



Fire Risk Assessment



Carried out on behalf of
Hawkesbury Upton Village Hall

On the
23 Sep 2024

By

1. Risk Summary
2. Risk Assessment
 - 01 - Persons at Risk
 - 02 - Sources of Ignition
 - 03 - Sources of Fuel
 - 04 - Construction
 - 05 - Means of Escape
 - 06 - Fire-fighting Equipment
 - 07 - Fire Detection and Warning
 - 08 - Emergency Lighting
 - 09 - Firefighters Provisions
 - 10 - Management
 - 11 - Signs and Signals
 - 12 - Effects on the Environment
3. Action Plan
4. Archive

FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.
 - a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
 - b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.
4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out. The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1: MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address

Hawkesbury Upton Village Hall
 Hawkesbury Upton Village Hall
 Hawkesbury Upton
 GL9 1AU



Building Id

10066005

Assessment Id

10121941

Responsible Person

Hawkesbury Upton Village Hall

Article 5(3) Persons

Hawkesbury Upton Village Hall Management

Telephone

07710 030506

Email

angelo.sauro@outlook.com

Building Details:		
Assessor:		
Checked By:	Becky Jenkins	Date: 16/10/2024
Validated By:	Becky Jenkins	Date: 16/10/2024
Area:	164	
Number of floors:	2	
Occupied floors:	2	
Number of occupants:	250	
Is customer LandLord?:	No	
Type of alarm:	Category Unknown	

Live Fire Log Book	Next Due Date
Risk Assessment	23/09/2025
Fire Drill	No Records
Fire extinguisher maintenance:	30/09/2025
Fire Safety Training	NA
Fire Marshal Training	No Records
Fire Alarm Service	No Records
Emergency Lighting Service	No Records

Description of Property

Constructed in 1981, Hawkesbury Upton Village Hall has undergone 4 extensions and has an ongoing refurbishment including the instillation of solar panels. The hall has a maximum occupancy of 250 people.

External Construction:

The premises appears to be stone and concrete construction with a pitch tiled roof.

Internal Construction inc Compartmentation:

The internal construction appears to be a concrete and stone construction with timber stairs and separating floors. The internal partitions appear to be block/stud with plasterboard. The stairs are believed to be protected by a 30 minute fire resistant construction. It was confirmed that it is breeze block and concrete construction beneath the stage to negate the spread of fire. There are is no communal roof void preset.

Internal Configuration:

The main entrance leads onto a protected lobby and stairwell. To the right of the entrance is the main hall with large stage area, multiple storage cupboards and a bar and alcohol store. The bar can also be accessed directly through the lobby. At the rear of the premises, accessed by the main lobby is the kitchen, also accessible by the main hall. Toilets, changing rooms and a boiler room are all accessible from the left of the lobby area. The first floor comprises of a meeting room and small office area.

Means Of Escape:

Means of escape are via the final exit doors to the front of the property via the protected stairwell and lobby, left hand exit via the changing room and toilets, rear exit from the kitchen area or via the side exit from the main hall. The stage has its own fire exit door. All final exit doors are fitted with single action release mechanisms including push bar exits.

Fire Doors Present:

Fire doors are present however require upgrading or improving to ensure the limit of fire spread.

Fire Alarm:

A fire alarm system is present with a domestic mains powered alarm being present in the main lobby however this should be upgraded to an L3 system in accordance with BS 5839-1.

Emergency Lighting:

An emergency lighting system is installed appropriately however luminaires on the stairwell were in fault at the time of the assessment.

Ventilation Systems:

Ventilation can be achieved via the final exit doors through the ground floor and fixed and manual opening windows the communal area and sky light in the office.

Signage:

Fire action notices and suitable directional signage is present. Manual call point signage and extinguisher signage is present however is required to be located closer to equipment for visibility.

Fire-fighting Equipment:

Extinguishers are present with correct signage and maintained appropriately by a competent person.

A Type 1 non-destructive assessment of all accessible areas was undertaken.



This Risk Assessment was carried out on 23 Sep 2024 and this property was considered a risk property.

2	5	0
Actions required next service visit	Actions required within 30 days	Immediate actions required

To view actions outstanding [click here](#)

History of Incidents

No incidents disclosed.

Risk Assessors Summary

Responsible Person: Hawkesbury Upton Village Hall Management

Article 5(3) Persons: Angelo Sauro

Legislation:

The Regulatory Reform (fire safety) Order 2005 applies to these premises with guidance taken from the Home Office Gov.UK guidance to small and medium places of assembly and all relevant British Standards.

Persons at Risk:

Persons at risk are the staff and occupants that use the village hall. Occupants and staff are assumed to be independent and able to self-evacuate if required. Any users of the premises unable to self-evacuate such as children or people with disabilities are assumed to be accompanied by someone who is able to assist with evacuation as detailed in the evacuation procedure provided to users and listed on the village hall website. Contractors may also be present. Suitable fire safety signage is installed to ensure all occupants are aware of the action to be taken in case of fire.

Fire Procedures:

The premises operates on a simultaneous evacuation procedure supported by the displayed signage and communal fire alarm. Visitors and Contractors should be instructed through signage to evacuate in case of fire. There is a relatively straightforward route within acceptable travel parameters to reach a place of ultimate safety. Fire safety signage is displayed to support the evacuation procedure in the communal areas. A suitable assembly point is designated to the premises exterior which is signposted. Assembly point signage should be kept clear and visible at all times. Permanent staff are employed on site and should have suitable fire safety training including use of fire extinguishers and fire marshal training. All approved contractors operate to Hawkesbury Upton Village Hall management standard operating procedures.

Sources of Ignition:

The date of the last Electrical Inspection Condition Report (EICR) was confirmed to have been completed within the last 5 years. Heating is provided via wall mounted radiators. No Smoking is permitted on the premises and there was no evidence at the time of the assessment to suggest any breach in the 'no smoking' policy. Hot works are undertaken by approved contractors. A set of risk assessments and method statements (RAMS) must be provided in advance before works are authorised. A boiler room is present on the ground floor with some electrical services present. The door to the boiler room requires upgrading to provide adequate fire protection. photovoltaic panels are present however are located externally .

Cooking:

A kitchen is located on the ground floor with cooking facilities including a cooker. Cooking arrangements are part of the individual arrangements for each hirer and staff onsite.

Sources of Fuel and Housekeeping:

The general standard of housekeeping was acceptable however some combustible items were found to be stored under the stairs and should be removed. The circulation areas must be maintained as clear of items so as not to compromise the singular escape route. An alcohol store is present on the ground floor however is not in excess. Refuse is stored externally, appropriately.

Sources of Oxygen:

There were no additional sources of oxygen or oxidising agents present at the time of inspection.

Arson:

The premises are fitted with a secure entry system and set on private land. Refuse is as noted. No reports of arson or concerns were raised.

Fire Safety Measures:

A communal fire detection and alarm system is currently installed however is required to be upgraded by a competent person to an L3 system with detection in the protected lobby and stairwell and any rooms opening onto the escape route. A zone plan should also be provided in the communal areas. Solar panels are being installed at present and signage to inform the fire service of their presence should be located in the communal area. Smoke ventilation can be achieved via the final exit doors throughout the ground floor, front doors, manual opening communal and fixed windows and sky light in the office. Fire service access is sufficient with clearance for a firefighting appliance if required. A suitable emergency escape lighting system is installed however luminaires on the stairwell were in fault at the time of the assessment. Manual call points are present with corresponding signage however signage should be located closer to each point. No fire extinguishers are present in the communal area which is appropriate.

Measures to Limit Fire Spread & Development:

Fire doors protecting the lobby and escape route are required to be upgraded including installing overhead automatic closing devices and ensuring gaps do not exceed the recommended amount.

Some breaches in compartmentation were visible in the boiler room and office which should be infilled with appropriate fire resisting materials by a competent person to provide the compartment with the required level of fire resistance.

A large curtain is present on the stage however it was advised that it is fire resistant.

There are no communal loft voids.

Means of Escape:

The building is provided with a suitable means of escape in case of fire with an exits throughout the ground floor with means of onward travel. At the time of the assessment solar panels were being installed and works were causing an obstruction of the fire exit from the main hall however additional exits are present. In the meeting room, a fire ladder is present however this should not be used and should be removed.

The escape routes are protected and within suitable travel distance parameters, the escape routes should be maintained as clear due to the single escape route.

All final exits are fitted with single action release mechanisms including push bar and thumb turn locks.

Appropriate direction signage is installed.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		N/A
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		N/A
03 - Members of the Public	Are members of the public present in the premises?	Members of the public are present and the Responsible Person has suitable and sufficient policies and procedures in place.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		Compliant
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		N/A

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There is no evidence that Portable Appliance Testing (PAT) has been undertaken within the last two years.	2.0.F	Non-Compliant
03 - Lightning Protection	Is lightning protection provided for the building?	The building does not appear to be at particular risk from lightning strikes.		N/A
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		Compliant

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Housekeeping arrangements appear to be satisfactory.		Compliant

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The holes/gaps in the ceiling negate the fire integrity of the separating floor.	C	Non-Compliant
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		N/A
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	There are no vertical services and shafts within this building.		N/A
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The installation of cavity barriers is not required or the age of the building predates the requirement.		N/A
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		Compliant
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	There are no higher risk areas or places of special fire hazard within the building.		N/A
07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	The materials lining the walls and ceilings are deemed to be of an acceptable standard.		Compliant

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		N/A
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		Compliant
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		Compliant
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		Compliant
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		N/A
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	No accommodation stairways and or lifts are present.		N/A
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		Compliant
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		N/A
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		N/A
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The existing doors are not deemed to be of the appropriate fire resisting standard.	E	Non_Compliant
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		Compliant
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	A	Non_Compliant

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The provision, siting and maintenance of portable fire-fighting equipment is suitable and sufficient.		Compliant
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		N/A

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The method of raising the alarm currently in use is unsuitable.	A	Non_Compliant

02 - Fire Alarm Maintenance	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.	Compliant
------------------------------------	--	--	------------------

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	The existing escape lighting system is damaged/defective.	I	Non_Compliant
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		Compliant

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		Compliant
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		Compliant
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		Compliant
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			N/A

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?	Management and employees are fully aware of the fire safety features provided and their purposes.		Compliant
02 - Staff Training	Have employees received appropriate fire safety awareness training?	All employees have received the appropriate fire safety awareness training.		Compliant
03 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		Compliant
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		Compliant
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate "no smoking" policy is in place in accordance with current legislation and company policy.		Compliant
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		N/A

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call points and extinguisher points are not identified with appropriate signs.	B	Non_Compliant

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
-------------	----------	--------	-------------	--------

01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.	Compliant
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.	Compliant

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293770	A	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	Items that are a source of fuel or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor, stairway or circulation space that will be used as an escape route. Therefore, the combustible materials stored in the escape routes must be removed.	Stairwell	Statutory requirement of the Client	15/11/2024

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293773	A	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The method of raising the alarm currently in use is unsuitable.	An L3 fire alarm system is to be designed, installed and commissioned to BS 5839-1 by a competent certificated organisation.		Statutory requirement for the Client	15/11/2024

Completed By..... Date.....

Action Status Notes: No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293750	C	Are the fire resisting and separating walls and floors in good condition?	The holes/gaps in the ceiling negate the fire integrity of the separating floor.	These breaches are to be infilled with appropriate fire resisting materials by a competent person to provide the compartment with the required level of fire resistance.	First floor office and boiler room	Statutory requirement of the Client	15/11/2024

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293767	E	Do the fire resisting door sets meet the appropriate standard?	The existing doors are not deemed to be of the appropriate fire resisting standard.	Fire door sets should be upgraded to ensure that they provide the required standard of fire resistance including fitting with a positive self closing device instead of chain closers and gaps that negate the spread of fire.	Doors leading to lobby and protected stairwell	Statutory requirement of the Client	15/11/2024

Completed By..... Date.....

Action Status Notes: _____
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293775	I	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	The existing escape lighting system is damaged/defective.	A competent person is to survey the existing system and repair/replace luminaries as required.	Stairwell	Statutory requirement of the Client	15/11/2024

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293746	2.0.F	Are all electrical installations and appliances correctly installed and maintained?	There is no evidence that Portable Appliance Testing (PAT) has been undertaken within the last two years.	Portable Appliance Testing should be undertaken by a competent person in accordance with the HSE guidance note and a central register kept.		Recommendation to the Client	14/01/2025

Completed By..... Date.....

Action Status Notes: _____
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13293787	B	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call points and extinguisher points are not identified with appropriate signs.	Fire alarm call point signage and extinguisher signage should be located closer to equipment complying with BS 5499-5.		Recommendation to the Client	14/01/2025

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

