptional Standard**

Following the guidelines set-out within this fire risk assessment and the assessed **competence** of the **managers-in-charge** of these premises (RPs) - The **Directors & Managers** shall therefore be relied upon to adopt the most suitable fire safety practices & procedures within these premises for use within a business environment, ensuring safety to staff, contractors & guests/ visitors.

Areas of risk highlighted within this assessment should therefore be reduced as soon as actions have been carried out to either, **remove, reduce or contain** the hazards highlighted.

*The areas of assessment that present immediate attention/ higher risks are:

1. Survey Structure For Fire Spread. Conduct Fire Stop Survey.
2. Fitting Smoke & Heat Detectors & Call Points (Rear Extension Studio) As Required.
3. Fitting Emergency Lighting As Added Required.
4. Assessing Compartmentation Of Boiler Unit In Main Hall & Fire Spread Risk.
5. Implementing Daily, Weekly & Monthly Fire Safety Check Procedures With Suitable Log Book.

PINEWOOD HALL @ PINEWOOD CENTRE LIAISON REFERENCES:

MG FIRE SAFETY GROUP - tel: **0800 999 8595** or **07928 895 105** or Email: info@profireman.com

Fire risk assessment takes into account current practices & procedures and safety requirements.

Fire Risk Assessment carried out in accordance with:

1. The Regulatory Reform (Fire Safety) Order 2005 & Local Council/ Government Guidelines.
2. Building Regulations 2013 (Non-Dwelling) & Approved Document B (B1-B5) Fire Safety.
3. Integrated Management Assessment Methodology.
4. BS 9999: 2008 (Fire Safety in Design, Management & Use of Buildings).

PREMISES: FIRE RISK FACTOR RATING:

We have provided an overall premises rating based on a suitable 5x5 matrix risk factor table.

Ratings can vary daily, weekly etc. dependant on the hazards, risks or procedures prevalent.

The rating provided for guidance purposes only is applicable to our assessment date of: 27/02/17.

Premises Fire Risk Rating? **MEDIUM** See below for calculations: **6.1 Table 12.**

If you require any further information or assistance with any of the areas covered within this Fire Risk Assessment please contact MG FIRE SAFETY GROUP (UK).

6.0 FIRE RISK FACTOR RATINGS:

6.1 Table 12 - FIRE RATING CALCULATIONS MG.FRA.PINEWOODHALL.2017.01: Section: 4.6

STAGE 01 Identification Of Fire Hazards	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
51/09=05.66x4%	9	x	51	=	22.66%

STAGE 02 Decide Who Could Be Harmed	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
90/09=10.00x4%	9	x	90	=	40.00%

STAGE 03 Control or Avoidance of Fire Hazards	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
77/06=12.83x4%	6	x	77	=	51.33%


STAGE 04 Existing Fire Safety Management	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
74/08=09.25x4%	8	x	74	=	37.00%

STAGE 05 Overall Fire Risk Factor Rating	Rating (calculations)				
Stages 1-4 Overall Risk Factor Rating	Hazard (H)	x	Risk (R)	=	Rating
MEDIUM 4.1 Table2 & 4.2 Table3 Apply 292/32=09.12x4%	32	x	283	=	36.50%

It is expected these premises can BECOME to **LOW FIRE RISK** on completions of remedial actions.

7.0 EXAMPLE IMAGES: (PICTURES)

7.1 Table 13 - EXAMPLE IMAGES: BRIEF DESCRIPTIONS (7.1(A)) - (7.1(F))

	
<p>IMAGE EXAMPLE: 7.1(A) FIRE CAN SPREAD IF DOORS ARE LEFT OPEN/ PREVENTED FROM CLOSING. SURVEY FOR SUITABLE FIRE DOORS.</p>	<p>IMAGE EXAMPLE: 7.1(B) LOCKS ON OFFICE DOORS CAN CAUSE ENTRAPMENT. THUMB-LATCH DEVICE ONLY REQUIRED WITHOUT LOCKING PIN MECHANISM.</p>
	
<p>IMAGE EXAMPLE: 7.1(C) EXTINGUISHER TOO HIGH. LETTERBOX ARSON GUARD ADVISED. WEEKLY TESTS OF RELEASE SWITCH REQUIRED IN A LOG BOOK.</p>	<p>IMAGE EXAMPLE: 7.1(D) IF BOILER FIRE OCCURS, THIS WILL SPREAD SMOKE AND FIRE THROUGHOUT THE PREMISES - CONTAIN/ COMPARTMENT.</p>
	
<p>IMAGE EXAMPLE: 7.1(E) ON EVACUATING, PEOPLE SHALL TRAVEL THROUGH LOWER AREAS OF RISK. THEREFORE, ADD PUSH-PAD LATCH TO THIS EXIT DOOR IN DANCE STUDIO WAITING ROOM AND CALL POINT.</p>	<p>IMAGE EXAMPLE: 7.1(F) TOILET FACILITIES ARE REQUIRED TO BE COVERED BY SUITABLE MEANS OF EMERGENCY LIGHTING. AS ADJOINING BUILDING, IT IS ALSO ADVISED TO FIT SUITABLE SMOKE DETECTION TO COVER UNIT.</p>

Title: Fire Risk Assessment

Ref: MG/FRA/PINEWOODHALL/2017/01

Date: 27th FEBRUARY 2017

8.0 MANAGER NOTES: ADDRESSED OR COMPLETED HAZARDS: (PRINT FORM AS REQUIRED)

No.	Describe Addressed or Completed Fire Safety Conducted	Date	Sign

9.0 AUTHOR NOTES: MANAGING FIRE RISK ASSESSMENT DOCUMENT:

***Page (3) An Introduction Describing The Premises That Has Been Assessed:**

Risk Profile details the type of premises eg. Office (A2) or, Common Area Of Flats (Ci) etc. As described in great detail in **BS 9999: 2008: Fire Safety Management**.

Purpose Group details the type of premises eg. Office (3) or, Common Area Of Flats (1a) etc. As described in great detail in **Building Regulations: 2013 ADB: Fire Safety**.

This information, sets out the guidelines which are then followed, assessed & cross-referenced within your given type of premises, allowing the author to ascertain the appropriate measures required to be taken to meet with the Regulatory Reform (Fire) (Safety) Order 2005 and the appropriate British Standards or Local Council Authority guidelines applicable.

The author adopts a common sense/ practical approach to his findings, and takes into account the costs of recommendations, proportionate to the level of risks identified as well as the LAW. This allows the author to reference all legal documentation and prescribe the most practical measures required, based on his findings on the day of inspection, whilst taking into account the overall costs this might incur the user of this document. It is our sincere approach to only recommend the best legal fire safety practices without necessarily incurring major costs.

This is not always practicable and where certain areas have been found to be of risk, in-turn, this may then require further added fire protection to be conducted. Such as; Smoke Detectors, Emergency Lighting, Fire Doors, Smoke Seals, Safety Signs or Fire Extinguishers.

***Page (8) Hazard/ Risk - Risk Control Measures - Comments:**

Section (4.6) is basically where your reporting of hazards begins. We identify many areas as is required in our reporting procedure and then describe the why, what, where and when and provide some basic guidance in-line with the risk profile (above).

There is no prescriptive 'one-fits-all' approach in fire risk assessing, every premises is different and requires the whole premises assessment inspection to be evaluated to come to a final decision in making recommendations within every area assessed within the report.

*This will take into account the regulations and a common sense approach to practicability.

In all areas, we look at the risk to LOSS OF LIFE, PREVENTING FIRE & INSURANCE needs. Thus ensuring, prevention in loss of life or fire is addressed and further aiding your business to recover losses in any insurance claim made in the unfortunate event a fire should occur.

We have attempted to keep the document clear and concise, however, there will always be areas that the level of knowledge one has in interpreting the guidance provided may cause confusion and without writing hundreds of words to detail a simple risk or hazard, we advise all to contact us to discuss the report on any areas that you are unsure about how to implement or address. It can be easily explained, so please do contact us.

***Page (14) Completing or Addressing Hazards:**

We are required by-law to provide a time-scale for addressing or completing hazards in-situ. Low risks can be completed cheaper and quicker. Higher risks may incur more time and effort. Fire authorities can enforce shorter time-scales through Fire Enforcement Action Notices. If you require ANY assistance in implementing this report, please contact MG Fire Safety Group