

**FIRE RISK ASSESSMENT  
COUNTRY HOUSE,  
SOUTH CHURCH ENTERPRISE PARK  
BISHOP AUCKLAND, DL14 6XB**

**AUGUST 2025**



**STORM TEMPEST**  
PROPERTY CONSULTANCY

**Reference:** 4651-04-25-DS

**Prepared by:**

Storm Tempest Ltd  
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**Version:** 1

**Prepared for:**

Believe Housing  
Coast House  
Spectrum 4  
Spectrum Business Park  
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## 1.0 INTRODUCTION

Unique Identifier:	9167605
Client UPRN:	2LS01712
The Client:	Believe Housing
Instruction:	This fire risk assessment of the building was undertaken in accordance with an instruction received from Emma Jorgenson, Compliance Manager, Believe Housing.
Responsible Person:	Alan Smith, Chief Executive, Believe Housing
Other Responsible Persons:	Emma Jorgenson, Compliance Manager, Believe Housing.
Competent Person Appointed by Responsible Person:	Storm Tempest Ltd., 3 Apollo Court, Koppers Way, Monkton Business Park South, Hebburn, Tyne and Wear. NE31 2ES.
The Premises / Extent of Site:	Country House, South Church Enterprise Park, Bishop Auckland, DL14 6XB
Person Responsible for Fire Safety on Premises:	Emma Jorgenson, Compliance Manager, Believe Housing.
Person(s) Consulted:	Chris Turnbull (visit was unaccompanied)
Fire Risk Assessor:	David Stilling BSc (Hons), MCIQB, CMaPS, AssocRICS, FSIDip, AIFireE, MIFSM, FDIS
Validator:	Martin Turner BA(Hons), AIFireE, NEBOSH Fire
Date of Validation:	21/08/25
Date of Assessment:	21/08/25



Date of Previous Fire Risk Assessment: 30/05/25

Is There an Alterations Notice in Force: No

Scope and Purpose of the Fire Risk Assessment: The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.

A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:

- Identify the hazards
- Identify People at Risk
- Evaluate and reduce the risk of those hazards causing harm to as low as reasonably practicable
- Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start
- Review the fire risk assessment regularly and revise as necessary

The fire risk assessment was carried out in accordance with the Department for Communities and Local Government (DCLG) 'offices and shops' guidance document.

This building has been audited to highlight to the Client, any non-compliant issues with regard to relevant aspects of UK fire safety legislation and best practice. The principal documents relevant to this building being:

- The Building Regulations 2010 Approved Document B – Fire Safety. Volume 2 Buildings other than dwellings. 2019 edition incorporating 2020 and 2022 amendments-for use in England.
- BS9999 2017 Code of practice for fire safety in the design, management and use of buildings.
- Fire Safety (England) Regulations 2022.
- HM Government Fire Safety Risk Assessment - Offices and shops.



This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

Limitations of the Fire Risk Assessment:

The RR(FS)O places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to co-ordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a 'competent person' to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.

There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. Storm Tempest Ltd are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the RR(FS)O. The fire risk assessment will cover all of the areas within the property. We will also comment upon the areas surrounding the building.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

Fire Risk Assessment Type Undertaken:

Type 1

Recommended Review Period:

The RR(FS)O does not stipulate the required review period for a particular building. It should also be borne in mind that this FRA may cease to be valid when a material alteration takes place, when a significant change occurs in the "given" factors that were taken into account when the FRA was carried out or a significant change in fire precautions occurs. We recommend a review of this type of building **annually**.

Recommended Renewal Period:

Not exceeding four years from the date of this fire risk assessment.

Areas / Locations Not Accessed / Inspected & Further Action Required:

We were able to access all areas including cupboards and a sample of ceiling voids although we were unable to access the two metal storage containers located in the car parking area of the premises.



Revisit Undertaken: No

Previous Recommendations: The client has supplied Storm Tempest with the previous Fire Risk Assessment for these premises. Should there be any recommendations previously identified which are still to be addressed, we will highlight these in Appendix 2.

Prioritisation of Recommendations: To assist in the development of a strategy and action plan for addressing recommendations in the fire risk assessment report, a priority rating is attached to each recommendation. The following is an explanation of each rating:

High Priority: Immediate action required to prevent risk to the health and safety of relevant persons.

Medium Priority: Planned action to improve fire safety within the premises.

Low Priority: Features that comply with current regulations but which the responsible person may consider upgrading.



## 2.0 THE PREMISES

2.1	Building Use:	Office
2.2	Occupancy Profile:	Administration
2.3	Building Location:	Country House, South Church Enterprise Park, Bishop Auckland, DL14 6XB
2.4	Property Designation:	Detached
2.5	Approx. Maximum No. of Occupants at Any One Time:	40
2.6	Approx. Maximum Nr. of Employees at Any One Time:	20-40
2.7	Staff / Occupant Ratio During Day:	NA
2.8	Staff / Occupant Ratio During Night:	NA
2.9	Number, Description & Location of any Non-Ambulant Occupants:	We have not been made aware of any non-ambulant occupants.
2.10	Any Other Comments:	None

### Occupants Especially at Risk From Fire

2.11	Sleeping Occupants:	None
2.12	Occupants in Remote Areas:	Occasional contractors
2.13	Location of Any Non-Ambulant Occupants:	NA



2.14	Young Persons:	NA
2.15	No of Flats / Bedrooms:	NA
2.16	Year Built:	Circa 2000
2.17	No of Storeys:	2
2.18	Approximate Floor Area of Each Storey (m <sup>2</sup> ):	Basement 0 Lower Ground 0 Ground 1000 First 360 Second 0 Third 0 Fourth 0
2.19	No. of Floors at Ground Level & Above:	2
2.20	No. of Floors Entirely Below Ground Level:	None
2.21	Floors on which Car Parking is Provided:	None
2.22	Any Other Comments:	No

### **Construction Details**

2.23	Construction:	Cavity wall construction / steel frame
2.24	Roof Covering:	Concrete tile
2.25	Roof Structure:	Timber, pitched / hipped
2.26	Roofline Material:	Timber
2.27	Rainwater Goods:	UPVC
2.28	External Walls:	Brick and block



2.29	External Wall Finishes:	Pointed brickwork
2.30	Are There any Existing Spandrel Panels:	No
2.31	Is a fire risk appraisal and assessment of Cladding / External Wall Construction Required:	The building is such that the risk of fire spread up the external wall is sufficiently low that a FRAEW is not considered necessary.
2.32	Is Cladding Type Known to Pose a Major Hazard in The Event of a Fire:	NA
2.33	Are balconies constructed from combustible materials present:	NA
2.34	Windows:	Metal double glazed
2.35	External Doors:	Metal glazed
2.36	Internal Walls/Finish:	Masonry, plasterboard, lightweight partition with assumed water based emulsion finish
2.37	Ground Floor:	Concrete
2.38	Upper Floors:	Concrete
2.39	Heating System:	HVAC system
2.40	No of Staircases:	One
2.41	Passenger Lifts:	One
2.42	Fire Fighting Lifts:	None
2.43	No of Final Exits:	Four



2.44	Car Parking Facilities:	Car park to front, side and rear of building
2.45	Access for Fire & Rescue:	Fire service access to the front, rear and side of the building and is in line with the requirements of Approved Document B.  We could not identify the location of the nearest fire hydrant.
2.46	Does Building Have Lightning Protection:	No
2.47	Any Other Comments:	None



### 3.0 FIRE HAZARDS

#### Sources of Fuel

The sources of fuel within the premises were assessed as follows:

- |     |   |  |
|-----|---|--|
| 3.1 | Electrical PVC insulation Throughout:                                 | Yes  |
| 3.2 | Timber construction materials (in particular, within the roof space): | Frames to internal partition walls   |
| 3.3 | Typical Household Items Within Flats:                                 | NA   |
| 3.4 | Refuse Stored Within the Wheelie Bins:                                | Refuse bins stored away from the building externally and recyclable materials stored in dedicated containers within the open plan office.  |
| 3.5 | Gas Boilers / Supply:   | No   |
| 3.6 | Escape Route:   | Carpet floor coverings   |
| 3.7 | Dwellings:  | NA   |
| 3.8 | Sources of Oxygen:  | Natural airflow through doors and windows etc. There were no chemicals with oxidising agents noted within the property.  |
| 3.9 | Any Other Comments:   | We were unable to confirm whether the blinds and soft furnishings are fire-rated, although they appear to be relatively modern. The client should confirm the blinds are fire rated, and if not they should be replaced accordingly. |

#### Sources of Ignition

The sources of ignition within the premises were assessed as follows:

- |      |  |     |
|------|--|-----|
| 3.10 | Fixed Electrical Wiring Installation – Communal Parts: | Yes |
|------|--|-----|



3.11	Fixed Electrical Wiring Installation – Dwellings:	NA
3.12	Heating Systems:	HVAC system
3.13	Portable Heaters:	None
3.14	Portable Appliances:	Throughout building
3.15	Arson:	The risk of an arson attack is considered low. All final exit doors were locked at the time of inspection, refuse is stored away from the building.
3.16	Hot Works:	There were no hot works taking place at the time of the assessment. The client should ensure that there are adequate procedures in place to control the risk associated with hot works.
3.17	Smoking:	<p>Smoking is prohibited within the premises. No evidence of illicit smoking noted. A dedicated smoking area is provided to the rear of the premises.</p> <p>We noted combustible materials within the smoking receptacle to the rear elevation externally. The client has also advised there was a recent fire incident due to combustible materials being discarded in the receptacle. We would recommend that the client advises all users of the facility not to discard combustible items in this manner and regular checks should also be undertaken to monitor this situation.</p>
3.18	Cooking:	No cooking takes place. Microwave ovens are provided for staff to heat meals.
3.19	Housekeeping:	Satisfactory
3.20	Typical Household Items Within flats:	NA
3.21	Other Significant Sources / Process Hazards:	None



3.22 Any Other Comments:

We noted electric car charging points located in the car park positioned close to the building's façade. The client should consider relocating the electric vehicle charging points to a safer distance from the building to reduce potential fire risk.



#### 4.0 MEANS OF ESCAPE

4.1 The building and means of escape provision have been designed on the assumption that the stairwells, corridors, and lobbies remain sterile.

4.2 Internally: Adequate escape routes are provided from all areas on the ground floor. Escape from the first floor is via a protected corridor which leads directly onto a protected stair exiting in the ground floor lobby and the front final exit door.

4.3 Externally: All exits discharge to open air on the ground floor.

4.4 External Escape Stairs: NA

4.5 Disabled Person Egress: It is the Responsible Person's duty to ensure suitable provision is made for disabled persons within the property to ensure that they can escape in the event of a fire. Provision should be made for any hearing-impaired residents to ensure that they can be alerted in the event of the fire alarm being activated.

PEEPs are currently not applicable in standard office environments, however a Person-Centered Fire Risk Assessment (PCFRA) may be appropriate, if a staff member has been identified as especially vulnerable and at risk from fire hazards in their property. It is recommended that the provider works with the identified vulnerable person or their representative to help to reduce risk from fire and where necessary involve other agencies.

4.6 Any Other Comments: Surface linings of walls and ceilings on any circulation spaces should meet the classifications B-s3, d2 as identified within approved document B of the building Regulations 2019. The internal walls are a mix of masonry, plasterboard and lightweight partition finished with an assumed water based finish conforming to the above. In addition, there is wallpaper coverings within the office spaces. The client should ensure the wallpaper meets the classifications B-s3, d2 as identified within approved document B of the building Regulations 2019.

We noted cardboard boxes stored within the ground floor means of escape. We would recommend the client removes these cardboard boxes and ensures they are not stored within the means of escape.



We were unable to determine if the front entrance door would remain in the open position in the event of a power failure during an emergency. The client should ensure that the final exit door can be held open without power to allow safe and unobstructed egress.



## 5.0 COMPARTMENTATION

### Fire Doors

5.1 The Regulatory Reform (Fire Safety) Order 2005 / Fire Safety Act 2021 makes it a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose. BS9999 states that all fire doors should be inspected every six months. However, depending on the type of building the “responsible person” is required to influence the frequency of fire door inspections subject to their use. The responsible person should ensure an adequate routine for inspections and maintenance is in place and should be undertaken by a competent person.

5.2 Dwelling Doors: NA

5.3 Communal Doors: Within the building there are timber FD30 door sets with markings on top of the doors to confirm they are fire rated for 30 minutes. The doors are hung on 1½ pairs of fire rated hinges, fitted with intumescent strips and smoke seals rebated into the door frames and have overhead door closing devices. The doors have been fitted with the appropriate signage indicating ‘fire door keep shut’ or ‘fire door keep locked’ for cupboard doors.

Although the assessment does not constitute a fire door inspection we inspected a sample of fire doors within the premises and noted the following defects:

- Excessive gaps over 4mm to lift room door
- Excessive gaps over 4mm electrical cupboard door
- Excessive gaps over 4mm to server room door
- Door closer removed from electrical cupboard door
- Door to server room not fully self-closing

We would recommend that the client arranges for the above highlighted defects to be remediated to ensure all doors meet the requirements of BS8214. All works should be undertaken by a third party accredited contractor.

We noted the fire door to the lift room on the ground floor has a ventilation grille installed to the bottom of the door. The client should



confirm that the ventilation grille complies with the manufacturer's specifications and meets the requirements of BS 8214.

We noted the door located within the first floor office space was not a standard FD30 doorset. We would recommend the door is replaced with a fire door conforming to BS8214. All works should be undertaken by a third party accredited contractor. The client has confirmed that this is in the process of being replaced.

### **Ceilings / Walls / Floors**

- 5.4 Ceilings: No obvious breaches noted
- 5.5 Walls: We inspected a sample of the compartmentation including above the suspended ceilings throughout the premises and noted breaches in multiple locations. We would recommend that the client arranges for a full compartmentation survey to be undertaken and all highlighted defects be remediated. All works should be undertaken by a third party accredited contractor to ensure all compartmentation meets the requirements of BS9999 to prevent the uncontrolled spread of smoke and fire.
- 5.6 Floors: No obvious breaches noted
- 5.7 Any Other Comments: We could not confirm at the time of inspection if fire dampers are installed within the ductwork due to access limitations. We would recommend that the client reviews the mechanical installation records of the ductwork to check if dampers have been installed in accordance with BS 9999.

Glazed partitions are used within the means of escape although we were unable to confirm if these are fire rated. We would recommend that the client ensures all glazed partitions are fire rated to REI60.



## 6.0 FIRE ALARM AND DETECTION SYSTEM

- |     |                             |  |
|-----|-----------------------------|--|
| 6.1 | System Type - Common Parts: | We noted automatic detection and warning within the means of escape and office space to a category L1 system supplemented with manual call points. |
| 6.2 | System Type – Dwellings:    | NA   |
| 6.3 | Panel Location:             | The fire alarm panel is in the entrance lobby.   |
| 6.4 | Zone Plan:                  | Adjacent to panel.   |
| 6.5 | Faults:                     | None   |
| 6.6 | Any Other Comments:         | None   |



## 7.0 EMERGENCY LIGHTING

7.1 System Type: 3 hour, self-contained, non-maintained and non-maintained

7.2 Internal Areas: Throughout means of escape

7.3 External Areas: Above final exit doors

7.4 Faults: We were verbally advised that the emergency lighting is functional, however we noted no green LED indicators to the following emergency lighting:

- External emergency light adjacent to rear final exit
- Emergency light near printer in left side office

The client should remediate the above highlighted defects. All works should be undertaken by a third party accredited contractor.

7.5 Any Other Comments: None



## 8.0 FIRE SAFETY SIGNS & NOTICES

- 8.1 All signage / instructions that are provided within the premises should be in a form that persons at risk can reasonably be expected to understand. Consideration should be given to those who have disabilities or conditions that may give rise to misunderstanding of the signage, and where required, be multi-lingual.
- 8.2 Fire Action Notices: Fire action notices are installed within the means of escape
- 8.3 Directional Signage: Throughout the means of escape.
- 8.4 Final Exits: Above final exit doors
- 8.5 Fire Door Signage: Fire doors are fitted with adequate signage
- 8.6 Smoking: No smoking signage installed within means of escape
- 8.7 External Exits: We noted the fire exit signs to the external side of the rear elevation final exit doors are faded and becoming illegible. We would recommend that these are replaced with 'Keep Clear Fire Exit' signs in accordance with BS5499.
- 8.8 Assembly Point: Identified on fire action notices.
- 8.9 Any Other Comments: We noted there was no manual call point signage throughout the premises in the means of escape area. We would recommend that the appropriate signage is fitted adjacent to the manual call points.



## 9.0 MANAGEMENT PROCEDURES

- 9.1 Fire Loss Experience: We were advised that two recent fires had occurred within the smoking area to the rear of the premises which was suspected to be resultant of a discarded cigarette not being fully extinguished. We would recommend that the client reiterates the risk of fire due to carelessness when smoking on the premises and that smoking should only take place in the dedicated location.
- 9.2 Do Permit to Work Systems Exist: There was no evidence of any permit to works in the building at the time of the assessment. A permit to work is appropriate in situations of high hazard/risk. The client should ensure that where necessary, there is a formal procedure confirming that a safe system of work is being followed.
- 9.3 Are Routine in-house Inspections of Fire Precautions Undertaken: No evidence of regular checks
- 9.4 Is There a Suitably Located Premises Information Box Provided: Not required
- 9.5 Are There Procedures in Place To Keep The Premises Information Box Up To Date: NA
- 9.6 Any Other Comments: None

### Evacuation

- 9.7 Current Policy: A full evacuation policy is in place.
- 9.8 Is Current Policy Considered Suitable: Yes
- 9.9 Personal Emergency Evacuation Plans: NA



9.10 Occupant Communication: Fire Action notices on display within the means of escape

9.11 Any Other Comments: None

### **Training**

9.12 Staff: No records of staff training available. The client should ensure fire marshals are adequately trained and are present when the building is occupied to ensure a safe and effective evacuation can be facilitated.

9.13 Fire Drills: No records of regular fire drills available. The client should ensure fire drills are carried out to ensure all occupants are familiar with evacuation procedures.

9.14 Any Other Comments: None

### **Equipment / Equipment Maintenance**

9.15 Fire Alarm & Detection System: The Fire Alarm and Detection System (FADS) is required to be tested in accordance with BS5839 which requires weekly tests of the call points and six-monthly inspection and testing of the system by a competent contractor.

The six-monthly servicing of the fire alarm system was last undertaken on 26/01/25. We could not confirm the date of the last weekly test of the fire alarm system was undertaken. The client should ensure that the fire alarm system is subject to servicing and testing in accordance with BS5839.

9.16 Emergency Lighting System: The emergency lighting is required to be tested and maintained in accordance with BS 5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook.

We were advised monthly testing is carried out, however, there was no record on-site of the monthly and annual testing of the emergency lighting system. The client should ensure that the emergency lighting system is subject to servicing and testing in accordance with BS5266.



- 9.17 Passenger Lifts: We noted a passenger lift located in the main entrance lobby area. We were unable to confirm if the lift undergoes servicing every 2 months as part of routine maintenance and 6 monthly inspections as required under the Lifting Operations and Lifting Equipment (LOLER) regulations, 1998. The client should confirm that the passenger lift is inspected and maintained in accordance with the regulatory requirements.
- 9.18 Fire Extinguishers: Serviced March 2025
- 9.19 Fire Blankets: None
- 9.20 Hose Reels: None provided
- 9.21 Fire Fighting Lifts: None provided
- 9.22 Heating System: We noted a heating, ventilation and air conditioning system installed throughout the premises. The client should ensure that this system is maintained and serviced in accordance with the manufacturer's instructions and relevant standards.
- 9.23 Laundry Equipment: NA
- 9.24 Evacuation Alert Systems: None provided
- 9.25 Automatic Exit Doors: None provided
- 9.26 Electric Hoists: None provided
- 9.27 Fixed Electrical Wiring Installation: All electrical installations are required to be tested regularly to the standards defined by the IET Wiring Regulations (BS 7671). The mains electrical supply and distribution installation and wiring (common areas and rented dwellings) should be tested at least every five years by a registered NICEIC contractor to satisfy compliance with the requirements of the Electricity at Work Regulations 1989 in addition to the IET Wiring Regulations BS7671:2018 18th edition.

The electrical supply equipment was inspected, confirming the date of the last test was the 29/01/23, valid for 4 years.



- 9.28 Portable Appliances: Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of electrical apparatus identified varied compliance: some equipment had valid in date PAT labels, others were found to be overdue for testing, and a some had no evidence of PAT testing. We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.
- 9.29 Lightning Protection System: NA
- 9.30 Any Other Comments: We noted a fire extinguisher sored in the main foyer under the stair. We would recommend that this is either fitted to a bracket or proprietary stand and relevant signage installed adjacent to it.

### **Logbook / Records**

- 9.31 Is a Fire Logbook Available on Site: No
- 9.32 Is Logbook Fully Complete & Legible: NA
- 9.33 Any Other Comments: None

### **Security**

- 9.34 CCTV: Yes
- 9.35 Access Control: Doors fitted with electronic access control system.
- 9.36 Any Other Comments: None

### **Cooperation & Communication**

- 9.37 Other Premises Occupiers: NA
- 9.38 Occupiers in Adjacent Premises: NA



9.39 Emergency Services: County Durham & Darlington Fire & Rescue Service.

9.40 Any Other Comments: None

**Fire Risk Assessor** Dave Stilling BSc (Hons) MCIQB, AssocRICS, CMaPS, FSIDip, AIFireE, DipFD, MIFSM.

**Signed**

.....  
On Behalf of Storm Tempest Ltd

**Validator** Martin Turner BA(Hons), AIFireE, NEBOSH Fire

**Signed**

.....  
On Behalf of Storm Tempest Ltd

**Date** 21<sup>st</sup> August 2025



**APPENDIX 1  
FIRE RISK ASSESSMENT**



## FIRE RISK ASSESSMENT

<b>Likelihood of fire occurring</b>	<b>Potential consequences of fire</b>		
	<b>Slight Harm</b>	<b>Moderate harm</b>	<b>Extreme harm</b>
<b>Low</b>	<b>Trivial</b>	<b>Tolerable</b>	<b>Moderate</b>
<b>Medium</b>	<b>Tolerable</b>	<b>Moderate</b>	<b>Substantial</b>
<b>High</b>	<b>Moderate</b>	<b>Substantial</b>	<b>Intolerable</b>

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:

<b>Low</b>		<b>Medium</b>	<b>x</b>	<b>High</b>	
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- 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 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 life safety in the event of fire would be:

<b>Slight Harm</b>		<b>Moderate Harm</b>	<b>x</b>	<b>Extreme Harm</b>	
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In this context, a definition of the above terms is as follows:

- Slight Harm** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate Harm** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme Harm** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

## Moderate Risk



**(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.)**

<b>Risk level</b>	<b>Action</b>
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	<p>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.</p> <p>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.</p>
<b>Substantial</b>	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.
<b>Intolerable</b>	Premises (or relevant area) should not be occupied until the risk is reduced.



## **APPENDIX 2 ACTION PLAN**

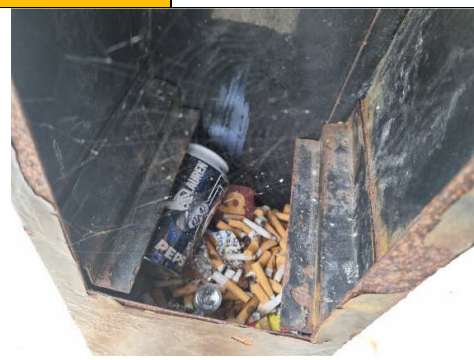
**Note:**

Severity for each action identified as follows:

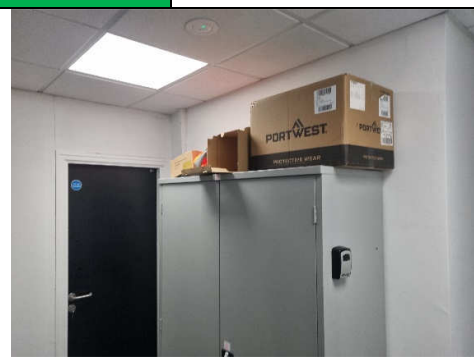
Red:	Extreme Harm
Orange:	Moderate Harm
Green:	Slight Harm




## Fire Hazards

<b>MEDIUM</b>	<b>1</b>	
		<b>Fire Risk Assessors Observations:</b> We noted combustible materials within the smoking receptacle to the rear elevation externally. The client has also advised there was a recent fire incident due to combustible materials being discarded in the receptacle.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> We would recommend that the client advises all users of the facility not to discard combustible items in this manner and regular checks should also be undertaken to monitor this situation.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	


## Means of Escape

<b>LOW</b>	<b>2</b>	
		<b>Fire Risk Assessors Observations:</b> We noted cardboard boxes stored within the ground floor means of escape.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> We would recommend the client removes these cardboard boxes and ensures they are not stored within the means of escape.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	




<b>MEDIUM</b>	<b>3</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We were unable to determine if the front entrance door would remain in the open position in the event of a power failure during an emergency.</p>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>The client should ensure that the final exit door can be held open without power to allow safe and unobstructed egress.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	

#### Fire Doors

<b>MEDIUM</b>	<b>4</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>Although the assessment does not constitute a fire door inspection we inspected a sample of fire doors within the premises and noted the following defects:</p> <ul style="list-style-type: none"> <li>➤ Excessive gaps over 4mm to lift room door</li> <li>➤ Excessive gaps over 4mm electrical cupboard door</li> <li>➤ Excessive gaps over 4mm to server room door</li> <li>➤ Door closer removed from electrical cupboard door</li> <li>➤ Door to server room not fully self-closing</li> </ul>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the client arranges for the above highlighted defects to be remediated to ensure all doors meet the requirements of BS8214. All works should be undertaken by a third party accredited contractor.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	

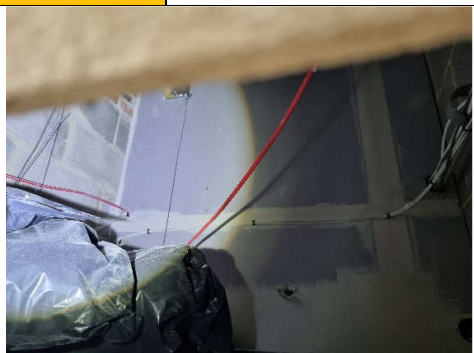


<b>MEDIUM</b>	<b>5</b>	
<b>No photo</b>		<b>Fire Risk Assessors Observations:</b>
		We noted the fire door to the lift room on the ground floor has a ventilation grille installed to the bottom of the door.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> The client should confirm that the ventilation grille complies with the manufacturer's specifications and meets the requirements of BS 8214.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	

<b>MEDIUM</b>	<b>6</b>	
		<b>Fire Risk Assessors Observations:</b>
		We noted the door located within the first floor office space was not a standard FD30 doorset.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> We would recommend the door is replaced with a fire door conforming to BS8214. All works should be undertaken by a third party accredited contractor. The client has confirmed that this is in the process of being replaced.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	




## Compartmentation


<b>MEDIUM</b>	<b>7</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We inspected a sample of the compartmentation including above the suspended ceilings throughout the premises and noted breaches in multiple locations.</p>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the client arranges for a full compartmentation survey to be undertaken and all highlighted defects be remediated. All works should be undertaken by a third party accredited contractor to ensure all compartmentation meets the requirements of BS9999 to prevent the uncontrolled spread of smoke and fire.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	

<b>MEDIUM</b>	<b>8</b>	
<b>No photo</b>		<p><b>Fire Risk Assessors Observations:</b></p> <p>We could not confirm at the time of inspection if fire dampers are installed within the ductwork due to access limitations.</p>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the client reviews the mechanical installation records of the ductwork to check if dampers have been installed in accordance with BS 9999.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	3	




<b>LOW</b>	<b>9</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>Glazed partitions are used within the means of escape although we were unable to confirm if these are fire rated.</p>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the client ensures all glazed partitions are fire rated to REI60.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	

#### Fire Safety Signs and Notices

<b>LOW</b>	<b>10</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted the fire exit signs to the external side of the rear elevation final exit doors are faded and becoming illegible.</p>
<b>Date First Identified:</b>	21/08/25	<p><b>Recommended Action:</b></p> <p>We would recommend that these are replaced with 'Keep Clear Fire Exit' signs in accordance with BS5499.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	



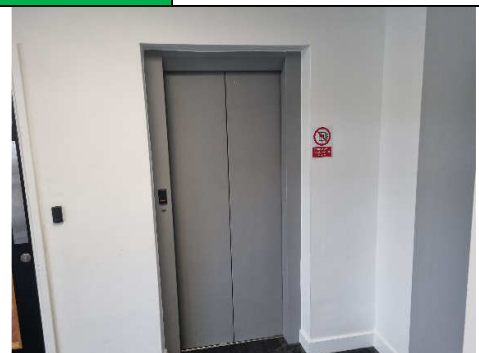
<b>LOW</b>	<b>11</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted there was no manual call point signage throughout the premises in the means of escape area.</p>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the appropriate signage is fitted adjacent to the manual call points.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	

#### Management Procedures

<b>LOW</b>	<b>12</b>	
<p><b>No photo</b></p>		<p><b>Fire Risk Assessors Observations:</b></p> <p>The six-monthly servicing of the fire alarm system was last undertaken on 26/01/25. We could not confirm the date of the last weekly test of the fire alarm system was undertaken.</p>
<b>Date First Identified:</b>	30/05/25	<p><b>Recommended Action:</b></p> <p>The client should ensure that the fire alarm system is subject to servicing and testing in accordance with BS5839.</p>
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	



<b>LOW</b>	<b>13</b>	
<b>No photo</b>		<b>Fire Risk Assessors Observations:</b> There was no record on-site of the monthly and annual testing of the emergency lighting system.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> The client should ensure that the emergency lighting system is subject to servicing and testing in accordance with BS5266.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	

<b>LOW</b>	<b>14</b>	
		<b>Fire Risk Assessors Observations:</b> We noted a passenger lift located in the main entrance lobby area. We were unable to confirm if the lift undergoes servicing every 2 months as part of routine maintenance and 6 monthly inspections as required under the Lifting Operations and Lifting Equipment (LOLER) regulations, 1998.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> The client should confirm that the passenger lift is inspected and maintained in accordance with the regulatory requirements.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	



<b>LOW</b>	<b>15</b>	
<b>No photo</b>		<b>Fire Risk Assessors Observations:</b> We noted a heating, ventilation and air conditioning system installed throughout the premises.
		<b>Recommended Action:</b> The client should ensure that this system is maintained and serviced in accordance with the manufacturer's instructions and relevant standards.
<b>Date First Identified:</b>	30/05/25	
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	

<b>LOW</b>	<b>16</b>	
<b>No photo</b>		<b>Fire Risk Assessors Observations:</b> No records of staff training and no records of regular fire drills available.
		<b>Recommended Action:</b> The client should ensure fire marshals are adequately trained and are present when the building is occupied to ensure a safe and effective evacuation can be facilitated. The client should ensure fire drills are carried out to ensure all occupants are familiar with evacuation procedures.
<b>Date First Identified:</b>	30/05/25	
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	



<b>LOW</b>	<b>17</b>	
		<b>Fire Risk Assessors Observations:</b> Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of electrical apparatus identified varied compliance: some equipment had valid in date PAT labels, others were found to be overdue for testing, and a some had no evidence of PAT testing.
<b>Date First Identified:</b>	30/05/25	<b>Recommended Action:</b> We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	

<b>LOW</b>	<b>18</b>	
		<b>Fire Risk Assessors Observations:</b> We noted a fire extinguisher sored in the main foyer under the stair.
<b>Date First Identified:</b>	21/08/25	<b>Recommended Action:</b> We would recommend that this is either fitted to a bracket or proprietary stand and relevant signage installed adjacent to it.
<b>Date of FRA:</b>	21/08/25	
<b>Rectify Within: (months)</b>	6	