



REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

IMAGE OF PREMISES



Responsible person (e.g. employer) or person having control of the premises:	Russel Pooley
Address of premises:	North State Office 53 Test Lane, Romford, Essex
Assessor:	Daniel Horner
Survey Number:	DHorner: 0151
Date of fire risk assessment:	22/11/2021
Date of previous fire risk assessment:	22/09/2021
Suggested date for review:	01/03/2023

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Signature		Date	01/12/2021
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## GENERAL INFORMATION

### 1. THE PREMISES

1.1	Number of floors at ground level and above:	7
1.1.1	Number of floors entirely below ground level:	3
1.1.2	Floors on which car parking is provided:	2

#### Approximate floor area:

1.2.1	m2 per floor:	120
1.2.2	m2 gross:	400
1.2.3	m2 on ground floor:	120

1.3 Details of construction and layout:  
*Residential building with multiple floors.*

1.4 Occupancy:  
*Residential occupancy.*

### 2. THE OCCUPANTS

2.1	Approximate maximum number of employees at any one time:	200
2.2	Approximate maximum number of other occupants at any one time:	150
2.3	Approximate total number of people present in the building at any one time:	160

### 3. OCCUPANTS AT SPECIAL RISK FROM FIRE

3.1	Sleeping occupants:	0
3.2	Disabled employees:	4
3.3	Other disabled occupants:	6
3.4	Occupants in remote areas and lone workers:	120
3.5	Young persons employed:	50
3.6	Others: 50	

### 4. FIRE LOSS EXPERIENCE

4.1 Fire Loss Experience:  
*No Fire Loss.*

### 5. OTHER RELEVANT INFORMATION

5.1 Other Relevant Information:  
*N/A*

### 6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:  
*Regulatory Reform (Fire Safety) Order 2005.*

6.2 The above legislation is enforced by:  
*Suffolk County Fire and Rescue Service.*

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010(as amended)]:  
*None*

6.4 The other legislation referred to above is enforced by:  
*N/A*

6.5.1

Is there an alterations notice in force?

No

6.5.2

Relevant information and deficiencies observed:  
N/A

# 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

### More specifically

7.2.1 Are fixed installations periodically inspected and tested?

Yes

7.2.2 Is portable appliance testing carried out?

No

7.2.3 Is there suitable control over the use of personal electrical appliances?

Yes

7.2.4 Is there suitable limitation of trailing leads and adapters?

No

7.3 Relevant information (including description of arrangements and deficiencies observed):  
*See corrective and remedial actions.*

## 8. SMOKING

8.1 Are reasonable measures taken to prevent fires as a result of smoking?

Yes

### More specifically

8.2.1 Is smoking prohibited in the building?

Yes

8.2.2 Is smoking prohibited in appropriate areas?

Yes

8.2.3 Are there suitable arrangements for those who wish to smoke?

Yes

8.2.4 Did the smoking policy appear to be observed at time of inspection?

Yes

8.3 Relevant information (including description of arrangements and deficiencies observed):  
*See corrective and remedial actions.*

## 9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable?

Yes

**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.**

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?

No

9.3 Relevant information (including description of arrangements and deficiencies observed):  
*See actions. Some pallets are stored away from the building. CCTV system installed on site.*

## 10. PORTABLE HEATERS AND HEATING INSTALLATIONS

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

N/A

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

Yes

10.3 Relevant information (including description of arrangements and deficiencies observed):  
*Ensure fixed heating systems including air conditioning are regularly maintained.  
Hire a competent contractor to repair if broken.*

## 11. COOKING

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
11.2	More specifically, are filters cleaned or changed and ductwork cleaned regularly?	N/A
11.3	Relevant information (including description of arrangements and deficiencies observed): <i>There is a small kitchen on site with kettle and toaster. The risk is low.</i>	

## 12. LIGHTNING

12.1	Does the building have a lightning protection system?	No
12.2	Relevant information and deficiencies observed: <i>N/A.</i>	

## 13. HOUSEKEEPING

13.1	Is the overall standard of housekeeping adequate?	Yes
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### More specifically

13.2.1	Do combustible materials appear to be separated from ignition sources?	No
13.2.2	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes
13.3	Relevant information (including description of arrangements and deficiencies observed): <i>See corrective and remedial actions.</i>	

## 14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1	Is there satisfactory control over works carried out in the building?	Yes
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### More specifically

14.2.1	Where appropriate, are fire safety conditions imposed on outside contractors?	Yes
14.2.2	Where appropriate, is a permit to work system used (e.g. for "hot work")?	Yes
14.2.3	Are suitable precautions taken by in-house maintenance personnel who carry out works?	Yes
14.3	Relevant information (including description of arrangements and deficiencies observed): <i>N/A.</i>	

## 15. DANGEROUS SUBSTANCES

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.

15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
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Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

15.2	Relevant information (including description of arrangements and deficiencies observed): <i>There are 0 dangerous substances stored in either building.</i>	
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## 16. OTHER SIGNIFICANT FIRE HAZARDS

16.1	Hazards: <i>Fuel storage tank at rear of production facility.</i>	
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16.2 Relevant information (including description of arrangements and deficiencies observed):  
*Correct management of the above should be put into place if not already.*

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# FIRE PROTECTION MEASURES

## 17. MEANS OF ESCAPE

17.1 Is the design and maintenance of the means of escape considered adequate?

Yes

### More specifically

17.2.1 Do staircase and exit capacities appear to be adequate for the number of occupants?

No

**Notes** Fire door should be held open. If required to remain open these should be connected to an automatic closing device which is linked to a fire alarm system. Ensure fire doors have intumescent strips installed.

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

### Are there reasonable distances of travel:

17.2.2.1 Where there is escape in a single direction?

N/A

17.2.2.2 Where there are alternative means of escape?

Yes

17.2.3 Is there adequate provision of exits?

No

17.2.4 Do fire exits open in the direction of escape, where necessary?

Yes

17.2.5 Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?

N/A

17.2.6 Are the arrangements provided for securing exits satisfactory?

Yes

17.2.7 Is a suitable standard of protection designed for escape routes?

No

17.2.8 Are there reasonable arrangements for means of escape for disabled people?

Yes

17.2.9 Relevant information (including description of arrangements and deficiencies observed):  
N/A

17.3 Are the escape routes available for use and suitably maintained?

Yes

### More specifically:

17.3.1.1 Are fire-resisting doors maintained in sound condition and self-closing, where necessary?

No

17.3.1.2 Is the fire-resisting construction protecting escape routes in sound condition?

Yes

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.

17.3.1.4 Are all escape routes clear of obstructions?

No

17.3.1.5 Are all fire exits easily and immediately openable?

Yes

17.3.1.6 Relevant information (including description of arrangements and deficiencies observed):  
See corrective and remedial actions.

## 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

It is considered that there is:

- |        |  |     |
|--------|--|-----|
| 18.1.1 | Compartmentation of a reasonable standard?                       | Yes |
| 18.1.2 | Reasonable limitation of linings that might promote fire spread? | No  |

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.

- |      |  |     |
|------|--|-----|
| 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? | Yes |
|------|--|-----|

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

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|------|--|
| 18.3 | Relevant information (including description of arrangements and deficiencies observed):<br>N/A |
|------|--|

## 19. EMERGENCY ESCAPE LIGHTING

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|------|--|----|
| 19.1 | Has a reasonable standard of emergency escape lighting system been provided? | No |
|------|--|----|

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

- |      |   |
|------|---|
| 19.2 | Relevant information (including description of arrangements and deficiencies observed):<br><i>Install additional emergency lighting in warehouse unit to cover all areas. This should consist of open area lighting and illuminated exit boxes.</i> |
|------|---|

## 20. FIRE SAFETY SIGNS AND NOTICES

- |      |  |    |
|------|--|----|
| 20.1 | Is there a reasonable standard of fire safety signs and notices?   | No |
| 20.2 | Relevant information (including description of arrangements and deficiencies observed):<br><i>Following signs required in warehouse unit. Running man signs with directional arrows.</i> |    |

## 21. MEANS OF GIVING WARNING IN CASE OF FIRE

- |      |  |    |
|------|--|----|
| 21.1 | Is a reasonable fire detection and fire alarm system provided? | No |
|------|--|----|

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

- |        |   |    |
|--------|---|----|
| 21.2   | Is there remote transmission of alarm signals?  | No |
| 21.3   | Is a zone plan displayed?   | No |
| 21.3.1 | Relevant information (including description of arrangements and deficiencies observed):<br><i>Fire alarm system required.</i> |    |

- |      |   |
|------|---|
| 21.4 | Relevant information on false alarm experience (if known):<br>N/A |
|------|---|

## 22. MANUAL FIRE EXTINGUISHING APPLIANCES IN COMMON PARTS

- |      |  |                             |
|------|--|-----------------------------|
| 22.1 | Is there reasonable provision of manual fire extinguishing appliances? | Yes                         |
| 22.2 | What type(s) of appliances are provided?                               | Portable fire extinguishers |



22.3	Are all fire extinguishing appliances readily accessible?	Yes
22.4	Relevant information (including description of arrangements and deficiencies observed): N/A	
<b>23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>		
Relevant to life safety and this risk assessment (as opposed to property protection).		
23.1	Type of fixed system: N/A	
23.2	Relevant information and deficiencies observed: N/A	
<b>24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>		
Relevant to life safety and this risk assessment (as opposed to property protection).		
24.1	Type of fixed system: N/A	
24.1.1	Relevant information and deficiencies observed: N/A	
24.2	Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?	N/A
24.2.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
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
24.3.1	Relevant information (including description of arrangements and deficiencies observed): N/A	

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

25.1 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:  
*Mark Ely*

25.2 Fire safety at the premises is managed by:  
*Mark Ely*

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

25.3 Is there a suitable record of the fire safety arrangements? **No**

25.3.1 Relevant information (including description of arrangements and deficiencies observed):  
*Mark to put in place fire safety arrangements*

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate? **Yes**

**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.**

**More Specifically:**

25.4.1 Are there adequate procedures for investigating fire alarm signals? **N/A**

25.4.2 Are there suitable arrangements for summoning the fire and rescue service? **Yes**

25.4.3 Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? **Yes**

25.4.4 Are there suitable arrangements for ensuring that the premises have been evacuated? **Yes**

25.4.5 Is there a suitable fire assembly point(s)? **Yes**

25.4.6 Are there adequate procedures for evacuation of any disabled people who are likely to be present? **N/A**

25.4.7 Relevant information (including description of arrangements and deficiencies observed):  
*N/A*

25.5 Are there persons nominated to use fire extinguishing appliances? **Yes**

25.5.1 Relevant information (including description of arrangements and deficiencies observed):  
*Sharer work space with Roland Plastics in the production unit.*

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**

25.6.1 Relevant information (including description of arrangements and deficiencies observed):  
*N/A*

25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? **N/A**

25.7.1 Relevant information (including description of arrangements and deficiencies observed):  
*N/A*

25.8	Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?)	Yes
25.8.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
25.9	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes
25.9.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
<b>26. TRAINING AND DRILLS</b>		
26.1	Are all staff given adequate fire safety instruction and training?	No
<b>More specifically</b>		
26.1.1	Are they trained on induction?	N/A
26.1.2	Are they given periodic refresher training?	Yes
26.1.3	Are they given additional training to cover any specific roles and responsibilities?	No
26.1.4	Is the content of training provided considered adequate?	Yes
<b>Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.</b>		
26.1.5	Relevant information (including description of arrangements and deficiencies observed): <i>Mark to implement training.</i>	
26.2	Are fire drills carried out at appropriate intervals?	N/A
26.2.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
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
26.3.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
<b>27. TESTING AND MAINTENANCE</b>		
27.1	Is there adequate maintenance of the premises?	Yes
27.1.1	Relevant information (including description of arrangements and deficiencies observed): <i>Most equipment is maintained.</i>	
27.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	N/A
27.2.1	Relevant information (including description of arrangements and deficiencies observed): <i>Not installed.</i>	
27.3	Are monthly and annual testing routines in place for the emergency escape lighting?	No

27.3.1	Relevant information (including description of arrangements and deficiencies observed): <i>See actions.</i>	
27.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes
27.4.1	Relevant information (including description of arrangements and deficiencies observed): <i>Costal Fire undertaking testing.</i>	
27.5	Is periodic inspection of external escape staircases and gangways undertaken?	N/A
27.5.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
27.6	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A
27.6.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
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
27.7.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
27.8	Are weekly testing and periodic inspection of sprinkler installations undertaken?	N/A
27.8.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
27.9	Are routine checks of final exit doors and/or security fastenings undertaken?	Yes
27.9.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
27.10	Are annual inspection and testing of the lightning protection system undertaken?	No
27.10.1	Relevant information (including description of arrangements and deficiencies observed): N/A	
27.11	Other relevant inspections or tests: N/A	
27.11.1	Relevant information (including description of arrangements and deficiencies observed): N/A	

## 28. RECORDS

### Are there appropriate records of:

28.1.1	Fire drills?	No
28.1.2	Fire training?	Yes
28.1.3	Fire alarm tests?	No
28.1.4	Emergency escape lighting tests?	No

28.1.5	Maintenance and testing of other fire protection systems and equipment?	Yes
28.2	Relevant information (including description of arrangements and deficiencies observed): N/A	



# Photo Summary



Audit Details: DHorner: 0151

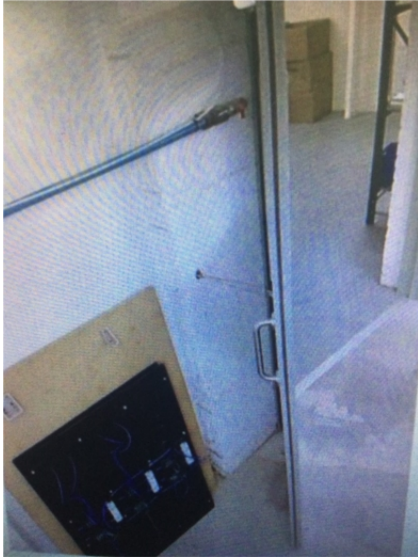
13/09/2022

## Section: MEANS OF ESCAPE

**Question:** Are fire-resisting doors maintained in sound condition and self-closing, where necessary?

**Picture Reference:** 17.3.1.1

**Notes:**



## Section: MEANS OF ESCAPE

**Question:** Are all escape routes clear of obstructions?

**Picture Reference:** 17.3.1.4

**Notes:**



## Section: ELECTRICAL SOURCES OF IGNITION

**Question:** Are reasonable measures taken to prevent fires of electrical origin?

**Picture Reference:** 7.1

**Notes:**



## Section: ELECTRICAL SOURCES OF IGNITION

**Question:** Is portable appliance testing carried out?

**Picture Reference:** 7.2.2

**Notes:**





# Photo Summary



Audit Details: DHorner: 0151

13/09/2022

## Section: ELECTRICAL SOURCES OF IGNITION

**Question:** Is there suitable limitation of trailing leads and adapters?

**Picture Reference:** 7.2.4

**Notes:**



## Section: ARSON

**Question:** Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?

**Picture Reference:** 9.2

**Notes:**





The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire			Actual Score
	Slight harm	Moderate harm	Extreme harm	<b>3.50</b>
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:

Likelihood

Medium

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:

Consequence

Moderate 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 it is unlikely to involve 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:

Risk to Life

Tolerable risk



## CONTEXT

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been 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 fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (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 fire 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 reviewed regularly.)



# Corrective Actions



22/11/2021

Number	Description	Required Action	Location	Reported	Due Date	Likelihood	Consequence	Status	Risk
DHorner: 0151-004	No Built-in lightning protection system.	Install a built-in lighting protection system.	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS	22/10/2021	22/10/2021	Low	High	New	3
DHorner: 0151-001	Fire doors.	Ensure fire doors are not held / wedged open.	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS	22/10/2021	22/10/2021	Low	High	New	3
DHorner: 0151-003	Emergency lighting	Employ competent contractors to install additional emergency to warehouse unit.	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS	22/10/2021	22/10/2021	Low	Medium	Complete	2
DHorner: 0151-002	Tripping hazard.	Ensure enough electrical outlets are available so the use of extension leads through routes is not required.	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS	22/10/2021	22/10/2021	High	Medium	New	6