



Building Safety

A S S O C I A T E S . L T D

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**FIRE SAFETY  
RISK ASSESSMENT  
FOR**



**PARQ  
157-159 PRESTON ROAD  
BRIGHTON  
EAST SUSSEX  
BN1 6AF**

Date of fire risk assessment: 6th September 2019

## SECTION 1: ASSESSMENT INFORMATION

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- 1.1 Assessor:** Building Safety Associates Limited
- 1.2 Date of previous fire risk assessment:** 9th August 2017
- 1.3 Suggested date for review:** 5th September 2020
- 1.4 Purpose:** The purpose of this report is only 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. This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.
- 1.5 The following fire safety legislation applies to these premises:**  
➤ Regulatory Reform (Fire Safety) Order 2005.
- 1.6 The above legislation is enforced by:**  
➤ East Sussex Fire Authority.
- 1.7 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):**  
➤ None.
- 1.8 The legislation to which 1.7 makes reference is enforced by:**  
➤ Not Applicable.
- 1.9 Comments:**  
This fire risk assessment only covers the common ways of the premises as these are covered by the Regulatory Reform (Fire Safety) Order 2005. It does not cover the risk posed within the flats themselves as these are not within the scope of the legislation.

## SECTION 2: PROPERTY INFORMATION

N/A

- 2.1 Name of Owner:** Cross Stone (Parq) Ltd
- 2.2 Registered Address of Owner:** C/O Oakley Property (Sussex) Limited 23 - 24 Marlborough Place Brighton  
**Post Code:** BN1 1UB  
**Tel No:** 01273 688882
- 2.3 Responsible Person:** **Name:** Oakley Property (Sussex) Limited  
**Tel No:** 01273 688882  
**Email:** management@oakleyproperty.com  
**Position:** Managing Agent  
**Mob No:**
- 2.4 Person Providing information:** *(If different from above)*  
**Name :** As above  
**Tel No:**  
**Email:**  
**Position:**  
**Mob No:**
- 2.5 Number of Storeys:**
- |                                  |   |
|----------------------------------|---|
| Above ground                     | 5 |
| Basements                        | 1 |
| Floors occupied by this business | 5 |
- 2.6 Approximate floor area:**
- |                                 |
|---------------------------------|
| 500 m <sup>2</sup> ground floor |
| 500 m <sup>2</sup> per floor    |
| 2500 m <sup>2</sup> Gross       |
- 2.7 Brief details of construction:** Former office block converted to dwellings constructed of brick, timber and concrete
- 2.8 Use of premises:** The premises is used as residential dwellings.
- 2.9 Fire Loss Experience:** It was not reported that the premises has previously experienced a fire. This is to the best knowledge of the person providing the information.
- 2.10 Other relevant information:** Three separate blocks each with independent protected staircase, ground to fourth floors. Each block is served by a passenger lift.

### SECTION 3: OCCUPANT INFORMATION

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N/A

This page is left intentionally blank as an assessment of the type and number of occupants in residential flats is not possible.

## SECTION 4: ACTION PLAN

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

Trivial

Tolerable

Definition of priorities (where applicable):

- 1** - Actions allocated Priority 1 are urgent and risk critical and should be undertaken immediately.
- 2** - Actions allocated Priority 2 are either relating to works that require low effort and cost to put in place or works that are required to reduce a substantial risk. Examples include replacing an emergency light fitting, creating documentation or repairing a fire alarm system. It is recommended that the responsible person undertakes works within one month.
- 3** - Actions allocated Priority 3 are substantial works that are required to reduce substantial risk. Examples may include fitting a fire alarm system or installing emergency lighting. It is recommended that the responsible person undertakes works within three months.
- 4** - Actions allocated Priority 4 are substantial works that are required to reduce less important risks. This may include a programme of upgrading fire doors by fitting intumescent seals or a third hinge. It is recommended that the responsible person undertakes works within six months.
- 0** - Actions allocated a Priority 0 are recommended actions that may be easily put in place to reduce risk to life or property. They may be completed at the convenience of the responsible person.

**NOTE:** Actions provided in this fire safety risk assessment follow the principles of prevention as laid out in Part 3 Schedule 1 of the legislation.

These are:

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combating the risks at source.
- Adapting to technical progress.
- Replacing the dangerous by non-dangerous or less dangerous.
- Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures.
- Giving appropriate instructions to employees.

	Action	Priority	Person Responsible	Date Complete
1	<p><b>MANAGEMENT (6.1)</b></p> <p>A fire safety policy should be written for the premises detailing the agreed management procedures for its safe operation so the premises may be adequately managed for fire safety.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>➤ Testing and maintenance of fire-related equipment and devices.</li> <li>➤ The employment of contractors and associated controls to reduce the risks of work.</li> <li>➤ The responsibilities held by, and actions to be undertaken by management.</li> </ul> <p>This list is indicative and not exhaustive.</p> <p>Essentially, such a document should detail the standard by which the premises is to be operated.</p> <p>Such a document can be authored externally. Further details are available on request.</p>	2		
2	<p><b>HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (6.2)</b></p> <p>All persons that work on site but are employed by outside undertakings, including the self-employed, should be appraised of the particular risks on site, made aware of the protective measures in place and of the actions to be taken it in the event of a fire.</p> <p>Where necessary this should also include information on dangerous substances.</p> <p>Confirmation of understanding should be undertaken to ensure that contractors are not placed at risk whilst working on site.</p>	2		
3	<p><b>HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (6.2)</b></p> <p>Adequate control over works undertaken whilst contractors are on site or whenever in-house works are undertaken must be provided.</p> <p>This should include the provision, where appropriate, of permits to work and checks around the work area to ensure that, whilst works are ongoing, the risk of fire is maintained as low as reasonably practicable.</p>	2		

	<p><b><u>TESTING AND MAINTENANCE (6.7)</u></b></p> <p>The maintenance and testing of the emergency lighting could not be confirmed as no records were available. The maintenance of the system should be carried out by a competent person in accordance with BS 5266.</p>			
4	<p>The emergency lighting system is to be subject to an annual service by a competent person and a monthly test in accordance with current guidance. The Monthly test should consist of a momentary operation of the emergency lighting system to ensure that all luminaires are capable of operation. Any fault or failure identified should be subject to urgent remedial works. Records of such testing should be kept.</p>	2		
	<p><b><u>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT (8.2)</u></b></p> <p>Picture 1.</p> <p>Fire stopping foam has been used incorrectly in the electrical intake cupboard, it is recommended that gaps around pipe penetrations are no greater than 15mm for fire stopping foam to be effective. The correct product for the hole in the floor would be a fire stop pillow or fire stop block. It is recommended that a survey is undertaken by a competent 3rd party accredited person to establish that the correct products have been installed throughout the premises.</p>	2		
	<p><b><u>FIRE SAFETY SIGNS AND NOTICES (8.4)</u></b></p> <p>Fire Action Notices have not been installed. Best practice guidelines recommend that you display a Fire Action Notice next to every Fire Alarm call-point, and at every final exit door.</p>	2		
	<p><b><u>FIRE SAFETY SIGNS AND NOTICES (8.4)</u></b></p> <p>Do not use the lifts in case of fire signs were not displayed adjacent to each lift access point. Install the appropriate signs adjacent to the lift access point.</p>	2		
	<p><b><u>OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT (8.8)</u></b></p> <p>Picture 2.</p> <p>There were no records available to confirm that testing and servicing of the PPV has been undertaken. If not already undertaken the system should be serviced and maintained by a competent person and records maintained.</p>	2		

## SECTION 5: PHOTOGRAPHS

**1. Fire stopping foam has been used incorrectly in the electrical intake cupboard.**



**2. There were no records available to confirm the testing of the PPV has been undertaken.**



# Fire Action

## If fire breaks out in your flat:

- Leave the room where the fire is straight away, then close the door.
- Tell everyone in your flat and get them to leave.  
Close the flat entrance door behind you.
- Do not stay behind to put the fire out.
- If there is a lift - Do not use.
- Wait outside, away from the building.
- Call the fire service - dial 999 or 112.

## If you see or hear of a fire in another part of the building:

- The building is designed to contain a fire in the flat where it starts.  
This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.
- You must also leave immediately if smoke or heat affects your home, or if you are told to leave by the fire service.
- If there is a lift - Do not use.
- If you are in doubt - get out.

## To call the fire service:

- Dial 999 or 112.
- When the operator answers, give your telephone number and ask for fire.
- When the fire service reply, give the address where the fire is.
- Do not end the call until the fire service has repeated the address correctly.



# Risk Assessment Details

## SECTION 6: PROCEDURES AND ARRANGEMENTS

### 6.1 MANAGEMENT

Y	N	N/A
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A. Fire safety is managed by: <sup>1)</sup> Oakley Property (Sussex) Limited

<sup>1)</sup> 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.

B. Suitable competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

✓		
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C. Sufficient co-operation between appointed / competent persons?

✓		
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D. Effective management approach to fire safety?

	✓	
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E. Suitable record / policy for the fire safety arrangements?

	✓	
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F. Responsibilities clearly defined?

✓		
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G. Effective communication in place to inform other relevant / responsible persons?

✓		
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H. The emergency plan forms part of the policy and is kept under review?

✓		
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#### Comments and observations:

- The company contracts in a competent person to assist with general fire precautions where required.
- The management approach to fire safety has been positive but there are areas which would benefit from improvements.
- The procedures in place require reviewing, to ensure that they are adequate to assist in reducing the risk further. A premises specific fire policy is required to help reduce the risk from fire further.

### 6.2 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

Y	N	N/A
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A. Fire safety conditions imposed on outside contractors?

✓		
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B. Information on fire risks passed to outside employers / self-employed?

		✓
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C. Information on emergency procedures passed to outside employers / self-employed?

		✓
--	--	---

D. Information on dangerous substances passed to outside employers / self-employed?

		✓
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E. Satisfactory control over works carried out (including "hot work" permits)?

		✓
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F. Suitable precautions taken during in-house maintenance work?

		✓
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#### Comments and observations:

- Contractors are familiar with the premises and the control and arrangements used by Oakley Property (Sussex) Limited.
- Although they do not offer a significant fire risk, the contractor controls cannot be considered adequate.

**6.3 EMERGENCY PROCEDURES**

Y	N	N/A
✓		
✓		
✓		
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓

- A. Appropriate fire procedures in place?
- B. Procedures in the event of fire properly documented?
- C. Suitable arrangements for summoning the fire and rescue service?
- D. Suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
- E. Suitable arrangements for ensuring that the premises have been evacuated?
- F. Suitable fire assembly point(s)?
- G. Adequate procedures for evacuation of mobility impaired?
- H. Persons nominated and trained to use fire extinguishing appliances?
- I. Persons nominated and trained to assist with evacuation (including mobility impaired)?
- J. Appropriate liaison with fire and rescue service (e.g. by fire crews visiting for familiarisation)?

**Comments and observations:**

- The building is purpose built and with the Automatic Fire Detection (AFD) installed would support a stay put policy. It could not be confirmed if the AFD is linked to an Alarm Receiving Centre (ARC) however it is presumed that residents and/or the public would call the Fire & Rescue Service in the event of a fire.
- There are no persons under the responsibility of the managing agent that are living at the premises with mobility or sensory issues. The evacuation of families and guests is the responsibility of the individual tenants. This is appropriate with an uncoordinated evacuation strategy.

**6.4 EMERGENCY PROCEDURES FOR DANGEROUS SUBSTANCES**

N/A

**6.5 FIRE SAFETY TRAINING**

N/A

**6.6 INFORMATION TO OUTSIDE EMPLOYEES**

N/A

**6.7 TESTING AND MAINTENANCE**

Y	N	N/A
✓		
✓		
✓		
	✓	
✓		
✓		
✓		
✓		
		✓
✓		
	✓	
	✓	

- A. Routine in-house inspections of fire precautions (e.g. in the course of H & S inspections)?
- B. Property adequately maintained?
- C. Fire alarm system adequately tested, serviced and maintained?
- D. Emergency lighting adequately tested, serviced and maintained?
- E. Fire-fighting equipment adequately tested, serviced and maintained?
- F. Means of escape being maintained (structural integrity)?
- G. Fire doors being maintained (ISCS, self-closing devices etc.)?
- H. Routine checks of final exit doors and/or security fastenings?
- I. Weekly testing and periodic inspection of sprinkler installations?
- J. Annual inspection and test of lightning protection system?
- K. Other fire related systems being adequately maintained or tested?
- L. Adequate testing and maintenance records?

**Comments and observations:**

- There were no records available to confirm the testing of the emergency lighting system.
- There were no records available to confirm the testing of the smoke control system. This has covered under section 8.8

**6.8 MAINTENANCE OF FIREFIGHTING FACILITIES**

N/A

**6.9 CO-OPERATION AND CO-ORDINATION**

Y	N	N/A
✓		
✓		
✓		

- A. Adequate co-ordination with other responsible persons?
- B. Adequate co-ordination with other duty holders?
- C. Adequate co-operation with other relevant parties to allow access and information?

**Comments and observations:**

- The co-operation and co-ordination between responsible persons is considered adequate and does not offer a significant fire risk.

## SECTION 7: SITE CONDITION

### 7.1 ELECTRICAL RISKS

- A. Reasonable measures taken to prevent fires of electrical origin?
- B. Fixed electrical installation periodically inspected and tested?
- C. Suitable electrical equipment?
- D. Suitable policy on use of personal electrical appliances?
- E. Portable appliance testing carried out?
- F. Electrical installation suitably protected where required?
- G. Suitable limitation on the use of trailing leads and extension plugs?

Y	N	N/A
✓		
✓		
✓		
		✓
		✓
✓		
		✓

**Comments and observations:**

- The fixed electrical installation is subject to an adequate regime of periodic inspection and testing.

### 7.2 SMOKING

- A. Reasonable measures taken to prevent fires as a result of smoking?
- B. Smoking prohibited in the building?
- C. Smoking prohibited in appropriate areas?
- D. Suitable arrangements for those wishing to smoke?
- E. This policy appeared to be observed at time of inspection?

Y	N	N/A
✓		
	✓	
✓		
✓		
✓		

**Comments and observations:**

- Smoking is prohibited within the common ways and circulation spaces.

### 7.3 PORTABLE HEATERS AND HEATING INSTALLATIONS

- A. Use of portable heaters avoided as far as practicable?
- B. If portable heaters are used:
  - Use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?
  - Suitable measures taken to minimize the hazard of ignition of combustible materials?
- C. Heating system appropriate to the premises?
- D. Fixed heating installations subject to regular maintenance?

Y	N	N/A
✓		
		✓
		✓
		✓
		✓

**Comments and observations:**

- There were no portable heaters observed in the areas under the control of the managing agent.

### 7.4 COOKING

N/A

**7.5 HOUSEKEEPING**

Y	N	N/A
✓		
✓		
✓		
		✓
✓		

- A. Standard of housekeeping adequate?
- B. Combustible materials appear to be separated from ignition sources?
- C. Avoidance of unnecessary accumulation of combustible materials or waste?
- D. Appropriate storage of hazardous materials?
- E. Avoidance of inappropriate storage of combustible materials?

**Comments and observations:**

- The standard of housekeeping is adequate with all means of escape clear of combustibles and obstructions

**7.6 DANGEROUS SUBSTANCES**

N/A

**7.7 ARSON**

Y	N	N/A
✓		
✓		

- A. Basic security against arson by outsiders appears reasonable?<sup>2)</sup>
- B. Absence of unnecessary fire load in close proximity / available for ignition?

**Comments and observations:**

- Security arrangements to reduce the risk of arson are considered adequate. This includes the provision of controlled entry, adequate lighting and CCTV.

<sup>2)</sup> Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

**7.8 LIGHTNING**

Y	N	N/A
✓		

- A. Building has a lightning protection system?

**Comments and observations:**

- The building benefits from an adequate lightning protection system.

**7.9 FIREFIGHTERS SWITCHES**

N/A

## SECTION 8: FIRE PROTECTION MEASURES

### 8.1 MEANS OF ESCAPE FROM FIRE

	Y	N	N/A
A. Premises is provided with reasonable means of escape in case of fire?	✓		
B. Adequate design of escape routes?	✓		
C. Adequate provision of exits?	✓		
D. Exits easily and immediately openable where necessary?	✓		
E. Fire exits open in direction of escape where necessary?	✓		
F. Avoidance of sliding or revolving doors as fire exits where necessary?	✓		
G. Satisfactory means for securing exits?	✓		
H. Reasonable distances of travel:			
● Where there is a single direction of travel?	✓		
● Where there are alternative means of escape?	✓		
I. Suitable protection of escape routes?	✓		
J. Suitable fire precautions for all inner rooms?			✓
K. Escape routes unobstructed?	✓		
L. Premises is provided with reasonable arrangements for means of escape for those with mobility or sensory issues?			✓

**Comments and observations:**

- The premises are provided with adequate means of escape.

### 8.2 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

	Y	N	N/A
A. Compartmentation is of a reasonable standard <sup>3)</sup> ?		✓	
B. Fire doors are in place and of an adequate standard?	✓		
C. Reasonable limitation of linings that might promote fire spread?	✓		
D. Suitable limitation of unnecessary fire loading?	✓		
E. As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? <sup>4)</sup>			✓

**Comments and observations:**

- All residents front doors are consistent and appeared to be of sound construction and conform to the requirements of a FD30S door. Two residents front doors were inspected both of which were compliant.
- Fire stopping foam has been used incorrectly in the electrical intake cupboard. It is recommended that gaps around pipe penetrations are no greater than 15mm for fire stopping foam to be effective. The correct product for the hole in the floor would be a fire stop pillow or fire stop block. It is recommended that a survey is undertaken by a competent 3rd party accredited person to establish that the correct products have been installed throughout the premises.

<sup>3)</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>4)</sup> A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

### 8.3 EMERGENCY ESCAPE LIGHTING

Y	N	N/A
✓		

A. Reasonable standard of emergency escape lighting system provided? <sup>5)</sup>

#### Comments and observations:

➤ Emergency lighting throughout the property appears to be adequate and appears to comply with BS5266.

<sup>5)</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

### 8.4 FIRE SAFETY SIGNS AND NOTICES

Y	N	N/A
	✓	

A. Reasonable standard of fire safety signs and notices?

#### Comments and observations:

➤ Fire Action Notices have not been installed. Best practice guidelines recommend that you display a Fire Action Notice next to every Fire Alarm call-point, and at every final exit door.

➤ Do not use the lifts in case of fire signs were not displayed adjacent to each lift access point.

### 8.5 MEANS OF GIVING WARNING IN CASE OF FIRE

Y	N	N/A
✓		
✓		
✓		
	✓	
		✓

A. Reasonable manually operated electrical fire alarm system provided? <sup>6)</sup>

B. Automatic fire detection provided?

C. Extent of automatic fire detection generally appropriate for the occupancy and fire risk?

D. Remote transmission of alarm signals?

E. Additional provisions for the system (i.e. disabled provisions) are adequate for the risk?

#### Comments and observations:

➤ The manually operated electrical fire alarm is adequate for the building.

➤ The extent of the fire detection is adequate when considered against the occupancy and risk.

<sup>6)</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out

### 8.6 MANUAL FIRE EXTINGUISHING APPLIANCES

Y	N	N/A
✓		
	✓	
✓		

A. Reasonable provision of portable fire extinguishers?

B. Hose reels provided?

C. Fire extinguishing appliances obvious and readily accessible?

#### Comments and observations:

➤ Portable fire-fighting equipment provided in the electrical intake cupboard which is appropriate for the occupancy and risk.

➤ Portable fire-fighting equipment is not required within the common ways of the premises as there are no people trained to use them. As such providing these may encourage tenants to fight a fire and place themselves in danger.

**8.7 RELEVANT<sup>7)</sup> AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

N/A

**8.8 OTHER RELEVANT<sup>7)</sup> FIXED SYSTEMS AND EQUIPMENT**

N/A

**Type of fixed system:**

Positive Pressure Ventilation Systems (PPV) installed in two staircases.

**Comments and observations:**

- There were no records available to confirm the testing of the PPV has been undertaken.

*7) Relevant to life safety and this risk assessment (as opposed purely to property protection).*

## SECTION 9: FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences ⇨ Likelihood ⇩	Slight harm	Moderate harm	Extreme harm
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	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 building 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 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:

Trivial 
         
 Tolerable 
         
 Moderate 
         
 Substantial 
         
 Intolerable

### CONCLUDING COMMENTS:

Although some of the above controls may not meet with CLG guidance or British Standards this fire risk assessment confirms that the absence of such is deemed acceptable given the conditions experienced at the time of the assessment, age, construction, use and simple layout of the premises as no persons are believed to be placed at significant risk by the regimes reported to be in place unless such areas for remedial actions are raised by this report.

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 advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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 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.**

