

FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

Employer or other Responsible Person: Acle Parish Council / Louisa Mutton

Address of Property: The Chocolate Box
The Street
Acle
Norwich
NR13 3DY

Person(s) Consulted: Barry Coveley

Assessor: Andrew Goodall



Date of Fire Risk Assessment: 21st February 2022

Date of Previous Fire Risk Assessment: 11th February 2021

Suggested Date for Review¹: February 2023



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.

The report constitutes neither a warranty of future results by Flameskill Ltd nor an assurance against risk. It is submitted on best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others during the inspection. And no liability whatsoever is accepted for the accuracy of such information.

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes

We would recommend that you discuss this risk assessment with your insurer to confirm that you have adequate cover in place until recommendations have been implemented.

AN INTRODUCTION TO THE LAW

The term 'fire precautions' includes matters which are the subject of legal requirements under specific fire precautions legislation. These include the Fire Regulations and, more generally, under health and safety legislation including the Health and Safety at Work etc Act 1974 and regulations made under that Act.

Fire precautions legislation deals with general fire precautions. These include:

- means of detection and giving warning in case of fire;
- the provision of means of escape;
- means of fighting fire; and
- the training of staff in fire safety.

The Fire Regulations also include a requirement to undertake an assessment of the fire risks. (In this guide, the term 'fire risk' collectively describes both the risk of fire occurring and the risk to people in the event of fire.)

Between them, the Fire Regulations and the Management of Health and Safety at Work Regulations 1992 (as amended) require you to:

- carry out a fire risk assessment of your workplace (you must consider all your employees and all other people who may be affected by a fire in the workplace and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises);
- identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if you employ more than five people);
- provide and maintain such fire precautions as are necessary to safeguard those who use your workplace; and
- provide information, instruction and training to your employees about the fire precautions in your workplace.

The risk assessment will help you decide the nature and extent of the process and general fire precautions which you need to provide.

There are other legal duties you need to know:

- Where it is necessary to safeguard the safety of your employees, you must nominate people to undertake any special roles which are required under your emergency plan (you can nominate yourself for this purpose).
- You must consult your employees (or their elected representatives or appointed trade union safety representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- You must inform other employers who also have workplaces in the building of any significant risks you found which might affect the safety of their employees - and co-operate with them about the measures proposed to reduce/control those risks.
- If you are not an employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts you have control over.

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need to 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 considered 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

(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.)

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:

Potential consequences of fire ▶	Slight harm	Moderate harm	Extreme harm
Fire hazard ▼			
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 nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐

Important Note

This Fire Risk Assessment may identify Significant Findings and where required, detail an Action Plan, Recommendations and prioritise implementation.

General information

1 The premises

- 1.1 Number of floors:
- 1.2 Approximate floor area:
- | | |
|-----|--------------------|
| | m2 per floor |
| 100 | m2 gross |
| 50 | m2 on ground floor |
- 1.3 Brief details of construction: Wooden Frame. Brick, Pitched Tiled Roof
- 1.4 Use of premises: Retail. Use of property above this retail outlet was undecided at the time of assessment. Only the ground floor was assessed.

2 The occupants

- 2.1 Approximate maximum number:
- 2.2 Approximate maximum number of employees at any one time:
- 2.3 Maximum number of members of public at any one time:

3 Occupants at special risk

- 3.1 Sleeping occupants:
- 3.2 Disabled occupants:
- 3.3 Occupants in remote areas and lone workers:
- 3.4 Young persons:
- 3.5 Others:

4 Fire loss experience

5 Other relevant information

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: Norfolk Fire and Rescue

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

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

6.5 Comments

Fire hazards and their elimination or control

7 Electrical sources of ignition

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

7.2 More Specifically:

Fixed installation periodically inspected and tested?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Portable appliance testing carried out?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Suitable policy regarding the use of personal electrical appliances?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Suitable limitation of trailing leads and adapters?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

7.3 **Comments and hazards observed:**

At the time of inspection, the Fixed Electrical Installation appeared to be out of date.
(See Action 7.3a Below).

Evidence showed at the time of Inspection that there was no regime in place which covered portable appliances. (See Action 7.3b Below).

8 Smoking

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

8.2 More Specifically:
Smoking prohibited in the building? N/A ☐ Yes ☒ No ☐

Smoking prohibited in appropriate areas?
Suitable arrangements for those who wish to smoke?
This policy appeared to be observed at time of inspection?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

8.3 Comments and hazards observed:

Broadly Compliant

9 Arson

9.1 Does basic security against arson from outsiders appear reasonable²?

Yes ☒ No ☐

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

Yes ☒ No ☐

9.3 Comments and hazards observed:

Broadly Compliant

10 Portable heaters and heating installations

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

Yes ☒ No ☐

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 ☒ Yes ☐ No ☐

are suitable measures taken to minimize the hazard of ignition of combustible materials?

N/A ☒ Yes ☐ No ☐

10.3 Are fixed heating installations subject to regular maintenance?

N/A ☒ Yes ☐ No ☐

10.4 Comments and hazards observed:

Broadly Compliant

11 Cooking

11.1 Are reasonable measures taken to prevent fires as a result of cooking?

N/A ☒ Yes ☐ No ☐

11.2 More specifically:

Filters changed and ductwork cleaned regularly?

N/A ☒ Yes ☐ No ☐

Suitable extinguishing appliances available?

Yes ☒ No ☐

11.3 Comments and hazards observed:

Broadly Compliant

² **Note:** Reasonable 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.

12 Lightning

12.1 Does the building have a lightning protection system?

Yes ☐ No ☒

12.2 **Comments and hazards observed:**

Broadly Compliant

13 Housekeeping

13.1 Is the standard of housekeeping adequate?

Yes ☒ No ☐

13.2 More specifically:

Combustible materials appear to be separated from ignition sources?

Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes ☒ No ☐

Appropriate storage of hazardous materials?

N/A ☒ Yes ☐ No ☐

Avoidance of inappropriate storage of combustible materials?

Yes ☒ No ☐

13.3 **Comments and hazards observed:**

Broadly Compliant

14 Hazards introduced by outside contractors and building works

14.1 Are fire safety conditions imposed on outside contractors?

Yes ☒ No ☐

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?

Yes ☐ No ☒

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

N/A ☒ Yes ☐ No ☐

14.4 **Comments**

Broadly Compliant

15 Dangerous substances

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

N/A ☒ Yes ☐ No ☐

15.2 Comments

N/A

16 **Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions**

16.1 Hazards:

N/A

16.2 Comments and deficiencies observed:

N/A

Fire Protection Measures

17 **Means of escape from fire**

17.1 It is considered that the building is provided with reasonable means of escape in case of fire.

Yes ☒ No ☐

17.2 More specifically:

Adequate design of escape routes?

Yes ☒ No ☐

Adequate provision of exits?

Yes ☒ No ☐

Exits easily and immediately openable where necessary?

Yes ☒ No ☐

Fire exits open in direction of escape where necessary?

Yes ☒ No ☐

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

Yes ☒ No ☐

Satisfactory means for securing exits?

Yes ☒ No ☐

Reasonable distances of travel:

- Where there is a single direction of travel?

Yes ☒ No ☐

- Where there are alternative means of escape?

Yes ☐ No ☐

Suitable protection of escape routes?

Yes ☒ No ☐

Suitable fire precautions for all inner rooms?

Yes ☐ No ☒

Escape routes unobstructed?

Yes ☒ No ☐

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants

Yes ☒ No ☐

17.4 **Comments and deficiencies observed:**

Evidence showed that due to the design of the building there was a potential second fire escape not being used. (See Action 17.4 below).

18 **Measures to limit fire spread and development**

18.1 It is considered that there is:

compartmentation of a reasonable standard³.

Yes ☒ No ☐

reasonable limitation of linings that may promote fire spread

Yes ☒ 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?³⁴

N/A ☒ Yes ☐ No ☐

18.3 **Comments and deficiencies observed:**

Evidence showed minor breaches in compartmentation throughout the shop. (See Action 18.3 below).



19 **Emergency escape lighting**

- 19.1 Reasonable standard of emergency escape lighting system provided⁵

Yes ☒ No ☐

19.2 **Comments and deficiencies observed:**

Broadly Compliant

20 **Fire safety signs and notices**

- 20.1 Reasonable standard of fire safety signs and notices?

Yes ☒ No ☐

20.2 **Comments and deficiencies observed:**

Broadly Compliant

21 **Means of giving warning in case of fire**

- 21.1 Reasonable manually operated electrical fire alarm system provided⁶ ?

Yes ☐ No ☒

- 21.2 Automatic fire detection provided?
throughout building
part of building only

Yes ☐ No ☒
Yes ☐ No ☐

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

Yes ☐ No ☐

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

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

⁵ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out

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

21.4 Remote transmission of alarm signals?

Yes ☐ No ☒

21.5 **Comments and deficiencies observed:**

Evidence showed that there was no automated means of raising the alarm. (See Action 21.5 below).

22 Manual fire extinguishing appliances

22.1 Reasonable provision of portable fire extinguishers?

Yes ☒ No ☐

22.2 Hose reels provided?

Yes ☐ No ☒

22.3 Are all fire extinguishing appliances readily accessible?

Yes ☒ No ☐

22.4 **Comments and deficiencies observed:**

Broadly Compliant

23 Relevant⁷ automatic fire extinguishing systems

23.1 Type of system:

23.2 **Comments:**

N/A

24 Other relevant⁷ fixed systems

24.1 Type of system

24.2 **Comments**

N/A

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

N/A ☐ Yes ☐ No ☐

24.4 **Comments:**

N/A

Management of fire safety

25 Procedures and arrangements

25.1 Fire safety is managed by⁸:

Acle Parish Council / Louisa Mutton

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

Yes ☒ No ☐
Comments:
⁷ Relevant to life safety and this risk assessment (as opposed purely to property protection)

⁸ 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.

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

Comments:

Broadly Compliant. (See note 25.3 below)

25.4 Appropriate fire procedures in place? Yes ☒ No ☐

Are procedures in the event of fire appropriate and properly documented? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for summoning the fire and rescue service? Yes ☒ No ☐

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to fire-fighters? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☒ No ☐

Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☒ No ☐

Comments:

Broadly Compliant

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments:

Broadly Compliant

25.6 People nominated to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☒ No ☐

Comments:

Broadly Compliant

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A ☒ Yes ☐ No ☐

Comments:

N/A

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

Comments:

Evidence still showed that no in-house fire precaution inspections were taking place. (See Action 25.8 below).

17

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

Yes ☒ No ☐

Comments:

Broadly Compliant

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

Yes ☒ No ☐

Comments:

Broadly Compliant

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

Fire risks in the premises?

Yes ☒ No ☐

The fire safety measures in the building?

Yes ☒ No ☐

Action in the event of fire?

Yes ☒ No ☐

Action on hearing the fire alarm signal?

Yes ☒ No ☐

Method of operation of manual call points?

Yes ☒ No ☐

Location and use of fire extinguishers?

Yes ☒ No ☐

Means for summoning the fire and rescue service?

Yes ☒ No ☐

Identity of persons nominated to assist with evacuation?

Yes ☒ No ☐

Identity of persons nominated to use fire extinguishing appliances?

Yes ☒ No ☐

Comments:

Broadly Compliant

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

No ☐ Yes ☒ No ☐

26.5 Are fire drills carried out at appropriate intervals?

Yes ☐ No ☒

Comments:

Broadly Compliant

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 ☐ Yes ☒ No ☐

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

N/A ☐ Yes ☒ No ☐

Comments:

Broadly Compliant

17

27 Testing and maintenance

27.1 Adequate maintenance of premises? Yes ☐ No ☒

Comments and deficiencies observed:

Evidence showed the building is about to undergo a major refurbishment in April 2022

27.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes ☐ No ☒

Comments and deficiencies observed:

Major refurb will include installation of a new alarm and detection system.

27.3 Monthly and annual testing routines for emergency lighting? Yes ☐ No ☒

Comments and deficiencies observed:

Broadly compliant

27.4 Annual maintenance of fire extinguishing appliances? Yes ☒ No ☐

Comments and deficiencies observed:

Broadly Compliant

27.5 Periodic inspection of external escape staircases and gangways? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

Broadly Compliant

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

Comments and deficiencies observed:

Broadly Compliant

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A ☒ Yes ☐ No ☐

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A ☒ Yes ☐ No ☐

Comments:

N/A

27.9 Routine checks of final exit doors and/or security fastenings? N/A ☐ Yes ☒ No ☐

Comments:

Broadly Compliant

27.10 Annual inspection and test of lightning protection system? N/A ☒ Yes ☐ No ☐

Comments:

N/A

17

27.11 Other relevant inspections or tests:

Comments:

N/A

28 Records

28.1 Appropriate records of:

Fire drills? N/A ☐ Yes ☐ No ☒

Fire training? Yes ☐ No ☒

Fire alarm tests? N/A ☐ Yes ☐ No ☒

Emergency escape lighting tests? N/A ☐ Yes ☐ No ☒

Maintenance and testing of other fire protection systems? N/A ☐ Yes ☐ No ☒

28.2 **Comments:**

Evidence showed records did not appear to be being kept for the premise. (See Action 28.2 Below).

Significant Findings, Recommendations and Implementation Programme

Priority Programming

	Immediate Action		3 Months or Planned Approach		No Further Action (Monitor)
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Ref No	Heading	Comment	Recommendation	Priority Rating	Date completed	Revised Rating
7.3a	Electrical Sources of Ignition	At the time of inspection, the Fixed Electrical Installation appeared to be out of date.	Testing is an obligation under the 18th Edition Wiring Regulations BS 7671:2018. The maximum period between inspections and testing in an industrial environment is 3 years whereas for commercial premises it's 5 years. This should be signed off post refurbishment.			
7.3b	Electrical Sources of Ignition	Evidence showed at the time of Inspection that there was no regime in place which covered portable appliances.	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. It is recommended that an audit is undertaken to identify all items of portable electrical equipment on the premises, these should be itemised and documented to help ensure no items miss a routine test.			
17.4a	Means of Escape from Fire	Evidence showed that due to the design of the building there was a potential second fire escape not being used.	It is recommended that thought be given to this as part of the refurbishment			

18.3	Measures to Limit Fire Spread and Development	Evidence showed minor breaches in compartmentation throughout the shop.	It is recommended that an audit is undertaken of all rooms, cupboards etc. to check for breaches in compartmentalisation. Back fill work should be fully undertaken as part of the refurbishment.			
21.5	Means of Giving Warning in Case of Fire	Evidence showed that there was no automated means of raising the alarm.	It is recommended that a Fixed Automatic Detection System type L2 or L3 is installed and is also connected to the Flat Above to give the occupants warning in the event of an Emergency. This should comply with BS 5839-1:2017 and form part of the refurbishment.			
25.3	Procedures and Arrangements	Evidence showed at the time of the Inspection there were no procedures or arrangements for the management of fire safety.	It is strongly recommended that to reach compliance thought and planning is given to the writing of a fire emergency procedure for the premise. This should be done in readiness for new occupancy post refurbishment.			
25.8	Procedures and Arrangements	Evidence still showed that no in-house fire precaution inspections were taking place.	Monthly health and safety inspections should be conducted by the responsible person or a delegated person. Outcomes should be documented.			
28.2	Records	Evidence showed records did not appear to be being kept for the premise.	<p>There is no statutory requirement to maintain a Fire Safety Logbook, but Article 17 of the Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.</p> <p>A logbook should contain lists of all fire equipment and their locations. The logbook is also used</p>			

			to record the statutory inspections, false alarms, repairs, staff training and evacuation drills.			
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