

FIRE RISK ASSESSMENT

Haydon Wick Parish
Council, Thames Ave,
Swindon, SN25 1QQ



RESPONSIBLE PERSON FOR FIRE SAFETY AT THESE PREMISES: <i>(The responsible person is legally defined as the employer or person in control of the premises)</i>	Georgina Morgan-Denn
PERSON APPOINTED WITH DAY-TO-DAY RESPONSIBILITY FOR FIRE SAFETY:	Laura Cutter
ASSESSOR NAME:	Andy Rhoades
ASSESSOR SIGNATURE:	
DATE OF REPORT:	1 st December 2023
DATE OF PREVIOUS FIRE RISK ASSESSMENT:	24 th January 2022
SUGGESTED DATE FOR REVIEW:	29 th November 2024

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

INTRODUCTION

This assessment is made to address the requirements of the Regulatory Reform (Fire Safety) Order 2005 for an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire. It uses the format and questions set out in British Standard PAS 79 Fire risk assessment – Guidance and recommended methodology.

It is recommended that this assessment is reviewed at least annually and is supplemented by routine checks of general fire precautions. Whilst I have made reasonable effort to access all areas of the premises there may be some areas that are inaccessible or difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The Fire Risk Assessment is based on a combination of observations made at the time of the survey and information provided by you or your representatives. This information is taken in good faith as being factual and accurate.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this assessment. Compartmentation has been visually assessed, as far as is possible, in all other accessible areas of the premises.

This assessment is intended as a working document that can be used to guide future action aimed at improving compliance with legislation and day to day fire precautions. Where precautions have been assessed as falling below the required standards an Action Plan is provided, giving an indication of priorities and time scales.

The aims of a Fire Risk Assessment are:

- to assist the 'Responsible Person' in identifying the general fire precautions required to ensure the safety of their employees and other persons, so far as is reasonably practicable, and to ensure the premises are safe.
- to assist the Responsible Person in meeting the general fire safety requirements for the premises under their control.
- to identify any practices or conditions which could pose significant fire safety risks to people using the premises.
- to identify any practices or conditions which could pose significant risks to the building, the environment and people in the immediate vicinity of the building.
- to assess the adequacy of current fire safety measures against the risks, using current standards, legislation and recognised codes of practice and to recommend improvements where required.
- The Fire Risk Assessment must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:
 - There is reason to believe a significant change in the structure or use of the building.
 - There is a significant change in relation to the special, technical or organisational measures.
 - Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.
 - There is reason to believe that an occupant is operating in breach of fire safety legislation.
- Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.

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ASSESSMENT OF FIRE RISK

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

LIKELIHOOD OF FIRE		POTENTIAL CONSEQUENCES 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

☒ Low	☐ Medium	☐ High
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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 the 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 fire safety in the event of fire would be

☐ Slight harm	☒ Moderate harm	☐ Extreme harm
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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 it is unlikely to involve multiple fatalities.
- Extreme harm** Significant potential for serious injury or death of one or more occupants.

On this basis the risk to life from fire at these premises is assessed as

☐ Trivial	☒ Tolerable	☐ Moderate	☐ Substantial	☐ Intolerable
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Comments:

The likelihood and consequences of fire are risk assessed in order to determine the overall risk of fire at the premises.

The hazard from fire is considered **LOW** or 'normal' for the type of occupancy and fire hazards in the premises.

The consequences of a fire in the premises is considered to result in **MODERATE HARM** at present.

Should the actions mentioned within this fire risk assessment be completed it is considered that the overall risk will be at a **TOLERABLE** level.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been 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 fire precautions required However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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 premises are unoccupied, it should not be occupied until the risk has been reduced If the premises are occupied, urgent action should be taken.
Intolerable	Premises (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 fire 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 reviewed regularly.	

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level

☒ **Tolerable**

Definition of priorities (where applicable):

HIGH – *Immediate action required.*

MEDIUM – *As soon as reasonably practicable and within 12 weeks.*

LOW – *As soon as reasonably practicable and within 24 weeks.*

You are advised to consider and close all of the actions identified within three months from receiving a copy of the report.

REF	Action	Priority (where applicable)	Action by whom	Date action undertaken
	Introduce weekly testing of the fire alarm	MEDIUM		
	Exchange 1 st floor water extinguisher for 1xCO2	MEDIUM		
	Review the evacuation procedures to include a check the building is fully evacuated.	MEDIUM		
	AR to provide an example of information sent to hirers of the conference room	MEDIUM		
	Conduct fire awareness training – AR to provide options	MEDIUM		

GENERAL INFORMATION

1. THE PREMISES

1. 1	Number of floors	2
1. 2	Approximate floor area	M ² per floor m
		M ² gross
		M ² on ground floor

1. 3 Brief details of construction

Based on a visual inspection the construction of the main building is brick walls and tiled roof. Internal is a mix of solid walls and studded walls.
The site is in a good state of repair and well maintained.

1. 4 Use of premises

Head office for the Parish Council and rooms for hire by external groups.

2. THE OCCUPANTS

2.1	Approximate maximum number	65
2.2	Approximate number of employees at any one time	4
2.3	Maximum number of members of public at any one time	50
2.4	Associated times and hours of occupation	08:00 – 22:00

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants	0
3.2	Disabled occupants	0
3.3	Occupants in remote areas and lone workers	0
3.4	Young persons	0
3.5	Others	

There are no disabled or young employees.
However, the conference and meeting rooms could be used by families with young children or those with disabilities. There is suitable access and egress for visitors with disabilities.

4. FIRE LOSS EXPERIENCE

No known previous incidents of fire.

5. OTHER RELEVANT INFORMATION

Whether you are a landlord or tenant of a commercial property, you will have a duty to ensure the business premises are well maintained and safe, healthy places for people to work. The law and the terms of the lease determine whether the landlord or tenant is responsible for certain aspects of a commercial property.

A landlord's obligations and responsibilities may be laid down in legislation, or form part of the lease agreement between them and their tenants. In the latter case, therefore, it is essential that both landlords and tenants understand their respective responsibilities. Even if the lease does not state direct responsibilities the Regulatory Reform (Fire Safety) Order 2005 (the Order) does place a duty on the Employer to manage the risk of fire.

The Regulatory Reform (Fire Safety) Order 2005 imposes various duties on the "responsible person" with regards to fire safety in commercial properties. The "responsible person" is the person who is ultimately responsible for fire safety in respect of premises to which the Order applies and there may be more than one. "Responsible person" is defined as the employer in relation to a workplace and either the person who has control of the premises or the owner where the premises is not a workplace, such as an unmanned storage warehouse.

Duties under the Order include, but are not limited to, taking general fire precautions to ensure that certain people are safe in the event of a fire, carrying out a risk assessment and keeping this under review, and ensuring that the premises, any fire safety equipment and emergency routes and exits are properly maintained and kept in working order. The liability for compliance with the Order rests primarily with the responsible person.

A person found guilty of non-compliance with the Order is liable to a fine and, in the most serious cases, imprisonment if proceedings are brought in the Crown Court.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

6.2 This legislation is enforced by

Dorset and Wiltshire Fire Service

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

Health and Safety at Work Act 1974

Health and Safety (Safety Signs and Signals) Regulations 1996

6.4 The legislation to which 6.3 makes reference is enforced by

Health and Safety Executive (HSE)
Local Authority

6.5 Comments

Factors that were taken into consideration during the inspection and completion of this report included:

- The Assessment was a Type 1 (non-destructive) assessment based on the size and nature of the building and the controls measures currently in place.
- Suitable Signage - BS 5499 and BS ISO EN 7010 required compliant fire escape route signs that affix easily to walls and are available in three sizes, with a viewing distance of 30 metres, 22 metres and 17 metres. The signs may read "Fire exit" or "Exit", but all show a man running through a rectangular doorway with a directional arrow pointing the way. Photo-luminescent (glow-in-the-dark) versions of these signs are useful in areas of low visibility.
- Emergency Lighting - BS 5266 requires "Emergency escape routes, intersections of corridors and exits doors requiring illumination to be provided with emergency lighting of adequate intensity in case the lighting fails", this includes outside each final exit and on external escape routes.
- Fire Doors - Escape route doors can form part of the fire compartmentation of the building with intumescent strips and smoke seals. In such cases, there will be additional requirements to ensure that the door itself and the escape hardware fitted does not compromise the fire-resisting performance of these fire doors. Whereas a fire door is an internal door designed to compartmentalise a section of a building in the event of a fire and/or protect an escape route through it for a minimum length of time, typically 30 minutes (FD30), it is not necessary for a fire exit door at the end of the escape route to be of fire resisting standard or to be kept closed. Its role is to enable the swift and safe egress of people from a building into a place of safety outside rather than to contain the smoke and flames of a fire.
- Fire compartmentation is an important element of 'passive fire protection' and is achieved by dividing the premises into 'fire compartments' through the use of fire doors, floors and walls of fire-resisting construction, cavity barriers within roof voids and fire stopping to services that penetrate through these dividing elements.
- Travel Distance and escape routes – If there is more than one escape route, the travel distance should not exceed 45 metres for normal risk environments; this reduces to 25 metres in high fire risk areas and can be increased to 60 metres where the risk is low.
- Extinguishers should be available for immediate use at all times. Fire extinguishers should normally be permanently mounted on brackets, floor stands or in extinguisher cabinets in conspicuous positions.
- Extinguishers provided to deal with fires involving electrical equipment should be sited near to the fire hazard concerned, but not so near as to be inaccessible or to place the operator in undue danger in case of fire. The travel distance should be not more than 10 metres. Fire extinguishers should be located near to potential fire hazards, for example server/electrical distribution rooms or cooking equipment.
- These are the maximum distances that someone should have to travel from the site of any fire to reach an extinguisher.

Class A -	30 metres
Class B -	10 metres
Class C -	30 metres
Class D -	Seek expert advice
Class F -	10 metres
- The information above will be used to determine the requirements and actions within this fire risk assessment where considered reasonably practicable.

HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

- 7.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☒ No ☐
- 7.2 More specifically:
- Fixed installation periodically inspected and tested? Yes ☒ No ☐
 - Portable appliance testing (where appropriate) carried out? Yes ☒ No ☐
 - Suitable limitation of trailing leads and adapters? Yes ☒ No ☐

7.3 Comments and hazards observed.

A fixed wiring inspection has been conducted June 2021.

PAT testing is completed annually – this was completed in July 2023.

Trailing leads are avoided throughout the premises and there were no instances of any overloaded sockets or extension leads observed.

8. SMOKING

- 8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐
- 8.2 More specifically:
- Smoking policy in place? Yes ☒ No ☐
 - Was the policy being observed during the inspection? Yes ☒ No ☐

8.3 Comments and hazards observed

Designated location for smoking to the side of the building.

9. ARSON

- 9.1 Are reasonable measures in place to protect against arson? Yes ☐ No ☒

The gates are locked in the evening.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable and are there suitable measures in place to minimise ignition of combustible materials? Yes ☒ No ☐

10.2 Are fixed heating installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

10.3 Comments and hazards observed

No issues observed during the assessment.

11. LIGHTNING

11.1 Do the premises have a lightning protection system? N/A ☐ Yes ☐ No ☒

11.2 Comments and hazards observed:

It was determined that the premises does not have a lightning protection System. Please note that your insurance company may advise you have suitable lightning protection.

12. HOUSEKEEPING

12.1 Is the standard of housekeeping to a suitable standard? Yes ☒ No ☐

12.2 Comments and hazards observed

Housekeeping was observed to be of high standard during the assessment. Walkways were observed to be clear and free from obstruction.

13. OTHER SIGNIFICANT FIRE HAZARDS CONSIDERED

13.1 Hazards.

None

13.2 Comments and deficiencies observed:

N/A

FIRE PROTECTION MEASURES

14. MEANS OF ESCAPE FROM FIRE

14.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes ☒ No ☐

14.2 More specifically

• Adequate design of escape routes Yes ☒ No ☐

• Adequate provision of exits Yes ☒ No ☐

• Reasonable distances of travel Yes ☒ No ☐

• Escape routes unobstructed Yes ☒ No ☐

14.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people N/A ☐ Yes ☒ No ☐

14.4 Comments and deficiencies observed:

The width of escape routes and doors are suitable for the occupancy. A width of at least 750mm can accommodate up to 80 people in higher risk premises; 100 people in normal risk premises; or 120 people in lower risk premises. The width is >750mm which is considered acceptable for layout and occupancy.

Reasonable distances of travel

- Where only a single escape route is provided
 - 12m in high-risk area
 - 18m in normal risk area
 - **25m in a lower risk area**

All within acceptable tolerances – maximum distance to travel is 16m.

Disabled access suitable for layout and occupancy with ground floor level entrance where disabled persons would visit. No members of staff are disabled. Suitable arrangements are decided on a case-by-case basis dependent on individual requirements. Client is aware on requirements regarding PEEPs for staff and suitably trained persons to ensure evacuation of disabled persons should an emergency occur.

15. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

15.1 It is considered that there is

• compartmentation of a reasonable standard Yes ☒ No ☐

• reasonable limitation of linings that might promote fire spread. Yes ☒ No ☐

15.2 Comments and deficiencies observed:

16. EMERGENCY ESCAPE LIGHTING

- 16.1 Reasonable standard of emergency escape lighting system provided **N/A** ☐ **Yes** ☒ **No** ☐

NOTE. Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.

- 16.2 Comments and deficiencies observed:

Emergency lighting is installed throughout the premises and an inspection and testing certificate is held on file.

17. FIRE SAFETY SIGNS AND NOTICES

- 17.1 Reasonable standard of fire safety signs and notices' **N/A** ☐ **Yes** ☒ **No** ☐

- 17.2 Comments and deficiencies observed:

Sufficient signs in place across the site.

18. MEANS OF GIVING WARNING IN CASE OF FIRE

- 18.1 Reasonable manually operated electrical fire alarm system provided? **N/A** ☐ **Yes** ☒ **No** ☐

Based on visual inspection. No audibility tests or verification of full compliance with relevant British Standard carried out.

- 18.2 Can the alarm be heard in all areas, including store rooms, wash rooms and plant rooms? **N/A** ☐ **Yes** ☒ **No** ☐

- 18.3 Comments and deficiencies observed:

Smoke detectors in the main offices, public areas, and meeting rooms.

Alarm is standalone and is not connected to a central control centre.

19. MANUAL FIRE EXTINGUISHING APPLIANCES

- 19.1 Reasonable provision of portable fire extinguishers? **N/A** ☐ **Yes** ☐ **No** ☒

- 19.2 Hose reels provided? **Yes** ☐ **No** ☒

- 19.3 Are all fire extinguishing appliances readily accessible **N/A** ☐ **Yes** ☒ **No** ☐

- 19.4 Comments and deficiencies observed

Currently do not have any means to extinguisher an electrical fire on the 1st floor.
Recommend changing the 1st floor water extinguisher for a CO2 extinguisher.

20.OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

20.1 Type of fixed system:

None

20.2 Comments:

N/A

20.3

Suitable provision of fire-fighters switches for high voltage luminous tube signs, etc.

N/A

☒

Yes

☐

No

☐

20.4 Comments:

MANAGEMENT OF FIRE SAFETY

21. PROCEDURES AND ARRANGEMENTS

21.1 Fire safety is managed by:

Laura Cutter

This is not intended to represent a legal interpretation of responsibility but merely reflects the managerial arrangement in place at the time of this risk assessment.

21.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes ☒ No ☐

Comments

Georgina Morgan-Denn has overall responsibility for implementing fire safety controls.

Laura Cutter has day to day responsibility for managing fire safety.

All workers are provided with suitable training on fire safety to ensure preventative and protective measures are understood and adopted. Signed records are retained.

21.3 Is there a suitable record of the fire safety arrangements?

N/A ☐ Yes ☒ No ☐

Comments

Recommended fire safety awareness training.

21.4 Appropriate fire procedures in place?
More specifically

Yes ☒ No ☐

- Are procedures in the event of fire appropriate and properly documented? N/A ☐ Yes ☒ No ☐
- Are there suitable arrangements for summoning the fire and rescue service? Yes ☒ No ☐
- Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters? N/A ☐ Yes ☒ No ☐
- Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☒ No ☐
- Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐
- Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☒ No ☐

Comments

21.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☐ No ☒

Comments

Recommend familiarisation / training in the use of fire extinguishers

21.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☒ Yes ☐ No ☐

Comments

Currently no requirement.

21.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits) N/A ☐ Yes ☒ No ☐

Comments

is the nominated person to liaise with the fire and rescue service.

21.8 Routine in house inspections of the precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Comments

Weekly checks and testing of the fire alarm, and weekly checks of fire doors and extinguishers.

22. TRAINING AND DRILLS

22.1 Are all staff given adequate fire safety instruction and training on induction? N/A ☐ Yes ☒ No ☐

Comments:

22.2 Are all staff given adequate periodic "refresher training" at suitable intervals, including information, instruction or training on the following? N/A ☐ Yes ☒ No ☐

- Fire risks in the premises? N/A ☐ Yes ☒ No ☐
- The fire safety measures on the premises? N/A ☐ Yes ☒ No ☐
- Action in the event of fire? N/A ☐ Yes ☒ No ☐
- Action on hearing the fire alarm signal? N/A ☐ Yes ☒ No ☐
- Method of operation of manual call points? N/A ☐ Yes ☒ No ☐
- Location and use of fire extinguishers? N/A ☐ Yes ☐ No ☒

- Means for summoning the fire and rescue service? N/A ☐ Yes ☒ No ☐
- Identity of persons nominated to assist with evacuation? N/A ☐ Yes ☒ No ☐
- Identity of persons nominated to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments:

See above

- 22.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A ☐ Yes ☒ No ☐

Comments:

- 22.4 Are fire drills carried out at appropriate intervals? N/A ☐ Yes ☒ No ☐

Comments

Last fire drill conducted on 23 August 2023.

- 22.5 When the employees of another employer work in the premises
- Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A ☐ Yes ☒ No ☐
 - Is it ensured that the employees are provided with adequate instructions and information? N/A ☐ Yes ☒ No ☐

Comments

Small premises

23. TESTING AND MAINTENANCE

- 23.1 Adequate maintenance of premises? Yes ☒ No ☐

Comments and deficiencies observed:

Premises maintained in good order, and it is understood that there are no ongoing or outstanding maintenance issues within the premises.

- 23.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A ☐ Yes ☐ No ☒

Comments and deficiencies observed:

Weekly testing of the alarm should be introduced – alternating the call points each week.

Fire alarm is regularly serviced.

23.3 Monthly and annual testing routines for emergency escape lighting? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

23.4 Annual maintenance of fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

Extinguishers serviced by Cannon in June 2023.

23.5 Six-monthly inspection and annual testing of rising mains' N/A ☒ Yes ☐ No ☒

Comments and deficiencies observed:

None on the premises

23.6 Weekly testing and periodic inspection of sprinkler installations? N/A ☒ Yes ☐ No ☒

Comments and deficiencies observed:

None on the premises

23.7 Routine checks of final exit doors and/or security fastenings? N/A ☐ Yes ☐ No ☒

Comments and deficiencies observed:

Weekly check of fire exits and escape routes. Although it is recognised the exit and escape routes are via the main entrance, so are used daily. Any defects or concerns are reported and repair immediately.

23.8 Annual inspection and test of lightning protection system? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

See section 12 for comments.

23.9 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard? Yes ☒ No ☐

Comments and deficiencies observed:

The premises is small and utilised daily, and defects are reported and repaired in a timely manner.

23.10 Other relevant inspections or tests:

None

Comments:

N/A

24.RECORDS

24.1 Appropriate records of

Fire drills?	N/A	☐	Yes	☒	No	☐
Fire training?	N/A	☐	Yes	☐	No	☒
Fire alarm tests?	N/A	☐	Yes	☐	No	☒
Emergency escape lighting tests?	N/A	☐	Yes	☒	No	☐
Maintenance and testing of other fire protection systems?	N/A	☒	Yes	☐	No	☐

24.2 Comments:

See actions