

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Address:	PERRANWELL COMMUNITY STORES SCHOOL HILL PERRANWELL STATION TR3 7JU
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Should any of the answers to the following questions be **NO**, these issues may need action.

SIGNIFICANT FINDINGS are considered to be **RED ISSUES** or **AMBER ISSUES** and are summarised on Pages 5/6.



	Print Name	Signature	Date
Person completing Fire Risk Assessment	Jeff Hick GFireE MIFSM	<i>Jeffrey Hick</i>	23 rd October 2023
Responsible Persons	Perranwell Community Stores Ltd		
Next Recommended Review Date			October 2024

Fire Safety Cornwall Ltd informs you that this Fire Risk Assessment and enclosed documents, are intended to assist the Responsible Person and/or their Representative, in meeting both their own requirements and their legal obligations under the Regulatory Reform (Fire Safety) Order 2005, but do not in itself ensure or confirm compliance. The Fire Risk Assessment endeavours to allow for the identification of hazards, risks and control measures associated with a premises/building, and to identify observations and significant findings and the Relevant Persons at risk from them.

The assessment has been carried out with a visual inspection of all available areas. This should not be considered a fully intrusive fire safety survey. Whilst a visual inspection has been made of the exterior of the building, it is recommended that you obtain advice from qualified and competent specialists on the nature of, and risks associated with, the external wall construction, including any cladding, of this building.

It should be noted that it is the responsibility of the Responsible Person and / or their Representative to implement any required actions identified by the Fire Risk Assessment. **Fire Safety Cornwall Ltd** accepts no responsibility for how the Fire Risk Assessment is utilised or for any added content or findings.

The Responsible Person and / or their Representative should note that nothing within the Fire Risk Assessment overrides any requirements needed to comply with statutory obligations under the Health and Safety at Work Act, 1974 and all associated Revisions and Regulations, approved codes of practice and statutory warning notices from Fire Service Inspectors and Enforcement Officers.

The Fire Risk Assessment does not override, where appropriate, the application requirements for Building Control, Local Authority, Licensing and any other consent.

The Fire Risk Assessment is a continuous, live process and must be monitored and audited, reviewed and revised with any structural and material changes to the premises / building, the usage of, and any changes to processes carried out, the introduction of additional ignition sources and increased fire loading. The Fire Risk Assessment should be reviewed after any significant changes to staff and occupancy and following any "near miss" or incidence of fire. Any change could lead to new hazards and risks needing to be considered and no liability rests with **Fire Safety Cornwall Ltd** in this respect.

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BUILDING SUMMARY

Stand-alone container unit, approximately 3 metres x 10 metres. Of metal insulated construction with internal composite boarding.

The unit is situated in car park of Perranwell Village Hall and has been converted for use as a retail shop.

One centrally located entrance/exit door leads into open plan area with shop counter at one end and remainder fitted with shelving units plus display units. Fridges and freezers also provided.

The open plan layout would allow a very early awareness of any fire, travel distances are short and overall risk is considered to be low, providing all fire safety measures are managed and checked regularly.

Opening hours are:

Monday - Friday 10.00 -16.00

Saturday- Sunday 10.00-12.00.

Occupancy would normally be up to 3 staff plus customers(estimated 6 at one time)

Fire risk comprises predominantly of general electrical equipment, all in good condition at time of inspection.

This assessment has been carried out in line with government guidance Fire Safety Risk Assessment for "Shops and Offices".

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Fire Risk Assessment

	Significant Findings	Persons at Risk	Risk Level	Intended Remedial Action	Time Scale	Estimated Cost	Completed
1	No red issues in opinion of assessor.						

Risk Level

Time Scale

Estimated Cost

H = High Risk M = Medium Risk L = Low Risk	I = Immediate ST = Short Term(One Month) MT = Medium Term(Three –Six Months) LT =Long Term(One Year)	HC = High Cost(Above £1000) MC = Medium Cost(less than £1000 more than £100). LC = Low Cost(less than £100)
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Fire Risk Assessment

	Observations for Remedial Action	Recommended Actions	Advisory Time Scale	Completed
1	No amber issues in opinion of assessor.			

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Potential Fire Hazards

1. Is smoking controlled?	Yes	Visual Inspection	Smoking not permitted inside building.	
2. Are radiant heaters controlled?	Yes	Visual Inspection	Controlled at time of inspection. Electric heaters only.	
3. Are all flammables and other combustibles/hazardous materials stored safely and isolated from ignition sources?	Yes	Visual Inspection	Adequate at time of inspection.	
4. Are potential ignition sources isolated from rest of the building?	Yes	Visual Inspection	Ignition sources predominantly consist of electrical appliances. Adequate control.	
5. Is the electrical installation subject to periodic test?	Yes	Records	Last tested 04/23.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Potential Fire Hazards

6. Is the use of extension leads and multi point adaptors kept to a minimum?	Yes	Visual Inspection	No misuse noted at time of inspection.	
7. Are adequate precautions taken against arson?	Yes	Visual Inspection	No excessive build up of combustibles on site. Good level of security.	
8. Are contractors controlled in relation to fire safety?	Yes	Visual Inspection	Contractors would normally be accompanied by responsible person.	
9. Is regular "PAT" testing carried out on portable electrical equipment?	Yes	Visual inspection Verbal Confirmation	Arrangements in hand.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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People at Risk

10. Is there a satisfactory procedure for the safe evacuation of all persons?	Yes	Visual Inspection.	In event of fire, all persons would evacuate.	
11. Are contractors and maintenance workers considered during evacuation?	Yes	Visual Inspection	As per point 10 above.	
12. Are staff made aware of fire procedures?	Yes	Visual Inspection	Staff will received verbal induction.	
13. Are neighbouring premises made aware of fire alarms?	N/A	Visual Inspection	Adequate separation from neighbouring buildings.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Potential Fire Spread/Mean of Escape

14. Is existing standard of structural fire separation satisfactory?	Yes	Visual inspection	Adequate for existing risk and use.	
15. Is existing means of escape satisfactory?	Yes	Visual inspection	Single exit but adequate for occupancy.	
16. Can all fire exits be easily opened from the inside without the use of a key?	Yes	Visual inspection	Door would be unlocked at all times premises in use.	
17. Are all passageways and corridors, which form part of an escape route, free from obstructions and storage?	Yes	Visual inspection	Adequate at time of inspection.	
18. Are all self-closing fire doors operating correctly and not held open?	N/A	Visual inspection	No fire doors required.	
19. Are all fire doors in a good state of repair?	N/A	Visual inspection	As above.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Means of raising the alarm in event of fire

20. Is the Fire Alarm system adequate and in full working order?	N/A	Visual inspection	Alarm by voice, no requirement for electrical alarm.	
21. Is the system tested regularly?	N/A	Visual inspection	Not applicable.	
22. Are the tests recorded?	N/A	Visual inspection	Not applicable.	
23. Is the alarm audible in all areas?	Yes	Visual confirmation	Shout of " Fire" would be heard throughout premises.	
24. Are manual call points visible, unobstructed and fitted with plastic covers?	N/A	Visual inspection	Not applicable.	
25. Is automatic fire detection system adequate and in working order?	N/A	Visual inspection	Not applicable.	
26. Is the fire alarm system or installation serviced regularly?	N/A	Visual inspection	Not applicable.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Emergency Lighting

27. Are the premises provided with an adequate lighting system to provide illumination of escape routes in the event of a failure of the general lighting system?	Yes	Visual Inspection	No emergency lighting as premises only used during daylight hours. This will be reviewed if hours of opening change.	
28. Are all the emergency lighting units working and tested regularly?	N/A	Visual Inspection	Not applicable.	
29. Are the tests recorded?	N/A	Visual Inspection	Not applicable.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Fire Safety Signs

30. Are final exit doors and escape routes adequately signed?	Yes	Visual Inspection	Adequate at time of inspection	
31. Are all internal fire doors correctly signed? e.g. “Fire Door Keep Shut” (internal doors) “Fire Door Keep Locked” (cupboards) “Automatic Fire Door Keep Clear (self explanatory)	N/A	Visual Inspection	Not applicable.	
32. Are “Fire Action” Notices displayed?	Yes	Visual Inspection	At exit door, example attached.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Fire Fighting Equipment

33. Is there sufficient provision of portable fire fighting equipment?	Yes	Visual Inspection	Verbally agreed to install 6 litre AFFF plus 2.5 Carbon Dioxide.	
34. Is equipment securely mounted on wall brackets or sited on appropriate stands?	Yes	Visual Inspection	Will be securely fitted.	
35. Is equipment freely available, visible and unobstructed?	Yes	Visual Inspection	All equipment will be accessible.	
36. Does a competent person or company service them annually?	Yes	Visual Inspection	As necessary	
37. Are the results of the annual tests recorded?	Yes	Visual Inspection	As above.	

Areas of Consideration	Yes, No or N/A	Evidenced by	Observations	Significant Findings
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Management and Staff Training

38. Are staff aware of the action to be taken in the event of fire?	Yes	Records	Staff to receive verbal induction.	
39. Have staff received appropriate fire safety training?	Yes	Records	As above.	
40. Is a fire exercise carried out annually, and recorded?	N/A	Visual Inspection	Not applicable.	
41. Will staff be informed of the findings of this risk assessment?	Yes	Records	Communicated to staff as necessary and appropriate.	
42. Has a procedure been established to review the Fire Risk Assessment on a regular basis?	Yes	Records	This will be reviewed as and when considered necessary. Recommendation is for an annual review.	

FIRE ACTION

ACTION ON DISCOVERING A FIRE:-

RAISE THE ALARM BY VOICE

CALL FIRE AND RESCUE SERVICE -999

ADDRESS OF PROPERTY IS:

**PERRANWELL COMMUNITY STORES
SCHOOL HILL
PERRANWELL STATION
TR3 7JU**

ACTION ON HEARING FIRE ALARM: -

EVACUATE IMMEDIATELY

**CONFIRM THAT FIRE AND RESCUE SERVICE
HAVE BEEN CALLED**

CONFIRM THAT EVERYONE IS OUT OF BUILDING

**DO NOT RETURN TO BUILDING UNTIL
AUTHORISED TO DO SO**