

# Fire Risk Assessment

Conducted at

Feltham Magistrates Court



Suggested date for review:

**April 2024, or if there are any significant changes, whichever is soonest**

**T:** 0800 8620066  
**E:** support@bisonassist.co.uk



Address of premises: 21-23 Hanworth Road, Feltham  
TW13 5AF

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

Assessor: Fabio Arede Pinto

Reviewed by: Liam Moran

Date of fire risk assessment: 13/04/2023

Site representative:	Date & Time	Signature:

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.*

# Contents:

---

## **Introduction**

## **Risk Assessment Goals**

## **Legislation**

## **Risk Assessment Report**

- 1.0 General Information
- 1.1 Premises Overview
- 1.2 The Occupants/People
- 1.3 The Occupants/ People especially at risk from fire
- 1.4 Fire Loss Experience

## **2.0 Management of Fire Safety**

## **3.0 Visual Inspection & Assessment of Risk**

- 3.1 Identification of Fire Hazards and Controls
- 3.2 Fire Safety & Alarm System
- 3.3 Electrical Safety
- 3.4 Fire Prevention – General
- 3.5 Means of Escape & Fire Doors
- 3.6 Fire Spread
- 3.7 Fire Safety Signs & Notices
- 3.8 Fire Fighting Equipment

## **4.0 Additional Information**

## **5.0 Risk Rating**

## **6.0 Action Plan**

---

## **Introduction**

---

We recently visited your premises at 21-23 Hanworth Road, Feltham TW13 5AF, to carry out a Fire Risk Assessment in line with PAS 79-2:2020 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 on April 2024, or if there are any significant changes, whichever is soonest.

## **Limitation**

---

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

We will not include in our report any parts of the premises 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.

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 Fabio Arede Pinto. He holds all the appropriate competencies and experience to undertake the assessment of risk on behalf of Peter Bradshaw.

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:



© Copyright Bison Assist Ltd

All rights reserved. No part of this publication, neither the printed copy or the electronic file, in whole or in part, may be reproduced or transmitted in any form or by any means, electronic or mechanical, including transmittal by email, by the file transfer protocol (FTP), through access by network, by photocopying, by recording, or by any information storage and retrieval system, without written permission from Bison Assist Ltd. The parties stated in this document at the location herein may only use this publication and copies there internally..

## 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 procedures, records, and other relevant documentation
- By gathering knowledge from members of your team and/or occupants, 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](mailto:support@bisonassist.co.uk).

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

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:

**T:** 0800 8620066

**E:** support@bisonassist.co.uk



- 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 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 landlord to conduct an assessment of the health and safety risks, within their premises. 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"> <li>• Regulatory Reform (Fire Safety Order) 2005</li> <li>• PAS 79-2:2020 Fire Risk Assessment – Part 2: Housing – Code of practice</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint one responsible person/ building manager to undertake any required preventative and protective control measures</li> </ul>
<ul style="list-style-type: none"> <li>• HM Government - Fire Risk Assessment - Sleeping Accommodation - 2006 ISBN 978185112817 4</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all occupants with clear and relevant information on the identified fire risks and measures taken in order to prevent fires</li> </ul>
<ul style="list-style-type: none"> <li>• Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a fire risk assessment of the premises</li> </ul>
<ul style="list-style-type: none"> <li>• BS 9999:2017 – Code of Practice for the fire safety in the design, use and management of buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the fire safety measures necessary as a result of the fire risk assessment</li> </ul>
<ul style="list-style-type: none"> <li>• BS 5266 – Emergency lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Implement the fire safety measures contained within the assessment using risk reduction principles</li> </ul>
<ul style="list-style-type: none"> <li>• BS 5306 – Fire extinguishing installations and equipment on premises</li> </ul>	<ul style="list-style-type: none"> <li>• Implement fire safety arrangements for the continuing control and review of the measures</li> </ul>
<ul style="list-style-type: none"> <li>• BS 5839 – Fire detection and alarm systems for buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with the specific requirements of the current fire safety regulations</li> </ul>
<ul style="list-style-type: none"> <li>• BS 7671:2008 – Requirements for electrical installations</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the assessment current through regular review</li> </ul>



**T:** 0800 8620066

**E:** support@bisonassist.co.uk



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

## 1.0 General Information

---

### 1.1 Premises overview

Number of floors:	4
Brief details of construction:	Communal areas of a brick building containing 9 flats.
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:	6-10
Persons involved or affected:	Employees, Occupants, Visitors, Contractors, Members of the public

### 1.3 The Occupants/ People especially at risk from fire

Are there any sleeping occupants on site?	No
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?	Unknown
------------------------------------------------------------	---------

## 2.0 Management of Fire Safety

---

2.0 Management of Fire Safety	
Has a responsible person/ building manager been appointed, to manage the fire safety on site?	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?	Not practicable
Risk	Very Low
Is there a permit to work system in place, for outside contractors which include hot works?	Not Applicable
Risk	Very Low

### 3.0 Visual Inspection & Assessment of Risk

#### 3.1 Identification of Fire Hazards and Controls

List possible sources of ignition:	Arson, Smoking, Electrical Installations, Kitchen Equipment, Naked Flames, Overheating of Electrical Equipment
Ignition control measures:	Fixed Wire Inspection, Inspection of smoking area, Maintenance and servicing, CCTV, Inspection of smoking area, Maintenance and servicing, Fixed Wire Inspection, Inspection of smoking area, Maintenance and servicing, CCTV
List possible fuel sources:	Waste litter, Furniture, Gas supply, Flammable liquids, Flammable gases, Paper
Fuel control measures:	Suitable & Sufficient Storage, Suitable Materials
List possible oxygen sources:	Natural Ventilation
Oxygen control measures:	Windows closed

#### 3.2 Fire Safety & Alarm System

Are there appropriate assembly points located outside the premises that all occupants can reach safely, and remain safe?	Yes
Risk	Very Low
Are fire alarm systems installed?	Yes
Risk	Very Low
Type of fire alarm system installed:	P2
Are automatic smoke detectors installed?	Yes
Risk	Very Low

Are all dust covers removed from smoke detectors? Yes

Risk Very Low

Can the current type of fire alarm system be deemed suitable and sufficient? Yes

Risk Very Low

Are adequate sprinkler systems installed? Not required

Risk Very Low

### 3.3 Electrical Safety

Have any electrical hazards been observed? No

Risk Very Low

### 3.4 Fire Prevention – General

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
Is the upholstery of the foam furniture in good condition?	No foam furniture

Risk	Very Low
During the assessment was any building work being carried out?	Yes

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.

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

### 3.5 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 exits easily and immediately accessible where necessary? Yes

Risk

Very Low

Are all floors and stairway surfaces in good condition and free from tripping and/or slipping hazards? Yes

Risk

Very Low

Are there any fire doors on the premises? Yes

Risk

Very Low

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? None present

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?

No

All fire doors should be fitted with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals. The intumescent seal expands in the early stages of a fire and enhances the protection given by the door. Additional smoke seals will restrict the spread of smoke at ambient temperature.

Specific detail(s):

All doors

Risk

Medium

Do all fire doors (communal areas) have appropriate and correct signage fitted on both sides of the door?

Yes

Risk

Very Low

Are all escape routes free from obstruction and not used for storage?

Yes

Risk

Very Low

### 3.6 Fire Spread

Is compartmentation of a reasonable standard?

Yes

Risk

Very Low



Are there reasonable linings that may prevent the spread of fire?	Yes
Risk	Very Low
Has a reasonable standard of emergency escape lighting been provided?	Yes
Risk	Very Low
Do records show that emergency lighting has been tested and maintained?	Yes
Risk	Very Low

### 3.7 Fire Safety Signs & Notices

Do existing Fire Exit signs comply with the relevant legislation?	No
<p>All signs and notices will need illumination to ensure they are conspicuous and legible. There are a number of options available to achieve this, such as: external illumination and internal illumination. Signs or notices of the photo-luminescent type need a period of exposure to light before they become visible in darkness. Ensure existing signs and notices comply with the relevant legislation and approved code of practice (i.e. Safety Signs and Signals Regulations 1996). All signs and notices should be positioned so that they can be easily seen and understood.</p>	
Risk	Medium
Is additional Fire Safety Signage required?	Yes
Type:	Fire Action Sign, Fire Exit Sign
Location(s):	Main entrance
Risk	Medium

### 3.8 Fire Fighting Equipment

Is there adequate provision of portable fire extinguishers?	No
-------------------------------------------------------------	----

**T:** 0800 8620066  
**E:** support@bisonassist.co.uk



Fire extinguishers should be positioned on all escape routes, close to the exit from the building.

Additional type of fire extinguishers recommended:

Water (Red), Dry Powder (Blue)

Recommended location(s):

Fire extinguishers not yet properly installed.

Risk

High

## 4.0 Additional Information

---

Additional Information	
Have any other relevant inspections or tests been carried out?	No
Observations:	<p>Construction work is ongoing on site, however the two ground floor flats are already occupied.</p> <p>It is recommended that the risk assessment is reviewed once construction work is complete.</p>
Matters of evident concern:	<p>Fire signage is placed on the floor.</p> <p>Fire doors need to be fitted with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals.</p>

## 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 other 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 mirror 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:
Fit all fire doors with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals.	Medium		
Ensure existing signs and notices comply with the relevant legislation and approved code of practice.  Place all signs and notices in visible places so that they can be easily seen and understood.	Medium		
Ensure relevant fire safety signage is provided.  Place all signs and notices in visible places so that they can be easily seen and understood.	Medium		
Ensure all fire extinguishers are	High		

**T:** 0800 8620066  
**E:** support@bisonassist.co.uk



placed on all escape routes, close to the exit from the building.			
-------------------------------------------------------------------	--	--	--

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](mailto:support@bisonassist.co.uk).

T: 0800 8620066  
E: support@bisonassist.co.uk



## Appendix - Photos

---

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



T: 0800 8620066  
E: support@bisonassist.co.uk

