

**FIRE RISK ASSESSMENT
BYRON LODGE COMMUNITY CENTRE,
SEAHAM, CO DURHAM
SR7 0JY**

MARCH 2026



STORM TEMPEST
PROPERTY CONSULTANCY

Reference: 4651-04-25-MC

Prepared by:

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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:	9174163
Client UPRN:	3CH00809
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:	Byron Lodge Community Centre, Seaham, Co Durham, SR7 0JY
Person Responsible for Fire Safety on Premises:	Emma Jorgenson, Compliance Manager, Believe Housing.
Person(s) Consulted:	Chris Turnbull (visit was unaccompanied)
Fire Risk Assessor:	Mitchell Callow MSc, BSc (Hons), DipFD, L3CertFRA
Validator:	Joe Abbott. MSc. BSc (Hons). MIFireE. MIFSM. Advanced NFRAR. DipFD. CertIOSH.
Date of Validation:	07/04/26
Date of Assessment:	20/03/26



Date of Previous
Fire Risk
Assessment: 23/05/23

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.
- 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.

The fire risk assessment was carried out in accordance with the Department for Communities and Local Government (DCLG) 'Small and Medium Places of Assembly' 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 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
- Local Government Association - Fire safety in Small and Medium Places of Assembly (hereafter referred to as the LGA Guide)

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:	Full building was assessed
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 of the premises other than the garage and the door to the rear which we believe is the bin store. Additionally, we had a limited view of the party wall within the roof space above the communal lounge area. We recommend that the client accesses these areas to identify any fire safety issues within. The property was unoccupied at the time of inspection and therefore we were unable to discuss fire safety management within 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:	Community centre
2.2	Occupancy Profile:	General public
2.3	Building Location:	Byron Lodge Community Centre, Seaham, Co Durham, SR7 0JY
2.4	Property Designation:	Detached with flat above
2.5	Approx. Maximum No. of Occupants at Any One Time:	Estimated 20
2.6	Approx. Maximum Nr. of Employees at Any One Time:	1
2.7	Staff / Occupant Ratio During Day:	1:20
2.8	Staff / Occupant Ratio During Night:	NA
2.9	Number, Description & Location of any Non-Ambulant Occupants:	Unknown
2.10	Any Other Comments:	There is no indication of the number of persons permitted to use the building at any one time. We recommend that a maximum occupancy is applied to the building considering the travel distances and available exits and a sign stating the maximum number is positioned within the premises in accordance with occupancy load requirements as outlined within approved document B.



Occupants Especially at Risk From Fire

2.11	Sleeping Occupants:	No
2.12	Occupants in Remote Areas:	Occasional contractors
2.13	Location of Any Non-Ambulant Occupants:	Unknown
2.14	Young Persons:	Potential for young persons to occupy building
2.15	No of Flats / Bedrooms:	NA
2.16	Year Built:	Circa 1970's.
2.17	No of Storeys:	1
2.18	Approximate Floor Area of Each Storey (m ²):	Basement 0 Lower Ground 0 Ground 140 First 0 Second 0 Third 0 Fourth 0
2.19	No. of Floors at Ground Level & Above:	1
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:	None



Construction Details

2.23	Construction:	Cavity wall construction
2.24	Roof Covering:	Concrete
2.25	Roof Structure:	Timber, pitched
2.26	Roofline Material:	UPVC
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:	None
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:	UPVC double glazed
2.35	External Doors:	Metal glazed
2.36	Internal Walls/Finish:	Plaster with assumed water based emulsion finish
2.37	Ground Floor:	Concrete



2.38	Upper Floors:	NA
2.39	Heating System:	Gas boiler, wet pipe radiators / electric heaters
2.40	No of Staircases:	None
2.41	Passenger Lifts:	None
2.42	Fire Fighting Lifts:	None
2.43	No of Final Exits:	Two
2.44	Car Parking Facilities:	To public roads away from the external walls of the building
2.45	Access for Fire & Rescue:	Fire service access to the front 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):	Yes
3.3	Typical Household Items Within Flats:	NA
3.4	Refuse Stored Within the Wheelie Bins:	Yes, assumed to be stored within the externally accessed bin store.
3.5	Gas Boilers / Supply:	Domestic gas boiler, gas intake located in cleaner's cupboard off lobby.
3.6	Escape Route:	Carpet / vinyl floor coverings
3.7	Dwellings:	No dwellings in this premises.
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:	There are soft furnishings within the property in the communal areas such as the lounge. All furnishings appear to conform with the requirements of 'The Furniture and Furnishings (Fire) (Safety) Regulations 1988' as labels were evidenced at the time of inspection on the sample check of the furniture.



As noted within the report, there is gas pipework located within the common means of escape and a gas meter within the cleaner's cupboard. In its current condition, the risk to life as assessed within this fire risk assessment is deemed low. However, the client should be aware that if any work activity is undertaken on the gas system, to include pipework or meters, located within any common areas of the building, then DSEAR, (Dangerous Substances and Explosive Atmospheres Regulations 2002) would apply and the client should instruct a competent person to undertake a DSEAR assessment.

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:	Domestic gas boiler / electric storage heaters
3.13	Portable Heaters:	Yes, within the communal lounge / kitchen area.
3.14	Portable Appliances:	Kettle
3.15	Arson:	The risk of an arson attack is considered low as the main building was secure at the time of assessment.
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:	Smoking is prohibited within the premises. No smoking policy supported with appropriate 'No Smoking' signage. No evidence of illicit smoking noted.
3.18	Cooking:	Electric cooker and oven within the kitchen



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 a portable heater within the communal lounge. We do not recommend the use of convector including (fan heaters) heaters as they require: • A clear space around them to work effectively, that must be kept clear of combustible material to ensure they do not overheat, • Anything draped over the heater may cause a fire, • Obstructed air grilles may cause the heater to overheat and lead to a fire, • One common location for small electric (fan) heaters is under desks particularly in cramped or untidy workspaces – these may be a potential risk and source of fire, as it is difficult to maintain proper clearances for adequate air flow and other combustible materials which can accidentally fall or be kicked into the area around the heater.

Whilst it is recognised that additional heating may be required by persons during inclement weather, it is recommended that oil filled radiant type heaters are used as they are less likely to be affected by conditions that may cause them to overheat. We recommend the existing heaters are replaced with oil filled type heaters. Failure to do so increases the risk of a fire as described.

We noted electric hand dryers within the toilets, a single point water heater within the kitchen area and electric heaters. We could not confirm if the electric hand dryers, electric heaters and electric water heater are included within a maintenance regime. We would recommend that the client ensures all electrical heating appliances are maintained in accordance with manufacturers recommendations.



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: The building has a simple layout with two final exit doors, from the main entrance and communal lounge.

4.3 Externally: Final exits discharge to open air.

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.

PEEPs are currently not applicable in this type of premises, however a Person-Centred Fire Risk Assessment (PCFRA) may be appropriate, if an occupant 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 resident or their representative to help to reduce risk from fire and where necessary involve other agencies.

The building is currently not in use.

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 plaster finished with an assumed water-based finish conforming to the above.

We noted the final exit door from the main entrance lobby area is fitted with a euro style key locking mechanism and egress may be delayed if this door is locked. We recommend a thumb turn unlocking mechanism is fitted to the door to mitigate against the risk of egress being prevented or delayed due to missing or misplaced keys.



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, which appeared in good condition, fitted with an overhead door closer, combined intumescent strips and smoke seals, 1.5 pairs of fire rated hinges, and a single action thumb turn locking mechanism, where necessary, conforming to BS8214. The doors have been fitted with the appropriate signage indicating ‘fire door keep shut’ or ‘fire door keep locked’ as appropriate. Some doors we noted had drop seals to the bottom of the door.

There is a combination of fire doors fitted with Georgian Wired glazing and some unglazed fire doors. We would recommend replacing the Georgian Wired glazing to the fire doors with REI30 glazing on the next property refurbishment.

The gas meter is located within the cleaner’s cupboard. The client should be aware that any ventilation grilles fitted to any cupboards or cabinets, in accordance with relevant gas safety standards, should be fire rated intumescent type to maintain the compartmentation of the area.



Ceilings / Walls / Floors

- 5.4 Ceilings: We noted a breach to the ceiling above the ceiling tiles that did not appear to be adequately sealed using pink foam, this breaches the compartmentation between the community centre and the flat above. We recommend the breach is remediated with a fire resistant material. All works should be undertaken by a third party accredited contractor.
- The fire separation between the community centre and the first floor flat above should have construction giving at least 60 minutes fire protection. The client to confirm this is the case
- 5.5 Walls: We noted a gas pipe penetrating the wall compartmentation between the lobby area and the cleaner's cupboard. We recommend the breach is remediated with a fire resistant material. All works should be undertaken by a third party accredited contractor.
- We noted a gas pipe penetrating the cavity wall within the cleaners cupboard. We recommend the breach is remediated with a fire resistant material to prevent any potential fire spreading through the cavity. All works should be undertaken by a third party accredited contractor.
- 5.6 Floors: No obvious breaches noted.
- 5.7 Any Other Comments: None



6.0 FIRE ALARM AND DETECTION SYSTEM

6.1	System Type - Common Parts:	There is no fire alarm panel or manual call points installed. Automatic fire detection is provided within the communal lounge, main entrance lobby, and the office, which appears to be of Grade A standard. We recommend that the client install an L3 Category system in accordance with BS 5839 part 1 to include Automatic Fire Detection, manual call points and control and indicating equipment, which interlinks to the flat above.
6.2	System Type – Dwellings:	NA
6.3	Panel Location:	NA
6.4	Zone Plan:	NA
6.5	Faults:	NA
6.6	Any Other Comments:	None



7.0 EMERGENCY LIGHTING

- | | | |
|-----|---------------------|--|
| 7.1 | System Type: | 3 hour, self-contained maintained and non-maintained. |
| 7.2 | Internal Areas: | We noted emergency lighting is provided throughout the premises including the communal lounge and main entrance lobby, in accordance with BS5266. |
| 7.3 | External Areas: | There is no emergency lighting installed externally at the front or rear final exit. We would recommend that the client installs emergency lighting externally at the front and rear final exit door to ensure there is adequate light provided. |
| 7.4 | Faults: | None |
| 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 premises. However, these appear to be incorrect as they instruct occupants to “sound the alarm” upon discovering a fire, which may cause confusion because there are no manual call points within the premises. We would recommend that the fire action notices are replaced or amended so that the instructions accurately reflect the fire alarm arrangements and fire strategy on site in accordance with BS5499.
- 8.3 Directional Signage: Simple plan layout, directional wayfinding signage installed
- 8.4 Final Exits: Final exit signs are fitted above both final exit doors.
- 8.5 Fire Door Signage: Fire doors are fitted with adequate signage – ‘Fire Door Keep Locked’ and ‘Fire Door Keep Shut’ signage where applicable.
- 8.6 Smoking: No smoking signage installed within means of escape
- 8.7 External Exits: None, considered acceptable
- 8.8 Assembly Point: We noted that the fire action notice has no designated assembly point identified. We recommend that the client designates a suitable assembly point and updates the fire action notice accordingly to provide clear evacuation instructions.
- 8.9 Any Other Comments: Adequate ‘Push bar to open’ signage installed to the rear final exit. However, there is thumb turn signage fitted to the front final exit door when there is no thumb turn installed (see 4.6).



9.0 MANAGEMENT PROCEDURES

- | | | |
|-----|--|--|
| 9.1 | Fire Loss Experience: | We have not been advised of any fires or near misses at this premises. |
| 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: | There was no evidence available on site at the time of the assessment to show that routine in-house inspections of fire precautions, including fire doors, are undertaken. The fire protection measures including, fire doors need to be maintained in good condition and efficient working order. It is therefore necessary, to have in place arrangements for routine inspection, testing and maintenance, a typical check list is provided in the Home Office guide "A guide to making your small block of flats safe from fire". However, the client has confirmed that the above is undertaken. |
| 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: | There is a Simultaneous Evacuation strategy in place which is appropriate for these premises. |
|-----|-----------------|---|



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 (see 8.2)
9.11	Any Other Comments:	The client should ensure that all staff using the premises are fully conversant with the evacuation strategy. This is likely to require a system of signing in when occupants enter the premises to ensure an effective evacuation can be facilitated in the event of an emergency. The location of the assembly point should be displayed on the fire action notices that are required to be displayed throughout the premises and an assembly point sign provided at a safe distance away from the building.

Training

9.12	Staff:	No staff on site at the time of inspection. We were unable to view any staff training records at the time of the visit. The client should ensure that adequate training is provided to all staff commensurate with their role. For the majority of staff where no significant risks have been identified and there are limited numbers of staff, information and instruction may simply involve an explanation of the fire procedures and how they are applied. This should include showing staff the fire-protection arrangements, including the designated escape routes, any other fire related equipment provided, such as fire extinguishers, and how to care for and evacuate vulnerable persons. Fire action notices can complement this information and should be posted in prominent locations.
9.13	Fire Drills:	Not required
9.14	Any Other Comments:	None



Equipment / Equipment Maintenance

9.15	Fire Alarm & Detection System:	There are no records available to confirm dates of testing of the fire alarm system. The client should ensure that the fire alarm system is tested and maintained in accordance with BS5839.
9.16	Emergency Lighting System:	The emergency lighting is required to be tested and maintained in accordance with BS5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook. There were no records on site to confirm that the emergency lighting system is maintained in accordance with BS5266. The client should ensure that the emergency lighting system is subject to testing in accordance with BS5266 and a record of the test kept.
9.17	Passenger Lifts:	NA
9.18	Fire Extinguishers:	There is firefighting equipment onsite, labels attached stated the last test and inspection was undertaken during May 2025, in accordance with BS5306-3.
9.19	Fire Blankets:	As above
9.20	Hose Reels:	NA
9.21	Fire Fighting Lifts:	None provided
9.22	Heating System:	At the time of the assessment, we could not confirm if the gas boiler has been serviced within the last 12 months. Safety checks of all gas appliances should be undertaken on an annual basis to comply with the requirements of the Gas Safety (Installation and Use) Regulations. We would recommend that the client checks to ensure the gas safety inspections have been carried out, to all gas boilers within the premises, within the last 12 months and if not arranges for this to be undertaken urgently. Not seen at time of inspection.
9.23	Laundry Equipment:	NA
9.24	Evacuation Alert Systems:	None provided



9.25	Automatic Exit Doors:	None
9.26	Electric Hoists:	None
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 label on the electrical distribution panel stated the date of the last test and inspection was undertaken 23/01/23, valid for 3 years in accordance with the above.
9.28	Portable Appliances:	Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of labelling identified there was PAT testing carried out September 2025, which is in date. However, PAT testing within the office was carried out August 2023, which is now overdue. 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:	None installed
9.30	Any Other Comments:	None

Logbook / Records

9.31	Is a Fire Logbook Available on Site:	The keeping of accurate and time-chronicled records is essential to demonstrate that all reasonable precautions and all due diligence has been taken to comply with the requirements of fire safety law. We were unable to view the logbook at the time of the assessment. The client should ensure that a logbook is maintained and available for inspection.
9.32	Is Logbook Fully Complete & Legible:	No logbook on site.



9.33 Any Other Comments: None

Security

9.34 CCTV: No

9.35 Access Control: NA

9.36 Any Other Comments: The rear final exit door does not fully self-close into the rebate unaided presenting a risk of unauthorised access. We would recommend that the door is fitted with a door closer to ensure it fully self-closes reducing the risk of unauthorised access.

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 Mitchell Callow MSc, BSc (Hons), DipFD, L3CertFRA
Signed

.....
On Behalf of Storm Tempest Ltd

Date 07/04/26

Validator Joe Abbott. MSc. BSc (Hons). MIFireE. MIFSM. Advanced NFRAR. DipFD. CertIOSH.

Signed

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On Behalf of Storm Tempest Ltd

Date 07/04/26



APPENDIX 1 FIRE RISK ASSESSMENT



FIRE RISK ASSESSMENT

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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low		Medium	x	High	
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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:

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

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

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.)

Risk level	Action
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.



APPENDIX 2 ACTION PLAN

Note:

Severity for each action identified as follows:

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



The Premises

LOW	1	
No photo		Fire Risk Assessors Observations:
		There is no indication of the number of persons permitted to use the building at any one time.
Date First Identified:	20/03/26	Recommended Action: We recommend that a maximum occupancy is applied to the building considering the travel distances and available exits and a sign stating the maximum number is positioned within the premises in accordance with occupancy load requirements as outlined within approved document B.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	



Fire Hazards

LOW	2	
		Fire Risk Assessors Observations: We noted a portable heater within the communal lounge. We do not recommend the use of convector including (fan heaters) heaters as they require: • A clear space around them to work effectively, that must be kept clear of combustible material to ensure they do not overheat, • Anything draped over the heater may cause a fire, • Obstructed air grilles may cause the heater to overheat and lead to a fire, • One common location for small electric (fan) heaters is under desks particularly in cramped or untidy workspaces – these may be a potential risk and source of fire, as it is difficult to maintain proper clearances for adequate air flow and other combustible materials which can accidentally fall or be kicked into the area around the heater.
Date First Identified:	20/03/26	Recommended Action:
Date of FRA:	20/03/26	Whilst it is recognised that additional heating may be required by persons during inclement weather, it is recommended that oil filled radiant type heaters are used as they are less likely to be affected by conditions that may cause them to overheat. We recommend the existing heaters are replaced with oil filled type heaters. Failure to do so increases the risk of a fire as described.
Rectify Within: (months)	6	



LOW		3	
			Fire Risk Assessors Observations: We noted electric hand dryers within the toilets, a single point water heater within the kitchen area and electric heaters. We could not confirm if the electric hand dryers, electric heaters and electric water heater are included within a maintenance regime.
Date First Identified:		20/03/26	Recommended Action: We would recommend that the client ensures all electrical heating appliances are maintained in accordance with manufacturers recommendations.
Date of FRA:		20/03/26	
Rectify Within: (months)		6	

Means of Escape

LOW		4	
			Fire Risk Assessors Observations: We noted the final exit door from the main entrance lobby area is fitted with a euro style key locking mechanism and egress may be delayed if this door is locked.
Date First Identified:		20/03/26	Recommended Action: We recommend a thumb turn unlocking mechanism is fitted to the door to mitigate against the risk of egress being prevented or delayed due to missing or misplaced keys.
Date of FRA:		20/03/26	
Rectify Within: (months)		6	



Compartmentation

MEDIUM	5	
		Fire Risk Assessors Observations: We noted a breach to the ceiling above the ceiling tiles that did not appear to be adequately sealed using pink foam, this breaches the compartmentation between the community centre and the flat above.
Date First Identified:	20/03/26	Recommended Action: We recommend the breach is remediated with a fire resistant material. All works should be undertaken by a third party accredited contractor.
Date of FRA:	20/03/26	
Rectify Within: (months)	3	

MEDIUM	6	
		Fire Risk Assessors Observations: We noted a gas pipe penetrating the wall compartmentation between the lobby area and the cleaner's cupboard.
Date First Identified:	20/03/26	Recommended Action: We recommend the breach is remediated with a fire resistant material. All works should be undertaken by a third party accredited contractor.
Date of FRA:	20/03/26	
Rectify Within: (months)	3	



MEDIUM		7	
			Fire Risk Assessors Observations: We noted a gas pipe penetrating the cavity wall within the cleaners cupboard.
Date First Identified:		20/03/26	Recommended Action: We recommend the breach is remediated with a fire resistant material to prevent any potential fire spreading through the cavity. All works should be undertaken by a third party accredited contractor.
Date of FRA:		20/03/26	
Rectify Within: (months)		3	

Fire Alarm and Detection System

MEDIUM		8	
			Fire Risk Assessors Observations: There is no fire alarm panel or manual call points installed. Automatic fire detection is provided within the communal lounge, main entrance lobby, and the office, which appears to be of Grade A standard.
Date First Identified:		20/03/26	Recommended Action: We recommend that the client install an L3 Category system in accordance with BS 5839 part 1 to include Automatic Fire Detection, manual call points and control and indicating equipment, which interlinks to the flat above.
Date of FRA:		20/03/26	
Rectify Within: (months)		3	



Emergency Lighting

LOW		9	
			Fire Risk Assessors Observations: There is no emergency lighting installed externally at the front or rear final exit.
Date First Identified:	20/03/26	Recommended Action: We would recommend that the client installs emergency lighting externally at the front and rear final exit door to ensure there is adequate light provided.	
Date of FRA:	20/03/26		
Rectify Within: (months)	6		

Fire Safety Signs and Notices

LOW		10	
			Fire Risk Assessors Observations: Fire action notices are installed within the premises. However, these appear to be incorrect as they instruct occupants to "sound the alarm" upon discovering a fire, which may cause confusion because there are no manual call points within the premises.
Date First Identified:	20/03/26	Recommended Action: We would recommend that the fire action notices are replaced or amended so that the instructions accurately reflect the fire alarm arrangements and fire strategy on site in accordance with BS5499.	
Date of FRA:	20/03/26		
Rectify Within: (months)	6		



Management Procedures

LOW	11	
No photo		Fire Risk Assessors Observations:
		There is a Simultaneous Evacuation strategy in place which is appropriate for these premises.
Date First Identified:	20/03/26	Recommended Action: The client should ensure that all staff using the premises are fully conversant with the evacuation strategy. This is likely to require a system of signing in when occupants enter the premises to ensure an effective evacuation can be facilitated in the event of an emergency. The location of the assembly point should be displayed on the fire action notices that are required to be displayed throughout the premises and an assembly point sign provided at a safe distance away from the building.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	

LOW	12	
No photo		Fire Risk Assessors Observations:
		There are no records available to confirm dates of testing of the fire alarm system.
Date First Identified:	20/03/26	Recommended Action: The client should ensure that the fire alarm system is tested and maintained in accordance with BS5839.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	



LOW	13	
No photo		Fire Risk Assessors Observations:
		There were no records on site to confirm that the emergency lighting system is maintained in accordance with BS5266.
Date First Identified:	20/03/26	Recommended Action: The emergency lighting is required to be tested and maintained in accordance with BS5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook. The client should ensure that the emergency lighting system is subject to testing in accordance with BS5266 and a record of the test kept.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	

LOW	14	
No photo		Fire Risk Assessors Observations:
		At the time of the assessment, we could not confirm if the gas boiler has been serviced within the last 12 months. Safety checks of all gas appliances should be undertaken on an annual basis to comply with the requirements of the Gas Safety (Installation and Use) Regulations.
Date First Identified:	20/03/26	Recommended Action: We would recommend that the client checks to ensure the gas safety inspections have been carried out, to all gas boilers within the premises, within the last 12 months and if not arranges for this to be undertaken urgently. Not seen at time of inspection.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	



LOW	15	
No photo		Fire Risk Assessors Observations:
		Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. As sample of PAT testing within the office was carried out August 2023, which is now overdue.
Date First Identified:	20/03/26	Recommended Action: We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	

LOW	16	
No photo		Fire Risk Assessors Observations:
		The keeping of accurate and time-chronicled records is essential to demonstrate that all reasonable precautions and all due diligence has been taken to comply with the requirements of fire safety law. We were unable to view the logbook at the time of the assessment.
Date First Identified:	20/03/26	Recommended Action: The client should ensure that a logbook is maintained and available for inspection.
Date of FRA:	20/03/26	
Rectify Within: (months)	6	



LOW		17	
		Fire Risk Assessors Observations:	
			The rear final exit door does not fully self-close into the rebate unaided presenting a risk of unauthorised access.
Date First Identified:		20/03/26	Recommended Action: We would recommend that the door is fitted with a door closer to ensure it fully self-closes reducing the risk of unauthorised access.
Date of FRA:		20/03/26	
Rectify Within: (months)		6	