

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

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For further assistance, please refer to the Shropshire Fire & Rescue Service Fire Risk Assessment Template Guidance at the back of this document.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Wheatley Parish Council Clerk – Michelle Legg		
Address of Premises	Parish Office, 89a High St, Wheatley		
Postcode	OX33 1RW		
Assessor:	Michelle Legg		
Date of Fire Risk Assessment	23/04/2024		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: (To include basements)	1
Approximate floor area: (m ²) (To include all floors of responsibility)	28m ²
Brief details of construction: (Date of construction, brick, timber, purpose built or converted)	Office within Merry Bells building, constructed from brick
Primary usage: (e.g. Hotel, Shop)	Office
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	Meeting space

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	0		0000 to 0400	0	
	0400 to 0800	0		0400 to 0800	0	
	0800 to 1200	A		0800 to 1200	A	
	1200 to 1600	A		1200 to 1600	0	
	1600 to 2000	A		1600 to 2000	0	
	2000 to 2400	A		2000 to 2400	0	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None					
Description of Occupants	Mobility Issues	0	Average Mobility	0	Vulnerability Issues	0

Occupants Especially At Risk From Fire	
Sleeping occupants (Details of numbers - public/staff)	0
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	0
Occupants in remote areas (Lone working/isolated areas)	0
Young person's (Individual Risk Assessment provided for those persons under 16 yrs)	0
Others (Details of Elderly/Infirm/Mental Ability)	0
Visitors	0
Occupants whose first language is not English	0

Identified Fire Hazards And Primary Control Measures

Smoking		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		YES
Smoking permitted in appropriate areas?		NO
Suitable arrangements for those who wish to smoke?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Fire from vapes or cigarettes	No smoking in office No smoking in building Smokers can use area outside building and dispose of waste in bins	Waste bins are emptied regularly (Merry Bells) and weighted down.
Deficiencies:	Remedial Action Required: Waste bins are emptied regularly (Merry Bells) and weighted down. Liaised with Merry Bells Committee.	

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

For further guidance, please see page 28

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES by Landlord	
Portable appliance testing carried out on a risk assessed basis?	YES Annually by WPC	
Suitable policy in place regarding the use of personal electrical appliances?	YES risk assessments	
Suitable limitation and management of trailing leads and adaptors?	YES by risk assessments	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES	
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	YES	
	Request for fixed bin outside office.	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
External Bin fires	Bins emptied regularly by landlord and bin weighted down	
Deficiencies:	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Oil filled heater.	Plugged into wall socket. PAT tested annually. Heater has built in thermostat and timer.	Consider use of plug-in timers.
Deficiencies:	Remedial Action Required:	
General Comments:		

Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises.	YES	
Are fixed heating installations subject to regular maintenance?	Yes (by landlord)	
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		
Boiler is not within WPC's office. Boiler for Merry Bells heating supply is managed and maintained by Merry Bells Management Committee (landlord)		

Cooking		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed, and ductwork cleaned regularly?	N/A	
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	N/A	
Suitable Shut Down Procedures in place?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments		
WPC's premises do not include cooking facilities. Those within in the building are shared facilities and managed by Merry Bells Management Committee (landlord)		

Lightning		
The building has a lightning protection system.		YES
Is the lightning protection system subject to a suitable maintenance regime?		YES (landlord responsibility)
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	YES	
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	NO	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Storage of Paint and chemicals	Items stored in a suitable container	When space allows, remove and store in alternative location
Deficiencies:	Remedial Action Required: A risk assessment completed in line with Dangerous Substances and Explosive Atmospheres Regulations 2002	
General Comments: Seek to find suitable, external storage location.		

Housekeeping		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?	YES	
Appropriate storage of hazardous materials?	YES	
Escape routes kept clear of any combustibles? (Storage /furniture)	YES	
Appropriate measures for the safe storage and disposal of waste?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		N/A
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details: Contractors asked to provide appropriate paperwork, insurance as part of tender or appointment process.		N/A
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details: Staff have adequate experience and training. Risk Assessments issued, RAMS and CoSHH file held and updated.		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		
Other Significant Fire Hazards That Warrant Consideration		

<p>Are there any other fire hazards that warrant consideration within the premises?</p> <p><i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i></p>	<p>NO</p>
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

<p>Deficiencies:</p>	<p>Remedial Action Required:</p>
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Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
Single Stage Evacuation	
<p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	YES
Progressive Horizontal Evacuation	
<p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	NO

Delayed Evacuation

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NO

NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?		
Reasonable distances of travel when:	YES	
Where there is escape in a single direction? State the distance of maximum travel.	4-8m	
Where there are alternative means of escape? State the distance of maximum travel.	15m	
Suitable protection of escape routes? (Fire resisting construction)	NO	
Adequate provision of exits? State the capacity of each exit.	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	1 yes, 1 no	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	YES	
Ground floor, with easy access to outside.		
Does the evacuation plan fit with the floor space factors?	YES	
Identify dead end corridors. Are the appropriately covered?	YES	
Identify inner rooms. Are the appropriately covered?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development

It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

The construction of the office is the responsibility of the landlord.

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required: The emergency lighting in the responsibility of the landlord	

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices. This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Lack of fire exit signs	Entrance and exists accessible	Additional signage that meets British standards
Deficiencies:	Remedial Action Required: Purchase fire exit signage for both doors.	

Means Of Giving Warning In Case Of Fire		
Reasonable manually operated fire warning system provided?	YES	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) Break glass in office, fire bell in building that sounds		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1Grade L1/L2 etc)	YES	
Smoke detector that connects with main panel in Merry bells building		
Throughout Premises	YES	
Part of Premises only	NO	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES	
Remote transmission of alarm signals to a monitoring station or other?	unsure	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Wall signage		Add wall signage near location of fire extinguisher
Deficiencies:		Remedial Action Required:

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Other Relevant Fixed Systems And Equipment

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Firefighter Switch – High Voltage Luminous Tube Signs Etc

Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)? **NO**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Michelle Legg - Clerk	
Deputy or assistant:	Lucy Collinson - Assistant Clerk	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?		YES
State name and responsible element of fire safety		
Michelle Legg	Clerk to Wheatley Parish Council	
.....		
.....		
Is there a suitable record of the fire safety arrangements?		YES
Appropriate fire procedures in place?		YES
Are procedures in the event of a fire appropriate and properly documented?		YES
Are there suitable arrangements for summoning the Fire and Rescue Service?		YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?		YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?		YES
Are there suitable arrangements for ensuring that the premises have been evacuated?		YES
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?		YES
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?		YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		YES
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:

Training And Drills		
Fire safety training is managed by:	Michelle Legg - Clerk	
Deputy or assistant:	Lucy Collinson - Assistant Clerk	
Are all staff given adequate fire safety instruction and training on induction?	YES	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	NO	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	NO	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Testing And Maintenance		
Testing and Maintenance is managed by:	Merry Bells Management Committee/ Wheatley Parish Council	
Deputy or assistant :		
Adequate maintenance of workplace?	YES	
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES (L/L)	
Monthly and annual testing routines for emergency escape lighting?	UNSURE (L/L)	
Annual maintenance of fire extinguishing appliances?	YES (L/L)	
Periodic inspection of external escape staircases and gangways?	YES (L/L)	
Six monthly inspection and annual testing of rising mains?	N/A	
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A	
Weekly testing and periodic inspection of sprinkler installations?	N/A	
Routine checks of final exit doors and/or security fastenings?	YES	
Annual inspection and testing of lightning protection system?	YES (L/L)	
Other relevant inspections or tests:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Recording	
Appropriate records held for:	
Fire drills?	NO
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	UNSURE (L/L)
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required) Give Details: Merry Bells Management Committee	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Priority	Meaning
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High	<p>Immediate priority to be actioned within 24 hours to 8 weeks</p> <p><i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i></p>
Medium	<p>Medium priority to be actioned within 2-6 months</p> <p><i>Breaches in legislation that may require medium/long term action to resolve</i></p>
Low	<p>Low priority to be actioned within 6 months-1year</p> <p><i>Items of non urgent priority or for future consideration</i></p>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

[For an example, see page 32.](#)

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					