

Fire Risk Assessment



**Greenway Community Practice,
Greystoke Avenue,
Southmead,
Bristol,
BS10 6AF.**



17th July 2025.

Fire Risk Assessment

The Fire Risk Assessment was undertaken by our Independent Consultant. He is a member of the Institution of Fire Safety Managers and has successfully completed an approved Fire Risk Assessment Course and Passive Fire Protection Course run by The Fire Protection Association.

The experience and expertise of our consultant gives him the status of "Competent Person" as described in The Management Regulations, and in The Regulatory Reform (Fire Safety) Order 2005, which supersedes all previous fire safety legislation.

The Assessment was undertaken in accordance with the general risk assessment principles set out in The Regulatory Reform (Fire Safety) Order 2005 in order to identify hazards that could contribute to injury of persons working in or residing in the building.

There are five aspects that our consultant has used his professional judgement to consider:

Identification of hazards

Assessment of those at risk

Evaluation of the risk

Methods of control

Further controls that are necessary

Due regard has been given to the standards of fire safety required for the premises and training that is necessary to maintain and wherever possible to improve those standards, and the records to be kept. The detail in the risk assessment has been obtained by our consultant when walking around the premises.

The objective of this report is to consider all the preventive and protective measures in place and make recommendations for remedial measures that will achieve reasonable levels of safety for all relevant persons.

The survey carried out was thorough and where possible involved checks of all fire resisting partitions between false ceilings and floor slabs, and under raised access floors. CWB Fire Safety LTD cannot be held liable for any deficiency not seen by or detail given to the consultant at the time.

The conclusions of the Risk Assessment have been reached by consideration of the current codes of practice, guides, British Standards, the Fire Regulations and best industry standards. They have been applied reasonably to provide and maintain satisfactory Fire Safety and Fire Safety Management.

Scope of Assessment

This Fire Risk Assessment was undertaken by CWB Fire Safety LTD to assist Greenway Community Practice and any other person who has any extent of control of the premises and to satisfy their responsibilities under the Regulatory Reform (Fire Safety) Order 2005. Article 9 of The Regulatory Reform (Fire Safety) Order 2005 requires every responsible person to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, with respect to premises within their control. This is for the purpose of identifying the general fire precautions that are needed to comply with the requirements and prohibitions imposed by the Order.

The responsible person, or any other person who has any extent of control of the premises, must ensure that the duties imposed by the relevant articles of The Regulatory Reform (Fire Safety) Order 2005 are complied with in respect of those premises, so far as the requirements relate to matters within their control. Where the premises are licensed, an alterations notice is in force, or the responsible person has five or more employees, it is a requirement to record the significant findings of the fire risk assessment including the measures which have been or will be taken as a result of the assessment and details of any group of persons identified by the assessment as being especially at risk. This report therefore incorporates such relevant information, significant findings and recommended actions that are considered necessary to demonstrate compliance with The Regulatory Reform (Fire Safety) Order 2005.

All areas were accessed by CWB Fire Safety LTD. No areas were restricted during inspection. The survey carried out was a non-destructive assessment. No certification was provided regarding existing fire safety arrangements within the property. No records or documentation have been reviewed as part of this Fire Risk Assessment.

This report has been subject to a 2-stage validation process – the initial site visit and report was completed by Jack Barry MIFSM, DipFD. The report was validated by Thomas Barry TIFireE, MIFSM, AMIFPO, CFRAR.

Executive Summary

The property has been given a (Tolerable) rating which means: No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

Greenway Community Practice continues to be professionally and effectively managed. Beverley Walker (Manager) displays a positive attitude and continues to ensure safety standards are maintained and improved where necessary. The centre manager ensures that all staff are familiar with the existing fire safety procedures. The provision of suitably trained staff as well as fire marshals will ensure the evacuation is managed effectively, and the local fire & rescue service are alerted at the earliest opportunity.

The standard of fire safety on-site at Greenway Community Practice is to a high standard. However, there are some improvements that should be made. Deficiencies were identified with:

1. Means of escape.

The deficiencies listed within the action plan should be rectified within the recommended timeframes.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

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

Greenway Community Practice.
Manager- Beverly Walker.

Address of premises:

Greenway Community Practice,
Greystoke Avenue, Southmead,
Bristol, BS10 6AF.

Person(s) consulted:

Manager- Beverly Walker.

Assessor:

Jack Barry MIFSM, DipFD.

Report validated by:

Tom Barry TIFireE, MIFSM, AMIFPO,
CFRAR.

Date of fire risk assessment:

17th July 2025.

Date of previous fire risk assessment:

2024.

Suggested date for review:

July 2026.

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

Jack Barry MIFSM, DipFD

[Date] 17/07/25

GENERAL INFORMATION

1. THE PREMISES

1.1 Number of floors at ground level and above:

2.

Number of floors entirely below ground level:

0.

Floors on which car parking is provided:

0.

1.2 Approximate floor area:

600m² gross.

1.3 Details of construction and layout:

Greenway Community Practice is a health care centre situated in Bristol. The building is detached and 2 storeys.

It is unknown when the building was constructed. The building appears to be of concrete frame construction. External walls are constructed of block/brick. The internal partitions are constructed of brick/block and stud plasterboard. The floors are constructed of concrete. The staircases are constructed of concrete. The ceilings are constructed of plasterboard. The roof is flat. The building is in a reasonable state of repair.

The building consists of a waiting room, pharmacy, consulting rooms, staff offices, staff rooms, storage cupboards, service cupboards and toilet facilities. There are 2 stairways provided in the premises serving the first floor. A lift is also provided. There are 4 exits provided at ground floor level.

A fire warning system is provided. An emergency escape lighting system is provided.

1.4 Occupancy:

GP Surgery.

2. THE OCCUPANTS

2.1 Approximate maximum number of employees at any one time:

60.

2.2 Approximate maximum number of other occupants at any one time:

40.

2.3 Approximate total number of people present in the building at any one time:

100.

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants:

None- No sleeping accommodation is provided.

3.2 Disabled employees:

No disabled employees were reported to assessor at the time of assessment.

3.3 Other disabled occupants:

Disable access is provided.

3.4 Occupants in remote areas and lone workers:

None.

3.5 Young persons employed:

No young persons were reported to the assessor at the time of assessment.

3.6 Others:

None.

4. FIRE LOSS EXPERIENCE

None reported.

5. OTHER RELEVANT INFORMATION

Pharmacy located on the ground floor has not been included as part of this Fire Risk Assessment. Management informed assessor that this is a separate occupied premises. No other premises were accessed, and no other Fire Risk Assessments were reviewed as part of this survey. In accordance with Article 22, it is recommended that Responsible Persons "Cooperate and Coordinate" as much as is required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005 (as amended).
Building Regulations 2010 (as amended).

6.2 The above legislation is enforced by:

The local fire authority.

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

Care Standards Act.

6.4 The other legislation referred to above is enforced by:

The Care Quality Commission (CQC).

6.5 Is there an alterations notice in force?

Yes ☐

No ☒

Relevant information and deficiencies observed:

None reported.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

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

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A ☐ Yes ☒ No ☐

b) Is portable appliance testing carried out? N/A ☐ Yes ☒ No ☐

c) Is there suitable control over the use of personal electrical appliances? N/A ☐ Yes ☒ No ☐

d) Is there suitable limitation of trailing leads and adapters? N/A ☐ Yes ☒ No ☐

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

Management confirmed that the fixed electrical installation has been subject to inspection and testing in accordance with BS7671 – 18th Edition – IET Wiring Regulations. Date of next inspection- (06/25) & (06/26).

Management confirmed that portable appliance testing is carried out. Date of next test- (12/25).

Electrical wall sockets are provided throughout. Good cable management was noted throughout with no trailing leads or overloaded plug sockets.

8. SMOKING

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

8.2 More specifically:

a) Is smoking prohibited in the building? Yes ☒ No ☐

b) Is smoking prohibited in appropriate areas? N/A ☐ Yes ☒ No ☐

c) Are there suitable arrangements for those who wish to smoke? Yes ☒ No ☐

d) Did the smoking policy appear to be observed at time of inspection? Yes ☒ No ☐

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

A strict no smoking policy is in place. There was no evidence of illicit smoking taking place onsite. Suitable smoking areas are provided.

"No Smoking" signage is displayed in accordance with Smokefree Regulations 2012.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable?¹⁾ Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

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

Waste management was adequate with no unnecessary fire load noted in proximity of the premises. The premises is under constant supervision when occupied.

The premises is provided with a CCTV system.

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

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

10.1 Is there satisfactory control over the use of portable heaters? N/A ☐ Yes ☒ No ☐

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

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

Gas central heating is provided throughout the premises.

Heating installation is subject to inspection at regular intervals.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A ☐ Yes ☒ No ☐

11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A ☒ Yes ☐ No ☐

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

There is a kitchen within the staff room on the first floor. Electric appliances in use only. All appliances appeared to be in good condition at the time of assessment.

Suitable fire extinguishers are provided.

12. LIGHTNING

12.1 Does the building have a lightning protection system?

Yes ☒ No ☐

Relevant information and deficiencies observed:

Lightning protection system is provided.

Lightning protection system is subject to testing and maintenance. Date of next inspection- (06/25).

13. HOUSEKEEPING

13.1 Is the overall standard of housekeeping adequate?

Yes ☒ No ☐

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources?

Yes ☒ No ☐

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?

Yes ☒ No ☐

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

A high standard of housekeeping was evident throughout at the time of assessment.

No combustible items were observed close to ignition sources.

No unnecessary accumulation or inappropriate storage of combustible materials was observed.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Is there satisfactory control over works carried out in the building? N/A ☐ Yes ☒ No ☐

More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors? N/A ☐ Yes ☒ No ☐

b) Where appropriate, is a permit to work system used (e.g. for "hot work")? N/A ☐ Yes ☒ No ☐

c) Are suitable precautions taken by in-house maintenance personnel who carry out works? N/A ☐ Yes ☒ No ☐

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

All works will be overseen and managed. All contractors will receive a health & safety briefing prior to working on the premises.

15. DANGEROUS SUBSTANCES²⁾

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾? N/A ☒ Yes ☐ No ☐

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

None noted at the time of assessment.

²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

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

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

None noted at the time of assessment.

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

None.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE

17.1 Is the design and maintenance of the means of escape considered adequate? Yes ☒ No ☐

17.2 More specifically:

a) Do staircase and exit capacities appear to be adequate for the number of occupants⁴⁾? N/A ☐ Yes ☒ No ☐

b) Are there reasonable distances of travel:

– where there is escape in a single direction? N/A ☐ Yes ☒ No ☐

– where there are alternative means of escape? N/A ☐ Yes ☒ No ☐

c) Is there adequate provision of exits? N/A ☐ Yes ☒ No ☐

d) Do fire exits open in the direction of escape, where necessary? N/A ☐ Yes ☒ No ☐

e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? N/A ☐ Yes ☒ No ☐

f) Are the arrangements provided for securing exits satisfactory? N/A ☐ Yes ☒ No ☐

g) Is a suitable standard of protection designed for escape routes? N/A ☐ Yes ☒ No ☐

h) Are there reasonable arrangements for means of escape for disabled people? N/A ☐ Yes ☒ No ☐

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

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

The means of escape from all areas of the premises is adequate. Travel distances to exits are within recommended limits. There are 4 final exits available at ground floor level. There are 2 protected staircases serving the first floor.

All exits are single and outward opening.

Note: There is a sliding door within the reception area waiting room. Sliding door cannot be relied on as an exit. Alternative exits should be used in the event of a fire.

The number of exits provided is considered adequate for the number of occupants within the premises.

A comprehensive fire warning system is provided which will alert relevant persons at the earliest opportunity, thus ensuring their safe evacuation. Disabled access is provided. Fire marshals would be expected to assist with evacuation in the event of a fire situation.

Escape routes and places of higher risk are enclosed in fire resisting construction where necessary and are considered protected routes. Protected routes are enclosed with partitions that should provide a minimum of 30 minutes fire resistance.

Emergency procedures document should be provided within the premises, detailing; fire marshals, frequency of fire drills, available exits and procedures in the event of a fire.

Disabled occupants within the premises should be subject to a dynamic PEEP (Personal Emergency Evacuation Plan). Refuge area is provided within staircase on the first floor.

17.3 Are the escape routes available for use and suitably maintained? N/A ☐ Yes ☒ No ☐

More specifically:

a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary? N/A ☐ Yes ☒ No ☐

b) Is the fire-resisting construction protecting escape routes in sound condition⁵⁾? N/A ☐ Yes ☒ No ☐

c) Are all escape routes clear of obstructions? N/A ☐ Yes ☒ No ☐

d) Are all fire exits easily and immediately openable? N/A ☐ Yes ☒ No ☐

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

Escape routes are available for use and suitably maintained, with all escape routes being readily available and clear of obstructions at the time of assessment.

Fire doors within the premises appeared to be notional FD30S door-sets. No certification is provided on door-sets stating the fire rating. However, the doors are substantial and fitted with intumescent/smoke seals, fire rated ironmongery and self-closing devices (where required).

Fire resisting construction of escape routes is in sound condition.

Exit doors are fitted with a device which allows it to be "Easily and immediately" openable as defined in the Regulatory Reform (Fire Safety) Order 2005.

Some doors within the building that are required for means of escape are fitted with security codes to open. All staff are aware of codes and the doors automatically release on activation of the fire alarm. Green over-ride boxes are provided.

⁵⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard⁶⁾? Yes ☒ No ☐

b) reasonable limitation of linings that might promote fire spread? Yes ☒ No ☐

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire^{6), 7)}? N/A ☒ Yes ☐ No ☐

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

Adequate compartmentation is provided within the premises. Compartmentation appears to provide 60 minutes fire resistance as required. High-risk rooms and staircases are adequately protected.

Internal wall and ceiling linings would appear to not promote rapid fire spread.

No information was provided detailing the construction materials and methods used as part of the external wall system; from a visual survey it would appear that the existing products would not promote rapid fire spread.

No fire dampers were observed or reported to the assessor at the time of assessment.

No other areas were accessed as part of this assessment.

⁶⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

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

19. EMERGENCY ESCAPE LIGHTING

- 19.1 Has a reasonable standard of emergency escape lighting system been provided⁸⁾? N/A ☐ Yes ☒ No ☐

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

Emergency escape lighting is provided throughout the premises. The system appears to comply with the recommendations of BS 5266-1:2016 with all escape routes being adequately illuminated in the event of emergency. Directional signage is incorporated into emergency lighting units throughout.

No defects were observed or reported with the emergency escape lighting system at the time of assessment.

20. FIRE SAFETY SIGNS AND NOTICES

- 20.1 Is there a reasonable standard of fire safety signs and notices? N/A ☐ Yes ☒ No ☐

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

Adequate fire safety signs and notices are provided.

Fire action notices are provided detailing simultaneous evacuation procedures and a suitable assembly point.

Directional escape route signage is provided.

Fire doors are provided with signage.

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

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Is a reasonable fire detection and fire alarm system provided⁹⁾? N/A ☐ Yes ☒ No ☐

21.2 Is there remote transmission of alarm signals? N/A ☐ Yes ☒ No ☐

21.3 Is a zone plan displayed? N/A ☐ Yes ☒ No ☐

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

A fire warning system incorporating control indicating equipment, automatic fire detection and manual call points is provided throughout the premises. The system appears to be a Type L2 conforming to the recommendations of BS5839-1 and is considered adequate for the use and occupancy of the premises.

The control panel is located within the entrance hallway. The control panel appeared to be in working order with no faults being displayed or reported to the assessor. Zonal plan is provided.

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

None reported.

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

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

22.2 What type(s) of appliances are provided?

Portable fire extinguishers: ☒ Hose reels: ☐ Fire blankets: ☒

22.3 Are all fire extinguishing appliances readily accessible? N/A ☐ Yes ☒ No ☐

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

Adequate and appropriate fire extinguishers are provided throughout the premises. A mixture of foam and CO2 fire extinguishers are provided. All fire extinguishers are wall mounted and provided with identification labels.

Date of next service- (06/25).

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS¹⁰⁾

23.1 Type of fixed system:

None.

Relevant information and deficiencies observed:

None.

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

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹¹⁾

24.1 Type of fixed system:

None.

Relevant information and deficiencies observed:

None.

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

N/A ☒ Yes ☐ No ☐

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

None.

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

N/A ☒ Yes ☐ No ☐

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

None.

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

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Safety assistance:

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

CWB Fire Safety LTD.

25.2 Fire safety at the premises is managed by¹²⁾:

Manager- Beverly Walker.

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

N/A ☐ Yes ☒ No ☐

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

No fire safety policy was reviewed as part of the Fire Risk Assessment process.

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate¹³⁾?

Yes ☒ No ☐

More specifically:

a) Are there adequate procedures for investigating fire alarm signals?

N/A ☐ Yes ☒ No ☐

b) Are there suitable arrangements for summoning the fire and rescue service?

N/A ☐ Yes ☒ No ☐

¹²⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

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

- c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? N/A ☐ Yes ☒ No ☐
- d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☒ No ☐
- e) Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐
- f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☒ No ☐

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

A simultaneous evacuation strategy is in place and is supported with automatic fire detection and fire action notices that advise relevant persons on what to do in the event of a fire.

Manager advised that there are adequate procedures in place for investigating fire warning signals. Fire safety training is provided at suitable intervals and fire drills are carried out periodically to ensure that all staff are familiar with fire safety procedures within the premises.

In an emergency immediate evacuation of the building is carried out and personal evacuation plans will be devised for any disabled visitors as necessary. Fire marshals are in place to assist with evacuation in the event of a fire.

An assembly point is provided.

No fire safety procedures content was reviewed as part of the Fire Risk Assessment.

- 25.5 Are there persons nominated to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

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

Fire marshals are appointed and provided with additional fire safety training.

- 25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements? N/A ☐ Yes ☒ No ☐

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

The premises is multi-occupied. In accordance with Article 22, responsible persons should "Cooperate and Coordinate" as much as is required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

- 25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☒ No ☐

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

Employees would assist with evacuation. Fire marshals are provided with additional training.

- 25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A ☒ Yes ☐ No ☐

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

Familiarization visits are not considered necessary in this type of premises. The manager advised that there have been no previous communications with the local fire and rescue service.

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

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

The manager carries out regular inspections. Any deficiencies with regards to fire/health and safety precautions are reported and remediated as soon as reasonably practicable.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training? N/A ☐ Yes ☒ No ☐

More specifically:

a) Are they trained on induction? N/A ☐ Yes ☒ No ☐

b) Are they given periodic refresher training? N/A ☐ Yes ☒ No ☐

c) Are they given additional training to cover any specific roles and responsibilities? N/A ☐ Yes ☒ No ☐

d) Is the content of training provided considered adequate¹⁴⁾? N/A ☐ Yes ☒ No ☐

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

All employees receive basic fire safety training upon commencement of their employment. Staff are provided with E-Learning training. Fire marshals are provided with additional fire safety training. Staff are required to attend refresher courses at suitable intervals.

No training content was reviewed as part of the Fire Risk Assessment.

26.2 Are fire drills carried out at appropriate intervals? N/A ☐ Yes ☒ No ☐

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

Fire drills are carried out regularly. No records were reviewed detailing results from the drills.

26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A ☐ Yes ☒ No ☐

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

All contractors should be provided with relevant information before commencing work on site.

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

27. TESTING AND MAINTENANCE

27.1 Is there adequate maintenance of the premises? Yes ☒ No ☐

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

Management confirmed that all fire safety systems are on a PPM schedule and are inspected in accordance with the relevant British Standard. All records are held centrally and have not been reviewed as part of this assessment as the responsible person is satisfied that the PPM schedule is managed effectively. All systems were fully functional at the time of survey.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A ☐ Yes ☒ No ☐

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

Management reported that the manual break glass call points are subject to weekly testing and the entire system is subject to periodic servicing in accordance with the relevant British Standard.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A ☐ Yes ☒ No ☐

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

Management reported that the emergency lighting units are subject to monthly testing and the entire system is subject to annual testing in accordance with the relevant British Standard.

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A ☐ Yes ☒ No ☐

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

Fire extinguishers are subject to annual maintenance in accordance with the relevant British Standard.

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

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

None.

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

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

None.

27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A ☒ Yes ☐ No ☐

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

None.

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

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

None.

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

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

Carried out daily by the manager.

27.10 Are annual inspection and testing of the lightning protection system undertaken? N/A ☐ Yes ☒ No ☐

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

Manager reported that the lightning protection system is subject to inspections.

27.11 Other relevant inspections or tests:

Heating installation inspections.

Gas safety.

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

None.

28. RECORDS

28.1 Are there appropriate records of:

- | | | | |
|--|------------------------------|---|-----------------------------|
| a) Fire drills? | N/A ☐ | Yes ☒ | No ☐ |
| b) Fire training? | N/A ☐ | Yes ☒ | No ☐ |
| c) Fire alarm tests? | N/A ☐ | Yes ☒ | No ☐ |
| d) False alarms? | N/A ☐ | Yes ☒ | No ☐ |
| e) Emergency escape lighting tests? | N/A ☐ | Yes ☒ | No ☐ |
| f) Maintenance and testing of other fire protection systems and equipment? | N/A ☐ | Yes ☒ | No ☐ |

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

Management have confirmed that all fire safety systems within the premises are on a PPM schedule and are inspected in accordance with the relevant British Standards. The following records have been reviewed as part of this Fire Risk Assessment;

- EICR
- Portable appliance testing
- Heating installation inspections
- Gas safety
- Fire alarm tests and periodic servicing
- Emergency escape lighting tests
- Lightning protection system inspections

The following records have not been reviewed as part of this fire risk assessment. It is recommended that the following records/certification is reviewed to ensure its adequacy;

- Fire safety training
- Fire drills

FIRE RISK ASSESSMENT

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

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

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

Low ☒

Medium ☐

High ☐

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

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

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

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

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

Slight harm ☐

Moderate harm ☒

Extreme harm ☐

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

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

Trivial  Tolerable  Moderate  Substantial  Intolerable 

Comments:

The property has been given a (Tolerable) rating which means: No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be repeated regularly.

ACTION PLAN

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

Trivial ☐ Tolerable ☒

Definition of priorities (where applicable):

A = Recommendations that should be implemented immediately or as soon as reasonably practicable. (less than 6 months)

B = Recommendations that should be implemented in the short term. (within 12 months)

C = Recommendations of a non-urgent nature. (within 24 months)

D = Recommendations for longer term consideration. (24 months and more)

Item	Recommendation	Priority	Timescale
1.	5- NOTE Pharmacy located on the ground floor has not been included as part of this Fire Risk Assessment. Management informed assessor that this is a separate occupied premises. No other premises were accessed, and no other Fire Risk Assessments were reviewed as part of this survey. In accordance with Article 22, it is recommended that Responsible Persons "Cooperate and Coordinate" as much as is required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.		
2.	17.2- NOTE There is a sliding door within the reception area waiting room. Sliding door cannot be relied on as an exit. Alternative exits should be used in the event of a fire.	High.	
3.	17.2- Category B Emergency procedures document should be provided within the premises, detailing; fire marshals, frequency of fire drills, available exits and procedures in the event of a fire.	Medium.	December 2025.

Item	Recommendation	Priority	Timescale
4.	28.1- Category B The following records have not been reviewed as part of this fire risk assessment. It is recommended that the following records/certification is reviewed to ensure its adequacy; • Fire safety training • Fire drills	Medium.	December 2025.
Interim measures (where appropriate)			
1.	None.		

