Fire Risk Assessment – Record of Significant Findings

Fire Risk Assessment Undertaken For: Brighter Futures (Registered Charity No. 1191535)
Undertaken By: Adrian Townsend – B.A. (Hons) CFPA-E Dip TC FIIRSM RSP Grad IOSH MIFSM GIFireE (OSHCR Registered)
Effective Date: 22nd July 2024

Sources of Ignition

- Electrical supply
- Portable electrical equipment
- Fixed electrical equipment (including solar panels and the air source heat pump)
- Batteries – roof top solar panels and solar power battery storage
- Multi plug adaptors
- Extension leads
- Flames from gas appliances
- Flames from portable gas torches (contractors)
- Heat generated processes, i.e. cooking, wood (laser) engraving, welding, flues, mixing chemicals together
- Ignited tobacco products, lighters and lit matches
- Lightning
- Chiminea and barbecue
- Arson

Sources of Fuel

- Aerosol personal hygiene products
- Flammable cleaning chemicals
- Flammable personal hygiene products
- Waste rubbish / wheeled bins / skips
- Paper / newspapers / books / cardboard / plastics / wood / fibreglass / rubber
- Furniture (Non-fire retardant) and soft furnishings
- Solar panels
- Wood and wood dust(s)
- Paints and thinners
- Propane and patio gas cylinders
- Butane cylinders
- Cooking oil(s)

Sources of Oxygen

- Oxidising substances
- Natural air

Persons at Risk

- Employees and volunteers of Brighter Futures
- Visitors
- Unsupervised Children
- Sub-contractors
- Officials, e.g. Fire Service, Environmental Health Officers, etc.
- General Public
- Any person with a visionary, sensory or hearing impairment
- Any person with a physical / mobility or mental disability
- Any person who might panic or react adversely to the fire, the alarm or the excitement

FIRE RISK ASSESSMENT

Ref. The Regulatory Reform (Fire Safety) Order 2005

Workplace:

Brighter Futures

The purpose of this report is to provide an assessment of the risk to life in these premises and where appropriate, to make recommendations to reduce the risk from fire. The report does not address the risk to property or business continuity from fire. Any fire protection measures recommended for installation in this report must conform to the relevant British and/or European Standard. Whilst this is a comprehensive document, users should satisfy themselves that the arrangements and procedures detailed within are suitable and sufficient for their intended application. Errors or omissions are to be notified to QTS UK Ltd. QTS UK Ltd shall not be liable for any claim for consequential liability damage or loss howsoever caused. All observations relative to this Fire Risk Assessment will be based on visual inspection of readily accessible areas, with a degree of sampling where applicable.

Premises description: The main building was previously used as a public house. In the main, the property is of standard brick/masonry construction with a slate roof over, (e.g. see photographs numbered one and two). Towards the rear of the property, there is a shed type structure with some of the building being cladded with timber, whereby the unit is used for woodworking purposes, (e.g. see photographs numbered three and four). A wooden structure housing a games area is also provided at the rear of the site, (see photograph number six). The main building comprises of a basement which we have been informed, has been sealed and closed off. There is also a ground floor area and a first-floor area. The ground floor of the premises within the main building has a refectory/games room, three toilets, a small kitchen and some storage areas. The rear single storey extension is used as a small woodworking shop. The first-floor area comprises of a music room, a craft room, a playroom, a small boiler room, a computer suite, an office and a toilet.

We were not provided with access to the basement area(s). We were only able to partially access the main loft area(s).

Effective date: 22/07/2024	**LOCATION:** Brighter Futures, 34, Wellington Road, Rhyl, Denbighshire, LL18 1BN. **Classification:** Small & Medium Place of Assembly			
ASSESSMENT CRITERIA	**RECOMMENDED CONTROL MEASURES**	**PUT 'X' IF ACTION IS REQUIRED**	**RECOMMENDED ACTIONS AND COMMENTS**	**MANAGER'S COMMENTS**
FIRE PRECAUTIONS				
1. Did the building/premises once have a fire certificate issued under the Fire Precautions Act (1971)?	a) For reference purposes, the Fire Certificate should be kept on site, in an accessible but secure location. (E.g. reception area.)		N/A The centre manager, (Mr Shane Owen) informed QTS UK Ltd that he is not aware of any recent fire history being associated with the premises.	

SOURCES OF IGNITION (Check, inspect and control)				
2. Any portable heaters / cooking equipment?	a) Cooking appliances / apparatus in use.		During the day of the visit, the following kitchen equipment was found to be in use; an electric grill, an electric oven and induction hob, an electrically powered contact grill, a solid top griddle, a sandwich grill, a microwave, a toaster, two air fryers, two soup kettles, a Bain-Marie and an electrically powered slow cooker, a pancake maker, (e.g. see photographs numbered nine, ten, eleven, twelve, thirteen, fourteen and fifteen). A dishwasher is also provided within the main kitchen area, (see photograph number seventeen). Note – mains gas powered cooking equipment is no longer used within the premises. A portable gas-fired barbecue is sometimes used during the summer months, (see photograph number sixteen). Hot drinks making equipment is provided on the ground floor within the refectory/games room on the ground floor.	
	b) Use to manufacturer's recommendations.		Continue to follow the manufacturer's instructions when using heated work equipment.	
	c) Keep away from sources of combustion.		Continue to ensure that cooking equipment is not left turned on, whilst unattended.	

	d) Do not leave switched on overnight or in unoccupied areas.		Electric panel type heaters are provided within the woodwork shop and this equipment should be turned off when not in use and at the end of each working day. Wall mounted heating is also provided on the site, (e.g. see photographs numbered twenty and twenty-one). Continue to follow manufacturer's instructions when using the cooking appliances. Ensure that all staff who use the equipment that generates heat are aware of the importance of separating the hot equipment from combustible materials. Ensure that all non-essential electrical items are switched off and that the wall sockets are turned off when not in use.	
3. Any electrical equipment (portable and fixed installation)?	e) Portable electrical equipment should be tested at least annually (or at other intervals in the light of experience.) Check test stickers on appliances for date of last Portable Appliance Tests (PAT tests).		PAT testing was last conducted in June 2024 and will be conducted on an annual basis.	

	f) Ensure fixed installation is inspected at intervals specified in BS 7671 (formerly 17th Edition Wiring Regulations) e.g. leisure complexes annually, offices every 5 years. Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 Amps.)	X	The inspection and testing of the fixed electrical installation(s) at the premises was last undertaken on 01/03/23. The electrical engineer stated that the electrical installation was 'Unsatisfactory'. The corrective work(s) identified within the report must be undertaken within a reasonable timeframe, in line with the electrical engineer's recommendations. Once the corrective work(s) have been fully completed, the electrical installation must obtain certification stating that the electrical installation is 'Satisfactory' – in line with the requirements of BS 7671: 2018. The next inspection and testing should be undertaken in line with BS 7671, at a frequency to be specified by the electrician/electrical engineer undertaking the electrical testing. Solar power roofing panels have been installed at the site, (e.g. on the main roof – see photograph number two and on the single storey structures, see photographs numbered four and five).	

		X	***The solar panel power (including inverter) equipment and battery storage unit(s) (e.g. see photograph number thirty-three) located beneath the staircase, (single means of escape) must be safely disconnected and be relocated to a suitable area which is not located within/below the means of escape, recommended to be within an external structure located at least six metres away from: (1) the building(s) and all combustible materials/structures, etc. (2) the means of escape, and (3) all heat/ignition sources.	
		X	***In addition, an interlinked heat detector should be provided within the external structure, (where the solar panel batteries and associated solar panel equipment will be stored) and all fire alarm work(s) must conform with BS 5839-1. The battery storage area (including inverter) must also be suitably ventilated – consult with the Company electrician/ electrical engineer for further details.	
		X	***All elevations of the understairs cupboard (at ground floor level) must be suitably underdrawn, (e.g. see photograph number thirty-seven) in order to afford at least thirty minutes of fire resistance to the floor/staircase above.	

	g) Remove multi-plug adapters (adapter blocks that fit directly into the socket outlet) and use a multi-gang extension sockets (multi-extension plugs).	X	Until the three 'Action Points' within this report, marked with *** have been fully completed, the first floor of the premises must not be used/occupied by any person(s). As an interim measure, suitable pictorial/worded warning signage stating 'No Unauthorised Access' must be sited at the base of the main staircase. For details of suitable signage, please visit: https://www.safetysignwarehouse.co.uk/product/no-unauthorised-access-p273/?attribute_pa_sign-size=a5-portrait-148mm-x-210mm&attribute_pa_sign-material=self-adhesive-vinyl-sticker&utm_source=Google%20Shopping&utm_campaign=Traffic%20Signs%20-%20G%20Shopping&utm_medium=cpc&utm_term=24749&gad_source=1&gclid=CjwKCAjwqf20BhBwEiwAt7dtdcbZ3IGtpSwii9PEHUMRlOpu8Dhm_gIRRN0ZqDJidON2xqZ0qrDPARoCQd8QAvD_BwE None identified. It is recommended that all extension leads are fully un-coiled when in use. It is recommended that all of the equipment within the woodwork room be used and maintained in line with the manufacturer's guidance. The washing/drying machine, (see photograph number twenty-three) that is located within the building, must be used and maintained in line with the manufacturer's instructions.	

4. What are the smoking arrangements?	h) Demarcate safe smoking areas for staff and service users. Ensure prohibition on smoking in other locations. i) Provide receptacles for cigarette ends and other smoking materials. (Separate from other litter bins/receptacles.)	X	A smoking area has been provided and a suitable receptacle has been provided for smokers to discard of their lit cigarette ends. It is recommended that the smoking area and the receptacle, etc. (see photograph number eighteen) be relocated to the rear of the site, as far away from the buildings and combustible materials, as is possible.	
5. Any heat generating processes such as incineration, cooking, welding, etc.?	j) Ensure equipment is used in accordance with manufacturer's recommendations and properly maintained. k) Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.)		Due to an air source heat pump being in use, (see photograph number twenty-four) we were informed that there are no longer any mains gas-fired appliances located on the site. A laser engraver/cutter is also provided on site for engraving/cutting wooden products, (e.g. see photograph number twenty-two). It must be ensured that all work equipment located on site is subject to a suitable and sufficient risk assessment, to be undertaken by a competent person. Shane Owen has also stated that underfloor heating has been fitted within some areas of the building, within recent times.	

	l) Ensure ducts and flues are regularly maintained/cleaned.	X	The cooking extraction system(s) should be serviced, maintained and certificated in accordance with B&ES TR19 at least once annually, to be undertaken by a competent person.	
		X	The cooker hood extraction unit, motor(s) and the ducting system should be regularly maintained by a competent person, e.g. quarterly. In addition, the filter(s) should be deep cleaned on a regular basis. SO informed us that the cooker hood filters are deep cleaned on a weekly basis.	
	m) Ensure suitable fire-fighting equipment available nearby.		Appropriate portable fire extinguishers are provided within the kitchen.	
	n) Ensure use of hot work 'permits to work' by contractors.		All contractors performing hot works should be subject to a permit to work system, which includes regularly checking and inspection of the work area(s), particularly at the end of the day/shift, when the work has been completed. During a previous visit, a chiminea and a fire-pit were located externally. The chiminea and the fire-pit must not be left turned on whilst unattended. When these items of equipment are in use, they must be supervised by a responsible adult, at all times.	

COMBUSTIBLE MATERIALS (Remove, reduce and control)				
6. Any build-up of combustible materials? (E.g. paper, cardboard or wood.)	a) Ensure good general housekeeping.		The building manager must continue to ensure that combustible materials, e.g. furniture, leaflets, books, etc. are not stored within the internal means of escape.	
	b) Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from main building.	X	Keeping combustible materials to an absolute minimum on/around the premises will greatly reduce the likelihood of fire spread, in the event of a fire incident. Therefore, the number of combustible materials being stored at the rear of the site should be reduced to an absolute minimum, (e.g. see photograph number seven).	
	c) Prevent unauthorised access to combustible materials.	X	It is recommended that the loft areas within both buildings be cleared of all stored combustible materials, (e.g. see photographs numbered twenty-seven and twenty-eight). The wood store, (see photograph number eight) must be kept padlocked shut at all times, when not in use. In order to reduce the likelihood of fire spread due to malicious ignition, it is recommended that the large bins, (e.g. see photograph number thirty-one) be replaced with small (3-litre) bins within the toilet areas.	

	d) Ensure plant rooms (e.g. electrical switch rooms, boiler rooms, etc.) are clear of combustible materials. e) Ensure there is sufficient ventilation in boiler rooms.		Rubbish/waste will be disposed of regularly by an approved waste contractor. It must be ensured that access to quantities of combustible materials be denied to potential fire raisers. It must be ensured that combustible materials are not stored within close proximity to the electrical switchgear located within the understairs cupboard. There are no longer any gas-fired boilers in use, at the site.	
7. Any flammable or highly flammable materials or substances on site? (E.g. some solvents, paints, glue and aerosols.)	a) Avoid use of flammable materials and substances or reduce levels to the minimum required for the undertaking. Replace substances with less flammable substances. c) Ensure flammable substances are handled, transported, stored and used properly. (Has a risk assessment been carried out? Has information/training been provided?)		Consider substituting aerosol cleaning products for liquid/solid alternatives. Ensure that chemicals are kept within a secure locked area. Obtain chemical data sheets and adhere to instructions on safe storage, use and handling. All hazardous substances and pressurised gas cylinders, (e.g. see photographs numbered twenty-five and twenty-six) must be subject to a suitable and sufficient risk assessment, to be undertaken by a competent person. There is a metal storage cupboard and a shed at the side of the premises, used to store paints and other flammable substances, (e.g. see photograph number nineteen).	

	d) Store highly flammable substances (flash point of less than 21C) in fire resisting stores or cabinets and away from ignition sources. Do not store in plant rooms (e.g. electrical switch rooms, boiler rooms).		Once the renovations within the woodwork shop have been fully completed, it must be ensured that the woodwork/ dust ventilation units are reinstated in order to help keep dust levels down to an absolute minimum. It must be ensured that the cupboards containing hazardous substances, (e.g. see photographs numbered nineteen and thirty) continue to be kept locked shut when not in use. All furniture and furnishings, e.g. mattresses, chairs, settees and soft furnishings, etc. should be checked by a competent person for 'CE' compliance and/or conformance with The Furniture and Furnishing Regulations, (1988) or similar.	
8. Is any rubbish stored externally? (e.g. waste skips, bins, etc.)	e) Wherever possible: • Waste skips should be kept locked wherever possible and stored 10 metres from buildings and plant. • Metal wheel bins at least 6 metres. • Plastic wheel bins at least 10 metres. f) Chain or secure wheeled containers away from buildings. Consider secure storage for other waste containers, particularly where there is a risk of arson.	X	If waste skips are brought onto the site, to dispose of combustible materials, then it is recommended that they be of the lockable lid type, with the lid(s) kept locked shut during the hours of darkness. This will help to reduce the likelihood of an arson strike and/or fly tipping. Plastic bins should be located at least ten metres away from the building(s) – see photograph number twenty-nine.	

	g) Do not store loose combustible waste within 2 metres of site perimeter, or 6 metres of buildings.	X	Metal bins should be located at least six metres away from the building(s) – see photograph number twenty-nine. It is recommended that all wheelie bin lids be kept locked shut during the hours of darkness. As opposite.	
SOURCES OF OXYGEN (Reduce)				
9. Can steps be taken to reduce the potential sources of oxygen to a fire?	a) Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours. b) Control the use and storage of oxygen cylinders (secure racking/storage, etc.)		As opposite. There weren't any oxygen cylinders located on the site, at the time of the fire risk assessment visit.	

STRUCTURAL FEATURES (Control fire spread)				
10. Any combustible materials covering substantial wall/ceiling areas?	a) Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings, also synthetic wall or ceiling coverings such as polystyrene tiles.	X	It must be ensured that all ceilings within the building afford at least thirty minutes of fire resistance to the floor(s) above, (including the ceiling and walling within the under stairs cupboard). It must also be ensured that there is at least sixty minutes of fire resistance within the loft area(s), between the Brighter Futures building and the neighbouring property. Therefore, it is recommended that a full compartmentation survey be undertaken to confirm that the ceilings and all of the internal walls, etc. are suitably fire resisting. Note – we have been informed that the basement does not have stored combustible materials or gas supply pipework located within it. Therefore, it will be acceptable for the basement ceiling to afford at least thirty minutes of fire resistance to the floor above.	
		X	Where loft hatches are fitted, it must be ensured that the loft hatch(es) afford(s) at least thirty minutes of fire resistance to the floor/area above, (e.g. see photograph number thirty-eight). A competent person should be undertaken to rectify this deficiency.	

		X	It is strongly advised that all elevations of the wooden buildings/structures, etc. located on the site, (e.g. see photographs numbered one, three, four, five and six) be treated with a sixty-minute fire resisting intumescent paint/stain, (or similar). Further information regarding available fire resisting treatments can be found by contacting Envirograf: https://envirograf.com/shop/ *The small room behind the louvred door shown within photograph number eighteen has been proposed by Brighter Futures as the new solar panel battery storage area. Although, we have previously recommended that the solar panel battery storage area(s) be located at least six metres away from all combustible structures, all combustible materials, all ignition/heat sources and the fire escape routes, if this is to be the case, then the proposed battery storage room must be fitted with: (1) a suitable heat detector, to be interlinked with the building's fire alarm system - conforming with BS 5839-1, (2) the entrance door frame and door should be (FD30s) thirty-minute fire resisting, and (3) if any vents or grilles are to be fitted within the fire door or the walls of the structure, then the vents/grilles should afford at least sixty-minutes of fire resistance. For details regarding intumescent grilles ad vents, etc. please visit:* https://www.fireprotectiononline.co.uk/intumescent-fire-stopping/intumescent-grilles/	

		X	The penetrations (pipes/ducts) through the flat roofing, (e.g. see photographs numbered five, twenty-four and forty) should be fire stopped with materials that afford at least sixty minutes of fire resistance. For details of fire stopping products that may be suitable, please visit: https://www.fireprotectiononline.co.uk/intumescent-fire-stopping/	
11. Is there clear access to electrical equipment?	b) Ensure plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. c) Storage of materials near to electrical switchgear (fuse boxes, switchgear, etc.) should be avoided. d) Location of electrical mains intake(s) and gas mains intake(s).		Ensure that combustible materials are not stored within close proximity to the electrical switchgear and/or gas-fired equipment. As opposite. The electrical mains intakes are located within the under stairs cupboard located on the ground floor, (see photographs numbered thirty-two and thirty-four). The gas pipework to the building has now been safely isolated, (see photograph number thirty-six).	
12. Does the building contain false ceilings?	e) Areas with false ceilings must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread). f) If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the false ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.		As opposite. Where a ceiling and/or roof void exceeds 800mm in height, suitable interlinked smoke detection should be provided. All work to comply with BS 5839-1.	

13. Structure and installations help prevent fire spread?	g) Has work taken place, which may have made holes in walls or damaged any fire-resistant wall/ceiling linings? E.g. new doors, glazed screen.	X	See section ten of this fire risk assessment for further details. A competent must be appointed in order to check that the entire gable end wall of the single storey structure adjoining the kitchen area, etc. (e.g. see photographs numbered five and fifty-three) affords at least sixty minutes of fire resistance.	

FIRE DETECTION AND WARNING (Alerting building occupants)				
14. Any smoke/heat detectors?	a) Consider installation in 'high risk' areas and unoccupied areas e.g. basements, boiler houses.		A fire alarm system has been installed within the property, including smoke/heat detection, fire alarm call points, and a main fire alarm panel, located by the front entrance door, (see photograph number forty-six). A repeater panel is also located within the woodwork shop, (see photograph number forty-eight). An interlinked fire detection device has also been installed within the main loft area, above the first floor.	
		X	The storage cupboard located next to the former boiler room on the first floor should be fitted with an interlinked smoke detector. All fire alarm work(s) to conform with BS 5839-1.	
		X	A break glass call point should be provided near to the final fire exit door, located within the woodworking shop, (see photograph number forty-nine).	
		X	It is recommended that interlinked smoke detection be installed within all ceiling/roof/ loft voids, whereby solar panels are located directly above. All fire alarm work(s) to conform with BS 5839-1.	

Fire alarm (cont).	b) Ensure a competent engineer carries out back-up power supply checks at least twice annually. Check for record in fire logbook. c) Ensure competent engineer services detectors and call points at least twice annually. Check for record in fire logbook.	X	The fire alarm zone plan, (see photograph number forty-seven) must be updated, once the fire alarm call point and the additional fire detection devices have been fitted at the site. The new fire alarm zone plan should be posted next to the main fire alarm panel. Shane Owen has previously stated that interlinked fire detection conforming with BS 5839-1 has been installed within the basement area and that the basement area is kept sterile of all combustible materials, at all times. The organisation has obtained the commissioning certification for the fire alarm system, (dated 12/07/19). Prior to the first floor of the building being renovated and the outbuildings being added at the rear of the site, the certification stated that the fire alarm system for the building met with the requirements of a BS 5839-1 category 'L2' system. The fire alarm system is being inspected and tested at least twice annually, in line with the requirements set out within BS 5839-1, (last undertaken on 12/06/24). All results of the inspections are to be entered into the Fire Log Book.	

15. Any fire call points (break glass)?	d) Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook.		Fire alarm call points are being operated on a weekly rotational basis by a designated staff member, with the test results being entered into the organisation's Fire Log Book.	
MEANS OF ESCAPE AND ESCAPE TIMES (Safe egress)				
16. Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)	a) Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes.		The first floor has one internal fire escape which leads down the staircase to ground floor level. At ground floor level, there are three final fire exits, (1) a double fire exit which opens outwards from the side of the property leading from the large games room, whereby a ramp is also provided, (2) a double fire exit opening inwards at the front of the building, (3) a single fire exit door by the kitchen which opens inwards. The longest travel distance is approximately nineteen metres from the corner of the furthest room on the first floor, to the ground floor hallway where two means of escape become available. Provided that this fire risk assessment action plan is fully completed and that combustible materials are not stored within the internal means of escape, then the travel distances at the premises are deemed to be acceptable for the current occupancy.	

	b) If there is only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.		Note: (1) the main front door has an available opening width of 840mm and opens inwards. The inner porch door opens inwards and has an available opening width of 1145mm. (2) the kitchen store door opens inwards and has an available width of 755mm, (approx). (3) the new metal fire exit door from the woodwork shop is outward opening and has an available width of 890mm, (approx). (4) the old doorway leading from the woodwork shop opens outwards and has an available width of 680mm, (approx). (5) the double doors leading to the side of the building from the front room open outwards and have an available width of 940mm, (approx). Based on the above information, it is recommended that a maximum capacity be set for the building as follows: 36 for the ground floor, 8 for the woodwork shop area and 16 for the first-floor area(s). A total maximum capacity of sixty persons should be set for the site. A new additional final fire exit has now been provided within the woodwork shop, (see photograph number forty-nine).	

17. Are doorways wide enough? (Assume that the largest exit door is unavailable. Therefore, the remaining doorways should be capable of providing satisfactory exit for those present.)	c) Doorways should be at least 750 mm wide; this is suitable for up to 80 people per minute to evacuate in higher risk premises, 100 for normal risk and 120 for low risk. d) A width of 1050mm can accommodate 160 people high risk, 200 normal and 240 low risk.		A maximum capacity of eight persons should be set for the woodwork shop. The doorway widths are deemed to be acceptable for the expected premises occupancy. N/A	
18. Are corridors wide enough?	e) Corridors should ideally be a minimum of 1050mm wide but in any case, not less than 750mm wide (unless it is for use by less than 5 people in part of the premises). Areas used by wheelchair users require a minimum width of 900mm.		The ground floor of the premises is generally deemed to be suitable for wheel chair users. It is recommended that a suitable alarm - pull cord, etc. be installed within the disability toilet, located on the ground floor.	

19. What is the condition of escape routes?	f) Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape routes (e.g. lines on floor) where routes are blocked/obstructed. g) Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp conforming to BS 5810 should be provided. h) Are carpets and nosings on stairs in good condition?	X	The escape routes were all available at the time of the assessment. It must be ensured that all internal and external fire escape routes are kept unobstructed, at all times. The electrical wheelchair charging station depicted within photograph number thirty-five is located on the means of escape. The electrical wheelchair charging station must have the power to it, safely isolated, with immediate effect. In addition, the charging equipment, etc. must be relocated (1) away from the means of escape, and (2) away from all combustible materials, (including wooden structures, etc). No action identified.	
Escape routes - continued.	i) Changes in level that are not obvious should be marked to make them conspicuous. j) Escape routes must be free of; portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (other than security and emergency systems).		In order to reduce the likelihood of slips, trips and falls on site, some of the external step edges have been marked with bright yellow paint. As opposite.	
20. External Escape Routes, etc.	k) All doors giving access to the stair should be fire resisting and self closing. A fire resisting door is not required at the head of any stair leading downwards where there is only one exit from the building onto the top landing.		There are no metal external fire escapes (or similar) fitted at the premises, nor are they required.	

	l) Any part of the external envelope of the building within 1800mm of (and 9m vertically below) the flights and landings of an external escape stair should be of a fire resisting construction.		The external fire escape at the side of the building leading to the double exit gates at the front of the site must be kept free of all obstructions, ignition sources and combustible materials, at all times.	
	m) Glazing in areas of the fire resisting construction mentioned above should also be fire resisting construction (integrity but not insulation) and fixed shut.	X	It is recommended that the two skylights marked with X – including the frame(s), etc. (see photograph number twenty-four) be replaced with thirty-minute fire resisting types, (i.e. in order to afford at least thirty minutes of fire resistance). Any window openers must be fixed/screwed shut.	
	n) Are there any other hazards that could affect the internal fire escape and/or the external fire escape route(s), etc?	X	Since the last fire risk assessment was undertaken, an air source heat pump has been sited over the flat roof. The air source heat is situated within close proximity to three windows, (see photographs numbered thirty-nine, forty, fifty-four and fifty-five) located on the first-floor corridor, (single means of escape to the ground floor). If a fire were to start at the air source heat pump, it is likely to go undetected and there is a risk that fire could breach the aforementioned window(s) and affect the single means of escape. Therefore, it is recommended that the electrical power supply to the air source heat pump be isolated/made dead with immediate effect.	

			Note – some of the flat roof appears to be covered with rubber and some parts of the flat roof appear to be constructed from fibreglass with gel coating. Both roof coverings are very likely to assist fire spread over the roof structure. Therefore, it is recommended that the electrical power supply to the air source heat pump be isolated/made dead with immediate effect. The air source heat pump should be relocated to a suitable external location at ground floor level, suitably away from the fire escape route(s) and all combustible structures and combustible materials, etc. (suitable location to be agreed with a competent fire risk assessor in advance of relocating the air source heat pump). Alternatively, appoint a competent Gas Safe registered engineer to reinstate the gas boiler within a suitable location inside the building, (behind a fire door where a suitable fire detector is located).	

		X	In line with the recommendations set out within The Fire Protection Association and the RISC Authority guidance/joint code of practice: 'RC62 Recommendations for fire safety with PV panel installations' it is advised that solar panels are not located anywhere within 2.5 metres of any combustible flat roof (or structure) located on the site, (e.g. see photograph number five). Therefore, a competent electrical engineer should be appointed in order to remove the solar panels that are located within 2.5 metres of the flat roof. To access the RC62 publication (as above), please visit: https://www.thefpa.co.uk/advice-and-guidance/free-documents?q=RC62%20Recommendations%20for%20fire%20safety%20with%20PV%20panel%20installations The above FPA and RISC guidance document, etc. should also be consulted with prior to installing any additional solar panels at the site. *Note – we have been informed by Shane Owen, (site manager) that the roofing tiles located directly below the solar panels on the single storey structure, (see photograph number five) are 'interlocking concrete roof tiles'.*	
21. Are stairways wide enough?	o) Stairways should generally be a minimum of 1 metre wide. They may need to be wider dependant on the number of people who are likely to use it.		The stairway width, (between the first floor and the ground floor) is deemed to be acceptable for the current occupancy.	

22. How often are fire drills held?	p) Ensure that at least one fire drill is held twice annually. Check for record in fire logbook. q) Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.		Eleven fire drills have been undertaken at the premises during the last twelve months. Fire drills should continue to be undertaken on an annual basis. Fire drills should be held regularly and evaluated by a competent person, with the findings being conveyed to all staff members and volunteers, so that further improvements can be made within the future, as appropriate.	

23. What is the condition of fire doors?	r) Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign).		Some of the doors/fire doors/frames on the first floor require attention/replacement. All fire door locks, (whereby the lock penetrates through the fire door) should be intumescent, to ensure that smoke/heat cannot travel through the fire door and frame for at least thirty minutes. *For further details on fire door/frame requirements, please click on* https://www.safelincs.co.uk/the-role-of-fire-doors/	
	s) Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign).		No action identified.	
	t) Fire doors on escape routes should open in the direction of travel.		See section sixteen of this report for further details – no action identified, provided that the current occupancy at the site is not increased beyond 60 persons.	
	u) Fire escape doors should close fully on to the rebate and be in a good state of repair (self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass).		All doors to risk rooms/areas that protect the internal escape route(s) within the building, (except cupboards and toilets that do not contain combustible materials and ignition sources) must be FD30s (44 mm thick) and must have 3X100mm steel hinges, with intumescent hinge pads; each hinge must be fitted with 32mm (length) steel screws; the doors must also be fitted with intumescent strips and cold smoke seals and have a working hydraulic self-closer fitted, (except cupboard doors which should be kept locked shut when not in use).	

		X	The cupboard, (next to the boiler room) which contains personal hygiene products on the first floor should be fitted with an FD30s, (thirty-minute fire resistant) fire door and a thirty-minute fire resisting door frame.	
		X	As an interim measure, until the fire door and frame are fitted, the cupboard, (next to the former boiler room) should be cleared of all combustible materials.	
		X	The fire doors to the first-floor music/games room and the gym room must be fitted with intumescent strips and cold smoke seals. A working hydraulic self-closing device must also be fitted to the fire door(s)/frame(s).	
		X	The intumescent strips/cold smoke seals fitted to the kitchen door/frame, (opening to/from the storeroom) require replacement. A competent person must be appointed in order to complete this work(s).	
		X	The fire door identified within photograph number fifty is damaged. A competent person should be appointed in order to rectify this deficiency.	

			A nominated staff member has been appointed to check all fire doors for correct operability, etc. on a monthly basis. The fire door inspection criteria detailed within the QTS UK Ltd Fire Log Book should be used for this task, with all test results to be recorded into the Fire Log Book.	
		X	A competent person, (an approved fire door surveyor) should be appointed to check all fire doors and frames, protecting the internal fire escape routes within the building, to ensure that they are suitably fire resisting. All fire doors should be fitted with intumescent strips, cold smoke seals and should have a working hydraulic self-closer fitted, (except cupboard doors which should be kept locked shut when not in use). Any replacement fire door work(s), etc. should be undertaken within a reasonable timescale.	
	v) Other fire doors (e.g. to electrical cupboards, service ducts, boiler rooms) need not be self-closing where they are kept locked and labelled with 'Fire Door – Keep locked shut' (blue 'mandatory' safety sign).		As opposite.	
	w) Automatic doors should be connected into a manually operated alarm system incorporating automatic smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually and they should automatically close in the event of a power failure.		There aren't any automatic fire doors fitted within the premises.	
	x) Automatic doors should be closed at night.		As opposite.	

24. What is the condition of final fire exit doors?	y) Final fire exit doors should open in direction of travel. z) Final fire exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final fire doors should be labelled 'Fire door – keep clear.' aa) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.' bb) Check that fire exit doors can be opened easily and immediately without the use of a key. cc) Check that no 'unauthorised' security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc.		See section sixteen of this report for further details. It must be ensured that the double gates at the side of the building are kept unlocked and are made easily openable at all times, whilst the premises are occupied by persons, (e.g. see photograph number forty-five). Fire safety signage has been posted around the premises. It is a legal requirement, that all doors opening into the fire exit route(s) at the premises are easily openable at all times, (whilst the premises are occupied) without the use of a key or a combination code being required, (see photographs numbered forty-one, forty-two and forty-three – for examples of compliant locking devices). An access door control system, incorporating a push to button to exit device and an emergency door release mechanism has been installed near to the front entrance door(s) – see photograph number forty-four. No action identified.	

LIGHTING (Safe egress)				
25. Are all fire escape routes adequately lit?	a) All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.		An emergency lighting system conforming with the requirements of BS 5266-1 has been installed within all internal escape routes, which will be designated as the fire escape route(s).	
	b) Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided.		It is recommended that an illumination test be undertaken during the hours of darkness with the power off, to ascertain if there are sufficient luminaries to evacuate the premises safely in the event of a power failure. This will help to identify where additional emergency lighting needs to be located, both internally and externally of the premises, e.g. the rear fire escape route(s).	
	c) Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard.		As opposite.	
	d) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, changes in floor level, near fire fighting equipment, outside each final exit.		As opposite.	
	e) Occupier should check the operation of emergency lighting units at least once monthly. Ensure record of check made in fire logbook.		A monthly programme of testing the emergency lighting is in place and the records of the testing are being entered into the Fire Log Book.	

	f) A competent engineer should test the emergency lighting system at least once a year. Ensure record of test made in fire logbook.		A competent electrician/ electrical engineer must be appointed, in order to inspect and test the emergency lighting system at least once annually, in line with BS 5266-1, (last undertaken on 12/06/24).	
SIGNAGE (Safe egress)				
26. Is adequate signage in place?	a) Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above. b) Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable. c) Are signs in positions where they can be clearly seen? d) Are all fire signs conspicuous (not covered or painted over, etc.)?		As opposite. As opposite. No action identified. No action identified.	
FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)				
27. Is there at least one extinguisher for each 200 metres of floor space? (Minimum of 2 per floor, unless it is an upper floor less than 100m^2).	a) Ensure extinguishers are appropriate to the local risk. b) Ensure that fire extinguishers, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and fire fighting equipment signs must be displayed where equipment is hidden from direct view. (E.g. hose reel in cupboard, extinguishers in an alcove.) c) Where full body colour extinguishers (BS5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher.		Generally, water extinguishers and carbon dioxide extinguishers have been suitably located within the premises. A 6-litre foam fire extinguisher has now been provided within a suitable area near to the head of the staircase on the first floor of the premises. No action identified. No action identified.	

	d) Ensure extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 metre from floor. Handle of small handheld extinguishers – approx. 1.5 metres from floor.) e) Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external corrosion and dents. Check pressure level on steel pressure type.) f) Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook. g) Ensure there are notices and/or instructions indicating the correct use of extinguishers.		All portable fire-fighting equipment must be located on either a wall bracket or an approved floor stand. A weekly visual inspection programme of all extinguishers is in place, with the results of the tests being recorded into the Fire Log Book. The portable fire extinguishers are being serviced at least once annually in line with BS 5306-3, (last undertaken in July 2024). Suitable fire extinguisher notices have been provided.	
28. Is there a hose reel in place?	h) Are there any water extinguishers within reel range? i) Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.		Hose reels have not been provided, nor are they required.	
29. Where are the fire hydrants located?	j) Fire hydrant location(s).		The nearest fire hydrant is located on the junction of Wellington Road and Elwy Street, (see photograph number fifty-two).	
30. Are there fire blankets provided? (Please note that older fire blankets may contain asbestos).	k) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing. l) Tabs on fire blankets should be approximately 1.5 metres from the floor. m) Ensure relevant staff received instruction on the correct use of fire blankets.		A small light duty fire blanket has been provided within the kitchen area. As opposite. See action plan.	
PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)				
31. Is there an emergency plan in place?	a) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.		The 'Assembly Meeting Point' must be designated as: the 'The Town Hall Front Entrance Doorway'.	

	b) Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points. c) Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance. d) Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan.	X	Fire action notices have been strategically posted around the premises. It must be ensured that any customer, visitor or a member of staff with a disability is offered a "Personal Emergency Evacuation Plan". Information and examples can be found on the Communities and Local Government web site - *https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422202/9446_Means_of_Escape_v2_.pdf* An evacuation chair has been provided on the first floor of the building, (see photograph number fifty-one). It must be ensured that only trained/ authorised members of Brighter Futures staff use this equipment. A suitable sign (stating: 'To Be Used by Trained & Authorised Personnel Only') should be posted on the wall near to the evacuation chair, (e.g. see photograph number fifty-one) located within the building(s). For further details, please click on: https://www.safetysignshop.com/to-be-used-by-trained-and-authorised-personnel-only See 'Additional Comments' section towards the rear of this report.	
32. Have personnel received sufficient training and/or instruction on evacuation arrangements?	e) Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable.		All staff/volunteers must be informed in writing of their action to take in the event of a fire. All training must be recorded within the Fire Log Book.	

	f) Do new employees receive instruction on the action to take in event of a fire on their first day of employment? g) Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings.		All new employees/volunteers should continue to be provided with formal induction training on what to do in the event of a fire. All training must be recorded within the Fire Log Book. All employees/volunteers must receive annual refresher training on what to do in the event of a fire. All training must be recorded within the Fire Log Book. We were informed that five staff members have received online fire training, (certificates not evidenced).	
33. Is there a need for specialist training in the event of an emergency?	h) Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. fire wardens, aiding people with mobility impairments, etc. i) Are fire wardens in place and are they fully trained in their duties and responsibilities? j) Ensure that outside contractors and visitors receive necessary fire safety information (e.g. how to raise the alarm, location of exits, etc.)		A robust system should be developed so that in the event of an emergency, management are able to inform the emergency services of the exact numbers of persons that are on/off the premises. When contractors attend the premises, they must continue to be informed of any hazards on site that may affect them and their action to take in the event of a fire emergency.	
Specialist training - continued	k) Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets.	X	Employees/volunteers should receive training in the practical use of portable fire extinguishers and fire blankets at least once every three years, (contact QTS UK Ltd for further details).	

Other.	l) Building fire plan.	X	Once the battery storage units and the inverter have been removed from the understairs cupboard and have been safely relocated away from the single means of escape, the 'clean agent extinguisher' located beneath the understairs cupboard will not be required, (see photograph number thirty-four) and should be removed from the premises by the fire extinguisher maintenance company.	

The Responsible Person should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.

Responsible Person's name (please print):	**Responsible Person's signature:**	**Date received:**
Mr Shane Owen		**11th September 2024**
Risk Assessor's name(s):	**Risk Assessor's signature:**	**Date assessment reviewed:**
Adrian Townsend		**22nd July 2024**

ADDITIONAL COMMENTS: (Including any additional issues identified)

31d - It is advised that a folder be created containing the procedures that come into place in the event of a fire. Included in the folder should be: -

- The responsible person's actions (or his/her deputy)
- The actions to be carried out by members of staff
- A single line plan of the building
- Location of gas and electric isolation switches
- Location of any other hazards present
- The assembly point location
- A documented procedure, e.g. roll call, to identify that all staff have evacuated the premises in the event of a fire
- A procedure should be in place whereby the Fire Service personnel would be met by a nominated individual who would be able to hand the folder over to the fire service personnel and inform them of the actions taken

Please note. Where action has been recommended and agreed by the Manager but cannot be implemented for a reason (e.g. issue/area is outside manager's area of control, financial constraints within the workplace) the Manager **must** formally refer the issue(s) to the Proprietor(s).

Action Plan

Identified Action	Target Date	Closure Date
• The inspection and testing of the fixed electrical installation(s) at the premises was last undertaken on 01/03/23. The electrical engineer stated that the electrical installation was 'Unsatisfactory'. The corrective work(s) identified within the report must be undertaken within a reasonable timeframe, in line with the electrical engineer's recommendations.	As Appropriate	
• Once the corrective work(s) have been fully completed, the electrical installation must obtain certification stating that the electrical installation is 'Satisfactory' – in line with the requirements of BS 7671: 2018.	As Appropriate	
Letter sent to SO at Brighter Futures, Rhyl on 23/07/24:		
• ***The solar panel power equipment (including inverter) and battery storage unit(s) (e.g. see photograph number thirty-three) located beneath the staircase, (single means of escape) must be safely disconnected and be relocated to a suitable area which is not located within/below the means of escape, recommended to be within an external structure located at least six metres away from: (1) the building(s) and all combustible materials/structures, etc. (2) the means of escape, and (3) all heat/ignition sources.	Immediate	
• ***In addition, an interlinked heat detector should be provided within the external structure, (where the solar panel batteries and associated solar panel equipment will be stored) and all fire alarm work(s) must conform with BS 5839-1. The battery storage (including inverter) area must also be suitably ventilated – consult with the Company electrician/ electrical engineer for further details.	Immediate	
• ***All elevations of the understairs cupboard (at ground floor level) must be suitably underdrawn, (e.g. see photograph number thirty-seven) in order to afford at least thirty minutes of fire resistance to the floor/staircase above.	Immediate	
• Until the three 'Action Points' within this report, marked with *** have been fully completed, the first floor of the premises must not be used/occupied by any person(s). As an interim measure, suitable pictorial/worded warning signage stating 'No Unauthorised Access' must be sited at the base of the main staircase. For details of suitable signage, please visit: https://www.safetysignwarehouse.co.uk/product/no-unauthorised-access-p273/?attribute_pa_sign-size=a5-portrait-148mm-x-210mm&attribute_pa_sign-material=self-adhesive-vinyl-sticker&utm_source=Google%20Shopping&utm_campaign=Traffic%20Signs%20-%20G%20Shopping&utm_medium=cpc&utm_term=24749&gad_source=1&gclid=CjwKCAjwqf20BhBwEiwAt7dtdcbZ3IGtpSwii9PEHUMRlOpu8Dhm_qIRRN0ZqDJidON2xqZ0qrDPARoCQd8QAvD_BwE	Immediate	
• It is recommended that the smoking area and the receptacle, etc. (see photograph number eighteen) be relocated to the rear of the site, as far away from the buildings and combustible materials, as is possible.	September 2024	
• The cooking extraction system(s) should be serviced, maintained and certificated in accordance with B&ES TR19 at least once annually, to be undertaken by a competent person.	Annually	
• The cooker hood extraction unit, motor(s) and the ducting system should be regularly maintained by a competent person, e.g. quarterly. In addition, the filter(s) should be deep cleaned on a regular basis.	Quarterly	
• Keeping combustible materials to an absolute minimum on/around the premises will greatly reduce the likelihood of fire spread, in the event of a fire incident. Therefore, the number of combustible materials being stored at the rear of the site should be reduced to an absolute minimum, (e.g. see photograph number seven).	September 2024	
• It is recommended that the loft areas within both buildings be cleared of all stored combustible materials, (e.g. see photographs numbered twenty-seven and twenty-eight).	October 2024	
• Plastic bins should be located at least ten metres away from the building(s) – see photograph number twenty-nine.	Outstanding Action Point	
• Metal bins should be located at least six metres away from the building(s) – see photograph number twenty-nine.	Outstanding Action Point	

• It must be ensured that all ceilings within the building afford at least thirty minutes of fire resistance to the floor(s) above, (including the ceiling and walling within the under stairs cupboard). It must also be ensured that there is at least sixty minutes of fire resistance within the loft area(s), between the Brighter Futures building and the neighbouring property. Therefore, it is recommended that a full compartmentation survey be undertaken to confirm that the ceilings and all of the internal walls, etc. are suitably fire resisting.	Outstanding Action Point	
• Where loft hatches are fitted, it must be ensured that the loft hatch(es) afford(s) at least thirty minutes of fire resistance to the floor/area above, (e.g. see photograph number thirty-eight). A competent person should be undertaken to rectify this deficiency.	Outstanding Action Point	
• It is strongly advised that all elevations of the wooden buildings/structures, etc. located on the site, (e.g. see photographs numbered one, three, four, five and six) be treated with a sixty-minute fire resisting intumescent paint/stain, (or similar). Further information regarding available fire resisting treatments can be found by contacting Envirograf: https://envirograf.com/shop/	December 2024	
• The penetrations (pipes/ducts) through the flat roofing, (e.g. see photographs numbered five, twenty-four and forty) should be fire stopped with materials that afford at least sixty minutes of fire resistance. For details of fire stopping products that may be suitable, please visit: https://www.fireprotectiononline.co.uk/intumescent-fire-stopping/	December 2024	
• A competent must be appointed in order to check that the entire gable end wall of the single storey structure adjoining the kitchen area, etc. (e.g. see photographs numbered five and fifty-three) affords at least sixty minutes of fire resistance. • Any corrective work(s) must be undertaken within a reasonable timeframe.	10/10/24 As Appropriate	
• The storage cupboard located next to the former boiler room on the first floor should be fitted with an interlinked smoke detector. All fire alarm work(s) to conform with BS 5839-1.	Outstanding Action Point	
• A break glass call point should be provided near to the final fire exit door, located within the woodworking shop, (see photograph number forty-nine).	November 2024	
• It is recommended that interlinked smoke detection be installed within all ceiling/roof/loft voids, whereby solar panels are located directly above. All fire alarm work(s) to conform with BS 5839-1.	November 2024	
• The fire alarm zone plan, (see photograph number forty-seven) must be updated, once the fire alarm call point and the additional fire detection devices have been fitted at the site. The new fire alarm zone plan should be posted next to the main fire alarm panel.	December 2024	
• The electrical wheelchair charging station depicted within photograph number thirty-five is located on the means of escape. The electrical wheelchair charging station must have the power to it, safely isolated, with immediate effect. • In addition, the charging equipment, etc. must be relocated (1) away from the means of escape, and (2) away from all combustible materials, (including wooden structures, etc).	Immediate November 2024	
• It is recommended that the two skylights marked with X – including the frame(s), etc. (see photograph number twenty-four) be replaced with thirty-minute fire resisting types, (i.e. in order to afford at least thirty minutes of fire resistance). Any window openers must be fixed/screwed shut.	October 2024	
• Since the last fire risk assessment was undertaken, an air source heat pump has been sited over the flat roof. The air source heat is situated within close proximity to three windows, (see photographs numbered thirty-nine, forty, fifty-four and fifty-five) located on the first-floor corridor, (single means of escape to the ground floor). If a fire were to start at the air source heat pump, it is likely to go undetected and there is a risk that fire could breach the aforementioned window(s) and affect the single means of escape. Therefore, it is recommended that the electrical power supply to the air source heat pump be isolated/made dead with immediate effect. • The air source heat pump should be relocated to a suitable external location at ground floor level, suitably away from the fire escape route(s) and all combustible structures and combustible materials, etc. (suitable location to be agreed with a competent fire risk assessor in advance of relocating the air source heat pump). • Alternatively, appoint a competent Gas Safe registered engineer to reinstate the gas boiler within a suitable location inside the building, (behind a fire door where a suitable fire detector is located).	Immediate Prior To Reconnecting The Power Source To It As Appropriate	

• In line with the recommendations set out within The Fire Protection Association and the RISC Authority guidance/joint code of practice: 'RC62 Recommendations for fire safety with PV panel installations' it is advised that solar panels are not located anywhere within 2.5 metres of any combustible flat roof (or structure) located on the site, (e.g. see photograph number five). Therefore, a competent electrical engineer should be appointed in order to remove the solar panels that are located within 2.5 metres of the flat roof. To access the RC62 publication (as above), please visit: https://www.thefpa.co.uk/advice-and-guidance/free-documents?q=RC62%20Recommendations%20for%20fire%20safety%20with%20PV%20panel%20installations	November 2024	
• The cupboard, (next to the boiler room) which contains personal hygiene products on the first floor should be fitted with an FD30s, (thirty-minute fire resistant) fire door and a thirty-minute fire resisting door frame.	Outstanding Action Point	
• As an interim measure, until the fire door and frame are fitted, the cupboard, (next to the former boiler room) should be cleared of all combustible materials.	Outstanding Action Point	
• The fire doors to the first-floor music/games room and the gym room must be fitted with intumescent strips and cold smoke seals. A working hydraulic self-closing device must also be fitted to the fire door(s)/frame(s).	Outstanding Action Point	
• The intumescent strips/cold smoke seals fitted to the kitchen door/frame, (opening to/from the storeroom) require replacement. A competent person must be appointed in order to complete this work(s).	September 2024	
• The fire door identified within photograph number fifty is damaged. A competent person should be appointed in order to rectify this deficiency.	Outstanding Action Point	
• A competent person, (an approved fire door surveyor) should be appointed to check all fire doors and frames, protecting the internal fire escape routes within the building, to ensure that they are suitably fire resisting. All fire doors should be fitted with intumescent strips, cold smoke seals and should have a working hydraulic self-closer fitted, (except cupboard doors which should be kept locked shut when not in use). Any replacement fire door work(s), etc. should be undertaken within a reasonable timescale.	Outstanding Action Point	
• A suitable sign (stating: 'To Be Used by Trained & Authorised Personnel Only') should be posted on the wall near to the evacuation chair, (e.g. see photograph number fifty-one) located within the building(s). For further details, please click on: https://www.safetysignshop.com/to-be-used-by-trained-and-authorised-personnel-only	October 2024	
• Employees/volunteers should receive training in the practical use of portable fire extinguishers and fire blankets at least once every three years, (contact QTS UK Ltd for further details).	Once Every Three Years	
• Once the battery storage units and the inverter have been removed from the understairs cupboard and have been safely relocated away from the single means of escape, the 'clean agent extinguisher' located beneath the understairs cupboard will not be required, (see photograph number thirty-four) and should be removed from the premises by the fire extinguisher maintenance company.	As Appropriate	
• In line with NWFRS guidance, it is strongly recommended that this fire risk assessment be reviewed by a competent person, at least once annually, (e.g. QTS UK Ltd).	Annually	

Please note. Where action has been recommended and agreed by the Manager but cannot be implemented for a reason (e.g. issue/area is outside manager's area of control, financial constraints within the workplace) the Manager **must** formally refer the issue(s) to the Proprietor(s).

Risk Banding

Multiplying the 'organisational' risk banding by the 'occupational' risk banding arrives at the combined risk banding. Furthermore, due to the fire management controls currently being applied within this workplace it is the fire risk assessor's opinion, that this workplace should be classified as 'Medium' for the purposes of the 'organisational' risk banding. It is also the opinion of the fire risk assessor; that due to the nature of the business undertaking at the aforementioned workplace, this workplace should be classified as 'occupationally' 'High' risk.

Overall, it is the fire risk assessor's opinion that Brighter Futures, Rhyl, LL18 1BN has a combined risk rating of 'Medium to High' with regards to fire safety within their business undertaking.

Providing that the current fire safety management procedures and that the stated action plan is achieved by the target dates, it is highly probable that ***Brighter Futures, Rhyl, LL18 1BN*** can obtain a combined risk banding of Medium.

Reviewing this fire risk assessment:

This should take place at least once annually by a competent person, e.g. by the person that has completed this risk assessment.

Other factors may prompt ***Brighter Futures, Rhyl, LL18 1BN*** to review this fire risk assessment, such as:

- If a fire occurs
- The action plan / target dates have not been met
- Changes in personnel at ***Brighter Futures, Rhyl, LL18 1BN***
- If you plan to employ new staff with hearing or mobility disabilities
- If a member of staff develops a hearing or mobility disability
- If you intend to make structural changes to the property
- If you intend to increase the storage of flammable chemicals on the premises
- An official from the NWFRS, The Health and Safety Executive or from The Environmental Health Department instructs you to do so
- Legislation changes

The above list is not exhaustive and is only a guide to good Fire Risk Management practice.

Where structural changes are to be made by or on behalf of the Proprietor(s) to Brighter Futures, Rhyl, LL18 1BN the local Fire Authority must be notified and permission must first be sought from the 'County Safety Manager'.

Further Reading

No.	Standard	Name of Publication
1	BS 4422	*Fire. Vocabulary.*
2	BS PD 6512-3	*Use of elements of structural fire protection with particular reference to the recommendations given in BS 5588 Fire precautions in the design and construction of buildings. Guide to the fire performance of glass.*
3	BS EN 81	*Safety rules for the construction and installation of lifts.*
4	BS EN 81-70	*Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Accessibility to lifts for persons including persons with disability.*
5	BS 5041-1	*Fire hydrant systems equipment. Specification for landing valves for wet risers.*
6	BS 5041-2	*Fire hydrant systems equipment. Specification for landing valves for dry risers.*
7	BS 5041-3	*Fire hydrant systems equipment. Specification for inlet breechings for dry riser inlets.*
8	BS 5041-4	*Fire hydrant systems equipment. Specification for boxes for landing valves for dry risers.*
9	BS 5041-5	*Fire hydrant systems equipment. Specification for boxes for foam inlets and dry riser inlets.*
10	BS 9990	*Codes of practice for non-automatic fire-fighting systems in buildings.*
11	BS 7944	*Type 1 heavy-duty fire blankets and Type 2 heavy-duty heat protective blankets.*
12	BS EN 1869	*Fire blankets.*
13	BS ISO 14520-1	*Gaseous fire-extinguishing systems. Physical properties and systems design. General requirements.*
14	BS 5266-1	*Emergency lighting. Code of practice for the emergency lighting of premises.*
15	BS 5266	*Emergency lighting. Code of practice for electrical low mounted way guidance systems for emergency use.*
16	BS 5266-8	*Emergency lighting. Code of practice for emergency escape lighting systems.*
17	BS 5266-6	*Emergency lighting. Code of practice for non-electrical low mounted way guidance systems for emergency use. Photoluminescent systems.*
18	BS EN 1838	*Lighting applications. Emergency lighting.*
19	BS EN 60598-1	*Luminaries. General requirements and tests.*
20	BS 5499-1	*Graphic symbols and signs. Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout.*
21	BS EN 1634-1	*Fire resistance tests for door and shutter assemblies. Fire doors and shutters.*
22	BS EN 1634-2	*Fire resistance tests for door and shutter assemblies. Part 2: Fire door hardware. Building hardware for fire resisting doorsets and openable windows.*
23	BS EN 1634-3	*Fire resistance tests for door and shutter assemblies. Smoke control doors and shutters.*
24	BS 8214	*Code of practice for fire door assemblies with non-metallic leaves.*
25	Draft BS EN 14637	*Building hardware. Electrically controlled hold-open systems for fire/smoke door assemblies. Requirements, test methods, application and maintenance. (Consultation document)*
26	BS EN 45020	*Standardisation and related activities. General Vocabulary.*
27	ISO 13784-2	*Reaction to fire tests for sandwich panel building systems. Part2: test method for large rooms.*
28	BS 6661	*Guide for design, construction and maintenance of single-skin air supported structures.*
29	BS 5268-4.2	*Structural use of timber. Fire resistance of timber structures. Recommendations for calculating fire resistance of timber stud walls and joisted floor constructions.*
30	BS 8300	*The design of buildings and their approaches to meet the needs of disabled people – Code of practice.*
31	ODPM/CACFOA/BFPSA	*Guidance on reducing false alarms.*
32	BS 5839-1	*Fire detection and alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance.*
33	BS 5306-8	*Fire extinguishing installations and equipment on premises. Selection and installation of portable fire extinguishers – Code of practice.*
34	BS 5306-3	*Fire extinguishing installations and equipment on premises. Code of practice for the inspection and maintenance of portable fire extinguishers.*
35	BS 7863	*Recommendations for colour coding to indicate the extinguishing media contained in portable fire extinguishers.*

36	BS EN 671-3	*Fixed fire fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*
37	BS EN 12845	*Fixed fire fighting systems. Automatic sprinkler systems. Design, installation and maintenance.*
38	BS 5395-2	*Stairs, ladders and walkways. Code of practice for the design of industrial type stairs, permanent ladders and walkways.*
39	BS 7974	*Application of fire safety engineering principles to the design of buildings – Code of practice.*
40	BS 476-7	*Fire tests on building materials and structures.*
41	BS EN 13501-1	*Fire classification of construction products and building elements.*
42	BS EN 1634-1	*Fire resistance tests for door and shutter assemblies.*
43	BS 476-22	*Fire tests on building materials and structures. Methods for the determination of the fire resistance of non-load bearing elements of construction.*
44	BS EN 1935	*Building hardware. Single-axis hinges. Requirements and test methods.*
45	BS EN 1154	*Building hardware. Controlled closing devices. Requirements and test methods.*
46	BS 5839-3	*Fire detection and alarm systems for buildings. Specification for automatic release mechanisms for certain fire protection equipment.*
47	BS 8214	*Code of practice for fire door assemblies with non-metallic leaves.*
48	BS EN 1125	*Building hardware. Panic exit devices operated by a horizontal bar. Requirements and test methods.*
49	BS EN 179	*Building hardware. Emergency exit devices operated by a lever handle or push pad. Requirements and test methods.*
50	BS EN 1363-1	*Fire resistance tests. General requirements.*
51	BS 5588-12	*Fire precautions in the design, construction and use of buildings. Part 12: Managing fire safety.*
52	BS 7176	*Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*
53	BS 7177	*Specification for resistance to ignition of mattresses, divans, and bed bases.*
54	BS 5867-2	*Specification for fabrics and drapes. Flammability requirements.*
55	BS 5588-6	*Fire precautions in the design, construction and use of buildings. Code of practice for places of assembly.*
56	BS 5306-2	*Fire extinguishing installations and equipment on premises. Specification for sprinkler systems.*
57	BS 5588-5	*Fire precautions in the design, construction and use of buildings. Access and facilities for fire fighting.*
58	BS 5588-8	*Fire precautions in the design, construction and use of buildings. Code of practice for means of escape for disabled people.*
59	Glazing Federation	*A guide to best practice in the specification and use of fire-resistant glazed systems.*
60	BS 4787-1	*Internal and external wood door sets, door leaves and frames. Specification for dimensional requirements.*
61	BS EN 1155	*Building hardware. Electrically powered hold-open devices for swing doors. Requirements and test methods.*
62	BS EN 1158	*Building hardware. Door coordinator devices. Requirements and test methods.*
63	BHIF	*Hardware for timber fire and escape doors.*
64	Toys (Safety)	*Regulations (1995).*
65	BRE 15/91	*Fire spread between caravans.*
66	BS 9251	*Sprinkler systems for residential and domestic occupancies.*
67	Furniture	*The furniture and furnishings (Fire) (Safety) Regulations (1988).*
68	BS 5852	*Methods of test for the assessment of the ignitability of upholstered seating by smouldering and flaming ignition.*
69	BS EN 1101	*Textiles and textile products. Burning behaviour. Curtains and drapes. Detailed procedure to determine the ignitability of vertically orientated specimens.*
70	BS EN 1102	*Textiles and textile products. Burning behaviour. Curtains and drapes. Detailed procedure to determine the flame spread of vertically orientated specimens.*
71	BS EN 3-7	*Portable fire extinguishers. Characteristics, performance requirements and test methods.*
72	BS EN 12209	*Building hardware. Locks and latches. Mechanically operated locks, latches and locking plates.*
73	BS 1906	*Building hardware. Lever handles and knob furniture. Requirements and test methods.*
74	BS 9999	*Code of practice for fire safety in the design, management and use of buildings.*