



Independent Fire Risk Assessors

Caldicot Town Council, Sandy Lane, Caldicot NP25 4NA



Prepared by: Joanne Danielsen MRICS, MIFSM, MFPA, NFRAR (Intermediate)
Conducted on: 5th August 2026

PLEASE NOTE: JD Fire & Safety Ltd accepts no responsibility for any fire which may occur on your premises. This risk assessment, if acted upon, will reduce the likelihood of a fire occurring, it WILL NOT, however, guarantee that a fire will NEVER occur. If you follow the advice and guidance in this Fire Risk Assessment the effects of fire will be reduced. You must ensure that you have the appropriate insurance in place always to cover any loss or damage in the event of fire. It is important 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 a very useful management tool.

Prior to the commencement of the report itself we would like to draw your attention to the following important information: -

1.0 Application of the Regulations

On the 1st October 2006, The Regulatory Reform (Fire Safety) Order 2005 came into force. This legislation replaced both the Fire Precautions Act 1971 and The Fire Precautions (Workplace) Regulations 1997.

The Regulatory Reform (Fire Safety) Order 2005 is applicable where the premises are put to use as a workplace and:

- An **employer has one or more employees** (not including domestic servants).
- You have as a **Responsible Person**, to any extent, control of a workplace.

Other acts that may apply include: -

- The Health & Safety at Work etc Act 1974
- The Housing Act 2004
- The Building Act 1984
- The Building (Scotland) Act 2003
- Other regulations that may apply to the premises include:
 - The Management of Health & Safety at Work Regulations 1999.
 - The Highly Flammable Liquids and Liquefied Petroleum Gas Regulations 1972.

Department for Communities and Local Government Publications
Fire Safety Risk Assessment for: -

Offices and Shops
Sleeping Accommodation
Animal premises and stables
Healthcare premises
Open air events and venues
Small and medium places of assembly
Theatres, cinemas and other similar places
Transport premises and facilities
Factories and warehouses
Education premises
Large assembly
Residential care
LaCORS Housing Safety
Approved Document B (ADB)

1.1 Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, the term 'Responsible Person' is defined as:

- (a) In relation to a workplace, the employer, if the workplace is to any extent under his control
- (b) In relation to any premises not falling within paragraph (a)

The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of trade, business or other undertaking (for profit or not); or the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

In certain circumstances a Building Owner may retain a level of control over the premises as could a Managing Agent in the case of a workplace in multiple occupation. Where a Contractor is employed to maintain or repair plant or fire safety equipment, then each will retain a level of control to the extent that any Contract Tenancy or Franchise determines.

2.0 **Fire Risk Assessment**

A Fire Risk Assessment helps identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that are needed to protect people from any fire risks that remain.

A Fire Risk Assessment is to ensure that: -

- The risk of a fire occurring is reduced to the absolute minimum.
- The risk of fire spreading is minimised.
- That everyone in the workplace can reach a place of safety without outside assistance.

Where issues are noted within the Fire Risk Assessment, they either breach existing legislation, approved guidance and expose individuals to unacceptable fire safety risks. Occasionally, matters are raised with the Fire Risk Assessment that appear to meet approved British Standards. This situation reflects the site-specific nature of the assessment and the actual risks that the Fire Safety Consultant perceives at the time.

There are four (4) types of risk assessment that can be provided, depending on client requirements, insurance, and/or site-specific issues.

This report is a type one (1) Fire Risk Assessment which is non-invasive and would not usually include extraneous works. This is a Fire Risk Assessment and not a structural survey of the property. This Fire Risk Assessment does **NOT include** any reference or assessment of external cladding.

The information, data and images contained within the body of this report are unique to your company and for your consideration only.

The completed report remains the intellectual property of JD Fire and Safety Ltd in accordance with our standard terms and conditions. This is until payment has been received for the work undertaken.

Under no circumstances should your company pass this report, or associated reports, to any other third party until payment has been made in full.

Under Regulation 34b of the Health and Safety at Work Act and section 33 of the 2005 Fire Safety Order, JD Fire and Safety Ltd has a duty of care to inform you of any such instances of immediate risk to life. Therefore, upon the completion of this report the client will be advised of any immediate actions via email.

2.1 Review and Revision

The fire risk assessment should be reviewed if:

- a) There is reason to suspect that it is no longer valid
- b) There has been a significant change in the matters to which it relates
- c) Where the employer **employs a young person**

A minimum recommended review date of 12 months may be sufficient where points (a), (b) and (c) do not arise. Where points (a), (b) or (c) arise, or evidence of continued or regular non-compliance suggests, the review frequency should be increased. It is important that risk assessments are seen as a continual process so that the adequacy of control measures are subject to continual review and revision if necessary.

In addition, under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, where an employer employs 5 or more people (whether or not they are in the workplace at the same time), they must keep a record of the arrangements referred to above. The records should be available for inspection when necessary.

2.2 Assessment Format

Each risk assessment record will, in the opinion of the Assessing Consultant, identify those areas which give rise to significant fire risks.

2.3 Health and Safety Arrangements

Under Regulation 5 of the Management of Health & Safety at Work Regulations 1999, employers are required to have arrangements in place to cover health and safety, including preventative and protective measures to control the risks.

Where the undertaking has five or more employees, the arrangements should be recorded. This, together with the fire risk assessment, should form part of the management system.

2.4 Report Preparation

Where JD Fire and Safety Ltd have carried out the Fire Risk Assessment, the consultant has prepared the report based upon the information gained on site and during the tour of the premises.

Although JD Fire and Safety Ltd are experienced and trained to the highest professional standards, they have no powers under any statutory order to demand entry and the production of documents or information.

The advice in the report is therefore given in good faith based upon the evidence seen at the time of the visit. No guarantee can be given that during any subsequent visit by inspectors with statutory powers that other non-compliance situations may not be found.

Whilst every care is taken to interpret the Acts, Regulations and Approved Codes of Practice, these can only be authoritatively interpreted by Courts of Law.

2.5 Report Guidance

2.5.1 Topic Area

This details the activity areas or equipment to which the hazard and risk is related.

2.5.2 Item

The item number is for identification within the management action summary. For instance, item number one will be listed at the top as number one within the management action summary.

2.5.3 Control Description

Identifies and describes the particular control measures associated with each item to reduce the risks.

2.5.4 Comments

This section provides some guidance which may help to implement the control measure (Physical, process and human controls). These are provided where known and are only intended to provide the Client with a selection of possible choices regarding the control measure.

It is for the Client to ensure that the control measure selected is suitable and sufficient for the hazard and risk.

3.0 Fire Resisting

In England and Wales, fire resisting means the ability and duration that a passive fire component or construction can withstand fire based on the findings from a standard fire resistance test by a third-party accredited company.

Where the construction consists of or incorporates a door then the door must be:
Self-closing by the means of an automatic self-closing device other than rising butt hinges.
As an alternative, where the door is to a duct, shaft or cupboard, it may be kept locked shut and provided with a notice to this effect.

A. Free from any means of holding the door in an open position except, where permitted, an electro-magnetic or electro-mechanical door holder device susceptible to smoke (as defined in the Building Regulations 2000). The approval of the Fire Authority must be obtained for any proposal to install a door holder and the device must be of a type which complies with the provisions of the current British Standard 5839: Part 3.

B. Close fitting to both the frame and hung in accordance with the manufacturer's guidance.

C. Hung by limited combustible material that does not have a melting point of less than 800°C.

D. Permanently marked "Fire Door Keep Shut" in a conspicuous position.

E. Imperforate except for the minimum of perforations necessary for the fitting of locks and door furniture.

F. Where the construction incorporates glazing, in addition to complying with this definition, the glazing is in a frame fixed shut.

3.1 Protected Route

A protected route means a route enclosed with fire resisting construction and which complies with the following conditions:

A. Service, ventilating and other similar ducts or shafts which pass into or out of the enclosure is fire resisting to the specified time required within the enclosure.

B. Cupboards are enclosed with fire resisting construction except where premises are provided with a single staircase only. In this case, the cupboards are not accepted and must be taken out of use and sealed with fire resisting construction on the inside.

C. No combustible storage is allowed other than in cupboards described in (B) above.

D. Stairs and landings are provided with handrails and are adequately guarded on any open side.

E. Sufficient and suitable artificial lighting is provided for the purpose of means of escape.

F. The linings have a surface spread of flame classification not inferior to "Class 1" when tested in accordance with the provisions of the current British Standard 476: Part 7. Lavatories and sanitary accommodation which are neither cloakrooms nor contain gas or portable heating appliances other than water heaters and incinerators may be contained within a protected route. On occasions, fire doors are located with 12mm door stops.

However, tests from TRADA (Timber Research and Development Association) have shown that there is no improvement in smoke control where door stops are used rather than 12mm. Even door sets fitted with intumescent seal, the door stops make no significant contribution to fire resistance.

3.2 Surface Finishes of Walls and Ceilings

The standards of acceptance for the surface finishes of walls and ceilings are as follows:

A Inorganic Group - Brickwork, blockwork, concrete, plasterboard, ceramic tiles, plaster finishes (including rendering on wood or metal laths) and all other surfaces conforming to Class O classification as defined in Appendix A of Approved Document B of the Building Regulations 1991. Acceptable in all locations.

B Cellulosic Group: Not flame retardant treated - Timber, hardboard, particle (chipboard), blockboard and any other material not lower than Class 3 surface spread of flame rating. Acceptable only on small areas of wall surface in any room (but not for ceilings). The area covered should not exceed half the floor area of the room or 60m², whichever is smaller. Not Acceptable on escape routes, i.e. stairways, corridors, entrance halls.

C Cellulosic Group: Flame retardant supported by evidence of treatment including painting to achieve Class 1 surface spread of flame Acceptable only on walls and ceilings in small rooms of floor area not exceeding 4m² and in other rooms for small areas of wall surface within the maximum area permitted for Cellulose Group B material, and for ceilings. Not Acceptable on escape routes, i.e. stairways, corridors, entrance halls.

D Woodwool Slab - Acceptable in all ions. Plastics – Thermosetting: Decorative laminates

E Acceptable as for Group B unless there is evidence that they are of flame-retardant grade (to Class 1 surface spread of flame rating), in which case acceptability will be as for Group C.

F Plastics – Thermoplastics: Expanded polystyrene wall and ceilings linings acceptable provided not finished with gloss paint, on inorganic surfaces in thicknesses not exceeding 5mm on walls, 12mm on ceilings, in same situations as **Group B**.

G Thin Vinyl and Paper Coverings (other than heavy flock wallpapers)

Acceptable in all locations in inorganic surface. Heavy Flock Wallpapers

H Acceptable as for group B unless there is evidence that they are flame – retardant grade (to Class 1 surface spread of flame rating) in which case acceptability.

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT**

Responsible person (e.g. employer) or person having control of the premises:	Robert Shillabeer
Address of premises:	Sandy Lane Caldicot NP25 4NA
Person(s) consulted:	Robert Shillabeer
Assessor:	Joanne Danielsen MRICS, MIFSM, MFPA, NFRAR (Intermediate)
Report validated by:	Joanne Danielsen MRICS, MIFSM, MFPA, NFRAR (Intermediate)
Date of fire risk assessment:	5 th August 2026
Date of previous fire risk assessment:	n/a
Suggested date for review:	5 th August 2027

GENERAL INFORMATION

1. THE PREMISES (*Clause 12*)

1.1	Number of floors at ground level and above:	1
	Number of floors entirely below ground level:	0
	Floors on which car parking is provided:	Car park at the front of the building
1.2	Approximate floor area:	Approximately 150m ²

1.3 Details of construction and layout:

The premises comprise a traditional detached building of masonry/brick construction beneath a pitched tiled roof. The occupied accommodation inspected as part of this assessment is arranged predominantly at ground-floor level, with an attic space above. The ground floor provides the principal occupied accommodation, including offices, the main event hall and associated ancillary/service areas. Access is provided via the main entrance at the front of the building, with additional final exits serving the accommodation.

The premises are provided with gas and electrical services, including one gas-fired boiler and one electric boiler.

Three lockable external storage areas are provided within the grounds, located towards the bottom of the garden. A separate shed housing a water bowser is also located within the external grounds.

A conventional Category L2 fire detection and alarm system is installed. The fire alarm zone plan identifies two zones: Zone 1 – Ground Floor and Zone 2 – Attic. However, the attic space was not accessed or inspected as part of this fire risk assessment.

The premises operate a simultaneous evacuation strategy, whereby occupants are expected to evacuate the building upon activation of the fire alarm and proceed to the designated assembly point.

1.4 Occupancy:

5 staff are employed at the premises, including 3 office-based staff and 1 handyman. Occupancy varies depending upon the use of the main hall for events and other activities.

2. **THE OCCUPANTS** (Clause 12)

2.1	Approximate maximum number of employees at any one time:	5
2.2	Approximate maximum number of other occupants at any one time:	Unable to verify – varies depending on events / functions held within the main hall
2.3	Approximate total number of people present in the building at any one time:	Unable to verify

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE *(Clause 12)*

- 3.1 Sleeping occupants: n/a
- 3.2 Disabled employees: n/a
- 3.3 Other disabled occupants: n/a
- 3.4 Occupants in remote areas and lone workers: n/a
- 3.5 Young persons employed: n/a
- 3.6 Others: n/a

4. FIRE LOSS EXPERIENCE

n/a

5. OTHER RELEVANT INFORMATION

6. RELEVANT FIRE SAFETY LEGISLATION

- 6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

South Wales Fire & Rescue Service
Forest View Business Park
Llantrisant
CF72 8LX

Tel: 01443 232000

Email: swfs@southwales-fire.gov.uk

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

Health & Safety at Work Act 1974

6.4 The other legislation referred to above is enforced by:

Health and Safety Executive (HSE)

6.5 Is there an alterations notice in force?

Yes ☐

No ☒

Relevant information and deficiencies observed:

n/a

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION *(Clause 13 and Annex B)*

7.1 Are reasonable measures taken to prevent fires of electrical origin?

Yes ☒

No ☐

7.2 More specifically:

a) Are fixed installations periodically inspected and tested?

N/A ☐

Yes ☐

No ☒

b) Is portable appliance testing carried out?

N/A ☐

Yes ☒

No ☐

c) Is there suitable control over the use of personal electrical appliances?

N/A ☐

Yes ☒

No ☐

d) Is there suitable limitation of trailing leads and adapters?

N/A ☐

Yes ☒

No ☐

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

Portable appliance testing (PAT) was reported as having been undertaken on **29 June 2026**, with test/pass labels observed on equipment during the site inspection. Formal PAT documentation was not available for review.

At the time of the assessment, a current satisfactory Electrical Installation Condition Report (EICR) was not available. The Responsible Person advised that inspection/certification of the Town Hall electrical installation is scheduled for 1 September 2026.

General control of electrical ignition sources, including the use of personal electrical appliances, trailing leads and adapters, appeared satisfactory at the time of the inspection.

Issue No 1 – A current satisfactory EICR was not available at the time of assessment. The Responsible Person confirmed that an electrical installation inspection is **scheduled for 1 September 2026**.

Recommendation - Ensure the scheduled electrical installation inspection is undertaken by a competent person on 1 September 2026. Any defects identified should be appropriately addressed and the EICR, together with any associated remedial certification, retained within the premises' fire safety records and made readily available for future review.

8. SMOKING (Clause 13 and Annex B)

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐

8.2 More specifically:

a) Is smoking prohibited in the building? Yes ☒ No ☐

b) Is smoking prohibited in appropriate areas? N/A ☐ Yes ☒ No ☐

c) Are there suitable arrangements for those who wish to smoke? Yes ☒ No ☐

d) Did the smoking policy appear to be observed at time of inspection? Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

9. ARSON (Clause 13 and Annex B)

9.1 Does basic security against arson by outsiders appear reasonable?¹⁾ Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS
(Clause 13 and Annex B)

10.1 Is there satisfactory control over the use of portable heaters? N/A ☒ Yes ☐ No ☐

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

No portable heaters were observed at the time of the assessment. Fixed heating is provided by one gas boiler and one electric boiler.

The Responsible Person confirmed that the gas boiler was serviced by Monmouthshire County Council on **10 August 2026**, with the associated certification held by the Council. The certificate was not available for review as part of this assessment. No servicing or maintenance documentation relating to the electric boiler was available for review.

The Responsible Person should ensure that appropriate servicing and maintenance documentation for the fixed heating installations is obtained and retained within the premises' records and made readily available for future review.

11. COOKING (Clause 13 and Annex B)

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A ☒ Yes ☐ No ☐

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

- 11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

12. LIGHTNING (Clause 13 and Annex B)

- 12.1 Does the building have a lightning protection system? Yes ☐ No ☒

Relevant information and deficiencies observed:

n/a

13. HOUSEKEEPING (Clause 13 and Annex B)

- 13.1 Is the overall standard of housekeeping adequate? Yes ☒ No ☐

13.2 More specifically:

- a) Do combustible materials appear to be separated from ignition sources? Yes ☒ No ☐

- b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (Clause 13 and Annex B)

- 14.1 Is there satisfactory control over works carried out in the building? N/A ☒ Yes ☐ No ☐

More specifically:

- a) Where appropriate, are fire safety conditions imposed on outside contractors? N/A ☒ Yes ☐ No ☐
- b) Where appropriate, is a permit to work system used (e.g. for "hot work")? N/A ☒ Yes ☐ No ☐
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15. DANGEROUS SUBSTANCES²⁾ (Clause 13)

- 15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

- 16.1 Hazards:

n/a

Relevant information (including description of arrangements and deficiencies observed):

n/a

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE [Clause 15c) and Annex C]

- 17.1 Is the design and maintenance of the means of escape considered adequate? Yes ☐ No ☒

- 17.2 More specifically:

- a) Do staircase and exit capacities appear to be adequate for the number of occupants⁴⁾? N/A ☐ Yes ☒ No ☐

²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³⁾ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

⁴⁾ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

b) Are there reasonable distances of travel:

- where there is escape in a single direction? N/A ☐ Yes ☒ No ☐
- where there are alternative means of escape? N/A ☐ Yes ☒ No ☐

c) Is there adequate provision of exits? N/A ☐ Yes ☒ No ☐

d) Do fire exits open in the direction of escape, where necessary? N/A ☐ Yes ☒ No ☐

e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? N/A ☒ Yes ☐ No ☐

f) Are the arrangements provided for securing exits satisfactory? N/A ☐ Yes ☐ No ☒

g) Is a suitable standard of protection designed for escape routes? N/A ☐ Yes ☐ No ☒

h) Are there reasonable arrangements for means of escape for disabled people? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

The premises are provided with a number of final exits and escape routes which were generally available and unobstructed at the time of the assessment. Travel distances and exit capacity appeared reasonable for the use and occupancy of the premises.

Deficiencies were, however, identified in relation to the condition and operation of the double final exit doors serving the main event hall. The doors and associated panic exit hardware require remedial attention to ensure the final exit remains secure against unauthorised external access whilst being readily and immediately openable from the escape side whenever the premises are occupied.

The rear ground-floor area accommodates boiler/heating equipment, cleaning materials and photocopier/electrical equipment and leads through the photocopier room to the main administration office and associated final exit. The door separating the photocopier/rear service area from the administration office was not confirmed as providing suitable fire resistance, and missing hinge fixings were observed. This may affect the protection afforded to the associated escape route.

Arrangements for the assisted evacuation of persons who may require additional support have not yet been formally established and are addressed separately within the management section of this assessment.

17.3 Are the escape routes available for use and suitably maintained? N/A ☐ Yes ☐ No ☒

More specifically:

a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary? N/A ☐ Yes ☐ No ☒

b) Is the fire-resisting construction protecting escape routes in sound condition⁵⁾? N/A ☐ Yes ☐ No ☒

c) Are all escape routes clear of obstructions? N/A ☐ Yes ☒ No ☐

d) Are all fire exits easily and immediately openable? N/A ☐ Yes ☐ No ☒

⁵⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

Issue No 2 – Final Exit Locking Arrangement – The single final exit serving the administration office is fitted with a key-operated lock. The Responsible Person advised that the key is routinely left within the lock while the premises are occupied. However, reliance upon a removable key does not provide a sufficiently reliable means of ensuring that the final exit can be readily and immediately opened in an emergency.



Recommendation – Provide a suitable escape-side fastening that enables the final exit to be readily and immediately opened from within without the use of a key. This may include a suitable thumb-turn arrangement or other appropriate keyless escape hardware.

Issue No 3 – Main Hall Final Exit Double Doors - The double doors serving as a final exit from the main event hall were identified as defective at the time of the assessment. The condition/operation of the doors presents concerns in relation to both the reliability of the final exit and security of the premises. The representative accompanying the assessment confirmed that quotations are already being obtained for remedial works.



Recommendation: Arrange for the double final exit doors and associated panic exit hardware to be repaired or replaced by a competent contractor. The completed arrangement should ensure that the doors are secure against unauthorised external access whilst remaining readily and immediately openable from the escape side whenever the premises are occupied.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15g)]

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard⁶⁾?

Yes ☐ No ☒

⁶⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

Relevant Information:

The general standard of compartmentation appeared reasonable. However, a concern was identified to the rear service area. The boiler/service and photocopier area is not adequately separated from the adjoining administration office/escape route by a confirmed fire-resisting door. The existing door does not appear to provide a suitable standard of fire resistance.

In addition, a fire-resisting door was observed wedged open at the time of the assessment, preventing the door from performing its intended fire and smoke-separating function.

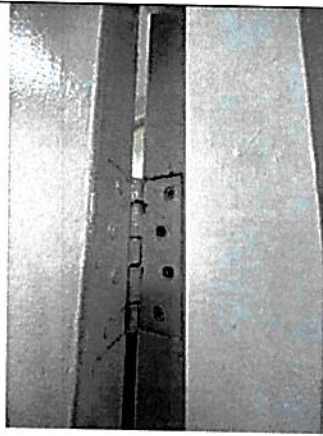
Sealing to an identified fire-resisting door set was also observed to be damaged and discontinuous in places, which may affect the intended fire and smoke-resisting performance of the door set.

Two additional door sets were identified by fire door labels; however, no intumescent strips or smoke seals were evident to the door sets at the time of the assessment. One door set serves the small kitchen area, where no cooking involving fats or oils is undertaken, and the second serves the main administration office, which has access to a single final exit via the main circulation area.

The absence of suitable sealing may affect the ability of the door sets to provide their intended level of fire and smoke resistance.

Issue No 4 : The rear ground-floor area accommodates boiler/heating equipment, cleaning materials and photocopier/electrical equipment. This area leads through the photocopier room to the main administration office and associated final exit. The door separating the photocopier/rear service area from the administration office was not confirmed as providing suitable fire resistance and missing hinge fixings were observed.





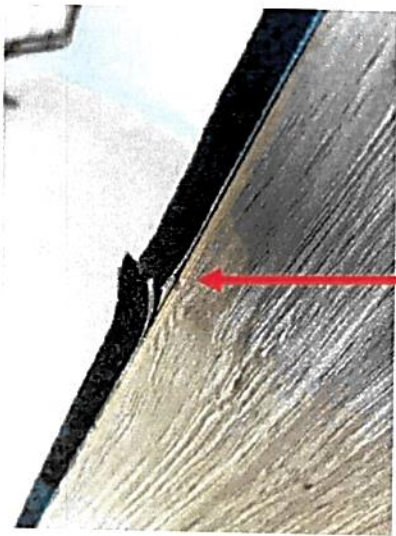
Recommendation: Fire Separation – Rear Service/Photocopier Area - Improve the fire-resisting separation between the rear boiler/service/photocopier area and the administration office. Where a fire-resisting door set forms part of this separation, it should provide a minimum FD30S standard, including suitable intumescent and smoke seals, appropriate ironmongery and an effective self-closing device. Any associated gaps, openings or defects within the surrounding construction should also be appropriately fire-stopped to maintain the required fire-resisting separation.

Issue No 5 – Fire Door Wedged Open - A fire-resisting door was observed wedged in the open position, preventing it from performing its intended function in restricting the spread of fire and smoke.



Recommendation – Remove wedges and other unauthorised means of holding fire-resisting doors open. Fire doors should be kept closed when not in use unless provided with a suitable automatic hold-open device that releases upon activation of the fire alarm. Relevant staff and users should be instructed not to wedge fire doors open.

Issue No 6 – Fire Door Seals - Sealing to an identified fire-resisting door set was observed to be damaged and discontinuous in places, potentially affecting the intended fire and smoke-resisting performance of the door set.



Recommendation – Fire Door Remedial Works - Intumescent/smoke seals to an identified fire-resisting door set were observed to be damaged and discontinuous in places, which may compromise the intended fire and smoke-resisting performance of the door set.

Issue No 7 – Fire Doors – Missing Intumescent/Smoke Seals - Two identified and labelled fire-resisting door sets, serving the small kitchen area and main administration office respectively, were observed without intumescent strips or cold-smoke seals fitted. Photographic evidence of the fire door identification labels is provided below.



Recommendation – Provide suitable and compatible intumescent strips and cold-smoke seals to the identified fire-resisting door sets. The seals should be correctly specified and installed in accordance with the relevant manufacturer's requirements to maintain the required fire and smoke-resisting performance.

19. **EMERGENCY ESCAPE LIGHTING** [Clause 15e)]

- 19.1 Has a reasonable standard of emergency escape lighting system been provided⁷⁾? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

Emergency lighting is provided at some locations, including externally above the double final exit serving the main event hall. However, no emergency lighting was evident internally or externally at the single final exit serving the office accommodation.

Issue No 8 – Emergency Lighting Provision - Emergency lighting was not evident internally or externally at the single final exit serving the office accommodation.



Recommendation: Arrange for a competent emergency lighting contractor to assess the existing emergency escape lighting provision, including the office accommodation and its final exit, and confirm that adequate emergency lighting is provided to escape routes and final exits. Rectify any deficiencies identified.

⁷⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES *[Clause 15d)]*

20.1 Is there a reasonable standard of fire safety signs and notices? N/A ☐ Yes ☐ No ☒

Relevant Information:

Fire exit signage is provided at identified final exits. Manual call points are provided throughout the premises; however, additional standardised fire alarm call point identification signage should be provided where required to ensure call points are readily identifiable. Fire Action Notices were not observed and should be provided at appropriate locations. "Fire Door Keep Clear" signage should also be provided to the external face of final exit doors to discourage obstruction of escape routes.

Issue No 9 – Fire Safety Signs and Notices - Fire safety signage and notices are incomplete. Manual call points are provided throughout the premises. However, appropriate call point identification signage is not consistently provided. Fire Action Notices were not observed, and external "Fire Door Keep Clear" signage is required at final exit doors.



Recommendation – Provide appropriate fire alarm call point identification signs at MCP locations, Fire Action Notices at suitable prominent locations, and "Fire Door Keep Clear" signs to the external faces of all final exit doors.

Issue No 10 – Fire Assembly Point Signage – A designated assembly point is provided within the car park. However, no fixed signage was observed identifying the location at which occupants should assemble following evacuation.

Recommendation – Provide a suitable and clearly visible Fire Assembly Point sign at the designated location within the car park. Ensure the designated location is reflected within the premises' fire evacuation arrangements and communicated to staff and other relevant occupants.



21. MEANS OF GIVING WARNING IN CASE OF FIRE [Clause 15b)]

21.1 Is a reasonable fire detection and fire alarm system provided⁸⁾? N/A ☐ Yes ☒ No ☐

21.2 Is there remote transmission of alarm signals? N/A ☐ Yes ☒ No ☐

21.3 Is a zone plan displayed? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

21.4 Relevant information on false alarm experience (if known):

n/a

22. MANUAL FIRE EXTINGUISHING APPLIANCES [Clause 15f)]

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

22.2 What type(s) of appliances are provided?

Portable fire extinguishers: ☒

Hose reels: ☐

Fire blankets: ☒

⁸⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

- 22.3 Are all fire extinguishing appliances readily accessible? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS⁹⁾ [Clause 15h)]

- 23.1 Type of fixed system:

n/a

Relevant information and deficiencies observed:

n/a

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹⁰⁾ [Clause 15i)]

- 24.1 Type of fixed system:

n/a

Relevant information and deficiencies observed:

n/a

- 24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.? N/A ☒ Yes ☐ No ☐

⁹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

¹⁰⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS *(Clause 16)*

25.1 Safety Assistance

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

Relevant Information:

No competent person has currently been formally identified or appointed to assist the Responsible Person in undertaking the preventative and protective fire safety measures. No trained Fire Wardens are currently appointed at the premises.

The Responsible Person has advised that fire safety training is planned and will include existing staff and Town Councillors.

Issue No 11 – Fire Safety Assistance / Fire Wardens - No trained Fire Wardens or other suitably competent persons have currently been appointed to assist with the implementation of fire safety and evacuation arrangements at the premises.

Recommendation - Appoint a suitable number of Fire Wardens and provide appropriate fire safety and evacuation training to enable them to assist with the implementation of fire safety arrangements, including evacuation procedures and planned fire drills.

25.2 Fire safety at the premises is managed by¹¹⁾:

Robert Shillabeer

25.3 Is there a suitable record of the fire safety arrangements? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information

The Responsible Person advised that workplace inspection/checklists are maintained within the office inspection records. Fire safety documentation is currently being reviewed and collated to improve the management, organisation and accessibility of records.

Issue No 12 – Fire Safety Records / Documentation - Fire safety records and supporting documentation were not sufficiently collated or readily available to demonstrate a clear and comprehensive record of the premises' ongoing fire safety arrangements, including relevant inspection, testing, maintenance, training and fire drill records.

Recommendation - Ensure that all relevant fire safety documentation is appropriately collated, maintained and kept readily available for review. Records should include routine fire safety checks, fire alarm testing and servicing, emergency lighting inspection and testing, fire extinguisher servicing, electrical safety documentation, fire drills, staff training and other relevant fire safety information.

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate¹²⁾? Yes ☐ No ☒

More specifically:

a) Are there adequate procedures for investigating fire alarm signals? N/A ☐ Yes ☒ No ☐

b) Are there suitable arrangements for summoning the fire and rescue service? N/A ☐ Yes ☒ No ☐

¹¹⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

¹²⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

- c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? N/A ☐ Yes ☒ No ☐
- d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☐ No ☒
- e) Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐
- f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

Fire safety and evacuation arrangements are currently being reviewed by the Responsible Person. It has been confirmed that fire drills have not yet been undertaken and that a full evacuation exercise is planned. Arrangements for the assisted evacuation of persons who may require additional support have not yet been formally established.

Issue No 13 – PEEP / Assisted Evacuation Arrangements - Suitable arrangements for identifying and assisting persons who may require support to evacuate in the event of fire have not yet been formally established or documented.

Recommendation - Establish and document suitable arrangements for the assisted evacuation of persons who may require additional support in the event of fire. This should include an appropriate process for identifying individual needs and developing PEEPs where required, together with suitable arrangements for visitors and persons attending events.

- 25.5 Are there persons nominated to use fire extinguishing appliances? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

No persons are currently formally nominated to use fire extinguishing appliances. This was discussed during the assessment and the Responsible Person confirmed that suitable arrangements, including appropriate training, are currently being considered.

Issue No 14 – Fire Extinguisher Training - No persons are currently formally nominated/trained to use the fire extinguishing appliances provided.

Recommendation - As part of the current review, nominate appropriate persons and provide suitable fire extinguisher training.

- 25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

No persons are currently formally nominated to assist with evacuation, including persons who may require additional assistance. This was discussed during the assessment and forms part of the Responsible Person's current review of fire safety arrangements, including the development and implementation of PEEP and GEEP arrangements.

Refer to Issue No 13 – PEEP / Assisted Evacuation Arrangements.

- 25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

The Responsible Person confirmed that routine workplace inspection/checklists are undertaken and records are maintained within the office inspection logbook.

The Responsible Person should ensure that routine inspections continue to include relevant fire safety precautions, including escape routes and final exits, fire doors, fire alarm call points, firefighting equipment, emergency lighting and general housekeeping, with any deficiencies identified recorded and appropriately addressed.

26. TRAINING AND DRILLS [Clause 16h)]

.1 Are all staff given adequate fire safety instruction and training? N/A ☐ Yes ☐ No ☒

More specifically:

a) Are they trained on induction? N/A ☐ Yes ☐ No ☒

b) Are they given periodic refresher training? N/A ☐ Yes ☐ No ☒

c) Are they given additional training to cover any specific roles and responsibilities? N/A ☐ Yes ☐ No ☒

d) Is the content of training provided considered adequate¹³⁾? N/A ☒ Yes ☐ No ☐

¹³⁾ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

No evidence of current fire safety training was provided for review. The Responsible Person confirmed that fire safety training is planned and will include existing staff and Town Councillors. At the time of the assessment, no trained Fire Wardens had been formally appointed.

Issue No 15 – Fire Safety Training - Adequate fire safety training, including appropriate training for persons with specific fire safety roles and responsibilities, had not been undertaken at the time of the assessment.

Recommendation - Provide appropriate fire safety instruction and training for all relevant staff, including induction and periodic refresher training. Persons appointed with specific fire safety responsibilities, including Fire Wardens, should receive suitable additional role-specific training. Training should be appropriately recorded and retained within the premises' fire safety records.

- 26.2 Are fire drills carried out at appropriate intervals? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

No fire drills have been undertaken at the premises to date. The Responsible Person advised that the first fire drill is planned for September 2026, with drills thereafter intended to be undertaken twice yearly.

Issue No 16 – Fire Drills Not Undertaken - No fire drills have been undertaken to test the effectiveness of the fire evacuation procedures and arrangements.

Recommendation - Undertake a fire drill at the earliest opportunity to test the effectiveness of the evacuation arrangements. Thereafter, undertake drills at suitable intervals and maintain records of each drill, including any deficiencies identified and corrective actions taken.

- 26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

27. TESTING AND MAINTENANCE [Clause 6j)]

27.1 Is there adequate maintenance of the premises? Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

The premises appeared to be generally maintained to a reasonable standard at the time of the assessment. Evidence reviewed confirmed current servicing of the fire alarm and portable fire extinguishing equipment. Other inspection, testing and maintenance arrangements are addressed within the relevant sections of this assessment. Specific deficiencies identified, including emergency lighting and the outstanding EICR, are detailed within the relevant sections and associated action plan.

27.2 Is testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

The fire detection and alarm system is subject to periodic inspection and servicing by **Inferno Fire Safety & Security Solutions Ltd.** The most recent inspection and servicing certificate provided is dated **13 July 2026**. The previous maintenance visit is recorded as January 2026, with the next periodic service due January 2027. The system was recorded as satisfactory, with the panel clear on arrival and departure and functional checks completed satisfactorily.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Emergency escape lighting is installed within the premises. However, no records were available to demonstrate that routine monthly functional testing and annual full-duration testing are currently undertaken.

Issue No 17 – Emergency Lighting Testing and Records - No records were available to confirm that the emergency escape lighting is subject to routine monthly and annual testing.

Recommendation - Ensure the emergency escape lighting is subject to appropriate monthly functional checks and annual full-duration testing by a competent person, with all testing and maintenance recorded within the Fire Safety Logbook.

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Portable fire extinguishing appliances are subject to annual inspection and servicing by **Inferno Fire Safety & Security Solutions Ltd.** The most recent service was undertaken on **13 July 2026**.

- 27.5 Is periodic inspection of external escape staircases and gangways undertaken? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 27.6 Are six-monthly inspection and annual testing of rising mains undertaken? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 27.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

The Responsible Person advised that routine workplace inspection/checklists are recorded within the office inspection logbook. However, it was not confirmed whether these checks specifically include final exit doors and associated security fastenings.

Routine checks should include all final exits and associated fastenings to ensure they remain readily available for use, operate correctly and are free from obstruction whenever the premises are occupied.

- 27.10 Are annual inspection and testing of the lightning protection system undertaken? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

n/a

- 27.11 Other relevant inspections or tests:

n/a

Relevant information (including description of arrangements and deficiencies observed):

n/a

28. RECORDS [Clause 16k)]

- 28.1 Are there appropriate records of:

- | | | | |
|-------------------------------------|------------------------------|---|--|
| a) Fire drills? | N/A ☐ | Yes ☐ | No ☒ |
| b) Fire training? | N/A ☐ | Yes ☐ | No ☒ |
| c) Fire alarm tests? | N/A ☐ | Yes ☒ | No ☐ |
| d) False alarms? | N/A ☐ | Yes ☒ | No ☐ |
| e) Emergency escape lighting tests? | N/A ☐ | Yes ☐ | No ☒ |

f) Maintenance and testing of other fire protection systems and equipment?

N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Relevant Information:

Fire safety record keeping was not fully established at the time of the assessment. Records of fire drills, fire safety training and routine emergency escape lighting testing were not available for review. Fire alarm and fire extinguisher servicing documentation was provided by Inferno Fire Safety & Security Solutions Ltd. The Responsible Person is currently establishing/reviewing the Fire Safety Logbook and associated fire safety management records.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire → Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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 ☐

High ☐

In this context, a definition of the above terms is as follows:

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 ☒

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 is unlikely to result in multiple fatalities.

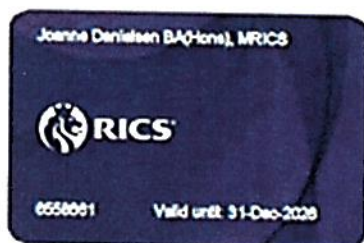
Extreme harm: Significant potential for serious injury or death of one or more occupants.

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Item	Sect.	Recommendation	Priority	Timescale
1.	7	Electrical Installation Condition Report (EICR) – Complete the planned fixed electrical installation inspection, undertake any necessary remedial works and retain the resulting satisfactory EICR/certification within the premises' records.	Substantial	Within 1 month
2.	17	Final Exit Locking Arrangement – Replace the key-dependent escape arrangement to the administration office final exit with suitable keyless escape-side hardware, such as an appropriate thumb-turn, so that the door can be readily and immediately opened from within without the use of a key.	Moderate	1-3 months
3.	17	Main Hall Final Exit Double Doors – Repair or replace the double final exit doors and associated panic hardware so they remain secure externally but readily and immediately openable from the escape side whenever the premises are occupied.	Substantial	Within 1 month
4.	18	Fire Separation – Rear Service/Photocopier Area – Review and provide suitable fire-resisting separation between the rear boiler /service/ photocopier area and administration office,	Moderate	1-3 months

Item	Sect.	Recommendation	Priority	Timescale
		including an appropriate fire-resisting door set where required.		
5.	18	Fire Door Wedged Open – Remove wedges and ensure fire-resisting doors are kept closed unless provided with an appropriate automatic hold-open device linked to the fire alarm.	Substantial	Immediate
6.	18	Fire Door Seals – Repair or replace the damaged and discontinuous intumescent/smoke seals to ensure the affected fire door set can provide its intended fire and smoke resistance.	Moderate	1-3 months
7.	18	Fire Doors – Missing Intumescent/Smoke Seals – Provide correctly specified and compatible intumescent strips and cold-smoke seals to the two identified and labelled fire-resisting door sets.	Moderate	1-3 months
8.	19	Emergency Lighting Provision – Arrange for a competent contractor to assess the emergency escape lighting provision, particularly the office accommodation and its single final exit, and rectify any deficiencies identified.	Moderate	1-3 months
9.	20	Fire Safety Signs and Notices – Provide appropriate MCP identification signs, Fire Action Notices and “Fire Door Keep Clear” signage to the external faces of final exit doors.	Tolerable	3-6 months
10.	20	Fire Assembly Point Signage – Install a clearly visible Fire Assembly Point sign at the designated location within the car park and ensure the location is reflected within the evacuation arrangements.	Tolerable	3-6 months
11.	25	Fire Safety Assistance / Fire Wardens – Appoint a suitable number of Fire Wardens and provide appropriate training to enable them to assist with fire safety and evacuation arrangements.	Moderate	1-3 months
12.	25	Fire Safety Records / Documentation – Collate and maintain the relevant fire safety inspection, testing, maintenance, training and drill documentation so that records are readily available for review.	Moderate	1-3 months
13.	25	PEEP / Assisted Evacuation Arrangements – Establish and document arrangements for persons who may require assistance during evacuation,	Substantial	Within 1 month

Item	Sect.	Recommendation	Priority	Timescale
		including PEEPs where required and suitable arrangements for visitors and event attendees.		
14.	25	Fire Extinguisher Training – Nominate appropriate persons, where required, and provide suitable instruction/training in the safe use of portable fire extinguishing appliances.	Moderate	1-3 months
15.	26	Fire Safety Training – Provide suitable fire safety instruction and training for relevant staff, including induction, refresher and role-specific training, and retain appropriate records.	Moderate	1-3 months
16.	26	Fire Drills Not Undertaken – Undertake the planned fire drill to test the effectiveness of the evacuation arrangements. Thereafter, conduct fire drills at suitable intervals, recording the outcomes, any deficiencies identified and corrective actions taken.	Substantial	First fire drill to be completed by end of September 2026
17.	27	Emergency Lighting Testing and Records – Implement monthly functional checks and annual full-duration testing of the emergency escape lighting and retain records of all testing and maintenance.	Moderate	1-3 months



Dear Joanne Danielsen

Membership Card 6558661

Valid from: 01-Jan-2026

Valid until: 31-Dec-2026

This is to confirm that you are a practising RICS-qualified professional, entitled to use the designation MRICS.

Justin Young
Chief Executive Officer

RICS
12 Great George Street, London SW1P 3AD

e contactrics@rics.org rics.org



This is to certify that

Joanne Danielsen

Has been awarded the following qualification

**SFJ Awards Level 4 Diploma
In Fire Safety (Fire Inspectors)**

Candace Miller
Managing Director
Responsible Officer



AWARDED 16/06/2024 AWARD No: 8003407/8 CANDIDATE No: 20168142 CERTIFICATE No: 789308



The Institute of Fire Safety Managers
hereby certifies that

Joanne Danielsen

having been recommended by the Governing Council, is a Member of
The Institute of Fire Safety Managers at

Member

with the Membership Registration Number: **6500**

Awarded on September 29, 2024 and expiring on
October 15, 2026.

A handwritten signature in black ink, appearing to read "D. White", is positioned above the name and title of the Chairman.

David White
Chairman

A handwritten signature in black ink, appearing to read "Dr. Robert W. Docherty", is positioned above the name and title of the President.

Dr. Robert W. Docherty
President



The Institute of Fire Safety Managers

hereby certifies that

Joanne Danielsen

has demonstrated the knowledge, skills, and competence required
under the National Fire Risk Assessors Register to be recognised at:

Intermediate Level

with the Membership Registration Number: **1436**

Awarded on October 03, 2024 and expiring on
October 03, 2026.

Summary of the Fire Risk Assessment Findings following the fire risk assessment undertaken at the Town Council Offices on the 5th August 2026.

On the 1st October 2006, The Regulatory Reform (Fire Safety) 2005 came into force. This legislation replaced both the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

The Regulatory Reform (Fire Safety) Order 2005 is applicable where the premises are put to use as a workplace and:

- An employer has one or more employees (not including domestic servants)
- You have as a Responsible Person, to any extent, control of a workplace.

Other Acts that may apply include:-

- The Health and Safety at Work Etc Act 1974
- The Building Act 1984
- The Management of Health and Safety at Work Regulations 1999
- The Highly Flammable Liquids and Liquefied Petroleum Gas Regulations 1972.

Department for Communities and Local Government Publications risk assessment for:

- Offices and shops
- Small and medium places of assembly
- Education premises

Under the Regulatory Reform (Fire Safety) Order 2005 Part 3, Fire Safety, the term 'Responsible Person' is defined as:

- A) In relation to the workplace, the employer, of the workplace is to any extent under his control
- B) In relation to any premises not falling within paragraph (a) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of trade, business or other undertaking (for profit or not); or the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

A Fire Risk Assessment helps identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that are needed to protect people from any risks that remain.

A fire risk assessment is to ensure that: -

- The risk of a fire occurring is reduced to the absolute minimum.
- The risk of fire spreading is minimised.
- That everyone in the workplace can reach a place of safety without assistance.

The Fire Risk Assessment was undertaken by Joanne Danielsen MRICS, MIFSM, MFPA, and NFRAR (Intermediate) On 5th August 2026.

The fire risk assessment identified 17 issues that at the time of the assessment required action to address the issues raised. The assessment considered the hazard of fire (likelihood of fire) to be low with a moderate harm level. There were 27 action points identified during the fire risk assessment. These are listed along with the priority and timescale for elimination are detailed in the attached.

Item	Sect	Recommendation	Priority	Timescale
1	7	Electrical Installations Condition Report (EICR) – Complete the planned fixed electrical installation inspection, undertake any necessary remedial works and retain the resulting satisfactory EICR/certification within the premises records.	Substantial	Within 1 month
2	17	Final exit locking arrangement – Replace the key-dependent escape arrangement to the administration office final exit with a suitable keyless escape-side hardware, such as an appropriate thumb-turn, so that the door can be readily and immediately opened from within without the use of a key.	Moderate	1-3 months
3	17	Main hall final double doors – Repair or replace the double final exit doors and associated panic hardware so they remain secure externally but readily and immediately openable from the escape side whenever the premises are occupied.	Substantial	Within 1 month
4	18	Fire separation – rear service/photocopier area – Review and provide suitable fire-resisting separation between the rear boiler/service/photocopier area and administration office, including an appropriate fire-resisting door set where required.	Moderate	1-3 months
5	18	Fire door wedged open – Remove wedges and ensure fire-resisting doors are kept closed unless provided with an appropriate automatic hold-open device linked to the fire alarm/	Substantial	Immediate
6	18	Fire door seals – Repair or replace the damaged and discontinuous	Moderate	1-3 months

		intumescent/smoke seals to ensure the effected fire door set can provide its intended fire and smoke resistance.		
7	18	Fire doors – missing intumescent/smoke seals – Provide correctly specified and compatible intumescent strips and cold smoke seals to the two identified and labelled fire-resistant door sets.	Moderate	1-3 months
8	19	Emergency lighting provision – Arrange for a competent contractor to assess the emergency escape lighting provision, particularly the office accommodation and its single final exit, and rectify any deficiencies identified.	Moderate	1-3 months
9	20	Fire safety signs and notices – Provide appropriate MCP identification sign, fire action notices and “Fire Door Keep Clear” signage to the external faces of final exit doors.	Tolerable	3-6 months
10	20	Fire Assembly Point Signage – Install a clearly visible Fire Assembly Point sign at the designated location within the car park and ensure the location is reflected within the evacuation arrangements.	Tolerable	3-6 months
11	25	Fire Safety Assistance/Fire wardens – Appoint a suitable number of fire wardens and provide appropriate training to enable them to assist with fire safety and evacuation arrangements	Moderate	1-3 months
12	25	Fire safety records/documentation – Collate and maintain the relevant fire safety inspection, testing, maintenance, training and drill documentation so that records are readily available to review.	Moderate	1-3 months
13	25	PEEP/Assisted evacuation arrangements – Establish and document arrangements for persons who may require assistance during evacuation, including PEEPs where required and	Substantial	Within 1 month

		suitable arrangements for visitors and event attendees.		
14	25	Fire extinguisher training – Nominate appropriate persons where required and provide suitable instruction/training in the safe use of portable fire extinguishing appliances.	Moderate	1-3 months
15	26	Fire Safety Training – Provide suitable fire safety instruction and training for relevant staff, including induction, refresher and role-specific training, and retain appropriate records.	Moderate	1-3 months
16	26	Fire drills not undertaken – Undertake the planned fire drill to test the effectiveness of the evacuation arrangements. Thereafter, conduct fire drills at suitable intervals, recording the outcomes, any deficiencies identified and corrective actions taken.	Substantial	First fire drill to be completed by the end of September 2026.
17	27	Emergency lighting testing and records – Implement monthly functional checks and annual full-duration testing of the emergency escape lighting and retain records of all testing and maintenance.	Moderate	1-3 months.