

Fire Risk Assessment

Conducted at
Feltham Magistrates Court



Suggested date for review:

January 2024
or if there are any significant changes, whichever is soonest.

Address of premises: 19 Hanworth Road, Feltham TW13 5AF


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

Assessor: Clifford O'Farrell

Reviewed by: Lynn Kell

Date of fire risk assessment: 23/01/2023

Suggested date for review: January 2024
or if there are any significant changes, whichever is soonest.

Site representative:	Date:	Signature:
Peter Bradshaw	23/01/2023	

*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. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.
The report does not address the risk to property from fire.*

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

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Introduction

We recently visited your premises at 19 Hanworth Road, Feltham TW13 5AF, to carry out a Fire Risk Assessment in line with PAS 79:2020 guidance and methodology.

The aim of this survey is to assess the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

All the recommendations that are made in your report are aiming to account the specific requirements of the site, what is reasonably and practicable with consideration of manpower and budgeting. This fire risk assessment is only effective if you and your staff act on it. Therefore, in order to achieve compliance, the action recommended in this assessment must be undertaken.

As a result of the assessment of fire risk carried out at Feltham Magistrates Court, Bison Assist recommends a risk assessment review to be carried out in January 2024 or if there are any significant changes, whichever is soonest..

Limitation

The assessment of risk was carried out only on parts of the building which were made available on the day.

We will not include in our report any parts of the building which were not made available to our team. Please note that exclusion of such parts does not indicate their absence. While we make every endeavour to ascertain the correct information regarding the site layout and systems, our consultant must rely on staff knowledge and any available relevant documentation. Lack of such knowledge or information may lead to assumptions on the part of the consultant.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.

Whilst every effort has been made to ensure the accuracy of the content of this document, Bison Assist Ltd will accept no responsibility for any omissions.

About Your Risk Assessor

Your Fire risk assessor was Clifford O'Farrell. He holds all the appropriate competencies and experience to undertake the assessment of risk on behalf of Peter Bradshaw, who is the appointed responsible person in your organisation.

Bison Assist's risk assessors are regularly shadowed on the job. Their work will also be monitored, and their competencies regularly assessed. Find out more about your risk assessor's competencies and experience by emailing support@bisonassist.co.uk.

As your trusted partner in safety, here are some of the accreditations held by Bison Assist:



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Risk Assessment Goals

Goal 1 - Risk Assessment: About Your Report

A risk assessment is typically the starting point on your journey to improved Fire Safety, this should contribute to a more comprehensive plan for the effective management and control of a potential fire within your premises.

Here is how we completed your risk assessment:

- Through visual inspection
- Observation of existing policies, procedures, records, and other relevant documentation
- By gathering knowledge from members of your team, whilst we were on site.

Goal 2 - Action Plan: Next Steps

Within the report, you will find an Action Plan section. It is vital that this is understood and implemented. Some of these actions may be achieved in house, by your responsible person or a member of your team, others will need to be carried out by specialists with the relevant qualifications, skills and competence. On receipt of this document, should you have any queries or would like any further assistance or advice, please do not hesitate to contact our Support team at support@bisonassist.co.uk.

Please remember, the risk assessment is the beginning of the journey, not the end.

As a precautionary measure, it may be appropriate to invite the fire and rescue service to familiarise themselves with layouts and fire systems. The responsible person should consult with the local enforcing authority when planning and determining an appropriate and effective evacuation strategy for their premises.

The Health and Safety Executive warns: "*A risk assessment is only effective if you and your staff act on it. You must follow through with any actions required and review it on a regular basis*".

Goal 3 - Review: Legal Requirements

Risk management should always remain effective. Some risks that are "very low" today, may increase over time, therefore it is important that reviews are carried out annually

The assessment should be reviewed regularly and, specifically when there is a reason to suspect that it is no longer valid. An indication of when to review the assessment and what needs to be reviewed should be recorded. This may result from, for example:

- A fire.
- A change in legislation.
- Alterations to the building, including internal layout.
- Significant change to furniture and fittings.
- A change in use of premises.
- The introduction or increase of hazardous substances.
- The availability of new technology or information about risks or control measures.
- The results of checks indicating that control measures are no longer effective.
- Change of key personnel or the introduction of people with disabilities.
- A recommendation from the Fire Authority
- Upon receipt of an enforcement or prohibition notice or prosecution for a fire related issue;

Legislation

It is a legal requirement for every employer to conduct an assessment of the health and safety risks, arising out of their work activity. Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the purpose of such assessment is to identify what needs to be done in order to control health and safety risks. Further applicable legislation to Fire Safety has been listed in table 1.0 – Applicable Legislation, below

Legislation applicable to Premises:	Duties Imposed by the Legislation:
<ul style="list-style-type: none"> Regulatory Reform (Fire Safety Order) 2005 	<ul style="list-style-type: none"> Appoint one responsible person to undertake any required preventative and protective control measures
<ul style="list-style-type: none"> The Management of Health and Safety Regulations 1999 	<ul style="list-style-type: none"> Provide all staff with clear and relevant information on the identified fire risks and measures taken in order to prevent fires
<ul style="list-style-type: none"> Equality Act 2010 	<ul style="list-style-type: none"> Conduct a fire risk assessment of the premises
<ul style="list-style-type: none"> BS 9999:2017 – Code of Practice for the fire safety in the design, use and management of buildings 	<ul style="list-style-type: none"> Identify the fire safety measures necessary as a result of the fire risk assessment
<ul style="list-style-type: none"> BS 5266 – Emergency lighting 	<ul style="list-style-type: none"> Implement the fire safety measures contained within the assessment using risk reduction principles
<ul style="list-style-type: none"> BS 5306 – Fire extinguishing installations and equipment on premises 	<ul style="list-style-type: none"> Implement fire safety arrangements for the continuing control and review of the measures
<ul style="list-style-type: none"> BS 5839 – Fire detection and alarm systems for buildings 	<ul style="list-style-type: none"> Comply with the specific requirements of the current fire safety regulations
<ul style="list-style-type: none"> BS 7671:2018 – Requirements for electrical installations 	<ul style="list-style-type: none"> Keep the assessment current through regular review

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<ul style="list-style-type: none">• BS 5499 – Safety signs and symbols	<ul style="list-style-type: none">• Keep written records of the findings and actions taken
<ul style="list-style-type: none">• HM Government guidance on Fire Risk Assessment	<ul style="list-style-type: none">• Inform non-employees, such as temporary staff or contractors of the relevant risks to them and relevant fire safety procedures

1.0 General Information

1.1 Premises overview

Number of floors:	4
Brief details of construction:	A period built court house, currently being converted into 17 apartments in building A and 9 apartments in building B. Building works are on going throughout the site with no tenants on site.
Main use of premises:	Residential

1.2 The Occupants/ People

Approximate maximum number of visitors/ occupants/ others:	1-5
Approximate number of employees at any one time:	21-30
Persons involved or affected:	Contractors, Employees

1.3 The Occupants/ People especially at risk from fire

Are there any sleeping occupants on site?	No
Is there a suitable and sufficient programme for lone workers on the premises?	Yes
Are there any vulnerable groups which use the premises?	No

1.4 Fire Loss Experience

Has a recorded fire loss been experienced on the premises?	No
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2.0 Management of Fire Safety

2.0 Management of Fire Safety

Has a responsible person been appointed, to manage the fire safety on site?	Yes
Risk	Very Low
Has a competent person(s) been appointed to assist the responsible person in undertaking preventative and protective measures?	Yes
Risk	Very Low
Are there suitable arrangements for ensuring that the premises have been evacuated in the event of an emergency?	Yes
Risk	Very Low
Are potential fire hazards, fire safety procedures and/or protocols clearly communicated to outside contractors?	Yes
Risk	Very Low
Is there mains gas supplied to the premises?	No
Is there a permit to work system in place, for employees and outside contractors which include hot works?	Yes
Risk	Very Low

3.0 Visual Inspection & Assessment of Risk

3.1 Identification of Fire Hazards and Controls

List possible sources of ignition:	Arson, Electrical Installations, Kitchen Equipment, Overheating of Electrical Equipment
Ignition control measures:	Fixed Wire Inspection, PAT testing, Inspection of working area, Close-down procedures, Maintenance and servicing
List possible fuel sources:	Display Material, Books, Leaflets, Paper, Magazine, Waste litter, Furniture
Fuel control measures:	Suitable & Sufficient Storage, Suitable Materials, Maintenance and servicing, Close-down procedures
List possible oxygen sources:	Natural Ventilation
Oxygen control measures:	Windows/ Doors closed, Close-down procedures
Is there adequate access for Fire Fighters approaching on foot?	Yes

Risk	Very Low
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3.2 Fire Safety

Is external signage provided to warn attending Fire & Rescue Personnel of hazardous storage?	No hazardous storage on site
Risk	Very Low
Are there appropriate assembly points located outside the premises that all personnel can reach safely, and remain safe?	Yes

Risk	Very Low
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3.3 Fire Warning & Alarm Systems

Are fire alarm systems installed?	Yes
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Risk	Very Low
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Can the current type of fire alarm system be deemed suitable and sufficient?	Yes
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Risk	Very Low
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Are automatic smoke detectors installed?	Yes
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Risk	Very Low
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Are all dust covers removed from smoke detectors?	No
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Fire Safety Technical Guide (UCL) - Dust covers placed on a smoke alarm can cause fatal delays in alerting people to a fire. Temporary covers may only be acceptable for short term works such as minor "hot works", repairs that may cause dust etc. Approved, purpose made red plastic fire detector covers should be used only as a temporary measure to prevent detectors from accidental activation. When using temporary covers, there should be a management system in place to ensure covers are not left on after completion of the works.

Risk	High
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3.4 Electrical Safety

Has Portable Appliance Testing been carried out?	Yes
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Risk	Very Low
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Is the use of extension cables and multi-adaptors appropriate and managed safely? No

The use of block adaptors, multiple socket adaptors and extension cables should be avoided wherever possible. Overloaded sockets can cause heating of outlets and plugs, therefore this is highly encouraged to be avoided. Due to the potential for faults or problems that may arise if equipment is not kept under observation, an electrical extension lead should not be used for providing power to equipment that is unsupervised.

Location: Courtyard

Risk Medium

Have any other electrical hazards been observed? Yes

Ensure all the electrical hazards are managed safely.

Specific detail(s): Building works are ongoing, including electrical appliance and wiring installations.

Risk Medium

Have portable heaters been observed on site? No

Risk Very Low

Has the use of higher risk heaters such as radiant bar fires or log appliances been observed? No

Risk Very Low

3.5 Fire Prevention – General

Have suitable arrangements for those who wish to smoke been made available?	Yes
Risk	Very Low
At the time of inspection, were the smoking arrangements being adhered to?	Yes
Risk	Very Low
Do security systems against arson by outsiders appear suitable?	Yes
Risk	Very Low
Are unnecessary fuel sources stored in close proximity to the premises or available for ignition by outsiders?	No
Risk	Very Low
Do combustible materials appear to be separated from ignition sources?	Yes
Risk	Very Low
Are hazardous and/or combustible materials appropriately stored on site?	Yes

Risk	Very Low
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Is the upholstery of the foam furniture in good condition?	Yes
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Risk	Very Low
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During the assessment was any building work being carried out?	Yes
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The impact of the building work towards the general fire safety precautions should be continuously monitored. This should take into account the potential increased risk from quantities of combustible materials and accumulated waste and maintaining adequate means of escape. Upon completion of the works, a fire risk assessment review is recommended.

Have significant dangerous substances that could impact on general fire precautions been observed?	No
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Risk	Very Low
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Are the general fire precautions observed, adequate to address the hazards associated with dangerous substances used or stored within the premises?	No hazardous substances
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Risk	Very Low
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3.6 Cooking

Is cooking carried out on a commercial basis?	No
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3.7 Means of Escape & Fire Doors

Do final exit doors lead to a place of safety?	Yes
Risk	Very Low
Are external routes illuminated and without obstruction or trip hazards?	Yes
Risk	Very Low
Are there sufficient final exit doors on site?	Yes
Are exits easily and immediately accessible where necessary?	Yes
Risk	Very Low
Are all floors and stairway surfaces in good condition and free from trip and/or slip hazards?	Yes
Risk	Very Low
Is there a sufficient number of fire doors on site to protect fire escape routes?	Yes
Risk	Very Low
As far as it can be ascertained, are fire doors correctly installed and deemed as fit for purpose (fitted on a suitable door frame and without gaps between the door, the frame and the floor)?	Yes
Risk	Very Low

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Do fire exit doors open in the direction of escape where necessary?	Yes
Risk	Very Low
Are sliding doors or revolving doors relied upon for a means of escape?	No
Risk	Very Low
Are any self-closing fire doors/shutters being held open by unauthorised means?	No
Risk	Very Low
Are all fire doors fitted with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals?	Yes
Risk	Very Low
Do all fire doors (including plant room/ cupboard fire doors) have appropriate and correct signage?	Yes
Risk	Very Low
Can all travel distances for escape be deemed as acceptable?	Yes

Risk	Very Low
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Are all escape routes free from obstruction and not used for storage?	Yes
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Risk	Very Low
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Have reasonable arrangements for means of escape for disabled people been observed?	Yes
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Risk	Very Low
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3.8 Fire Spread

Is compartmentation of a reasonable standard? (based on visual inspection of accessible areas)	Yes
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Risk	Very Low
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Are there reasonable linings that may prevent the spread of fire (based on visual inspection of accessible areas)?	Yes
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Risk	Very Low
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Has a reasonable standard of emergency escape lighting been provided?	Yes , adequate fixed emergency lighting installed
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Risk	Very Low
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3.9 Fire Safety Signs & Notices

Do existing Fire Safety signs and notices comply with the relevant legislation?	Yes
Risk	Very Low
Is (additional) Fire Safety Signage required?	No

3.10 Fire Fighting Equipment

Is there adequate provision of portable fire extinguishers?	Yes
Risk	Very Low
Are fire extinguishers/blankets suitably positioned?	Yes

Risk	Very Low
Is the annual maintenance of fire extinguishers carried out?	No

All portable fire extinguishers will require periodic inspection, maintenance and testing. Maintenance by a competent person should be carried out annually. Britannia P50 Fire Extinguishers are also required to be visually inspected annually in accordance with the manufacturer's instructions. All inspections should be logged in the fire safety log book.

Risk	Medium
Are the fire extinguishers clearly identified?	Yes

Risk	Very Low
Are hose reels provided?	No
Are sprinkler systems installed?	No

4.0 Records

4.0 Records

Is there an up to date fire log book available for inspection by a visiting enforcing authority? No

The fire safety log book and maintenance record should be kept up to date and remain on the premises at all times. The register will assist in proving compliance with the legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

Risk **Low**

Has an effective Fire Safety Policy been observed? Yes

Risk **Very Low**

Is there a suitable fire safety and evacuation plan, available to use in the event of an emergency? Yes

Risk **Very Low**

Are there adequate procedures in place to assist persons with disabilities to evacuate the premises in the event of a fire? No

Safe means of evacuation must be provided for disabled people accessing the site. This should also apply for members of staff. Staff with responsibilities, such as Fire Wardens, must be aware of routes and procedures suitable for disabled people so they can be evacuated safely. These procedures and evacuation arrangements should be documented and reviewed regularly.

Risk **Medium**

Do records show that an appropriate number of staff have been trained to act as fire wardens? New site

Staff with special responsibilities such as fire wardens are expected to undertake more comprehensive training that could include but not be limited to: detailed knowledge of the fire strategy of the premises, awareness of human behaviour in fires, how to encourage others to use the most appropriate escape route, specific evacuation measures for disabled people, use of firefighting equipment.

Risk	Very Low
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Has training been provided for nominated members of staff in relation to usage of fire extinguishers?	New Site
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People with no training should not be expected to attempt to extinguish a fire. However, all staff should be familiar with the location and basic operation procedures for the equipment provided, in case they need to use it. If the site's fire strategy indicates that certain people, e.g. fire marshals, will be expected to take a more active role, then they should be provided with more comprehensive training.

Risk	Low
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Do records show that staff receive Fire Safety Refresher Training?	New site
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Risk	Very Low
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Do records show that fire drills are carried out at appropriate intervals?	New site
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FSRA – The best way to evaluate the site emergency plan is to start performing Fire Drills. These should be carried out at least annually. If the site has a high staff turnover, Fire Drills should be carried out more often.

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. Consideration should be given to conduct fire drills at night, to cover for emergencies that may occur during winter or night time when daylight hours are minimal.

Risk	Very Low
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Do records demonstrate that fixed wire testing has been carried out within the last 5 years?	New Site
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Risk	Very Low
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Do records show that fixed heating installations, gas appliances and/ or boilers are regularly maintained by competent contractors?	New site
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Risk	Very Low
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Do records show that a specific risk assessment has been carried out as required by the COSHH regulations?

Yes

Risk

Very Low

Do records show that a specific risk assessment has been carried out as required by the DSEAR regulations?

Not Applicable

Risk

Very Low

Do records show that weekly tests of smoke detectors and alarm systems are carried out?

No

FSRA - Test smoke detectors, alarm systems and manually operated warning devices weekly following the manufacturer's or installer's instructions. All tests must be recorded in the Fire log book.

Risk

Low

Additional Information

Observations:

Smoke detectors have been covered to prevent false alarms during works phase.

Signage is in place but has been removed during works and will be replaced once completed.

The fire policy and procedures in place are for workers on site and does not apply to future residents, once the site has been completed.

Matters of Evident Concern:

Fire extinguishers require servicing.

Improved housekeeping for extension cables are required in the courtyard.

5.0 Risk Rating

Risk Level

Please follow target dates if not advised otherwise

Very Low Risk

No remedial action required at the time of the Risk Assessment.

Very low likelihood of a fire to start. There are no actions required, however processes and protocols should be monitored in order to ensure no increase in the risk level.

Low Risk

Recommended actions to be completed within **6 to 12 MONTHS**.

Usually low likelihood of a fire as a result of negligible potential sources of ignition. Recommended actions are completed within 6 to 12 months. These are usually actions which represent or suggest minor improvements to existing procedures or conditions in line with best practice guidance

Medium Risk

Recommended actions to be completed within **3 MONTHS**.

Normal fire hazards (e.g. potential ignition sources) for this type of premises, with fire hazards generally subject to appropriate controls (other than minor shortcomings). Recommended actions are completed within 3 months. These are usually actions that represent a medium level of risk to existing procedures or conditions which if ignored could escalate to high risk, therefore should be targeted.

High Risk

Recommended actions to be completed **IMMEDIATELY**.

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire. Recommended actions are completed as soon as reasonably practicable. These actions are classed as URGENT and IMPORTANT actions and directly relate to loss of control and exposure to unacceptable levels of risk.

6.0 Action Plan

The remedial actions table highlights the issues identified during the assessment of Fire risk. It is highly recommended the actions priority is followed.

Once the actions have been completed, these are required to be confirmed through signature by the designated responsible person. Completion of actions will lower the Fire risk.

Action:	Priority:	Completion date:	Completed by:
Ensure that temporary dust covers, used on smoke detectors, have a management system in place to ensure covers are not left on after completion of the works.	High		
Avoid use of block adaptors, multiple socket adaptors and extension cables wherever possible.	Medium		
Ensure all the electrical hazards are managed safely.	Medium		
Ensure all portable fire extinguishers are inspected by a	Medium		

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competent contractor annually.			
Keep the fire safety log book and maintenance record up to date and on the premises at all times.	Low		
Ensure safe means of evacuation are provided for all disabled users accessing the site, including staff members.	Medium		
All staff expected to use fire extinguishers should be provided with adequate training.	Low		
Ensure smoke detectors and/ or alarm systems are tested weekly.	Low		

We're here to support, you, your team and your business with Fire compliance. If there is anything within the action plan you need further guidance on, please do not hesitate to reach out to a member of Bison by either calling 01133 204111 or emailing us at support@bisonassist.co.uk.

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Appendix – Photos

Please find below pictures taken on the day of the assessment:



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