

FIRE RISK ASSESSMENT

Report and Action Plan



Audit carried out by David Withers on Monday 7th June 2021



Cup café – Blaggrave rooms

7 Blaggrave Street
Reading
Berkshire
RG1 1PJ

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Southmead Industrial Park,
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Annex B (informative)

Model pro-forma for documentation of a fire risk assessment for premises in England and Wales

B.1 This annex contains a model pro-forma for documentation of a fire risk assessment for premises in England and Wales. If the pro-forma is completed by a competent person, the format and scope of the fire risk assessment will be suitable and sufficient to satisfy the recommendations of this PAS. Modifications to this format will be necessary in the case of premises in multiple occupation, for which information about the building and about the premises of the occupier, for whom the fire risk assessment is being carried out, both need to be recorded.

NOTE Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There remains debate as to the legal interpretation of what constitutes the significant findings of a fire risk assessment. However, the format of the pro-forma contained in this annex, being part of a BSI PAS, is considered by the Chief Fire Officers' Association to be one suitable format for recording the significant findings of a suitable and sufficient fire risk assessment, although many other formats would also be acceptable.

B.2 The format of a documented fire risk assessment may vary from that shown in this Annex, provided that the recommendations of each clause of this PAS are satisfied. For example, in the case of means of escape, compliance with Annex D necessitates that the key factors in Table D.1 are explicitly addressed in the documented fire risk assessment, but not all the specific issues shown in Table D.1 and in the pro-forma contained in this Annex need necessarily be included in all documented fire risk assessments conforming to the recommendations of this PAS, as they might not all constitute “significant findings”. It is, however, necessary for compliance with this PAS, that the specific issues have, at least, been considered by the fire risk assessor while carrying out the fire risk assessment.

B.3 Equally, the prompt-list of fire hazards shown in the pro-forma may be expanded. This might be appropriate, for example, if there are significant fire hazards for which no headings are included in the pro-forma.

B.4 Where description of any fire hazards or fire precautions is considered appropriate, this can be recorded under the relevant “Comments” heading in the pro-forma. The comments sections can also be used to set out justification for acceptance of standards of any fire protection measures that depart significantly from a prescriptive norm (**see 10.3**).

B.5 While it might not be essential to record further information in every comments section, care needs to be taken to ensure that the pro-forma does not become a mere tick-list with inadequate supporting information. Such a fire risk assessment is unlikely to satisfy fire safety legislation, nor would it conform to the recommendations of this PAS.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or
person having control of the premises:

Athanasios Nasos
Arjun Singh

Address of premises:

7 Blagrove Street Reading Berkshire RG1 1PJ

Assessor:

David Withers

Date of fire risk assessment:

7th June 2021

Date of previous fire risk assessment:

4th September 2017

Suggested date for review: ¹⁾

7th June 2022

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

[Date] 7th June 2022

¹⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

1.1 Number of floors:

2

1.2 Approximate floor area:

110

m² per floor

220

m² gross

110

m² on ground floor

[enter units as appropriate]

1.3 Brief details of construction

Red brick construction, with historic moulded front elevation, with later additions to the rear and flat roof.

1.4 Use of premises

Ground Floor - Café, 1st Floor letting rooms

2. THE OCCUPANTS

2.1 Approximate maximum number:

42

2.2 Approximate number of employees at any one time:

2

2.3 Maximum numbers of members of the public at any one time:

28 Seated in
Café, up to 11
guests

2.4 Associated times/hours of occupation:

24-7

3. OCCUPANTS ESPECIALLY AT RISK OF FIRE

3.1 Sleeping occupants:

11

3.2 Disabled occupants:

0

3.3 Occupants in remote areas and lone workers:

0

3.4 Young persons:

0

3.5 Others:

None.

4. FIRE LOSS EXPERIENCE

None.

5. OTHER RELEVANT INFORMATION

Since previous risk assessment Café has changed name – now Cup Cafe

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Local Fire Authority

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

None.

6.4 The legislation to which 6.3 makes reference is enforced by:

N/A

6.5 Comments:

None.

HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes

Portable appliance testing (where appropriate) carried out? No

Suitable policy regarding the use of personal electrical appliances? No

Suitable limitation of trailing leads and adapters? No

7.3 Comments and hazards observed:

At time of inspection sockets located in the kitchen on first floor showed sign of damage, this is to be replaced ASAP.

During the inspection various extension leads were found around the building, although they appeared not to be overloaded, it was noted some were being used for security systems, if this is to continue a policy is to be introduced which manages the amount of current being drawn through any lead. Most single plug sockets operate at 13 amps, it is important to ensure all appliances using the extension lead does not exceed 13 amps (check plug output). Ideally additional wall sockets should be installed to reduce the risk further.

During inspection mixed information was observed demoting when PAT had been undertaken. It is recommended an itinerary is kept of all portable electrical appliances to ensure items are not missed from testing. There is currently no strict legal requirement for PAT testing. The Government however has put regulations into place that pertain to the maintenance of electrical appliances and the most effective way to ensure that these regulations are met is through PAT testing.

The UK Health and Safety Executive along with insurance companies will expect you to perform PAT testing to ensure that you are Compliant with certain regulations including:

- Health and Safety at Work Act of 1974
- The Electricity at Work Regulations of 1989
- The Provision and Use of Work Equipment Regulations of 1998
- The Management of Health and Safety at Work Regulations of 1999

Certification observed at time of inspection indicated fixed electrics had been inspected 15/05/2019. The Responsible Person is to ensure the premises is subjected to periodic fixed electrical tests conducted by a competent person and certification confirming the tests have been completed is to be archived so they can be made available for future audits and inspections.

Any future testing is to be planned, organised, controlled, monitored and reviewed to ensure it does not lapse out of date. Reputable guidance suggests a time period of 5 year.



8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes

8.2 More specifically:

Smoking prohibited on the premises? Yes

Smoking prohibited in appropriate areas? Yes

Suitable arrangements for those who wish to smoke? Yes

This policy appeared to be observed at time of inspection? Yes

8.3 Comments and hazards observed:

Observations during the inspection confirmed the premises was adhering to the health Act 2006 (smoke free legislation).

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable?²⁾ Yes

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes

9.3 Comments and hazards observed:

The premises had in place 24/7 recorded CCTV that covers the external areas to the site. The CCTV acts as a deterrent for those wishing to cause harm to the building.

Fire loading was kept to a minimum against the site boundary and would not result in a fire spreading to the premises.

Due to the above factors, the premises has reasonable provisions to protect from arson attacks.

²Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes

10.2 If portable heaters are used:

Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A

Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A

10.3 Are fixed heating installations subject to regular maintenance? No

10.4 Comments and hazards observed:

The fixed Gas heating system is not subject to annual maintenance by an approved contractor. It is important that these systems are maintained in an efficient state, in efficient working order and in good repair. Although certification does not prove this fully it does articulate that a competent person has undertaken routine servicing in accordance with approved codes of practice.



11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? No

11.2 More specifically:

Filters changed and ductwork cleaned regularly?	No
Suitable extinguishing appliances available?	Yes

11.3 Comments and hazards observed:

At time of inspection tape was around the detector locate in the first-floor kitchen – this was removed at time.

Hot plate located in first floor kitchen, procedure to be put in place to ensure this is not left unattended whilst in use.

No fire door located between first floor kitchen and escape corridor – this to be address in section 17

The Responsible Person must ensure the kitchen ducting and extraction is cleaned regularly to prevent a build-up of grease in the system that could catch fire due to the heat passing through the duct. It is strongly recommended the following cleaning timescales is undertaken:

- Light Use 2-6 Hours A Day Annual
- Moderate Use 6-12 Hours A Day Bi-Annual
- Heavy Use 12-16 Hours A Day Quarterly

Extinguishers located in ground floor kitchen to be wall mounted to reduce chance of them being moved and hidden.

It is recommended a fire blanket is installed in first floor kitchen.

It is recommended the overall layout of the first-floor kitchen is revised to improve the electrical safety, install dedicated appliances and remove appliances mounted on each other. A dedicated extraction system recommended above any cooking facilities.

Holes located in various locations including first floor kitchen, this has the protentional to allow any fire to spread into the roof void



12. LIGHTNING

12.1 Do the premises have a lightning protection system? N/A

12.2 Comments and hazards observed:

No lightning protection had been provided to the building

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? NO

Avoidance of unnecessary accumulation of combustible materials or waste? No

Appropriate storage of hazardous materials? N/A

Avoidance of inappropriate storage of combustible materials? No

13.3 Comments and hazards observed:

At time of inspection cooking oil was observed being stored outside ground floor fire exit, this also serves as an escape route, this situation not only provides a source of fuel in what should be sterile safe common area, it also provides obstacles and reduces the width of the escape route to prevent persons evacuating in expected timeframes.

Large amounts of combustible materials being stored in rear of ground floor, these were blocking fire extinguishers.

There was also a build-up of cardboard boxes on top and around fridges, these should be kept clear to allow heat to escape.

It is recommended the overall storage of items is reduced to as little as possible and any items remaining to be stored correctly so as to not be blocking fire escapes, extinguishers or placed closed to appliances.



14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? No

14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including 'hot work' permits)? Yes

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits? N/A

14.4 Comments:

At time of inspection no documented arrangements were observed for the control of contractors who may work in the premises. The Responsible Person is to ensure that suitable arrangements are formulated for the planning, organising, control, monitoring and review of contractors when they arrive on the premises to undertake work.

They should ensure written procedures are formulated. The procedure should have in place the following as a minimum for managing contractors:

- Create a clear policy/statement about managing contractors.
- Include the policy in your safety policy and make sure you communicate it.
- Train or provide information to staff in what to look for when overseeing contractors e.g. any dangerous activities which may impinge on employees.
- When appointing competent contractors – use a questionnaire, check details and documents, take up references to ensure they are appropriately competent.
- Make sure contractors have insurance – especially public liability insurance.
- Make method statements and risk assessments part of the job which they present to you as the client.

The Responsible Person is reminded that all contractors are to be informed of the fire procedures (evacuation etc.) and precautions to take to prevent fire from occurring whilst they are on the premises to ensure they are safe whilst conducting their work.

In conclusion a pragmatic approach can be undertaken. If the contractor is familiar with the premises and visits regularly this information may be provided once on initial visit and only further provided when the following changes;

- The policy
- The premises
- The equipment

15. DANGEROUS SUBSTANCES

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? N/A

15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A

15.3 Comments:

None.

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING
PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**

16.1 Hazards:

None.

16.2 Comments and deficiencies observed:

None.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the premises are provided with reasonable means of escape in case of fire. No

17.2 More specifically:

Adequate design of escape routes? No

Adequate provision of exits? Yes

Exits easily and immediately openable where necessary? No

Fire exits open in direction of escape where necessary? Yes

Avoidance of sliding or revolving doors as fire exits where necessary? N/A

Satisfactory means for securing exits? Yes

Reasonable distances of travel:

Where there is a single direction of travel? Yes

Where there are alternative means of escape? N/A

Suitable protection of escape routes? No

Suitable fire precautions for all inner rooms? N/A

Escape routes unobstructed? No

17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. N/A

17.4 Comments and deficiencies observed:

Although at time of inspection it appeared any disabled persons would be able to evacuate the ground floor safely in the event of fire exit from the other floors would be restricted. No evidence was seen on the procedures for disabled persons evacuating from the building. it is a legal requirement for a business or workplace to carry out a suitable and sufficient fire risk assessment of the risks of fire to their employees, and others, who may be affected by their work or business. The Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations take responsibility for safely evacuating people from a building or premises, including disabled people. It is advised a documented procedure is put together which would help any disabled persons evacuating. Once developed this should be shared with all staff.

During inspection rear fire exit from kitchen was bolted locked at top and bottom. It is advised daily inspections are carried out to ensure all fire doors are easily operational.

Escape corridor on first floor was compromised due to kitchen not having a fire door fitted, any fire in this location would quickly spread in to the corridor and hamper any evacuation. It is recommended a fire door is installed between the kitchen and escape corridor.

Rear escape route leading from ground floor kitchen was confusing, it comprised of leaving the building by one door and re-entering via another. Although this is not ideal, the corridor used is separate from the other part of the business. A clear directional sign is to be installed along the route so everyone knows exactly where to go.

The door used to re-enter the building has the potential to be blocked from the inside which would hinder any evacuation, signage to be installed instructing visitors and staff to keep this area clear at all times.



18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard ³⁾

No

reasonable limitation of linings that might promote fire spread.

No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{3), 4)}

N/A

18.3 Comments and deficiencies observed:

It was observed at time of inspection parts of the ground floor ceiling had been replaced, it appeared to compromise the fire separation between the ground floor café and the first-floor accommodation. It is advised work is carried out to ensure minimum of 1 hour fire separation between the two floors. Although this will increase the spread of the fire and may cause more smoke damage and fire loss, the current situation DOES NOT pose a serious threat to the injury or loss of life in the premises as persons can turn their back on the fire and exit safely. The safety of people is further increased due to the following factors:

- Fire detection was available and will provide sufficient warning in the early stages of fire.
- Travel distances are shorter than requirements.
- Exits are wide enough for intended occupancy levels even when discounting the largest exit.

It was observed that ducting and pipes moving through compartments in the first floor kitchen had not been adequately fire stopped to prevent products of combustion moving from area to area.



³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? ⁵⁾ Yes

19.2 Comments and deficiencies observed:

At time of inspection no in date testing of emergency lighting was available, Last annual tested conducted 16/05/2019. It is advised a testing is conducted as follows.

Monthly

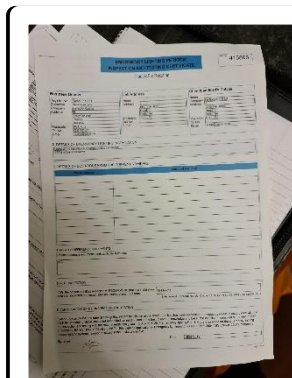
- If automatic testing is incorporated, results of the tests must be recorded monthly.
- For manual systems, a functional test and various checks must be carried out to ensure that emergency lighting is present, clean and working competently in the event of failure to the normal lighting supply. For centrally supplied systems, the correct operation of system monitors and control relays are also checked and generator sets are tested to their manufacturer's instructions.

Annually

- Where automatic testing facilities are installed, a full rated duration test is carried out annually. Every emergency luminaire including illuminated signs are tested in accordance with the manufacturers information and several checks are made to

ensure that there is adequate means of a test facility (key switch), and that emergency lighting is present, clean and functioning correctly.

- Centrally supplied battery systems are also inspected annually to ensure that the cells are balanced in output voltage and that connections are secure. Generator sets are tested to their manufacturer's instructions.



⁵⁾ 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

20.1 Reasonable standard of fire safety signs and notices? Yes

20.2 Comments and deficiencies observed:

In general, the premises had in place suitable signage distributed across the premises to provide sufficient warning and guidance for this type of occupancy.

fire action posters to be updated with correct information. Fire Action Notices and specific emergency arrangements for evacuation are to be positioned at prominent places around the site to ensure persons have the information required to be able to take appropriate action in the event of a fire. The fire action notices ideally should be placed at a height of 1.7m and in close proximity to Emergency Lighting so as they can be read if the power fails.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided? ⁶⁾ Yes

21.2 Automatic fire detection provided? Yes

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? Yes

21.4 Remote transmission of alarm signals? No

21.5 Comments and deficiencies observed:

Although the fire alarm system appeared to be in an efficient state, in efficient working order and in good repair there was no schematic drawing that detailed the zones, and allowed the system to be easily interpreted and a fire located.

At time of inspection no records were made available for the testing and servicing of the fire alarm system. It is advised that you should test your fire alarms weekly in the workplace to check that they are working properly. Also, the UK Fire Alarm Regulations state that your fire alarm system must be 'adequately maintained'. However, BS 5839 and the UK government recommends that a fire alarm system should be inspected by a 'competent person' at least every 6 months.



⁶⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? Yes

22.2 Hose reels provided? No

22.3 Are all fire extinguishing appliances readily accessible? No

22.4 Comments and deficiencies observed:

Fire extinguisher located under stairs in Café area, this to be mounted on a wall and made easily available if needed.

By the observations the Responsible Person has taken suitable measure for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned. The premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and is easily accessible, simple to use and indicated by signs.

Annual maintenance of fire extinguishers had been undertaken by Red Box fire control 12/19

At time of inspection no records were made available to show weekly visual inspection of fire extinguishers had taken place. It is advised monthly inspections are also carried out by your fire warden or marshal every month. These inspections are just to make sure the extinguisher has not been knocked or tampered with and the pressure gauge (if it has one) is still in the green.



23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

None.

23.2 Comments:

None.

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

None.

24.2 Comments:

None.

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.

N/A

24.4 Comments:

None.

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: ⁷⁾

Athanasios Nasos – Owner
Arjun Singh – Responsible Person

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes

Comments:

Klontian Latsimi - Manager

25.3 Is there a suitable record of the fire safety arrangements?

No

Comments:

At time of inspection no fire safety arrangements documented was made available. It is advised a fire evacuation plan should be formulated to ensure that general employees and relevant persons have suitable arrangements so they are able to evacuate the premises safely.

Where persons are delegated to provide assistance with the evacuation plan, they are to be provided with suitable information, training and necessary equipment so they can take appropriate actions and carry out their duties safely and effectively according to the plan.

Once the plan is in place it must be monitored and reviewed to ensure it continues to be fit for purpose.

25.4 Appropriate fire procedures in place?

No

More specifically:

Are procedures in the event of fire appropriate and properly documented?

No

Are there suitable arrangements for summoning the fire and rescue service?

N/A

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A

Is there a suitable fire assembly point(s)? Yes

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A

Comments:

Fire assembly point identified as other side of road by town hall.

Procedures for summoning the fire and rescue services is undertaken by telephone, using mobile phones and calling from adjacent premises.

It is recommended a fire safety instruction is attached to the back of all apartment rooms; this will provide any occupant with the information needed to safely evacuate.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A

Comments:

No person has been specifically nominated to use fire extinguishers as part of their job description. The Responsible Person is to ensure that a suitable number of persons are nominated to use firefighting equipment. These people are to be given sufficient training so they can use the types of fire equipment in the premises safely and correctly.

Refresher training should also be conducted at appropriate intervals to ensure skill fade does not set in and nominated persons become unconsciously incompetent. This can be measured by active monitoring and sampling of staff by the Responsible Person or his delegated representatives to ensure persons are fully aware of their roles and responsibilities at all times.

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? No

Comments:

No persons had been specifically nominated as part of documented arrangements (PEEPs/ GEEPS's) to assist with the evacuation of disabled persons from the premises. The Responsible Person is reminded that it is their responsibility to have in place documented

procedures of how to ensure that disabled occupants are safely evacuated in the event of a fire occurring on the premises.

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?

N/A

Comments:

None.

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?

No

Comments:

At time of inspection no evidence presented indicating any in house inspections carried out. It is advised regular inspection are conducted to ensure a high standard is maintained.

⁷⁾ 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.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction?

No

Comments:

All employees should receive basic fire awareness training which should be refreshed periodically

26.2 Are all staff given adequate periodic 'refresher training' at suitable intervals?

N/A

Comments:

The Responsible Person is to ensure all employees are provided with fire safety refresher training normally on an annual basis as a minimum.

26.3 Does all staff training provide information, instruction or training on the following:

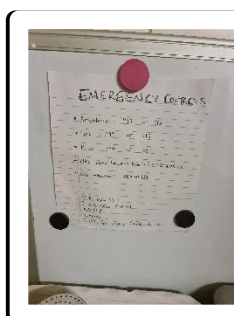
Fire risks in the premises?	No
The fire safety measures on the premises?	No
Action in the event of fire?	No
Action on hearing the fire alarm signal?	No
Method of operation of manual call points?	No
Location and use of fire extinguishers?	No
Means for summoning the fire and rescue service?	Yes
Identity of persons nominated to assist with evacuation?	N/A
Identity of persons nominated to use fire extinguishing appliances?	N/A

Comments:

A piece of paper located on the notice board provided staff with emergency contact details. No formal training policy or program has been adopted or implemented. The Responsible Person is to ensure that all people working in the building have fire safety induction training as part of their employment.

The induction training should cover but not be limited to the following key areas:

- Fire risks in the premises (From Fire Risk Assessment)
- The general fire precautions to be taken in the building
- Action to take in the event of a fire alarm activation or confirmed fire
- Method of operation of manual call points or fire alarms
- Location and use of fire extinguishers
- Meaning of fire safety signs
- How to summon the fire and rescue service
- immediate actions and safety procedures relating to process
- Their role in the evacuation strategy



26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training?

N/A

Comments:

None.

26.5 Are fire drills carried out at appropriate intervals?

N/A

Comments:

Due to the nature and size of the premises fire drills are not required, however a good understanding of what to do in the event of fire is required.

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?

N/A

Is it ensured that the employees are provided with adequate instructions and information?

N/A

Comments:

None.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises?

Yes

Comments and deficiencies observed:

Due to the significant findings within area of this report in relation to the maintenance of fire safety systems, the responsible person does not ensure passive and active systems are maintained in efficient state, in efficient working order and are in good repair. Due to the report being comprehensive, aspects of a lack of maintenance will be highlighted within their individual area.

27.2 Weekly testing and periodic servicing of fire detection and alarm system?

No

Comments and deficiencies observed:

Fire alarm systems – weekly by in-house trained person and periodically (6 months and annually) by competent person (who has knowledge of BS 5839)

27.3 Monthly and annual testing routines for emergency escape lighting?

No

Comments and deficiencies observed:

Emergency lighting systems – monthly by in-house staff and annually by competent person (electrician who has knowledge of BS 5266).

27.4 Annual maintenance of fire extinguishing appliances?

N/A

Comments and deficiencies observed:

Fire Extinguishers certification – monthly check by in house delegated trained person and annual service by competent person.

27.5 Periodic inspection of external escape staircases and gangways?

N/A

Comments and deficiencies observed:

None.

27.6 Six-monthly inspection and annual testing of rising mains?

N/A

Comments and deficiencies observed:

None.

27.7 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?

N/A

Comments and deficiencies observed:

None.

27.8 Weekly testing and periodic inspection of sprinkler installations?

N/A

Comments:

None.

27.9 Routine checks of final exit doors and/or security fastenings?

No

Comments:

Daily visual inspections of the final exits.

27.10 Annual inspection and test of lightning protection system?

N/A

Comments:

None.

27.11 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?

Yes

Comments:

Athanasios Nasos manages the building and any defects are reported to him.

27.12 Other relevant inspections or tests:

None.

Comments:

None.

28. RECORDS

28.1 Appropriate records of:

Fire drills?

N/A

Fire training?

N/A

Fire alarm tests?

No

Emergency escape lighting tests?	No
Maintenance and testing of other fire protection systems?	No

28.2 Comments:

There was missing certification and records for some fire protection systems. The Responsible Person from this point onwards is to ensure that in-house-fire log books are kept up to date for internal testing and certification relating to commissioning or periodic checks undertaken by competent in house and external contractors is kept for audit purposes.

FIRE RISK ASSESSMENT

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences 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 it is unlikely to involve multiple fatalities.

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

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

☐ Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable

Comments:

Given that the premises is not yet occupied it is difficult to assess the way in which fire prevention and protection provision will be managed i.e. how human factors will affect fire risk, however the refurbishment/alterations appear to be being undertaken to a high standard.

General fire safety provision is good with comprehensive fire alarm coverage, emergency lighting and, notwithstanding the following recommendations, adequate means of escape and compartmentation.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk.

The following risk-based control plan is based on one that has been advocated for general health and safety risks:

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

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial	Tolerable	Moderate	Substantial	Intolerable
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Classification of Significant Findings by risk level

The following risks are deemed to be **tolerable** but further benefit would nevertheless result from the recommendations: -

Item	Risk	Recommended action	Timescale and person responsible
	During the inspection various extension leads were found around the building, although they appeared not to be overloaded, it was noted some were being used for security systems.	if this is to continue a policy is to be introduced which manages the amount of current being drawn through any lead. Most single plug sockets operate at 13 amps, it is important to ensure all appliances using the extension lead does not exceed 13 amps (check plug output). Ideally additional wall sockets should be installed to reduce the risk further.	Advice
	During inspection mixed information was observed demoting when PAT had been undertaken.	It is recommended an itinerary is kept of all portable electrical appliances to ensure items are not missed from testing. There is currently no strict legal requirement for PAT testing. The Government however has put regulations into place that pertain to the maintenance of electrical appliances and the most effective way to ensure that these regulations are met is through PAT testing. The UK Health and Safety Executive along with insurance companies will expect you to perform PAT testing to ensure that you are Compliant with certain regulations including: • Health and Safety at Work Act of 1974	Recommendation

		• The Electricity at Work Regulations of 1989 • The Provision and Use of Work Equipment Regulations of 1998 • The Management of Health and Safety at Work Regulations of 1999	
	Extinguishers located on floor in kitchen area	Extinguishers located in ground floor kitchen to be wall mounted to reduce chance of them being moved and hidden.	1 Week
	No fire blanket in first floor kitchen	It is recommended a fire blanket is installed in first floor kitchen.	1 Month
	At time of inspection no documented arrangements were observed for the control of contractors who may work in the premises.	The Responsible Person is to ensure that suitable arrangements are formulated for the planning, organising, control, monitoring and review of contractors when they arrive on the premises to undertake work. They should ensure written procedures are formulated. The procedure should have in place the following as a minimum for managing contractors: • Create a clear policy/statement about managing contractors. • Include the policy in your safety policy and make sure you communicate it. • Train or provide information to staff in what to look for when overseeing contractors e.g. any dangerous activities which may impinge on employees. • When appointing competent contractors – use a questionnaire, check details and documents, take up references to ensure they are appropriately competent. • Make sure contractors have insurance – especially public liability insurance. • Make method statements and risk assessments part of the job which they present to you as the client.	2 Months

	Although at time of inspection it appeared any disabled persons would be able to evacuate the ground floor safely in the event of fire exit from the other floors would be restricted. No evidence was seen on the procedures for disabled persons evacuating from the building.	It is a legal requirement for a business or workplace to carry out a suitable and sufficient fire risk assessment of the risks of fire to their employees, and others, who may be affected by their work or business. The Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations take responsibility for safely evacuating people from a building or premises, including disabled people. It is advised a documented procedure is put together which would help any disabled persons evacuating. Once developed this should be shared with all staff.	2 Months
	Fire action posters throughout premises	fire action posters to be updated with correct information. Fire Action Notices and specific emergency arrangements for evacuation are to be positioned at prominent places around the site to ensure persons have the information required to be able to take appropriate action in the event of a fire. The fire action notices ideally should be placed at a height of 1.7m and in close proximity to Emergency Lighting so as they can be read if the power fails.	1 Month
	Although the fire alarm system appeared to be in an efficient state, in efficient working order and in good repair there was no schematic drawing that detailed the zones, and allowed the system to be easily interpreted and a fire located.	A zone map is to be provided adjacent to the fire alarm panel so the zone and location of the fire can be interpreted quickly.	2 Weeks
	At time of inspection no records were made available to show weekly visual inspection of fire extinguishers had taken place.	It is advised monthly inspections are also carried out by your fire warden or marshal every month. These inspections are just to make sure the extinguisher has not been knocked or tampered with and the pressure gauge (if it has one) is still in the green.	1 Month
	No person has been specifically nominated to use fire extinguishers as part of their job description.	The Responsible Person is to ensure that a suitable number of persons are nominated to use firefighting equipment. These people are to be given sufficient training so they can use the types of fire equipment in the premises safely and correctly. Refresher training should also be conducted at appropriate intervals to ensure skill fade does not set in and nominated persons	3 Months

		become unconsciously incompetent. This can be measured by active monitoring and sampling of staff by the Responsible Person or his delegated representatives to ensure persons are fully aware of their roles and responsibilities at all times.	
	No persons had been specifically nominated as part of documented arrangements (PEEPs/ GEEPS's) to assist with the evacuation of disabled persons from the premises.	The Responsible Person is reminded that it is their responsibility to have in place documented procedures of how to ensure that disabled occupants are safely evacuated in the event of a fire occurring on the premises.	1 Month
	No record of staff fire awareness training	All employees should receive basic fire awareness training which should be refreshed periodically	Recommendation
	formal training policy or program has been adopted or implemented.	The Responsible Person is to ensure that all people working in the building have fire safety induction training as part of their employment. The induction training should cover but not be limited to the following key areas: • Fire risks in the premises (From Fire Risk Assessment) • The general fire precautions to be taken in the building • Action to take in the event of a fire alarm activation or confirmed fire • Method of operation of manual call points or fire alarms • Location and use of fire extinguishers • Meaning of fire safety signs • How to summon the fire and rescue service	Recommendation

		• immediate actions and safety procedures relating to process • Their role in the evacuation strategy	
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The following risks are deemed to be **moderate** and reduction in risk could be achieved by the following recommendations: -

Item	Risk	Recommended action	Timescale and person responsible
	The fixed Gas heating system is not subject to annual maintenance by an approved contractor.	It is important that these systems are maintained in an efficient state, in efficient working order and in good repair. Although certification does not prove this fully it does articulate that a competent person has undertaken routine servicing in accordance with approved codes of practice.	1 Month
	Hot plate located in first floor kitchen	procedure to be put in place to ensure this is not left unattended whilst in use.	1 Month
	At time of inspection cooking oil was observed being stored outside ground floor fire exit, this also serves as an escape route, this situation not only provides a source of fuel in what should be sterile safe common area, it also provides obstacles and reduces the width of the escape route to prevent persons evacuating in expected timeframes.	Area to be cleared and cooking oils stored in dedicated area which will not pose any risk.	1 Week
	The door used to reenter the building has the protentional to be blocked from the inside which would hinder any evacuation,	signage to be installed instructing visitors and staff to keep this area clear at all times.	1 Week
	It was observed at time of inspection parts of the ground floor ceiling had been replaced, it appeared to compromise the fire separation between the ground floor café and the first-floor accommodation	It is advised worked is carried out to ensure minimum of 1 hour fire separation between to the two floors. Although this will increase the spread of the fire and may cause more smoke damage and fire loss, the current situation DOES NOT pose a serious threat to the injury or loss of life in	3 Months

		the premises as persons can turn their back on the fire and exit safely. The safety of people is further increased due to the following factors • Fire detection was available and will provide sufficient warning in the early stages of fire. • Travel distances are shorter than requirements. • Exits are wide enough for intended occupancy levels even when discounting the largest exit.	
	It was observed that ducting and pipes moving through compartments in the first-floor kitchen had not been adequately fire stopped to prevent products of combustion moving from area to area.	It is advised all holes and pipes moving through walls and ceilings are fire stopped.	1 Month
	At time of inspection no in date testing of emergency lighting was available, Last annual tested conducted 16/05/2019	It is advised a testing is conducted as follows. Monthly • If automatic testing is incorporated, results of the tests must be recorded monthly. • For manual systems, a functional test and various checks must be carried out to ensure that emergency lighting is present, clean and working competently in the event of failure to the normal lighting supply. For centrally supplied systems, the correct operation of system monitors and control relays are also checked and generator sets are tested to their manufacturer's instructions. Annually • Where automatic testing facilities are installed, a full rated duration test is carried out annually. Every emergency luminaire including illuminated signs are tested in accordance with the manufacturers information and several checks are	On-going

		made to ensure that there is adequate means of a test facility (key switch), and that emergency lighting is present, clean and functioning correctly. Centrally supplied battery systems are also inspected annually to ensure that the cells are balanced in output voltage and that connections are secure. Generator sets are tested to their manufacturer's instructions.	
	Fire extinguisher located under stairs in Café area,	this to be mounted on a wall and made easily available if needed.	1 Week
	At time of inspection no fire safety arrangements documented was made available.	It is advised a fire evacuation plan should be formulated to ensure that general employees and relevant persons have suitable arrangements so they are able to evacuate the premises safely. Where persons are delegated to provide assistance with the evacuation plan, they are to be provided with suitable information, training and necessary equipment so they can take appropriate actions and carry out their duties safely and effectively according to the plan. Once the plan is in place it must be monitored and reviewed to ensure it continues to be fit for purpose.	2 Months
	Fire safety instructions within each apartment.	It is recommended a fire safety instruction is attached to the back of all apartment rooms; this will provide any occupant with the information needed to safely evacuate.	1 Week

	There was missing certification and records for some fire protection systems.	The Responsible Person from this point onwards is to ensure that in-house-fire log books are kept up to date for internal testing and certification relating to commissioning or periodic checks undertaken by competent in house and external contractors is kept for audit purposes. The following periodic testing of fire safety related systems should be recorded; • Fire training – annually and for specific duties • Fire alarm systems – weekly by in-house trained person and periodically (6 months and annually) by competent person (who has knowledge of BS 5839) • Emergency lighting systems – monthly by in-house staff and annually by competent person (electrician who has knowledge of BS 5266). • Fixed electrical systems – normally 3-5 years by competent electrician or 20% checks each year over a 5-year period. • Fixed Gas systems and boilers – normally annual requirement by competent gas engineer. • Fixed Gas Appliances - Annually • Fire Extinguishers certification – monthly check by in house delegated trained person and annual service by competent person. • Ansul Fire Suppression Systems – 6 monthly Service Daily visual inspections of the final exits	On-going
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The following risks are deemed to be **substantial** and reduction in risk could be achieved by the following recommendations, which should be given high priority: -

Item	Risk	Recommended action	Timescale and person responsible
	At time of inspection sockets located in the kitchen on first floor showed sign of damage.	Replaced by qualified person	1 week

	First floor Kitchen layout	It is recommended the overall layout of the first-floor kitchen is revised to improve the electrical safety, install dedicated appliances and remove appliances mounted on each other. A dedicated extraction system recommended above any cooking facilities.	2 Months
	There was also a build-up of cardboard boxes on top and around fridges,	these should be kept clear to allow heat to escape.	ASAP
	During inspection rear fire exit from kitchen was bolted locked at top and bottom.	It is advised daily inspections are carried out to ensure all fire doors are easily operational.	On-going
	Rear escape route leading from ground floor kitchen was confusing, it comprised of leaving the building by one door and re-entering via another. Although this is not ideal, the corridor used is separate from the other part of the business.	A clear directional sign is to be installed along the route so everyone knows exactly where to go.	1 Week
	At time of inspection no records were made available for the testing and servicing of the fire alarm system.	It is advised that you should test your fire alarms weekly in the workplace to check that they are working properly. Also, the UK Fire Alarm Regulations state that your fire alarm system must be 'adequately maintained'. However, BS 5839 and the UK government recommends that a fire alarm system should be inspected by a 'competent person' at least every 6 months.	1 Month

The following risks are deemed to be **intolerable** and reduction in risk could be achieved by the following recommendations, which should be given top priority: -

Item	Risk	Recommended action	Timescale and person responsible
	At time of inspection tape was around the detector locate in the first-floor kitchen – this was removed at time.	Ensure all occupants fully understand the dangers of covering up detector heads.	On-going

	Holes located in various locations including first floor kitchen, this has the protentional to allow any fire to spread into the roof void	Holes to be fire stopped to reduce the chance of any fire spread	1 Month
	Large amounts of combustible materials being stored in rear of ground floor, theses were blocking fire extinguishers.	Remove combustible materials and make extinguishers easily available	1 Week
	Escape corridor on first floor was compromised due to kitchen not having a fire door fitted, any fire in this location would quickly spread in to the corridor and hamper any evacuation	It is recommended a fire door is installed between the kitchen and escape corridor.	1 Month