FIRE RISK ASSESSMENT

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



RESPONSIBLE PERSON FOR FIRE SAFETY AT THESE PREMISES: *(The responsible person is legally defined as the employer or person in control of the premises)*	Georgina Morgan-Denn
PERSON APPOINTED WITH DAY-TO-DAY RESPONSIBILITY FOR FIRE SAFETY:	Laura Cutter / Jackie Fawcett
ASSESSOR NAME:	Andy Rhoades (Cert IOSH, NEBOSH Fire)
ASSESSOR SIGNATURE:	
DATE OF REPORT:	2nd September 2026
DATE OF PREVIOUS FIRE RISK ASSESSMENT:	18th December 2025
SUGGESTED DATE FOR REVIEW:	2nd September 2027

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

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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. As a working document, the actions are to be updated as completed and details given in the summary as required.

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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SUMMARY

Room Capacities:

Main Ground Floor Meeting Room
Area = 63m^2

Without Seating @0.5m^2/person = 126 people

Seated in rows @1m^2/ person = 63 people
Note:
Temporary seating for >50 people should be secured in lengths of no less than 4 seats
e.g. Sunday Church

Exhibition Layout (tables and chairs or displays) @1.5m^2/person = 42 people
e.g. Painting, café, Art classes

Sports use @2m^2/person = 31 people
e.g. Tai Chi, exercise classes

Fire Exit Capacity (single double doors) @1,500mm = 300 people, therefore, greater than the room capacity.

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 (See Appendix A for the Assessment of Risk)

☒ **TRIVIAL**

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
1	 **Cable Reel** Cable reels can overheat, therefore, the reel should be fully extended before use, or it should be replaced with an extension lead.	**HIGH**	**JF/LC**	

GENERAL INFORMATION

1. THE PREMISES

1. 1	Number of floors	1	
1. 2	Approximate floor area	228	M^2 gross
		180	M^2 on ground floor
		48	M^2 on 1st floor

1. 3 Brief details of construction

Without the building and O & M files the construction of the premises cannot be accurately confirmed and without access to such files/structural engineer survey this cannot be validated.

The walls are constructed of brick, and the roof is slate tiles.

1. 4 Use of premises

Offices for Parish Council.

The premises include meeting rooms, toilets, kitchen, and storage cupboard on the ground floor and 2 offices on the 1st floor.

2. THE OCCUPANTS

2.1	Approximate maximum number	60
2.2	Approximate number of employees at any one time	5
2.3	Maximum number of members of public at any one time	60
2.4	Associated times and hours of occupation	08:00 to 22:00

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants	0
3.2	Disabled occupants	Possible
3.3	Occupants in remote areas and lone workers	0
3.4	Young persons	Children accompanied by adults

3.5 Others

Fire procedures sent to all groups who hire a room / space in the Parish building. Children are accompanied by responsible adults.

4. FIRE LOSS EXPERIENCE

No known previous incidents.

5. OTHER RELEVANT INFORMATION

Commercial Property:
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.

Regulatory Reform (Fire Safety) Order 2005
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
The Building Regulations 2010 Approved Document B
Fire Safety Risk Assessment (DCLG) – Offices & Shops

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 referred to in 6.3 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 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 policy regarding the use of personal electrical appliances?		Yes ☒	No ☐	
	• Suitable limitation of trailing leads and adapters?		Yes ☒	No ☐	

7. 3 Comments and hazards observed.

A fixed wiring inspection completed on 16th March 2026

Portable appliance testing was conducted in June 2026

Solar Panels
Panels are fitted to the roof. All installations were fitted by a competent contractor, and the panels and system will be checked on a regular basis. There are no visible defects with solar system.

Cable Reel – the cable reel in the main conference room should be replaced with an extension lead or the reel should be fully extended before use.

8. SMOKING

8.1	Reasonable measures taken to prevent fires as a result of smoking?		Yes ☒	No ☐	
8 2	More specifically:				
	• Smoking prohibited on the premises?		Yes ☐	No ☒	
	• Smoking prohibited in appropriate areas?	N/A ☐	Yes ☒	No ☐	
	• Suitable arrangements for those who wish to smoke?		Yes ☒	No ☐	
	This policy appeared to be observed at time of inspection?		Yes ☒	No ☐	

8.3 Comments and hazards observed

No evidence of smoking outside of the designated area.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? Yes ☒ No ☐

[Reasonable only in the context of this fire risk assessment. If specific advice on security, including security against arson, is required the advice of a security specialist should be obtained.]

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

9.3 Comments and hazards observed:

There are no known previous incidents of arson.
No evidence of combustible material stored near the building.
All gates to the site are locked in the evening / when the site isn't in use.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? **Yes** ☒ **No** ☐

10.2 If portable heaters are used:

- Is the use of the more hazardous type (e q radiant bar fires or LPG appliances) avoided? **N/A** ☒ **Yes** ☐ **No** ☐
- Are suitable measures taken to minimise the hazard of ignition of combustible materials? **N/A** ☒ **Yes** ☐ **No** ☐

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

10.4 Comments and hazards observed

Gas heating system – boiler serviced on 11th November 2025.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? **N/A** ☒ **Yes** ☐ **No** ☐

11.2 More specifically:

- Filters changed and ductwork cleaned regularly? **N/A** ☒ **Yes** ☐ **No** ☐
- Suitable extinguishing appliances available? **N/A** ☒ **Yes** ☐ **No** ☐

11.3 Comments and hazards

No cooking activities take place on site. Basic appliances including kettle and microwave are provided.

There is a fire blanket in the kitchen.

12. LIGHTNING

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

12.2 Comments and hazards observed:

At the time of the assessment, it could not be determined if the premises has a Lightning Protection System., please note that you should liaise with your landlord to establish if a Lightning Protection System is in place and if a Lightning Strike Risk Assessment has been completed, consideration should be made to the locality, frequency of lightning strikes, the size and height of the premises and the likelihood. According to BS EN/IEC 62305, it is mandatory to complete a risk assessment annually to ensure that your lightning protection measures are suitable, and any installed system complies with the regulations. Your insurance company may be able to advise you further with this requirement.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? **Yes** ☒ **No** ☐

13.2 More specifically?

- Combustible materials appear to be separated from ignition sources? **Yes** ☒ **No** ☐
- Avoidance of unnecessary accumulation of combustible materials or waste? **Yes** ☒ **No** ☐
- Appropriate storage of hazardous materials? **N/A** ☐ **Yes** ☒ **No** ☐
- Avoidance of inappropriate storage of combustible materials? **Yes** ☒ **No** ☐

13.3 Comments and hazards observed

Good standard of housekeeping throughout the premises.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? **Yes** ☒ **No** ☐

14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including “hot-work” permits)? **Yes** ☒ **No** ☐

14.3 If there are in-house maintenance personnel are suitable precautions taken during “hot-work” including the use of “hot work” permits? **N/A** ☐ **Yes** ☒ **No** ☐

14.4 Comments:

HWPC have a process in place to manage contractors.

15. DANGEROUS SUBSTANCES

15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	**N/A**	☐	**Yes**	☒	**No**	☐
15.2	If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	**N/A**	☒	**Yes**	☐	**No**	☐

15.3 Comments:

Only small quantities of cleaning materials on site.

16. OTHER SIGNIFICANT FIRE HAZARDS CONSIDERED - INCLUDING PROCESS HAZARDS WHICH IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards.

None

16.2 Comments and deficiencies observed:

N/A

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1	It is considered that the premises are provided with reasonable means of escape in case of fire.			Yes	☒	No ☐
17.2	More specifically					
	• Adequate design of escape routes			Yes	☒	No ☐
	• Adequate provision of exits			Yes	☒	No ☐
	• Exits easily and immediately openable where necessary			Yes	☒	No ☐
	• Fire exits open in direction of escape where necessary			Yes	☒	No ☐
	• Avoidance of sliding or revolving doors as fire exits where necessary	N/A	☐	Yes	☒	No ☐
	• Satisfactory means for securing exits			Yes	☒	No ☐
	• Reasonable distances of travel			Yes	☒	No ☐
	◦ Where there is a single direction of travel	N/A	☐	Yes	☒	No ☐
	◦ Where there are alternative means of escape	N/A	☐	Yes	☒	No ☐
	• Suitable protection of escape routes			Yes	☒	No ☐
	• Suitable fire precautions for all inner rooms	N/A	☐	Yes	☒	No ☐
	• Escape routes unobstructed			Yes	☒	No ☐
17.3	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people	N/A	☐	Yes	☒	No ☐

17.4 Comments and deficiencies observed:

All travel distances and no. of exits are within the regulations.

There is a single exit from the 1st floor offices down a stairway. In accordance with Approved Document B Volume 2, the stairway can be open as all the premises meets all the criterion of section 4.8. The doors to the offices on the 1st floor are both FD30 rated fire doors.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18. 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** ☐

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire. **N/A** ☒ **Yes** ☐ **No** ☐

NOTE. Based on visual examination of readily accessible areas with a degree of sampling where appropriate.
NOTE. A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment

18.3 Comments and deficiencies observed:

19. EMERGENCY ESCAPE LIGHTING

19.1 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.

19.2 Comments and deficiencies observed:

Emergency lighting covers the exits internally and externally.

20. FIRE SAFETY SIGNS AND NOTICES

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

20.2 Comments and deficiencies observed:

No issues with directional and exit signage.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 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.

21.2 Automatic fire detection provided?

Yes - throughout premises ☒
Yes - part of premises only ☐
No ☒

21.3 Extent of automatic fire detection generally appropriate for the occupancy and the fire risk? **N/A** ☐ **Yes** ☒ **No** ☐

21.4 Remote transmission of alarm signals? **N/A** ☐ **Yes** ☐ **No** ☒

21.5 Comments and deficiencies observed:

Fire alarm was serviced on 10th June 2026 and is next due in Dec 2026

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1	Reasonable provision of portable fire extinguishers?	**N/A**	☐	**Yes**	☒	**No**	☐
22.2	Hose reels provided?			**Yes**	☒	**No**	☐
22.3	Are all fire extinguishing appliances readily accessible	**N/A**	☐	**Yes**	☒	**No**	☐

22.4 Comments and deficiencies observed

Fire extinguishers were serviced in June 2026.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

N/A

23.2 Comments:

N/A

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

None

24.2 Comments:

N/A

24.3	Suitable provision of fire-fighters switches for high voltage luminous tube signs, etc.	**N/A**	☒	**Yes**	☐	**No**	☐

24.4 Comments:

N/A

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety for the centre is managed by: Georgina Morgan-Denn

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.

25.2 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 within the Parish centre.

Laura Cutter / Jackie Fawcett has day to day responsibility for managing fire safety.

ABR Safety Limited and Parish Council provide competent support.

25.3 Is there a suitable record of the fire safety arrangements? **N/A** ☐ **Yes** ☒ **No** ☐

Comments

It is recommended the fire safety procedure sent to hirers is reviewed and updated as required.

25. 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

25. 5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments

Fire Awareness and Extinguisher training – refresher training is recommended

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

Comments

Refresher training is recommended.

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

Comments

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

Comments

Weekly and monthly recorded checks are in place.

26. TRAINING AND DRILLS

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

Comments:

Training is provided upon induction and periodically via refresher training.

26.2 Are all staff given adequate periodic “refresher training” at suitable intervals? N/A ☐ Yes ☒ No ☐

Comments:

26.3 Does all staff training provide information, instruction, or training on the following

- 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:

Employees demonstrated awareness of the fire procedures when questioned.

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

Comments:

Fire warden training is completed

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

Comments

The annual fire drill was conducted in Jan 2026.

26.6 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

There is a process for managing external contractors and visitors.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes ☒ No ☐

Comments and deficiencies observed:

The premises are well maintained.

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

Comments and deficiencies observed:

The alarm is tested weekly and regularly serviced

27.3	Monthly and annual testing routines tor emergency escape lighting?	**N/A**	☐	**Yes**	☒	**No**	☐

Comments and deficiencies observed:

Monthly recorded checks are in place.

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

Comments and deficiencies observed:

Extinguishers are serviced annually.

27.5	Periodic inspection of external escape staircases and gangways'	**N/A**	☒	**Yes**	☐	**No**	☐

Comments and deficiencies observed:

None on site

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

Comments and deficiencies observed:

N/A

27.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	**N/A**	☒	**Yes**	☐	**No**	☐

Comments and deficiencies observed:

N/A

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

Comments and deficiencies observed:

N/A

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

Comments and deficiencies observed:

The main entrance is the only final exit and is tested (used) daily.

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

Comments and deficiencies observed:

See section 12 for comments.

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

Comments and deficiencies observed:

Maintenance issues reported in the first instance to the Parish. If the Parish cannot fix the issue, external contractors are used.

27.12 Other relevant inspections or tests:

None

Comments:

N/A

28. RECORDS

28.1 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** ☐

28.2 Comments:

Recorded inspections and checks are in place.

APPENDIX A - 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**

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**

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**

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 **Slight 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.