



SUMMARY OF

ACTIONS

Fire Risk Assessment Report

Nottingham Hackspace

Unit F6 Roden House

Roden Street

NG3 1JH

on 24th July 2025

Executive Summary

This Executive Summary highlights the number of concerns that have been identified during this fire risk assessment and the risk levels of those concerns. It is **NOT** the complete list of deficiencies or hazards discovered; the full details of all items that need to be addressed to comply with fire safety legislation, are contained within the relevant sections of this report and summarised on the Action plan and Summary report.

		Life Risk				
		Rare	Unlikely	Possible	Likely	Certain
Fire Risk	Insignificant	Low	Low	Low	Medium	Medium
	Minor	Low	Medium	Medium	Medium	High
	Moderate	Low	Medium	Medium	High	High
	Major	Medium	Medium	High	Substantial	Substantial
	Extreme	Medium	High	High	Substantial	Extreme

Extreme

There are **0** areas of concern raised with the Extreme rating. These areas carry a Certain risk of fire occurring and risk of extreme harm to occupants. A dangerous condition, liable to cause an imminent risk of a fatal or major injury.

Substantial

There are **0** areas of concern raised with the Substantial rating. These areas carry a Likely risk of fire occurring and risk of major harm to occupants. Urgent action required - if occupied, if vacant no occupation until rectified.

High

There are **10 areas** of concern raised with the High rating. These areas carry a Likely risk of fire occurring and moderate risk of harm to occupants. Risk reduction measures which may involve cost should be implemented within a defined time.

Medium

There are **20 areas** of concern raised with the Medium rating. These areas carry a Possible risk of fire occurring and slight risk of minor harm to occupants. No major additional fire precautions required. Reasonably practicable improvements. Minor limited cost.

Low

There are **1 areas** of concern raised with the Low rating. These areas carry a Low risk of fire occurring and slight risk of minor harm to occupants. These concerns have been raised for **review**. Action may not be required, however it should be considered, detailed records are not required.

Advisory

There are **8 areas** of concern raised with the Advisory rating. These areas carry a No risk of fire occurring and no risk of harm to occupants. No action is required this is for **information** and/or to raise awareness



Items on the Action summary which have been highlighted with a **!** are actions which can be addressed immediately by a competent person within the organisation. This is to help the Responsible person identify areas that can be quickly remedied.

Major Requirement	Risk Rating	Completed
When each action has been completed and signed off please tick the relevant box here. <input checked="" type="checkbox"/>		
Overview		
1: General overview of current fire safety provisions within the premises and standard of fire safety management		
This fire risk assessment is for the areas managed by the responsible person or their representative and communal means of escape from those areas ONLY. No other parts of the building have been visited.		
It MUST be confirmed that all OTHER occupiers of the building have completed a fire risk assessment for their areas of responsibility.		
The current standard of fire safety management is considered INADEQUATE and will be addressed within the main body of this fire risk assessment.		
Fire safety INFORMATION for occupants must be IMPROVED		
The current fire strategy in the premises is NOT defined or communicated effectively & MUST be reviewed.		
A comprehensive fire door survey SHOULD BE carried out and any fire doors not meeting the relative standard of fire resistance repaired or replaced.		
The fire alarm system is considered INADEQUATE and should be improved.		
Business Information		
3: Scope and purpose of the fire risk assessment <i>This is a non-destructive, visual inspection of the PART of the building the Responsible Person named has control over and any means of escape, to complete a life safety fire risk assessment.</i>		
-	Cooperation has not been established between all Responsible persons Ref - Article 22 of the Regulatory Reform (Fire Safety) Order 2005	3-6 months <input type="checkbox"/>
9: If there are multiple persons responsible for fire safety, do they co-operate with each other? NO - COMMERCIAL TENANTS & LANDLORD MUST LIAISE		
Co-operation between all Responsible Persons on fire safety management issues must be improved to ensure the safety of all relevant persons within the building. Some items raised within the report will require cooperation from all Responsible Persons (RP)		
Fire safety in mixed-occupancy buildings relies on coordinated management to maintain compliance and protect occupants.		
* Legal responsibility is shared under the Regulatory Reform (Fire Safety) Order 2005 - all parties with control over premises landlords, commercial tenants, managing agents are deemed RP's. Each is accountable for the areas they control (e.g. tenant units, communal corridors, plant rooms), but coordination ensures gaps aren't missed, especially in fire-stopping, escape route integrity, and alarm interfacing.		
* Integrated fire strategy needs unity- without joint planning, alarms, detection systems, or evacuation procedures could contradict or fail. Maintenance of fire doors, emergency lighting, or suppression systems often spans both landlord and tenant responsibilities.		
* Items requiring joint action - examples often include: Compartmentation defects spanning tenant fit-outs and landlord voids. Shared escape routes or final exits requiring unobstructed access at all times.		

* Clarity avoids legal and operational risk misunderstanding - who is responsible leads to compliance failure, possible enforcement notices, or worse life safety compromises.

Understanding and managing fire safety measures across stakeholders is a legal, ethical, and operational necessity.

Tenants are responsible for carrying out a fire risk assessment within their workspaces.

Tenants are responsible for the safety of their employees

Tenants must be made aware of the dangers of electrical items with Lithium-ion batteries

Tenants must communicate any noticeable defects regarding fire safety to the responsible person.

Tenants must ensure communal escape routes are kept clear at all times

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- The Landlord should review all tenants FRA's & share any significant findings.
Ref - Article 22 of the Regulatory Reform (Fire Safety) Order 2005

3-6 months



10: If commercial multi-occupancy, has the Responsible Person reviewed the fire risk assessments of the other occupants? **NO - TENANTS NEED TO REVIEW THE LANDLORDS FIRE RISK ASSESSMENT.**

Some of the fire safety requirements within the premises will be under the Landlords control and responsibility, therefore the tenants do need to review the Landlords fire risk assessment, to ensure that these areas are being monitored and maintained.

Additionally, the Landlord should review all tenants FRA's to ensure that any significant findings are addressed & do not impact on the fire safety of other occupants.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Building Details

- Emergency/Fire exits doors require regular visual inspections.

3-6 months



23: Number of emergency exits available to the client, including the main entrance is **Number of exits - visual door check required**

LOW footfall 6 monthly checks, 4 exits checks to be recorded in a fire log book.

Emergency exits/fire exits should be easily opened from the inside, generally should open in the direction of travel (although opening inwards can sometimes be acceptable) and lead to a place of safety. They can become worn/damaged over time and so regular visual inspections should take place - HIGH footfall 3 monthly/LOW footfall 6 monthly. Some of the key areas to check:

- * The opening mechanism should be checked regularly to ensure it is in working order
- * Any signage indicating the direction to travel/exit details/Keep clear/opening mechanism instructions - should be clear and undamaged.
- * External side of the door should be kept clear, without obstruction preventing it opening or causing trip hazards for occupants leaving.
- * Ensure the door easily opens without sticking in the frame.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Portable Heaters - Information provided regarding their safe use.

Information



29: Were portable heaters observed on the premises? **NO**


At the time of the assessment portable heaters were not observed in the premises.

NOTE - Where portable heaters are used in the premises, these must be monitored and managed effectively.

Portable heaters can be knocked over, placed too close to flammable materials and, in some cases, emit carbon monoxide.

If portable heaters are going to be used/introduced there should be a robust policy in place so all users are aware of the dangers and how they should be used safely.

RP advised assessor that portable heaters were used occasionally, however there was no policy in place to safe guard their use.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Building Services

- It was noted that additional Oxygen sources are stored on the premises.

Information




32: Are there any additional Oxygen Sources that are potential fire hazards? **YES**

Oxygen is one of the three components needed to ignite and sustain a fire (Fire triangle). The main source of oxygen is the air around us, however the assessor has identified processes and/or materials stored on the premises, which can provide a fire with extra oxygen.

Welding

The Responsible person must ensure that all occupants are aware of the hazards of additional oxygen and ensure that is included in any Health & Safety risk assessment (<https://www.hse.gov.uk/pubns/indg459.pdf>), carried out at the premises. Any Oxidising materials (chemicals) should be identified on the container by the manufacturer (see Classification, Packaging & Labelling regulations) RC 43 - Recommendations for fire safety in the storage and use of oxidising materials, gives further guidance.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		


- The assessor has raised further issues regarding the premises or fire hazards

Information



33: Are there any additional comments regarding the Building Services and Fire Hazards? **YES**

Argon bottles are secure to the welding trollies.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Protection of Firefighters

- A system for giving attending fire crews information, that is required during a fire or other incident, should be implemented.

Information



36: Has a system been put in place to provide attending fire crews with relevant information to aid fire-fighting? **No - REQUIRED**

Due to the type of premises and its use, it would be beneficial to the fire crews to have access to relevant information that will aid them in performing their duties, in the event of a fire or critical incident.


The responsible person or their representative must provide a means for giving attending fire crews information. This may be in the form of an information folder or "grab bag" or a Fire box which is accessible to firefighters and contractors. The information must be kept in a location that is easily accessed without risk or danger to any person (e.g. adjacent to the fire alarm panel or with a fire warden/reception).

It must contain at least the following -

- Plan of the building or site.
- Location of electricity cut off.
- Location of gas cut off (if gas is on site).
- Location of water cut off.
- Location and quantity of any chemicals that may pose a danger during fire-fighting operations.
- Emergency contact list (eg Key holders/Responsible person/Landlord) with telephone numbers.
- Copy of the emergency plan.
- Type and location of any fixed fire-fighting systems installed (e.g. sprinklers).
- If applicable - details of any PEEPS in place.

Landlords responsibility

NOTE - If the information will contain personal details about occupants, this must be considered when selecting how the details will be stored for the Fire service, particularly in the case of a premises information box.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Fire Safety Policies and Emergency Evacuation Plans

- A suitable Fire Safety Policy has NOT been produced.
Ref - Article 11 of the Regulatory Reform (Fire Safety) Order 2005


3-6 months



39: Is a Fire Safety Policy in place and is it being reviewed on a regular basis? **NO - A suitable Fire Safety Policy has NOT been produced.**

A fire safety policy sets out a business's general approach to fire safety. It explains how fire safety risks are managed on their premises and should clearly state who does what, when and how. It is an essential document that sets the direction and vision of fire safety and demonstrates a commitment from the Responsible Person/s to prevent harm to relevant persons. It also shows compliance with Fire Safety and Health & Safety Regulations.

It is recommended that a Fire Safety Policy is devised, written and made available to staff/tenants and Inspecting Officers from enforcing authorities. The Policy should set objectives that can be monitored to ensure compliance with regulations. The Policy must be reviewed on a regular basis.

 This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- The current evacuation strategy requires reviewing.
Ref - Article 15 of the Regulatory Reform (Fire Safety) Order 2005

3-6 months



40: Has an emergency plan been formulated, which is reviewed on a regular basis? **NO - AN EMERGENCY PLAN IS REQUIRED**

A written 'Emergency Plan' has NOT been produced & there was no evidence of communication for the current policy. This needs reviewing by the Responsible person and communicating effectively to all occupants.

An Emergency Plan ensures that 'relevant persons' know what to do in the event of an emergency. This will include where necessary individuals with personal emergency evacuation plans (PEEPS) or details of an overall General Emergency Evacuation Plan (GEEP)

It is recommended that an Emergency Plan is produced and reviewed on a regular basis. The plan must include:

- * Instructions relating to the evacuation strategy of the building
- * Instructions in how to report a fire to the fire & rescue authority
- * Any other specific instructions about action to take when a fire occurs, relevant to the premises
- * Where applicable, include information about any Fire wardens onsite & their role & responsibilities

A plan is required with SIMULTANEOUS evacuation being the action to take in the event of a fire.

The plan needs to consider all scenarios (eg during hours of darkness/inclement weather/reduced staff) & ensure it can be effectively implemented in the worst case.

There was no record to evidence that club members have been informed of the current strategy ie letter, initial joining, annual reminders.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Imminent Danger Procedures

- Fire evacuation drills are required to be conducted & suitable records maintained.
Ref - Article 15 of the Regulatory Reform (Fire Safety) Order 2005

3-6 months



42: Are fire evacuation and safety drills conducted on a regular basis & suitable records maintained? **NO**

During the assessment it was noted that fire drills are not being conducted on a regular basis. This is a contravention of fire safety legislation.

A fire drill comprising of a full evacuation of the premises is to be conducted by a competent person at least once a year and it would be recommended to consider at least 2 drills, to ensure all occupants are present for at least one.

The results of the drill and any problems encountered must be recorded in a Fire Safety Log Book. Having a effective system in place to formally record findings, can help to identify areas where improvements are required, in order to make the evacuation procedure more effective.

The Log Book will be required for examination during an inspection by the Fire Authority.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Information and Training of Staff

- There were insufficient competent persons to oversee a safe evacuation.

Information




48: Are there sufficient competent persons to oversee a safe evacuation? **NO – THERE IS NOT SUFFICIENT COMPETENT PERSONS (e.g. Fire Wardens) TO OVERSEE EVACUATION**

There are insufficient numbers of competent persons to initiate & conduct a safe evacuation from the building, taking into account the type & size of the assessed area.

It is recommended that Management provide a sufficient number of persons who are nominated to safely conduct evacuation procedures, & the level of their experience & knowledge, ensures they are competent to carry out this role, as detailed:

Due to the low numbers using the club facilities along with various times members attend wardens are not required

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Additional points were raised by the assessor regarding Training


Information



49: Are there any additional comments regarding Information and Training of Employees? **YES**

Due to the nature of the area assessed the training of all members in fire awareness is impractical. (There are approx. 660 members with only a small number regularly attending the club premises)

Consider training for the regular attendees in fire awareness. All other members should be informed on first joining the club and regularly reminded of their responsibilities in the event of discovering a fire, actions to take in hearing the fire alarm, evacuation procedure, emergency routes, fire assembly point location and the emergency number to ring (999)

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Record Keeping and Maintenance of Equipment

- A logbook is either required or it needs to be updated and maintained.
Ref - Article 11 of the Regulatory Reform (Fire Safety) Order 2005


3-6 months



50: Is a logbook kept for recording all testing of fire related equipment & fire safety checks? **NO - NO LOGBOOK AND TESTING IS NOT RECORDED**

A Logbook, recording all servicing and checks, is essential in demonstrating compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005, particularly Articles 17 (maintenance) and 21 (training). It gives the Responsible person a clear indication of areas that require further action or areas which are regularly non-conforming.

A suitable system of routine maintenance and testing of the general fire safety arrangements, devices and facilities must be in place. The records should be made available for inspecting officers from an enforcing authority during an inspection.

 This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- A process is required to formally record any fire incidents

3-6 months



52: Is there a process in place to formally record all fire incidents? **NO**

There should be an effective system in place to ensure all fire incidents are thoroughly investigated and significant findings recorded and reported, in order to reduce the likelihood of reoccurrences.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Electrical

- Electrical test certificate has either expired or was not available to verify that the system has a Satisfactory rating.

Ref - Article 17 of the Regulatory Reform (Fire Safety) Order 2005/IET regs (18th edition)

1-3 months



53: Has the main electrical system been tested by a competent person? **NO**

The electrical installation is not subject to a system of routine maintenance by a competent person. The system therefore presents a potential fire hazard.

It is recommended the electrical installation is tested every 5 years (for domestic systems this may be 10 years), and kept in a state of good repair by a competent Electrical Engineer in accordance with the IEE Regulations (BS7671). Periodic inspection and testing is necessary because electrical installations can deteriorate due to factors such as damage, wear & tear, corrosion, excessive overloading, age and environmental influences.

i This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Portable electrical appliances require managing
Ref - Electricity at Work Regulations 1989

3-6 months



55: Is portable electrical equipment well managed?

NO - TESTING REQUIRED

Portable electrical appliances are not subject to a system of routine inspection; this presents a potential fire hazard.

It is recommended that all portable electrical appliances are inspected and tested by a competent person on a regular basis, in accordance with Electricity at Work Regulations and BS 7671

Informed testing is carried out internally. There was no certificate or proof of testing

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- The management of extension cables was found to be in need of attention.

1-3 months



57: Are extension cables in use within the premises? **YES - NEEDS IMPROVING**

Electrical cable management was found to be in need of attention. There was heavy reliance upon trailing extension leads. This presents a serious fire hazard.

It is recommended that cable management is improved to avoid the potential fire risk from overloaded extension leads. If there aren't sufficient fixed wall sockets then additional sockets should be installed.

Extension leads were in use through out the area. Extra plug sockets should be fitted where required to reduce the amount of multi plug extension leads in use.



i This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- The charging of Li ion battery products needs reviewing.

1-3 months



58: Are there sufficient controls/procedures in place for charging products containing Lithium-ion batteries? **NO – THERE WAS NO EVIDENCE OF PROCESSES FOR THE SAFE CHARGING OF LI-ION BATTERIES OR FOR EDUCATING OCCUPANTS OF POTENTIAL DANGERS.**

Fire-related incidents with Lithium Ion (Li-ion) batteries are infrequent, however they are increasing and hazards associated with li-ion battery cells, can lead to a fire or explosion from a single-point failure. If a battery cell fails it can lead to a rapid, uncontrolled release of heat energy, known as 'thermal runaway', that can result in a fire or explosion.

Thermal runaway can lead to the ejection of a range of gases from battery casings, such as hydrogen (flammable), carbon monoxide (toxic, asphyxiant, and flammable), & hydrogen fluoride (acutely toxic and corrosive). The highest risk of fire occurs when li-ion batteries are being charged. This can occur due to manufacturing defects, 'lithium plating' (formation of metallic lithium on an anode surface within a battery cell), or mechanical damage (e.g. piercing, dropping). Other possible causes of thermal runaway are exposure to heat from an external source or overcharging/ over-discharging.

The following items were observed in the assessed area & the RP needs to put procedures in place to inform occupants how to prevent potential fire, processes to follow, designated charging areas (if provided) and action to take in the event of a battery fire.

Items & procedures –

Battery operated hand tools

Informing all occupants to check the battery for damage prior to charging & to use the correct chargers.

Informing occupants of the potential dangers of Li-ion products & NOT charging at night/when unsupervised.

Informing members in the safe use of charging equipment and the actions to take in the event of fire, including the safe isolation of power from the charging station & evacuation of the premises.

NOTE - Duty Holders are required under the Electricity at Work Regulations 1989 (EAWR) (ref. 19) to ensure the safety of EV charging points. This includes maintaining electric vehicle systems to prevent, so far as is reasonably practicable, any danger to employees, visitors, or other persons.

i This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Commercial Kitchen / Cooking Facilities

- Kitchen areas need to have a regular cleaning regime.

Information



59: Is there a commercial kitchen or cooking facilities, which includes cooker hoods/deep fat fryers, on the premises? **NO**

The premises had a small kitchenette area, which had the following facilities:


Kettle

Microwave

Oven

Toaster

Cooking can produce grease and if allowed to build up will become a fire hazard. Grease is highly flammable and will ignite from a spark or excessive heat. It is important to have a regular cleaning regime in place, particularly if cooking is carried out regularly.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Hot Work Processes

- Satisfactory arrangements are NOT in place for hot work.


1-3 months



61: Are satisfactory arrangements in place for hot work processes? **NO**

Hot work activities such as brazing, metal cutting, welding, soldering, or the use of an angle grinder are being carried out on site. The control measures to prevent a fire from occurring are not considered to be satisfactory.

It is recommended that a procedure is provided and maintained to ensure all workers and contractors obtain a hot work permit before commencing any brazing, metal cutting, welding, soldering, or the use of an angle grinder. The provisions should include a site inspection before, during and at the end of and one hour after completion of the work as well as a provision of a suitable fire extinguisher.

 This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Lifts


- Lifts are not maintained or have outstanding issues.

1-3 months



63: If lifts are installed, are they maintained on a regular basis? **Landlords responsibility - The Responsible person must ensure that they liaise with the Landlord to ensure that the lifts have been maintained.**

Lift located in the common areas

 This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Lift Fire Action Notices were NOT clearly displayed adjacent to lifts.

3-6 months



65: Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors? **NO**

Fire Action Notices informing occupants not to use the lift in an emergency are NOT displayed adjacent to the lift doors on a number of landing levels.

It is a requirement that 'Lift Fire Action Notices' detailing the specific actions to be taken in the event of an emergency are provided and conspicuously sited at the following locations:

Each floor of the lift

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Housekeeping

- Areas of general housekeeping require addressing

3-6 months



67: Is housekeeping well managed throughout the premises? **NO - REQUIRES IMPROVEMENT**

At the time of the assessment housekeeping did not appear to be well managed. Some of the areas identified as requiring attention are detailed:

Corridors, ensure all corridors remain free of obstruction at all times.

NOTE - It is important that a regime of regular housekeeping checks are carried out and hazards identified and addressed.



i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Fire Extinguishers

- Fire extinguishers/fire blanket requires servicing and/or monthly visual inspection
Ref - BS5306

3-6 months



80: Are extinguishers/fire blankets regularly serviced and maintained in line with BS5306-3 code of practice

NO - Service required

A competent person must service fire extinguishers at least once per year.

In addition legislation also states that extended fire extinguisher servicing needs to be conducted every five or ten years, depending on the type of fire extinguishers you have.

Last service was 7/24. Service now due.

NO - Visual monthly check required

While maintenance and servicing must be carried out annually, a visual inspection of fire extinguishers is also required once per month.

Some areas to address are:

* Any indications of damage, for example, leakage, corrosion, or any signs that someone has tampered with the fire extinguisher.

- * Ensure the pressure dial on the extinguisher is pointing to the green.
- * Lift the extinguisher to make sure it feels full.
- * Make sure the fire extinguishers are visible and that nothing is obstructing their view
- * Ensure extinguishers are not missing from their stands or wall mountings
- * Check that there are not any missing service labels. The tags and labels on a fire extinguisher need to be legible.
- * A loose or broken handle. missing or broken locking pins or seals, a blocked, torn, or cracked nozzle or hose.

Monthly checks are to be recorded in a fire logbook.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Sprinkler System

- The Sprinkler installation requires testing and/or maintenance.

3-6 months



83: Sprinkler System testing & servicing records **TO BE CONFIRMED - Landlords responsibility**

The Responsible person must liaise with the Landlord to ensure that the system is being regularly tested and that this is recorded.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Fire Detection and Warning

- The means for giving warning is not functioning or requires to be installed

1-3 months



84: Is there a means for giving warning in the case of fire, installed into the premises? (fire alarm system) **NO - NOT INSTALLED BUT REQUIRED**

A detection and warning system should be installed as detailed:

Fire detection is required to achieve BS5839-1 L3 standard

i This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Exits and Travel Distances

- The building has an inner room/dead end which requires action.

1-3 months



87: Is action required for any inner room and/or dead-end situation that has been identified?

YES - THE PREMISES HAD AN INNER ROOM

An 'inner room' situation is a room where there is escape in only one direction through an 'access room' which places the occupants at risk in the event of a fire.

During the assessment it was noted that an inner room situation exists in the following area & requires the following actions:

Kitchen, small store 1st floor.

Provide automatic smoke detection within the access room, to alert occupants in the inner room, of a fire

i This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Obstructions on Emergency Routes

- INTERNAL emergency routes and exits were NOT free from obstruction.

3-6 months



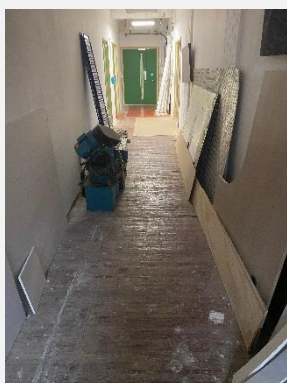
92: Are all INTERNAL emergency routes and exits free from obstruction? **NO**

Internal emergency routes were found to be obstructed.

The obstructions are to be removed from the following locations:

Ground floor corridor. Corridors are to be kept clear at all times and not to be used as a place of storage.

All emergency routes and exits must be maintained free from obstructions at all times. Occupants are to be made aware that it is an offence to obstruct emergency exits and routes.



i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Action is required to improve regular fire safety checks

3-6 months



94: Are regular visual fire safety checks of escape routes and signage being carried out? **NO - SUITABLE VISUAL FIRE SAFETY CHECKS ARE NOT BEING CONDUCTED ON A REGULAR BASIS.**

Visual fire safety checks should be carried out on a regular basis to help ensure the safe evacuation of occupants within the building. (See Safety Checklist in logbook).

The findings should be recorded in the Fire Safety Log Book so the RP can monitor the regularity and where issues are raised consistently, training or new measures can then be put in place

In addition to Fire doors and equipment (which is covered in the relevant sections), Fire safety checks should also include:

- Escape routes & exits - Checked for obstruction/trip hazards/build-up of combustibles/relevant signage (where required)
- Fire related signage - checked for damage/legibility/relevant (particularly directional signage)

To be recorded in a fire logbook.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Fire Signs and Notices

- Fire Action Notices require reviewing.

3-6 months



100: Are Fire Action Notices (FAN's) clearly displayed, correctly positioned, with the right details? **NO**

Fire Action Notices (FAN's) detailing the specific actions to be taken in the event of an emergency are not provided or clearly displayed in all appropriate positions.

Fire Action Notices detailing the specific actions to be taken in the event of an emergency to be conspicuously sited in the following areas:

1st floor adjacent to each of the 2 entrance doors.

Ground floor by the entrance door and by the rear exit door.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Emergency exit operating mechanisms were NOT indicated by appropriate signs such as 'Push Bar to Open'

3-6 months



101: Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as 'Push Bar to Open'? **NO**

The operating instructions for the emergency exit doors, are NOT clearly displayed.

Appropriate notices indicating the operating instructions of the emergency fastening such as 'PUSH BAR TO OPEN'. are to be displayed on the emergency exit doors listed below:

Push Bar To Open sign is required on the exit door to the stairs on the 1st floor.



i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Emergency Lighting

- The duration of emergency lighting needs to be confirmed OR the current lighting needs reviewing.

Information



102: Is there a reasonable standard of emergency lighting provided throughout the premises? **YES - SUITABLE PROVISION**

At the time of the assessment the assessor deemed that the provision of Emergency lighting throughout the premises (Internally & Externally) was suitable for the premises & occupancy type and did NOT rely on 'borrowed light' from neighboring buildings or street lights.

This is NOT a full lighting survey however the assessor will have considered areas where emergency lighting is required such as:

* Points of emphasis to include - Change of direction/intersections/change of levels/outside each exit/equipment - first aid & fire fighting

* Access rooms

* High Risk task areas

* Any Specific location (listed in Informative Annex E BS5266-1)

* Toilets, Lobbies & closets

Where external lighting is required:

* Emergency illumination should be provided outside the building and near to each final exit.

* If occupants have to travel to reach a place of safety, this route should form an integral part of the escape route. This should be of the same standard as the internal lighting

It would be advised that the Responsible Person checks the duration of the battery power for their emergency lights and the minimum time of either 1 hour or 3 hours will be recommended by the assessor below.


Type of lighting installed - Maintained/Non maintained & recommended minimum duration -

Non maintained 3 hour duration,

Borrowed lighting from street lights is available.

NOTE - BS 5266-1 - A minimum duration of 3 hours should be used for emergency escape lighting if premises will not be evacuated immediately in a supply failure, such as sleeping accommodation or places of entertainment, or if the premises will be reoccupied when the supply is restored, without waiting for batteries to recharge.

A minimum duration of 1 hour should be used only if the premises will be evacuated immediately on supply failure and NOT reoccupied until full capacity has been restored to the batteries.

 This item has been highlighted for your information and awareness.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- The emergency lights require a service and/or monthly test.
Ref - BS5266

3-6 months




103: Is emergency lighting regularly serviced and maintained in line with BS5266 code of practice

NO - Service required

Annual emergency lighting tests should be performed for the full duration of the emergency light (ie three hours). If the lamps do not last past the duration then they will fail the test.

NO - Monthly test required

The monthly test can be carried out by the responsible person, and is a short functional test which ensures the lamp switches on and illuminates correctly. It should be free from damage and clean. The test should be done using the secure device key, commonly called a fish key due to its shape.

 This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR

SPECIAL NOTES

DATE

When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.

Fire Doors

- The fire resistance of the fire doors is compromised or needs to be verified.

1-3 months



108: From a visual inspection of the ACCESSED doors did they appear undamaged and of the correct fire resistance? **NO - DAMAGED & UNKNOWN FIRE RESISTANCE**


The following fire resisting doors have been identified by the assessor as requiring repair or replacement

A full fire door survey should be carried out by a qualified fire door inspector under the Fire Door Inspection Scheme (FDIS)

Current doors were considered and assessed as NOMINAL fire doors

Kitchen door damaged

NOTE - Repair of fire doors must be carried out by a competent contractor and repaired to the same fire resistance level of the original door. If this cannot be achieved then the door will require replacing, which may require a full fire door set.

 This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR

SPECIAL NOTES

DATE

When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.

- Issues were identified with the ACCESSED fire doors that require addressing.

1-3 months



109: Are the fire doors ACCESSED functioning with the relevant fittings?

NO - ISSUES HAVE BEEN IDENTIFIED WITH THE FIRE DOORS ACCESSED

Fire doors are required to prevent/delay the spread of smoke and fire in order to protect areas which are required for escape, as well as any areas which have been designated for occupants to stay safely.

The current standard for fire doors requires them to have:

*** 3 fire rated hinges**

*** Smoke seals/intumescent strips (where required)**

*** Functioning self-closers (unless a service cupboard which is locked shut)**

In addition, fire doors (SINGLE) should close fully into the rebate with no excessive gaps.

It is particularly important that gaps between DOUBLE doors is not excessive, as intumescent strips will need to be able to expand & aid self-closers in holding the doors closed, in the event of a fire. Additionally, the gap between the doors should not exceed 3mm & cold smoke seals should be fitted, undamaged & touching each leaf of the doors

Issues were identified with the ACCESSED fire doors as detailed:

Threshold gaps (<8 mm or <3mm for smoke protection doors), were excessive on the following doors: door to blue room, door to electronics

Smoke seals were damaged/worn or missing on the following doors: kitchen door

Gaps to the sides and top, exceeding 4mm, were noted on the following doors: 1st floor entrance door to metal working.



i This is a High priority problem that requires attention over the course of the next 1-3 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Fire Doors cont'd

- Fire doors were found to be WEDGED in the open position.

3-6 months



112: Were any fire resisting doors held in the open position by items or devices that would not allow the door to close in a fire situation e.g. wedge, chair, hook and eye, floor covering etc? **YES**

The following fire resisting doors were identified by the assessor as being held in the open position by items that would not release automatically on actuation of the fire alarm.:

Kitchen door was wedged.

NOTE - Fire doors are installed to help delay or prevent the spread of fire and smoke and are integral to the passive fire protection within a building. If they are propped open with items, other than those designed to release on actuation of an alarm, then fire & smoke will spread throughout the premises, which will impact on the life safety of occupants.

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- A visual inspection of INTERNAL fire doors is required
Ref - Article 17 of the Regulatory Reform (Fire Safety) Order 2005/Reg 10 - Fire Safety (England) Regulations 2022

3-6 months



114: Are INTERNAL fire resisting doors checked regularly? **VISUAL INSPECTION OF FIRE DOORS REQUIRED.**

Fire doors are a major component of passive fire protection; therefore it is important they are maintained in good working order. They can become worn/damaged over time and so regular visual inspections should take place - HIGH footfall 3 monthly/LOW footfall 6 monthly.

Some of the key areas to check:

- * Ensure the closing device is working and the door automatically closes fully into the rebate.
- * Ensure that the smoke seals are in place, undamaged and not overpainted.
- * Check that there are no penetrations or damage to the door.
- * Check that there are 3 fire rated hinges, which are secure and in good condition.
- * Check the gaps between the door and frame – these should be 3mm and not exceed 4mm at the top and sides, and less than 8- 10mm at the bottom of the door. If the door is required as a FD30s, the new standard for the threshold is 3mm

* Check the certification – all fire doors will have a plug or label on the top (or side) to indicate they are a fully certified fire door

Visual inspections are required:

3 monthly to be recorded in the fire logbook

i This is a Medium priority problem that requires attention over the course of the next 3-6 months.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

- Occupants SHOULD be advised that they need to monitor their own Flat/unit door for defects and report issues.

Review



115: If Multi occupancy - Is there a system in place for occupants to report fire door damage to the Responsible Person? **NO - TENANTS TO LIAISE WITH LANDLORD/MANAGING AGENT**

In premises where the Landlord/Managing agent does not have access to occupants own access door, which leads onto a communal means of escape, the occupants need to be aware of the importance of their fire door, to include:

- * Fire doors should be kept shut when not in use
- * Occupants should not tamper with self-closing devices
- * Any faults/damages to fire doors should be reported immediately

Fire doors can impact on the safety of all occupants.

Occupants should liaise with the Landlord/Managing agent, where they identify issues with their fire doors, to ensure steps are taken to remedy them.

i This item has been highlighted for you to review and is raised as a Low priority.

CONTRACTOR	SPECIAL NOTES	DATE
When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.		

Fire Containment

- During the survey breaches of fire containment and separation were found.

1-3 months




117: Are any fire resisting walls, ceilings or floors compromised by pipes, cables or other services? **YES**

During the assessment the assessor identified that fire resisting walls, ceilings or floors were compromised by the original or retro-installation of pipes, cables or other services. A comprehensive passive fire protection inspection should be carried out to all compartments of the premises including the voids above false ceilings. Special attention should be made to the following areas identified by the assessor, as requiring holes or gaps to be fire stopped with a recognised fire-resistant material, this must be carried out by a competent person:

Fire stopping is required on the ground floor corridor where cable trays pass through the wall



 This is a High priority problem that requires attention over the course of the next 1-3 months.

<i>CONTRACTOR</i>	<i>SPECIAL NOTES</i>	<i>DATE</i>
<i>When this has been actioned, please complete the relevant action boxes in the full fire risk assessment report.</i>		