

Fire Risk Assessment

Company Name:	South Willesborough & Newtown Community Council	Address:	Trade Unit 8 Ashford Market
Date of assessment:	May 2024	Person Assessing:	Sarah Evans Community Council Manager
Premises (brief description)	Two room office		
Duty Holder/ Responsible Person	Community Council Manager	Legislation (delete as applicable) <small>(Please note that each piece of legislation may differ and as such you should ensure that this risk assessment is carried out in conjunction with the relevant HM Government guide)</small>	
		<i>The Regulatory Reform (Fire Safety) Order 2005 (England and Wales)</i>	

Note: The contents of the fire risk assessment should be shared with any organisations that could be affected by fire in the premises.

Occupants (approx. numbers)	Employees	1	Others (customers/visitors)	
People at special risk (numbers/location)	Sleeping			
	Disabled			
	Remote			

Note: The Duty Holder/Responsible Person for fire safety is responsible for making themselves aware of the contents of this fire risk assessment, verifying its contents and implementing any actions recommended within the fire risk assessment.

1. Sources of Ignition

In order to help you identify all sources of ignition within your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example Sources of Ignition that you should ensure are encompassed in your assessment:

- Smoking
- Contractor Activities **None**
- Naked Flames **None**
- Cooking **None**
- Boilers **None**
- Machinery **None**
- Hot work **None**
- Electricity
- Arson **Building as on-site 24-hour staff**
- Lightning

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
1.All portable electrical appliances	M		Annual PAT Testing Regular visible checks of electrical plugs and wiring, report damage for repair immediately. All items are turned off at the end of each day.	2	
2.Smoking	H	No smoking in Building or Office Designated outdoor smoking area is appointed Included in SWANCC Health and Safety Policy and itemised in all staff handbooks. Staff handbooks have been issued to all staff who have signed to receive them and been given time in the office to read them and ask questions			

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
2.Oil filled radiator	L	Turned off at the end of each day	Annual Pat Testing	2	
4.Mains wiring	L	Responsibility of landlord	Formally Requested test certification from Land Lord	2	
5.Main Lighting & emergency Lighting	L	Responsibility of landlord	Formally Requested test certification from Land Lord	2	
<p><u>Notes:</u></p>					

2. Sources of Fuel

In order to help you identify all sources of fuel within your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example Sources of Fuel that you should ensure are encompassed in your assessment:

- Flammable Liquids None
- Flammable Chemicals None
- Flammable Gases None
- Paper and card
- Plastics, Rubber and Foam
- Wood
- Furniture, Fixtures, Fittings
- Textiles None
- Packaging materials
- Waste materials

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
6.Paper	L	Paperwork is generated on a regular basis and stored on desk and worktop. Shredder to is stored in outer office area	All paperwork should be filed away on a regular basis. All printing should be as necessary and shredded after use. Waste bin emptied at the end of each day. Shredder to be emptied on weekly basis or when full	1	
7. Cardboard	L	Cardboard boxes are kept and should be recycled immediately,		1	
8 Oil filled radiator	L	Electric plug in oil filled radiator	PAT Testing on an Annual basis. Turn off at the end of each day		
9.Wooden furniture	L	2 wooden desks 2 wooden shelves Metal lined wooden filing cabinet Wooden picnic table set Wooden kitchen cupboards on main wall with high gloss finish Wooden work top	The items of wooden furniture, kept to a minimum. The items of wooden furniture, kept to a minimum.		

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
10. Plastics	L	2 plastic seat chairs, metal framework, Plastic first aid case, plastic led lamp framework, telephone, laminator, shredder, flower pot.	The items of plastic, kept to a minimum. No plastic packaging to be kept		
<u>Notes:</u> Waste bin is taken and emptied in outside wheelie bin.					

3. Sources of Oxygen

In order to help you identify all sources of oxygen within your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example Sources of Oxygen that you should ensure are encompassed in your assessment:

- Natural airflow (Doors)
- Natural airflow (windows) None
- Natural airflow (other) None
- Mechanical air conditioning/handling system None
- Oxidising chemicals None
- Oxygen cylinders None
- Piped Oxygen system None
- Pyrotechnics containing oxidising materials

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
11. Entrance Door	L	Door is closed when office is unoccupied	None		

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
Natural air flow					
<p><u>Notes:</u> No windows or air conditioning.</p>					

4. Structure

In order to help you identify all fire related hazards associated with the structure of your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example issues that you should ensure are encompassed in your assessment:

- Will any structural features allow rapid fire spread? **Not known**
- Are there open stairwells? **Not within the office unit area**

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
12. Will structural features allow rapid fire spread	L	Small office unit on ground floor. Ground floor is a large open area with good exit points. Internal wall with fitted wooden and glass door			

5. Means of Escape

In order to help you identify all fire related hazards associated with means of escape from your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example issues that you should ensure are encompassed in your assessment:

- Can all occupants easily escape from fire? **Yes**
- Can a place of safety be reached within 2/3 minutes from all areas? **Yes**
- Do all escape routes lead to a place of safety? **No**
- Are escape routes free from combustible materials? **Yes**
- Are all escape routes unobstructed? **Yes**
- Are escape routes of sufficient width? **Yes**
- Do all escape doors open in the direction of travel? **No**
- Are all escape doors easy to use without the use of a key? **Yes**
- Are all self-closing fire resistant doors functioning? **Not known**
- Are final exit doors routinely checked? **Not Known**
- Is the lighting on the escape route adequate? **Yes**
- Is the emergency lighting system tested regularly? **Not Known**
- Are escape routes signed with pictograms? **Yes**
- Are fire action notices posted? **Not known**
- Are adequate escape measures in place for those with special needs? **Yes**

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
13.Can occupants easily escape	L	Easy exit through door Walkways are easily accessed and unobstructed			
14.Escape fire can a place of safety be reached within 2 or 3 minutes from all areas	L	Rear exit is 33m approx. away from office all walkways unobstructed. Front exit 46 metres approx. and unobstructed.			
15.Do all escape routes lead to a place of safety	L	Yes. As above			

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
16.Are all escape routes unobstructed	L	The office floor space is kept clear at all times. Bags and coats are stored safely Any liquids spilled on the floor are cleaned up at once			
17.Are escape routes sufficient width	L	Yes escape routes are door width which is suitable for access and escape.	Door width should be 850mm for a disabled user Check door widths and assess.		
18 Fire Doors open in the direction of travel	L	Yes all fire doors open in direction of travel			
19.Front Door	L	Door is fire resistant with a master key held by landlord and key holders Final exit door is in good order Checked daily M-F			
20.Is the Emergency lighting tested regularly	L	Formally requested emergency lighting test records from landlord		2	
21.Are escape routes signed with pictograms?	M	No signage in office	Sign for exit route should be in place	2	

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
22.Are fire action notices posted?	M	No	Fire action notices to be posted.	2	
23.Are adequate escape measures in place for those with special needs?	L	Doors are sufficient width for escape by wheelchair users. No doorways or walk ways are obstructed There are no steps or thresholds	Tidy left side of outer office to ensure safe turning space.	1	
<p><u>Notes:</u> The land lords fire escape is to be followed.</p>					

6. Fire Detection and Warning Systems

In order to help you identify all fire related hazards associated with fire detection and warning systems within your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example issues that you should ensure are encompassed in your assessment:

- Are arrangements in place to detect fire? **Yes**
- Is a fire alarm installed? **Yes**
- Is the fire warning adequate? **Yes**
- Does fire detection cover areas where a fire may develop unnoticed?
Requested from land lord.
- Does the fire detection cover the escape routes? **Yes**
- Is the fire alarm routed to the fire brigade or call centre?
Requested from land lord.
- Is the fire alarm tested weekly and recorded?
Requested from land lord.
- Is the fire alarm maintained? **Requested from land lord.**

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
24. Are arrangements in place to detect fire	M	Yes heat and smoke sensors in main office	Formally contact landlord to check fire detection system is inspected and keep copy for records	2	
25. Is fire alarm installed	M	Yes a fire alarm system is installed	Formally contact landlord to check fire detection system is inspected and keep copy for records	2	
26. Is the fire warning adequate	L	Responsibility of the landlord. When it has been tested when office is in use the alarm is very adequate	Formally contact landlord to check fire detection system is inspected and keep copy for records	2	
27. Is the fire alarm tested on a weekly basis	M	Responsibility of the landlord Landlord has been formally contacted to advise on this.	Follow up Landlord response	2	

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
28. Is the fire alarm maintained	M	Landlord has been formally contacted to advise on this.	Landlord has been formally contacted to advise on this.	2	
<p><u>Notes:</u> The land lord maintains all fire alarms and smoke detector.</p>					

7. Fire Fighting Equipment

In order to help you identify all fire related hazards associated with firefighting equipment within your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example issues that you should ensure are encompassed in your assessment:

- Are fire extinguishers provided? Yes
- Are fire blankets provided? N/A
- Is a sprinkler system installed? Yes
- Is the firefighting equipment sited correctly?
- Is there a fire suppressant system installed?
- Is the firefighting equipment visible or signed?
- Are sufficient numbers of staff trained to use fire extinguishers?
- Is all fire equipment maintained?

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
29.Are fire extinguishers provided	M	Nearest extinguisher is foam suitable for waste paper fires. 8m metres outside external door	Council to buy suitable fire extinguishers for office.	1	
30.Is a sprinkler system installed	L	Unknown	Formally contact landlord to determine if sprinkler system is adequately maintained	2	
31 .Is fire fighting equipment visible or signed	L	Yes			
32 Is fire equipment maintained	L	Landlord Policy and Company handbook advise is tested annually	Formally contact landlord to determine if fire equipment is maintained	2	
33 Are sufficient numbers of staff	M	No	Fire extinguisher training completed on Work Nest	2	

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
34.Trained to use fire extinguishers			1 Practical training to be arranged 6 th June 24 To be completed every six months		
<p><u>Notes:</u> The land lord supplies and maintains all fire detection and prevention equipment. Requested test certification from land lord.</p>					

8. Management of Fire Safety

In order to help you identify all fire related hazards associated with the management of fire safety within your premise(s) please ensure that you refer to all available guidance including the relevant section of the HM Government guide(s). However here are some example issues that you should ensure are encompassed in your assessment:

- Is there a fire emergency plan? **Requested from land lord.**
- Are competent persons nominated to provide guidance on fire legislation? **Not known**
- Are employees aware of the action to take in the event of fire? **Yes**
- Are fire marshals nominated? **Yes**
- Are fire drills carried out? **Formally contact Landlord**
- Is any special training required? **No**
- Is there a fire assembly point? **Yes**
- Are there arrangements for calling the fire brigade? **Yes**
- Are there arrangements to liaise with the fire brigade if a fire occurs? **Yes**
- Is any special information to be given to the fire brigade?
- Are checks completed of the fire precautions? **Not known**
- Are fire blankets provided? **Not required no cooking in office**

Hazard	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
35. Is there a fire emergency plan	L	Yes, supplied by landlord			
36 Are employees aware of the action to take in the event of fire	L	Yes Work Nest training completed Landlord has advised fire safety policy			
37 Are fire Marshalls nominated	L	Yes Landlord has provided fire safety policy			

Hazard	Risk (L/ M/ H)	Observations (include existing controls)	Control Measures Required	Priority 1=Immediate 2=Short term 3=Long term	Action by Date and Name
38 Are fire drills carried out	H	Unknown	Contact the Landlord to find out fire drills plan	2	
39 Are there arrangements for calling the fire brigade	L	Yes Landlord has provided fire safety policy. Set off the alarm and report fire to 999.			
40 Are checks completed of the fire precautions	M	Landlord policy and fire risk assessment advise actions to be completed	Formally contact the Landlord to confirm checks are completed of fire precautions	2	

Significant Findings (urgent items requiring immediate management action that fundamentally effect means of escape or could lead to rapid fire spread)

	Item number	Control Measures required	Date Actioned	Name
Immediate (Action immediately and implement as soon as possible)				
	2.1	Paper filing and shredding to be managed on a weekly basis		
	2.2	Cardboard send immediately to recycling		
	5.23	Tidy left side of outer office to ensure turning space		
	7.29	Fire Extinguisher for Office suitable for electrical fires		
Short term (Implement within 3 months)				
	1.1	Annual Pat Testing		
	1.2	Oil Radiator Pat Testing		
	1.4	Mains Wiring		
	5.20	Emergency Lighting		
	5.21	Sign for exit route		
	5.22	Fire Action Notices		
	6.24	Fire detection system inspection from Landlord		
	6.25	Fire Alarm Test proof from Landlord		
	6.22	Fire action notices		

	6.28	Fire alarm maintenance proof from landlord		
	6.30	Confirm with Landlord if a sprinkler system is in place and if it is maintained		
	6.32	Confirm with Landlord to determine if fire equipment is maintained		
	6.33	Complete Work Nest Training and book practical by 6 th June 24 Work Nest training every 6 months		
	6.38	Contact landlord to confirm fire drills being carried out		
Long term (Implement as and when opportunity arises)				
Summary				
First Review Date	May 2024	Completed by	Sarah Evans 21 st May 2024	<i>S E Evans</i>