FIRE RISK ASSESSMENT
20 MICKLE GROVE TRAINING FACILITY, LEEHOLME, DL14 8XL

JULY 2026

STORM TEMPEST
PROPERTY CONSULTANCY

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Prepared for:
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1.0 INTRODUCTION

Unique Identifier:	9177521
Client UPRN:	2CH00625
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:	20 Mickle Grove Training Facility, Leeholme, DL14 8XL
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, AIFSM
Validator:	Joe Abbott. MSc. BSc (Hons). MIFireE. MIFSM. Advanced NFRAR. DipFD. CertIOSH.
Date of Validation:	20/07/26
Date of Assessment:	08/07/26

Date of Previous Fire Risk Assessment:	14/08/24
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 2019 edition incorporating 2020, 2022 and 2025 amendments – for use in England.
- BS9999 2017 Code of practice for fire safety in the design, management and use of buildings.
- 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:	The full building was assessed, with exception to the locked storage room on the ground floor.
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 locked externally accessed storage room. We recommend that the client accesses this area 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:	Training Facility / Office.
2.2	Occupancy Profile:	Administration.
2.3	Building Location:	20 Mickle Grove Training Facility, Leeholme, DL14 8XL
2.4	Property Designation:	Detached with community centre below on ground floor.
2.5	Approx. Maximum No. of Occupants at Any One Time:	Unknown (currently unoccupied).
2.6	Approx. Maximum Nr. of Employees at Any One Time:	Unknown (currently unoccupied).
2.7	Staff / Occupant Ratio During Day:	Unknown (currently unoccupied).
2.8	Staff / Occupant Ratio During Night:	NA.
2.9	Number, Description & Location of any Non-Ambulant Occupants:	Unknown.
2.10	Any Other Comments:	None.

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:	2	
2.18	Approximate Floor Area of Each Storey (m^2):	Basement	0
		Lower Ground	0
		Ground	10
		First	100
		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:	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:	Composite.
2.36	Internal Walls/Finish:	Plaster with assumed water based emulsion finish.
2.37	Ground Floor:	Concrete.
2.38	Upper Floors:	Concrete.
2.39	Heating System:	Gas boiler, wet pipe radiators.
2.40	No of Staircases:	One.
2.41	Passenger Lifts:	None.
2.42	Fire Fighting Lifts:	None.
2.43	No of Final Exits:	One.
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 and rear 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:	Bins located adjacent to community centre entrance, build up of refuse within this area.
3.5	Gas Boilers / Supply:	Domestic gas boiler
3.6	Escape Route:	Carpet 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. We noted an accumulation of mail within the front lobby area. We would recommend the mail is removed from this area and the client ensures this area remains clear at all times.

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
3.13	Portable Heaters:	None
3.14	Portable Appliances:	Kettle, toaster, office appliances
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:	The client did not provide any information to show that the PV panels and associated equipment are subject to appropriate servicing. PV modules continue to generate direct current in daylight as well as when subject to other light sources, despite a separation from the grid. Thereby manual fire firefighting may be difficult. We recommend the client ensures the panels and associated control equipment is serviced by a competent person in accordance with BS7671 and/or BS EN 62446. Additionally, we would recommend that signage is provided at the entrance to state the location of the isolating equipment.

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 one final exit door, from the entrance lobby.
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 FD30s 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.

We noted the door at the top of the stairs leading into the main room was not fully self closing into the rebate. We recommend that the self-closing device is adjusted or repaired to ensure the door fully closes into the rebate to maintain the compartmentation and protect the means of escape.

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 boiler is located within a 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 multiple cable breaches to the ceiling within the main room area. These breaches have the potential to compromise the fire resistance of the ceiling and allow the passage of fire and smoke between compartments. We recommend the breaches are remediated with a fire resistant material to reinstate the level of fire resistance required. All works should be undertaken by a third party accredited contractor. The fire separation between the training facility and the ground floor community centre below should have construction giving at least 60 minutes fire protection. The client to confirm this is the case.
5.5	Walls:	No obvious breaches noted.
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:	Automatic fire detection is provided within all appropriate areas including the gas boiler cupboard (with exception to the store room) with manual call points and control and indicating equipment (located in the community centre below), which we assume interlinks between the training facility and community centre. The store room housing the photovoltaic (PV) equipment was not provided with automatic fire detection. Although a detector was present within the roof space above, which is separated from the room by a timber loft hatch this may not provide sufficient early warning of a fire originating within the room. Given the presence of electrical equipment associated with the solar PV installation, consideration should be given to providing suitable automatic fire detection within the room itself. We would recommend that the client installs fire alarm detection within the store room to provide early warning should a fire occur in this room.
6.2	System Type – Dwellings:	NA
6.3	Panel Location:	We understand from a previous fire risk assessment that the control panel is located within the community centre on the ground floor.
6.4	Zone Plan:	Unknown, client to confirm if there is a zone plan adjacent to control panel.
6.5	Faults:	Unknown, no access to control panel at the time of inspection.
6.6	Any Other Comments:	None

7.0 EMERGENCY LIGHTING

7.1	System Type:	3 hour, self-contained, non-maintained.
7.2	Internal Areas:	We noted emergency lighting is provided throughout the means of escape, in accordance with BS5266. We could not identify a green LED to the emergency lighting throughout the premises. We would recommend that the emergency lighting installation is inspected and tested by a competent person to confirm its functionality. Any defective units should be repaired or replaced as necessary.
7.3	External Areas:	There is an emergency light provided above the final exit door from the community centre on the ground floor. This should provide adequate illumination to the external area outside the final exit from the first floor training facility.
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.
8.3	Directional Signage:	Due to the simple layout of the premises, directional wayfinding signage is installed where required.
8.4	Final Exits:	Final exit signage fitted above final exit door.
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:	Next to garages / car park
8.9	Any Other Comments:	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:	None identified at time of inspection.
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 staff on site at the time of inspection. We were unable to view any staff training records at the time of the visit, although the building was unoccupied at the time of the inspection. If the building is currently in use 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:	No records of regular fire drills available, although the building was unoccupied at the time of the inspection. If the building is currently in use 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 Detection and Alarm System (FDAS) is required to be tested in accordance with BS5839 – 1:2025 which requires weekly tests of the call points and six-monthly inspection and testing of the system by a competent contractor. We were unable to access any records to confirm weekly and six-monthly servicing of the fire alarm system. The client should ensure

		that the fire alarm system is tested and maintained in accordance with BS5839-1:2025 and records are made available for inspection.
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. We were unable to access any records to confirm the monthly and annual testing of the emergency lighting system. The client should ensure that the emergency lighting system is subject to testing in accordance with BS5266 and records are made available for inspection.
9.17	Passenger Lifts:	NA
9.18	Fire Extinguishers:	None provided.
9.19	Fire Blankets:	Serviced December 2025
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.
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 20/12/23, valid for 5 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 October 2025, which is in date and in accordance with the above.
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:	Access controlled via keyed mechanism
9.36	Any Other Comments:	None

Cooperation & Communication

9.37	Other Premises Occupiers:	NA
9.38	Occupiers in Adjacent Premises:	We understand the Fire Detection and Alarm System between the training facility and community centre is interlinked. The client should confirm that this arrangement is in place.
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, AIFSM

Signed



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On Behalf of Storm Tempest Ltd

Date 16/07/26

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

Signed



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On Behalf of Storm Tempest Ltd

Date 20/07/26

APPENDIX 1
FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT

Likelihood of fire occuring	***Potential consequences of fire***		
	Slight Harm	***Moderate harm***	***Extreme harm***
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**	

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**	

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.)

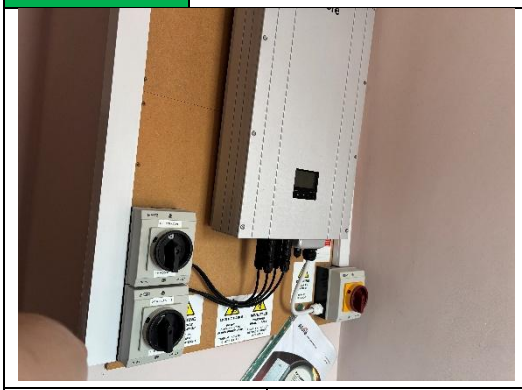
Risk level	Action
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce 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.

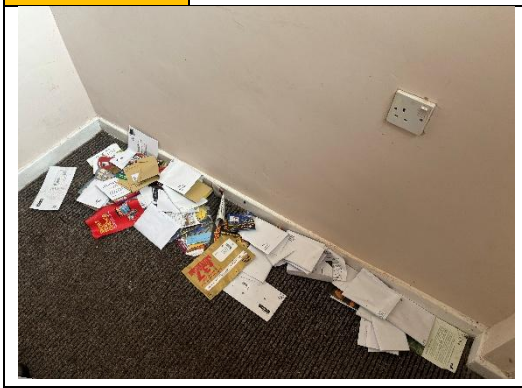
APPENDIX 2
ACTION PLAN

Note:
Severity for each action identified as follows:

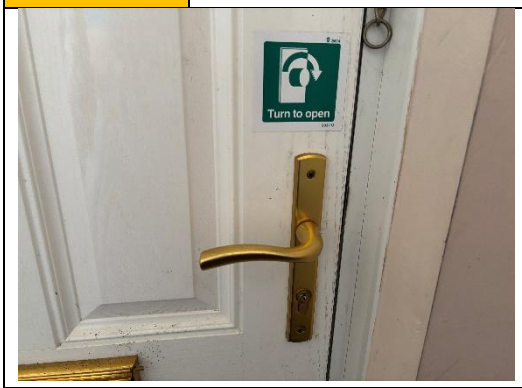
Red:	Extreme Harm
Orange:	Moderate Harm
Green:	Slight Harm

Fire Hazards

LOW	1	
		**Fire Risk Assessors Observations:**
		The client did not provide any information to show that the PV panels and associated equipment are subject to appropriate servicing. PV modules continue to generate direct current in daylight as well as when subject to other light sources, despite a separation from the grid. Thereby manual fire firefighting may be difficult.
Date First Identified:	08/07/26	**Recommended Action:**
Date of FRA:	08/07/26	We recommend the client ensures the panels and associated control equipment is serviced by a competent person in accordance with BS7671 and/or BS EN 62446. Additionally, we would recommend that signage is provided at the entrance to state the location of the isolating equipment.
Rectify Within: (months)	6	

MEDIUM	2	
		**Fire Risk Assessors Observations:**
		We noted an accumulation of mail within the front lobby area.
Date First Identified:	08/07/26	**Recommended Action:**
Date of FRA:	08/07/26	We would recommend the mail is removed from this area and the client ensures this area remains clear at all times.
Rectify Within: (months)	3	

Means of Escape

MEDIUM	**3**	
		**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:	08/07/26	**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:	08/07/26	
Rectify Within: (months)	3	

Compartmentation

MEDIUM	**4**	
		**Fire Risk Assessors Observations:** We noted the door at the top of the stairs leading into the main room was not fully self closing into the rebate.
Date First Identified:	08/07/26	**Recommended Action:** We recommend that the self-closing device is adjusted or repaired to ensure the door fully closes into the rebate to maintain the compartmentation and protect the means of escape.
Date of FRA:	08/07/26	
Rectify Within: (months)	3	

MEDIUM	5	
		**Fire Risk Assessors Observations:** We noted multiple cable breaches to the ceiling within the main room area. These breaches have the potential to compromise the fire resistance of the ceiling and allow the passage of fire and smoke between compartments.
Date First Identified:	08/07/26	**Recommended Action:** We recommend the breaches are remediated with a fire resistant material to reinstate the level of fire resistance required. All works should be undertaken by a third party accredited contractor.
Date of FRA:	08/07/26	
Rectify Within: (months)	3	

Fire Alarm and Detection System

MEDIUM	6	
		**Fire Risk Assessors Observations:** The store room housing the photovoltaic (PV) equipment was not provided with automatic fire detection. Although a detector was present within the roof space above, which is separated from the room by a timber loft hatch this may not provide sufficient early warning of a fire originating within the room. Given the presence of electrical equipment associated with the solar PV installation, consideration should be given to providing suitable automatic fire detection within the room itself.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that the client installs fire alarm detection within the store room to provide early warning should a fire occur in this room.
Date of FRA:	08/07/26	
Rectify Within: (months)	3	

Emergency Lighting

LOW	7	
		**Fire Risk Assessors Observations:** We could not identify a green LED to the emergency lighting throughout the premises.
Date First Identified:	08/07/26	**Recommended Action:** We would recommend that the emergency lighting installation is inspected and tested by a competent person to confirm its functionality. Any defective units should be repaired or replaced as necessary.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

Management Procedures

LOW	8	
No photo		**Fire Risk Assessors Observations:** We were unable to access any records to confirm weekly and six-monthly servicing of the fire alarm system.
Date First Identified:	08/07/26	**Recommended Action:** The client should ensure that the fire alarm system is tested and maintained in accordance with BS5839-1:2025 and records are made available for inspection.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	9	
No photo		**Fire Risk Assessors Observations:** We were unable to access any records to confirm the monthly and annual testing of the emergency lighting system.
Date First Identified:	08/07/26	**Recommended Action:** The client should ensure that the emergency lighting system is subject to testing in accordance with BS5266 and records are made available for inspection.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

LOW	10	
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:	08/07/26	**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.
Date of FRA:	08/07/26	
Rectify Within: (months)	6	

<table>
<tr><td colspan="2">LOW</td><td>11</td><td></td></tr>
<tr><td colspan="3" rowspan="2">No photo</td><td>Fire Risk Assessors Observations:</td></tr>
<tr><td>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.</td></tr>
<tr><td>Date First Identified:</td><td>08/07/26</td><td rowspan="3">Recommended Action:
The client should ensure that a logbook is maintained and available for inspection.</td></tr>
<tr><td>Date of FRA:</td><td>08/07/26</td></tr>
<tr><td>Rectify Within: (months)</td><td>6</td></tr>
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