

SERVING BOLTON AND MANCHESTER

Fire Risk Assessment to PAS 79-1 2020

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PAS 79-1:2020



REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	
Address of premises:	
Person(s) consulted:	
Assessor:	
Report validated by:	
Date of fire risk assessment:	
Date of previous fire risk assessment:	
Suggested date for review:	

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order"), which requires that a risk assessment be carried out.



GENERAL INFORMATION

1. THE PREMISES (Clause 12)

1.1 Number of floors at ground level and above:

Number of floors entirely below ground level:

Floors on which car parking is provided:

1.2 Approximate floor area:

Approximate floor area:

Approximate floor area:

m² gross.

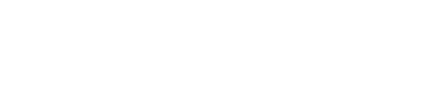
m² per floor.

m² on ground floor.

- 1.3 Details of construction and layout:
- 1.4 Occupancy:

2. THE OCCUPANTS (Clause 12)

- 2.1 Approximate maximum number of employees at any one time:
- 2.2 Approximate maximum number of other occupants at any one time:
- 2.3 Approximate total number of people present in the building at any one time:



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

3.1	Sleeping occupants:	
3.2	Disabled employees:	
3.3	Other disabled occupants:	
3.4	Occupants in remote areas and lone workers:	
3.5	Young persons employed:	
3.6	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:
- 6.2 The above legislation is enforced by:
- 6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:
- 6.4 The other legislation referred to above is enforced by:

6.5 Is there an alterations notice in force?

Yes

No

Relevant information and deficiencies observed:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

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

7.1	Are reasonable measures taken to prevent fires of electrical origin?	Yes No
7.2	More specifically:	
	a) Are fixed installations periodically inspected and tested?	N/A Yes No

- b) Is portable appliance testing carried out?
- c) Is there suitable control over the use of personal electrical appliances?
- N/A Yes No No N/A Yes No No N/A Yes No No N/A Yes No No
- d) Is there suitable limitation of trailing leads and adapters?

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

8. SMOKING (Clause 13 and Annex B)

8.1	Are reasonable measures taken to prevent fires as a result of smoking?	Yes	No
8.2	More specifically:		
	a) Is smoking prohibited in the building?	Yes	No
	b) Is smoking prohibited in appropriate areas? N/A	Yes	No
	c) Are there suitable arrangements for those who wish to smoke?	Yes	No
	d) Did the smoking policy appear to be observed at time of inspection?	Yes	No

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

9. ARSON (Clause 13 and Annex B)

- 9.1 Does basic security against arson by outsiders appear reasonable?¹⁾
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?

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

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

10.1 Is there satisfactory control over the use of portable heaters?

N/A	Yes	No
N/A	Yes	No

Yes

Yes

No

No

10.2 Are fixed heating and ventilation installations subject to regular maintenance?

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

11. COOKING (Clause 13 and Annex B)

- 11.1 Are reasonable measures taken to prevent fires as a result of cooking?
- N/A Yes No
- 11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly?

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

12. LIGHTNING (Clause 13 and Annex B)

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

Relevant information and deficiencies observed:

13. HOUSEKEEPING (Clause 13 and Annex B)

13.1	Is the overall standard of housekeeping adequate?	Yes	No
13.2	More specifically:		
	a) Do combustible materials appear to be separated from ignition sources?	Yes	No
	 b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? 	Yes	No

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

14.1 Is there satisfactory control over works carried out in the building?

More specifically:

- a) Where appropriate, are fire safety conditions imposed on outside contractors?
- b) Where appropriate, is a permit to work system used (e.g. for "hot work")?
- c) Are suitable precautions taken by in-house maintenance personnel who carry out works?

N/A Yes	No
N/A Yes	No
N/A Yes	No

No

N/A Yes

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

NOTE: Suitable guidance documents on control of contractors can be found in the References at the end of the report.

15. DANGEROUS SUBSTANCES²⁾ (Clause 13)

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾?

N/A	Yes	No
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²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

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

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

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

FIRE PROTECTION MEASURES

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

17.1	Is the design and maintenance of the means of escape considered adequate?		Yes 📃 N	lo 📃
17.2	More specifically:			
	a) Do staircase and exit capacities appear to b adequate for the number of occupants ⁴ ?	oe N/A	Yes 📃 N	lo 📃
	b) Are there reasonable distances of travel:			
	– where there is escape in a single direction?	N/A	Yes 📃 N	lo 📃
	 where there are alternative means of escape? 	N/A	Yes 📃 N	lo 📃
	c) Is there adequate provision of exits?	N/A	Yes 📃 N	lo 📃
	d) Do fire exits open in the direction of escape where necessary?	, N/A 📃	Yes 📃 N	lo 📃
	 Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? 	N/A	Yes 📃 N	lo 📃

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

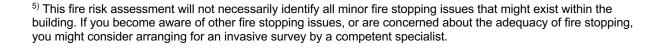
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- f) Are the arrangements provided for securing exits satisfactory?
- g) Is a suitable standard of protection designed for escape routes?
- h) Are there reasonable arrangements for means of escape for disabled people?

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

.3	Are the escape routes available for use and suitably maintained?	N/A	Yes No
	More specifically:		
	a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	N/A	Yes No
	b) Is the fire-resisting construction protecting escape routes in sound condition ⁵⁾ ?	N/A	Yes No
	c) Are all escape routes clear of obstructions?	N/A	Yes No
	d) Are all fire exits easily and immediately openable?	N/A	Yes No

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



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

- 18.1 Is it considered that there is:
 - a) compartmentation of a reasonable standard⁶⁾?
 - b) reasonable limitation of linings that might promote fire spread?
- 18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire^{6), 7)}?

	Yes	No
N/A	Yes	No

Yes No

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

19. EMERGENCY ESCAPE LIGHTING [Clause 15e)]

19.1 Has a reasonable standard of emergency escape lighting system been provided⁸⁾?

N/A	Yes	No
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⁶⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁷⁾ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

⁸⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

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No

Yes

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

20.1 Is there a reasonable standard of fire safety signs and notices?

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

N/A

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

21.1	Is a reasonable fire detection and fire alarm system provided ⁹ ?	N/A	Yes No
21.2	Is there remote transmission of alarm signals?	N/A	Yes No
21.3	Is a zone plan displayed?	N/A	Yes No

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

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

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

22.1	Is there reasonable provision of manua extinguishing appliances?	al fire N/A	Yes No
22.2	What type(s) of appliances are provide	d?	
	Portable fire extinguishers:	Hose reels:	Fire blankets:

⁹⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22.3 Are all fire extinguishing appliances readily accessible?

N/A Yes No

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

23. **RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS**¹⁰ [Clause 15h)]

23.1 Type of fixed system:

Relevant information and deficiencies observed:

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹¹ [Clause 15i)]

24.1 Type of fixed system:

Relevant information and deficiencies observed:

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

¹¹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).



24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?

N/A	Yes	No
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Relevant information (including description of arrangements and deficiencies observed):



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

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



25. **PROCEDURES AND ARRANGEMENTS** (Clause 16)

25.1 Safety assistance:

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

25.2 Fire safety at the premises is managed by¹²:

¹²⁾ 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.

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

25.5

N/A	Yes		No	
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Relevant information (including description of arrangements and deficiencies observed):

25.4		e procedures in the event of fire appropriate d properly documented, where appropriate ¹³⁾ ?		Yes	No
	Мс	re specifically:			
	a)	Are there adequate procedures for investigating fire alarm signals?	N/A	Yes	No
	b)	Are there suitable arrangements for summoning the fire and rescue service?	N/A	Yes	No
	c)	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	N/A	Yes	No
	d)	Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A	Yes	No
	e)	Is there a suitable fire assembly point(s)?	N/A	Yes	No
	f)	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A	Yes	No

Are there persons nominated to use fire extinguishing appliances?	N/A	Yes 📃 No 📃

¹³⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.



25.6	If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements?	N/A	Yes	No
	Relevant information (including description of arran observed):	gements and	l deficiencie	es
25.7	Are there persons nominated to assist with evacuation, including evacuation of disabled people?	N/A	Yes	No
	Relevant information (including description of arran observed):	gements and	l deficiencie	es
25.8	Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?)	N/A	Yes	No
	Relevant information (including description of arran observed):	gements and	l deficiencie	es
25.9	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	N/A	Yes	No

No

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

26. TRAINING AND DRILLS [Clause 16h)]

26.1	Are all staff given adequate fire safety instruction	N/A Yes
	and training?	

More specifically:

- a) Are they trained on induction?
- b) Are they given periodic refresher training?
- c) Are they given additional training to cover any specific roles and responsibilities?
- d) Is the content of training provided considered adequate¹⁴?

N/A 🦳 Ye	S	No 📃
N/A 🦳 Ye	s	No 📃
N/A 🦳 Ye	s	No 📃
N/A 🚺 Ye	s 📃	No 📃

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

26.2 Are fire drills carried out at appropriate intervals?

N/A Yes No

26.3	When the employees of another employer work
	in the premises, is appropriate information on fire
	risks and fire safety measures provided?

N/A	Yes	No	

¹⁴⁾ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.



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

27. TESTING AND MAINTENANCE [Clause 16j)]

27.1 Is there adequate maintenance of the premises? Yes

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

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?

N/A	Yes	No

Yes

N/A

No

No

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

27.3 Are monthly and annual testing routines in place for the emergency escape lighting?

appliances undertaken?

27.4	Is annual maintenance of fire extinguishing	N/A Yes No

27.5	Is periodic inspection of external escape N/A staircases and gangways undertaken?	Yes	No
	Relevant information (including description of arrangements and observed):	deficiencie	es
27.6	Are six-monthly inspection and annual testing of N/A nine N/A nine N/A	Yes	No
	Relevant information (including description of arrangements and observed):	deficiencie	es
27.7	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	Yes	No 📃
	Relevant information (including description of arrangements and observed):	deficiencie	es
27.8	Are weekly testing and periodic inspection of N/A sprinkler installations undertaken?	Yes	No

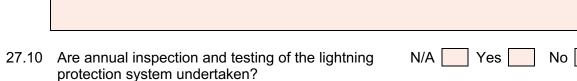
27.9



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

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

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



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

27.11 Other relevant inspections or tests:

28. RECORDS [Clause 16k)]

- 28.1 Are there appropriate records of:
 - a) Fire drills?
 - b) Fire training?
 - c) Fire alarm tests?
 - d) False alarms?
 - e) Emergency escape lighting tests?
 - f) Maintenance and testing of other fire protection systems and equipment?

N/A Yes	No
N/A Yes	No
N/A 🦳 Yes 📃	No



FIRE RISK ASSESSMENT

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

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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

_ow	Medium	High	
-011	incaram	ingi	

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

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

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

Slight harm:	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm:	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.
Extreme harm:	Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable	e
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Comments:

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one 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 controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to 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 repeated regularly.



ACTION PLAN

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

Trivial

Tolerable

Definition of priorities (where applicable):

Recommendations	Priority	Timescale
Interim measures (where appropriate)		



REFERENCES

PAS 79-1:2020

Accompanying Notes