

# Fire Risk Assessment

Cranleigh Parish Council Offices



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Being Safe is For All of Us.

Keith Atkins  
KA Safety Solutions

CRANLEIGH PARISH COUNCIL OFFICES  
FIRE RISK ASSESSMENT

**Record of Reviews or Amendments**

<b>Version</b>	<b>Date</b>	<b>Summary of Change</b>	<b>Name</b>
1	22/05/23	Initial Fire Risk Assessment	K. Atkins - Hendeca
2	28/05/24	Annual Review	K. Atkins - Hendeca
3	03/06/25	Annual Review	K. Atkins - KASS

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## **Part 1 - General Information**

### **1. Premises Particulars**

#### **1.1. Premises Name & Address:**

Cranleigh Parish Council Offices  
Village Way  
Cranleigh  
Surrey  
GU6 8AF

#### **1.2. Use of Premises:**

Offices used for the administration of Parish Council business

#### **1.3. Owner/Employer/Person in Control of the Workplace:**

Beverly Bell  
Clerk of Parish Council

#### **1.4. Date of Fire Risk Assessment:**

03 June 2025 (non-invasive, visual only)

#### **1.5. Date of Previous Fire Risk Assessment:**

28 May 2024

#### **1.6. Suggested Date of Review**

May 2025 or any significant building alterations, change of use or after a reportable incident.

#### **1.7. Name & relevant details of the person who carried out the Fire Risk Assessment:**

Keith Atkins GFireE MIFSM  
Safety Consultant  
KA Safety Solutions  
07739343452  
kasafetysolutions@gmail.com

## 2. Fire Risk Assessment Principle

Legislation requires “suitable and sufficient” assessments to ensure that organisations comply with health and safety legislation. Accordingly, an organisation could choose to carry out, and document, a single combined health, safety and fire risk assessment. In practice, this approach is normally only adopted in the case of very small premises, and most organisations choose to carry out a separate Fire Risk Assessment (FRA), independent of their health and safety risk assessment. The reason for this is that, for most premises, different skills, experience, and expertise are required for each of the two forms of risk assessment.

As a code of practice, fire risk assessors use Publicly Available Specifications (PAS) PAS79-1:2022 in providing guidance and recommendations with conducting fire risk assessment of Non-Domestic Premises

The objectives of this PAS are:

- to provide organisations and their advisers with a methodology that can assist them in meeting their legislative responsibilities to undertake FRAs.
- to provide a framework for the assessment of fire risk.
- to promote better understanding of fire risks and fire safety by organisations and non-fire specialists.
- to enable common relevant terminology to be adopted by those who carry out FRAs.
- to provide an understanding of the principles and scope of FRAs.
- to establish a pragmatic, holistic and risk-proportionate approach towards assessment of fire prevention measures, fire protection measures and management of fire safety, for the purpose of conducting FRAs, based upon a fundamental understanding of fire safety principles.
- to establish a satisfactory basis for documentation of FRAs.
- to provide a benchmark for a suitable and sufficient FRA.
- to promote a consistent approach to carrying out and documenting an FRA that is likely to be satisfactory to enforcing authorities

The methodology in this PAS provides a structured approach to fire risk assessment for people with knowledge of the principles of fire safety; it is not a guide to fire safety.

The recommended approach to carrying out fire risk assessments is intended to determine the risk-proportionate fire precautions required to protect occupants of non-domestic premises, including employees, contractors, visitors, and members of the public, and to protect people in the immediate vicinity of the premises.

The fire risk assessment is not necessarily sufficient to address the safety of firefighters in the event of a fire on the premises, as firefighters are not “**relevant persons**” within the meaning of the relevant fire safety legislation.

### **3. Statement of Intent**

Cranleigh Parish Council (CPC) confirms that a Fire Risk Assessment (FRA) will be conducted to ensure adequate fire safety and will be reviewed as necessary. The FRA will follow the 5-step narrative method as advocated by the Employers Guide. Significant findings will be recorded, and any deficiencies identified by the FRA process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the CPC Responsible Person has made the Clerk of Parish Council responsible for all fire safety matters, which include the FRA and all other matters appertaining to it.

The Clerk of Parish Council will be responsible for: -

- FRA's are completed for all CPC responsible buildings and be made available for inspection.
- Training of all nominated Fire Wardens.
- Training of all staff in fire awareness and the use of portable fire appliances.
- Ensuring all portable fire appliances, fire alarm systems and emergency lighting are regularly tested, serviced, and maintained. This shall be in conjunction with the CPC Committee.
- Completing FRA reviews, as required of all CPC premises.
- Ensuring regular fire evacuation drills are conducted and recorded.
- Ensuring all fire precaution notices and escape route diagrams are prominently displayed and current.
- Ensure all records are kept in a recognised format for auditing purposes.

The Clerk of the Parish Council will be responsible for monitoring the effectiveness of the FRA process and its implementation.

**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.**

#### 4. General Description of Premises

##### 4.1. Details of Construction:

A purpose-built, single storey, office building (c.1980's). Constructed from concrete, brick, timber & glass with the roof being pitched and tiled. Only part of the building is occupied by the Parish Council, the other part is leased to Citizens Advice Bureaux (not part of this assessment). One main entrance/exit to the front with rear exit from Parish Chambers room.

##### Other Relevant Information

Ceiling and several walls within the reception area are wood clad, with glazed panes in the dividing wall between the reception area and the offices.

Roof void was not accessed, but noted it was fitted with a smoke detector, with a repeater indicator fitted in the reception area.

##### 4.2. Occupancy:

- 4.2.1. **Times the premises are in use:** 0800-1500, with one day being open until 2200hrs
- 4.2.2. **The total number of persons employed within the premises:** 3
- 4.2.3. **The total number of persons who may resort to the premises:** 25
- 4.2.4. **The total number of persons who have mobility issues:** There is a possibility for people with mobility issues to use the building; mobility access and egress is provided at the front entrance only.
- 4.2.5. **The total number of persons who have hearing issues:** There is a possibility on occasion that people with hearing issues use the building and council staff are to ensure that adequate precautions are taken to ensure people resorting the building with hearing issues are managed effectively out of the building in the event of an alarm.
- 4.2.6. **The total number of persons who have comprehension issues:** 0
- 4.2.7. **The total number of lone/remote Worker:** A possibility; these people will adhere to the CPC Lone Working Policy
- 4.2.8. **The total number of night worker:** 0
- 4.2.9. **The total number of sleeping occupants:** 0
- 4.2.10. **The total number of young persons employed (under 18):** 0

##### 4.3. Size:

- 4.3.1. **Building footprint (Metre x Metre):** Chamber 6m x 6m,  
Office/Reception 9m x 6m
- 4.3.2. **Number of Floors:** 1
- 4.3.3. **Number of Stairs:** 0

**5. Fire Loss Experience**

- None since the last Fire Risk Assessment

**6. Relevant Fire Safety Legislation**

**6.1. The following fire safety legislation applies to these premises:**

- Health & Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999

**6.2. The above legislation is enforced by:**

- Surrey Fire and Rescue Service
- Waverley Council
- Health and Safety Executive (HSE)

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

- DCLG FSRA - Small & Medium Place of Assembly
- DCLG FSRA - Offices and Shops
- DCLG FSRA - Means of Escape for Disabled People
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- BS5266-1: 2016 Emergency Lighting. Code of Practice for the Emergency Lighting of Premises.
- BS 5306-3:2017 ACoP for commissioning & maintenance of portable fire extinguishers
- BS 5306-8:2023 ACoP for selection & positioning of portable fire extinguishers
- BS 5839-1:2017 ACoP for the design, installation, commissioning & maintenance of fire detection in non-domestic premises

**6.4. The other legislation referred to above is enforced by:**

- Local enforcing agencies

**6.5. Is there an alterations notices in force?**

Yes

☐

No

☒

**6.6. Relevant information and deficiencies observed: None**



## Part 2 - Fire Hazards and their Elimination or Control

### 7. Electrical Sources of Ignition

#### 7.1. Are reasonable measure taken to prevent fires of electrical origin?

Yes ☒ No ☐

#### 7.2. Are fixed installations periodically inspected and tested?

Yes ☒ No ☐ N/A ☐

#### 7.3. Is portable testing carried out?

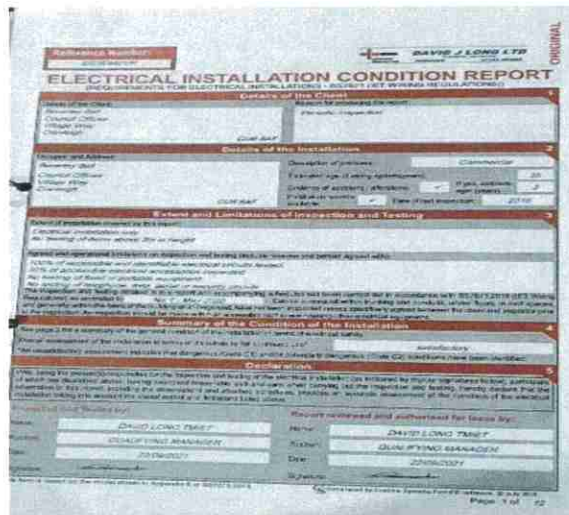
Yes ☒ No ☐ N/A ☐

#### 7.4. Is there suitable limitation of trailing leads and adapters?

Yes ☐ No ☒ N/A ☐

#### Observations & Comments:

- A full Electrical Installation Condition inspection of the building fixed installation is conducted every 5 years, certificate held in the Cranleigh Parish Council office and were viewed during the FRA. The electrical inspection was conducted 22 September 2021.
- The Electricity at Work Regulations 1989 place a duty on the employer to maintain and conduct tests of all fixed and portable electrical equipment at reasonable intervals.
- 7.1 – Reception Area – The electrical consumer unit cupboard is of a wooden construction, with no fire rating protection within it or around the surrounding area. The consumer unit is of an acceptable standard at the date of installation.
- 7.3 - Portable Appliance Electrical Testing (PAT) was evident within the building- Conducted May 24
- 7.4 – Chamber Room – Extension lead under the Chamber Table is plugged in, coiled and energised.
- 7.4 – Chamber Room – Cable running from the socket to under the table is unprotected.



CRANLEIGH PARISH COUNCIL OFFICES  
FIRE RISK ASSESSMENT



David J. Long Ltd  
Electrical Contractors  
Family Business since 1971

Portable appliance testing Schedule of Results  
Cranleigh Parish Council  
20th May 2023

Appliance ID	Appliance Description	Class	Pass/Fail
001	Refrigerator	2	Pass
002	Refrigerator	2	Pass
003	Refrigerator	2	Pass
004	Refrigerator	2	Pass
005	Refrigerator	2	Pass
006	Refrigerator	2	Pass
007	Refrigerator	2	Pass
008	Refrigerator	2	Pass
009	Refrigerator	2	Pass
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VAT Reg No: 254 1234 567



## 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?

Yes ☒ No ☐ N/A ☐

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 ☐

Observations & Comments: None



## 9. Arson

9.1 Does basic security against arson by outsiders appear reasonable?

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 ☐

### Observations & Comments:

- The office is fitted with an intruder alarm and connected to an external monitoring centre.
- Waste is removed regularly by an external contractor.

## 10. Portable Heaters and Heating and Ventilation Installations

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

### Observations & Comments:

- 10.2 - Wall mounted electrical heaters throughout the building and PAT tested

## 11. Cooking

### 11.1 Are reasonable measures taken to prevent fires as a result of cooking

Yes ☒ No ☐ N/A ☐

### 11.2 More specifically:

Are filters cleaned or changed and ductwork cleaned regularly?

Yes ☐ No ☐ N/A ☒

### Observations & Comments:

A small kitchenette is provided. At the time of the FRA all kitchen equipment and appliances were in a reasonably good condition.

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

## 12. Lightning

### 12.1 Does the building have a lightning protection system?

Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed): None

## 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 ☐

### Observations & Comments:

- Internal – Housekeeping was of a good reasonable standard and managed.



#### 14. Hazards Introduced by Outside Contractors and Building Works

14.1 Is there satisfactory control over works carried out in the building?

Yes ☐ No ☒ N/A ☐

14.2 More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors?

Yes ☐ No ☒ N/A ☐

b) Where appropriate, is a permit to work system used (e.g., for "hot work")?

Yes ☐ No ☒ N/A ☐

c) Are suitable precautions taken by in-house maintenance personnel who carry out works?

Yes ☒ No ☐ N/A ☐

##### Observations & Comments:

- On site instructions are given to contractors & visitors on what to do in the event of a fire or other emergency
- 14.1 - No evidence of a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW), and Insurance details are checked prior to contractors commencing works.
- 14.2b – No evidence of a system in place to issue Permit to Work to contractors by the CPC, for example Hot Works, Confined Space, and Working at Height.

#### 15. Dangerous Substances

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

Yes ☒ No ☐ N/A ☐

Observations & Comments: None

#### 16. Other Significant Fire Hazards that Warrant Consideration

16.1 Hazards: Storage of items in the outside fenced compound which could pose an Arson issue, but this is managed to ensure accumulation of combustible materials are kept to a minimum

Observations & Comments: None

### **Part 3 - 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 occupants?

Yes ☒ No ☐ N/A ☐

b) Are there reasonable distances of travel: - where there is escape in a single direction?

Yes ☒ No ☐

c) Are there reasonable distances of travel: - where there are alternative means of escape?

Yes ☒ No ☐

d) Is there adequate provision of exits?

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☐ No ☐ N/A ☒

g) Are the arrangements provided for securing exits satisfactory?

Yes ☒ No ☐

h) Is a suitable standard of protection designed for escape routes?

Yes ☒ No ☐

i) Are there reasonable arrangements for means of escape for disabled people?

Yes ☐ No ☒

**Observations & Comments:**

- All main final fire exit doors open in the direction of escape and the main front exit discharges at ground level.
- Accessible toilet is fitted with an alarm and tested during the FRA.
- The rear fire exit is equipped with a step. Individuals with mobility issues will receive assistance from council staff if they need to use this exit to evacuate the office area.

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

Yes ☒ No ☐

**More specifically:**

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

Yes ☐ No ☒

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

Yes ☐ No ☒

c) Are all escape routes clear of obstructions?

Yes ☒ No ☐

d) Are all fire exits easily and immediately openable?

Yes ☒ No ☐

**Observations & Comments:**

- 17.3a - Reception – The kitchen and the interconnecting office doors are designated as a fire door and were wedged open during the FRA. Although the door doesn't meet the standards of a fire door, it would provide some fire protection to the escape route if kept closed and fitted with a self-closure. The clerk informed the assessor that these doors would be closed in the event of an evacuation.
- 17.3b – Reception - No evidence was observed on arrival to conduct the FRA that an end of day door closing procedure being implemented.

**N.B.** 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, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

## 18. Measures to Limit Fire Spread and Development

### 18.1 Is it considered that there is:

a) compartmentation of a reasonable standard?

Yes ☐ No ☒

b) reasonable limitation of linings that might promote fire spread?

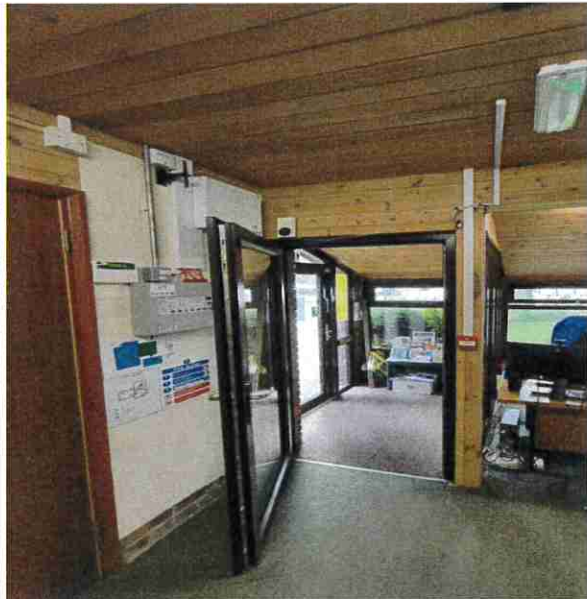
Yes ☐ No ☒

### 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?

Yes ☐ No ☐ N/A ☒

#### Observations & Comments:

- 18.1a – Kitchen – The kitchen fire door was wedged open during the FRA, compromising compartmentation.
- 18.1a – Reception Area – The interconnecting door between the reception and offices was found to be wedged open during the FRA, compromising compartmentation.
- 18.1b – Reception Area/Offices – The walls and ceilings are lined in wooden cladding which would promote the fire spread and potentially impede the escape route from these areas. Ignition sources in these areas are well managed to prevent a fire occurring, and with the early fire detection systems evacuation would allow sufficient time to evacuate the building before it becomes untenable.



**N.B.** 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, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.



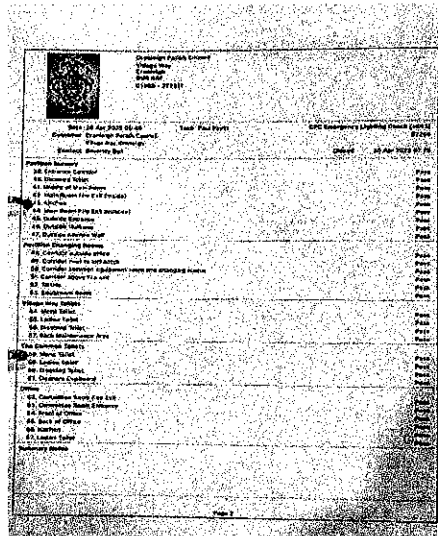
## 19. Emergency Escape Lighting

19.1 Has a reasonable standard of emergency escape lighting system been provided?

Yes ☒ No ☐

### Observations & Comments:

- Emergency lighting is tested and inspected annually, and records were viewed during the FRA.
- The annual emergency lighting inspection was conducted 30 Apr 25.



## 20. Fire Safety Signs and Notices

20.1 Is there a reasonable standard of fire safety signs and notices?

Yes ☒ No ☐ N/A ☐

### Observations & Comments: None

## 21. Means of Giving Warning in Case of Fire

21.1 Is a reasonable fire detection and fire alarm system provided?

Yes ☒ No ☐ N/A ☐

21.2 Is there remote transmission of alarm signals?

Yes ☒ No ☐ N/A ☐

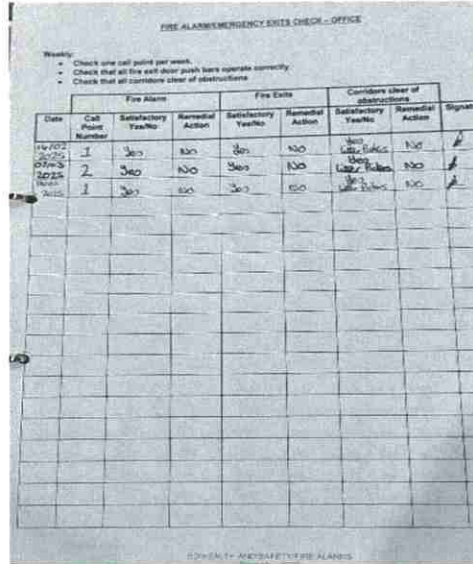
21.3 Is a zone plan displayed?

Yes ☒ No ☐ N/A ☐

CRANLEIGH PARISH COUNCIL OFFICES  
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**Observations & Comments:**

- Fire detection is present throughout the building.
- Fire alarm is tested and inspection annually and records were viewed during the FRA.
- Weekly fire checks are conducted and recorded in the Fire Log, held in the reception area. There were some missing weekly checks.
- The fire alarm is remotely monitored during silent hours.
- Fire alarm is tested weekly, and records kept in the Fire Log, which was observed during the FRA.



**21.4 Relevant information on false alarm experience (if known):** None

**N.B.** Based on visual inspection, 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?**

Yes ☒ No ☐ N/A ☐

**22.2 What type(s) of appliances are provided?**

- Portable fire extinguishers: Water – 1, Co2 – 1
- Hose reels: None
- Fire blankets: None

**22.3 Are all fire extinguishing appliances readily accessible?**

Yes ☒ No ☐ N/A ☐

**Observations & Comments:** None

**23. Relevant Automatic Fire Extinguishing Systems**

**23.1 Type of fixed system:** None

**Observations & Comments:** None

**24. Other Relevant Fixed Systems and Equipment**

**24.1 Type of fixed system:** None

**Observations & Comments:** None

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

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

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

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

## **Part 4 - 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:

- The Chair of the Cranleigh Parish Council

**25.2 Fire safety at the premises is managed by:** (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)

- The Clerk of the Parish Council

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

Yes ☒ No ☐ N/A ☐

#### **Observations & Comments:**

- A Fire Log was observed during the FRA, which contained fire safety related test inspection reports and records.
- A fire safety policy was viewed. Review date had expired, due Apr 22
- Fire evacuation plan was viewed. Review date had expired, due Aug 24

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

Yes ☒ No ☐

#### **More specifically:**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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?

Yes ☒ No ☐

d) Are there suitable arrangements for ensuring that the premises have been evacuated?

Yes ☒ No ☐

e) Is there a suitable fire assembly point(s)?

Yes ☒ No ☐

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Yes ☐ No ☒

**Observations & Comments:**

- 25.4c – The Local Authority Fire Service (LAFS) will either be met by a building occupier or by a member of the external monitoring company in the event of a fire alarm. A building information pack is available for the LAFS.
- The assembly point is in the car park opposite the offices.
- 25.4f – Egress from the rear fire exit is not adequate for anyone in a wheelchair, especially if the ground is wet and muddy.



25.5 Are there personnel nominated to use fire extinguishing appliances?

Yes ☐ No ☒

**Observations & Comments:**

- 25.5 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, it is recommended to refresh this training every 3 years. Fire Warden training expired Jan 22, and there is a need for more than one fire warden to cover absences.



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**25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

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

Yes ☒ No ☐

**Observations & Comments:** Council staff would assist with evacuation of any building occupiers with a disability to self-evacuate.

**25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarisation visits?)**

Yes ☐ No ☒

**Observations & Comments:**

- 25.8 - No records observed to determine if regular LAFS visits are conducted.

**25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?**

Yes ☒ No ☐

**Observations & Comments:**

- Weekly safety checks are being conducted of the fire alarm and fire exits, records viewed during the FRA.

## 26. Training and Drills

### 26.1 Are all staff given adequate fire safety instruction and training?

Yes ☐ No ☒

#### More specifically:

- Are they trained on induction?

Yes ☐ No ☒

- Are they given periodic refresher training?

Yes ☐ No ☒

- Are they given additional training to cover any specific roles and responsibilities?

Yes ☐ No ☒ N/A ☐

#### Observations & Comments:

- 26.1 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, and it is recommended to refresh this training every 3 years.
- 26.1 - Additional Fire Wardens are required to cover absences

## 27. Testing and Maintenance

### 27.1 Is there adequate maintenance of the premises?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- 27.1 - From a general observation the building is in a good condition.

### 27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- 27.2 - Annual inspection conducted May 2024; no records were available to confirm the 2025 inspection.

**27.3 Are monthly and annual testing routines in place for the emergency escape lighting?**

Yes ☒ No ☐ N/A ☐

**Observations & Comments:**

- Annual emergency lighting inspection conducted Apr 25
- 27.3 – No records observed of monthly functional 'Flick' test in accordance with BS EN 50172 / BS 5266-8

**27.4 Is annual maintenance of fire extinguishing appliances undertaken?**

Yes ☒ No ☐ N/A ☐

**Observations & Comments:**

- Serviced Aug 24, due Aug 25

**27.5 Is periodic inspection of external escape staircases and gangways undertaken?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

**27.6 Are six-monthly inspection and annual testing of rising mains undertaken?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** 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)?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

**27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None



**27.9 Are routine checks of final exit doors and/or security fastenings undertaken?**

Yes ☒ No ☐ N/A ☐

**Observations & Comments:**

- Weekly checks conducted

**28. Records**

**28.1 Are there appropriate records of:**

- Fire drills?

Yes ☐ No ☐ N/A ☒

- Fire training?

Yes ☐ No ☒ N/A ☐

- Fire alarm tests?

Yes ☒ No ☐ N/A ☐

- Emergency escape lighting tests?

Yes ☒ No ☐ N/A ☐

- Maintenance and testing of other fire protection systems and equipment?

Yes ☐ No ☐ N/A ☒

**Observations & Comments:**

- Due to the small size of the premises a fire drill is not needed. However, all staff must be fully familiar with the evacuation procedures.

## 29. Outcome, Findings and Actions

**Fire Risk Assessment** The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
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 because 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 the 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 consequence of a fire starting is considered unlikely due to the control measures in place with a regular testing and inspection schedule in place of all electrical equipment used in the building.

Building materials used internally of the building, and the lack of fire rated protection given to the housing of the electrical consumer cupboard would promulgate the spread of fire. The fact there is fire detection within the building would allow sufficient time to evacuate the building before it becomes untenable.

When this building is not in use the risk is low.

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 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 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:

**Tolerable**

Definition of priorities (where applicable):

**Priorities**  
1. High.  
2. Medium  
3. Low

**Suggested Timescale**  
A. Immediately  
B. 1 Month  
C. 6 Month  
D. 1 Year (with Month)

Action	Priority	Timescale	Date Completed	Comments
Reception Area – Consideration is to be given to update electrical consumer unit to the current Part P regulations on the next EICR test and inspection (A metal consumer unit box)	2	D (Sep 26)		See comment in Section 7.1
Chamber Room – To de-energise the extension lead when not in use.	1	A		See comment in Section 7.4
Chamber Room – To provide protection and anti-trip covering to the trailing cable running from the socket to under the table.	1	A		See comment in Section 7.4
To introduce a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW), and Insurance details are checked prior to contractors commencing any work in a Parish Council controlled building. Including equipment that is used is serviceable and fit for purpose.	1	B		See comment in Section 14.1
To introduce a Permit to Work schemes for all Hot Works, Confined Space, Working at Height and any other activity that requires a Permit to Work. This is to be issued by a competent trained person and authorised to issue a Permit to Work permit, to be held on file. The recommendation is for at least one year.	1	B		See comment in Section 14.2b

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Kitchen – To fit a self-door closure on the door to provide fire protection and compartmentation within the building.	1	B		See comment in Section 17.3a, 17.3b
Offices – To introduce an 'End of Business' procedure to ensure all interconnecting doors are closed and any wedges are removed.	1	A		See comment in Section 17.3b
Offices - Discourage the practice of keeping doors wedged open, especially if it leads onto an escape route and to assist with compartmentation and the prevention of fire spread	1	A		See comment in Section 18.1a Consider fitting 'Fire Door Guards'. If there is a requirement for these doors to be open, compartmentation will be achieved on the activation of the fire alarm.
To review the fire safety policy, the review was due Apr 22	1	A		See comment in Section 25.3
To review the fire evacuation plan, the review was due Aug 24	1	A		See comment in Section 25.3
To provide Fire Awareness training to all staff and to maintain records of this training. Refresher training should be at least 3 years, delivered by a competent training provider.	1	B		See comment in Section 25.5 & 26.1
Parish Chamber Room – To review the egress route from the rear fire exit to the assembly point is adequate for those who are mobility impaired.	1	B		See comment in Section 25.4f
Provide a record of LAFS visits to CPC buildings	1	B		See comment in Section 25.8
Fire Detection System – To confirm the annual inspection of the fire alarm has been conducted	1	A		See comment in Section 27.2
Emergency Lighting - Confirm monthly 'flick' test is conducted in accordance with BS 5266-1:2016	1	B		See comment in Section 27.3

# Fire Risk Assessment

Cranleigh Snoxhall Pavilion



Working in Partnership With



**KA Safety Solutions**

Being Safe is For All of Us.

Keith Atkins  
KA Safety Solutions

CRANLEIGH SNOXHALL PAVILION  
FIRE RISK ASSESSMENT

**Record of Reviews or Amendments**

Version	Date	Summary of Change	Name
1	31/05/23	Initial Fire Risk Assessment	K. Atkins - Hendeca
2	29/05/24	Annual review	K. Atkins - Hendeca
3	30/05/25	Annual review	K. Atkins - KASS

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## **Part 1 - General Information**

### **1. Premises Particulars**

#### **1.1. Premises Name & Address:**

Cranleigh Parish Snoxhall Pavilion  
Snoxhall Field  
Cranleigh  
Surrey  
GU6 8AF

#### **1.2. Use of Premises:**

Used as a nursery and sport changing room, and for hire for the assembly of people for recreation use.

Also used to house ground plant equipment in an attached annex.

#### **1.3. Owner/Employer/Person in Control of the Workplace:**

Beverly Bell  
Clerk of Parish Council

#### **1.4. Date of Fire Risk Assessment:**

30 May 2025 (non-invasive, visual only)

#### **1.5. Date of Previous Fire Risk Assessment:**

29 May 2024

#### **1.6. Suggested Date of Review**

May 2026 or any significant building alterations, change of use or after a reportable incident.

#### **1.7. Name & relevant details of the person who carried out the Fire Risk Assessment:**

Keith Atkins GFireE MIFSM  
Safety Consultant  
KA Safety Solutions  
07739343452  
kasafetysolutions@gmail.com

## 2. Fire Risk Assessment Principle

Legislation requires “suitable and sufficient” assessments to ensure that organisations comply with health and safety legislation. Accordingly, an organisation could choose to carry out, and document, a single combined health, safety and fire risk assessment. In practice, this approach is normally only adopted in the case of very small premises, and most organisations choose to carry out a separate Fire Risk Assessment (FRA), independent of their health and safety risk assessment. The reason for this is that, for most premises, different skills, experience, and expertise are required for each of the two forms of risk assessment.

As a code of practice, fire risk assessors use Publicly Available Specifications (PAS) PAS79-1:2022 in providing guidance and recommendations with conducting fire risk assessment of Non-Domestic Premises

The objectives of this PAS are:

- to provide organisations and their advisers with a methodology that can assist them in meeting their legislative responsibilities to undertake FRAs.
- to provide a framework for the assessment of fire risk.
- to promote better understanding of fire risks and fire safety by organisations and non-fire specialists.
- to enable common relevant terminology to be adopted by those who carry out FRAs.
- to provide an understanding of the principles and scope of FRAs.
- to establish a pragmatic, holistic and risk-proportionate approach towards assessment of fire prevention measures, fire protection measures and management of fire safety, for the purpose of conducting FRAs, based upon a fundamental understanding of fire safety principles.
- to establish a satisfactory basis for documentation of FRAs.
- to provide a benchmark for a suitable and sufficient FRA.
- to promote a consistent approach to carrying out and documenting an FRA that is likely to be satisfactory to enforcing authorities.

The methodology in this PAS provides a structured approach to fire risk assessment for people with knowledge of the principles of fire safety; it is not a guide to fire safety.

The recommended approach to carrying out fire risk assessments is intended to determine the risk-proportionate fire precautions required to protect occupants of non-domestic premises, including employees, contractors, visitors, and members of the public, and to protect people in the immediate vicinity of the premises.

The fire risk assessment is not necessarily sufficient to address the safety of firefighters in the event of a fire on the premises, as firefighters are not “**relevant persons**” within the meaning of the relevant fire safety legislation.

### **3. Statement of Intent**

Cranleigh Parish Council (CPC) confirms that a Fire Risk Assessment (FRA) will be conducted to ensure adequate fire safety and will be reviewed as necessary. The FRA will follow the 5-step narrative method as advocated by the Employers Guide. Significant findings will be recorded, and any deficiencies identified by the FRA process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the CPC Responsible Person has made the Clerk of Parish Council responsible for all fire safety matters, which include the FRA and all other matters appertaining to it.

The Clerk of Parish Council will be responsible for: -

- FRA's are completed for all CPC responsible buildings and be made available for inspection.
- Training of all nominated Fire Wardens.
- Training of all staff in fire awareness and the use of portable fire appliances.
- Ensuring all portable fire appliances, fire alarm systems and emergency lighting are regularly tested, serviced, and maintained. This shall be in conjunction with the CPC Committee.
- Completing FRA reviews, as required of all CPC premises.
- Ensuring regular fire evacuation drills are conducted and recorded.
- Ensuring all fire precaution notices and escape route diagrams are prominently displayed and current.
- Ensure all records are kept in a recognised format for auditing purposes.

The Clerk of the Parish Council will be responsible for monitoring the effectiveness of the FRA process and its implementation.

**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.**

#### **4. General Description of Premises**

##### **4.1. Details of Construction:**

A purpose-built single storey building constructed of concrete, brick, timber & glass, with a sloping, tiled, roof.

There is a locked link corridor attaching the Pavilion to the adjoining Youth Centre.

The premises has a club room and bar (used predominately as a Nursery), with changing rooms at the rear and a machine shed.

One main entrance/exit to the front. Front exit leading from Nursery and rear exit from the Kitchen. Two exits from the changing room areas. Two exits from Maintenance area.

External to the pavilion are several shipping containers used to store fertilizer and petrol operated ground equipment. Adequately separation is afforded between the containers and the pavilion.

##### **Other Relevant Information**

##### **4.2. Occupancy:**

- 4.2.1. Times the premises are in use:** Variable, dependent on use, open for hire/use from 0800-1700hrs weekdays, 0800-1700hrs on weekends, and on occasion in the evening until 2200hrs.
- 4.2.2. The total number of persons employed within the premises:** 2
- 4.2.3. The total number of persons who may resort to the premises:** 70 when the nursery and the changing rooms are in use together.
- 4.2.4. The total number of persons who have mobility issues:** There is a possibility on occasion for people with mobility issues to use the building; mobility access/egress is achievable by the main entrance/exit and changing room exits, as both exits are at ground level
- 4.2.5. The total number of persons who have hearing issues:** There is a possibility on occasion for people with hearing issues to use the building; council staff are to ensure that adequate precautions are taken to ensure people resorting the building with hearing issues are managed effectively out of the building in the event of an alarm
- 4.2.6. The total number of persons who have comprehension issues:** 0
- 4.2.7. The total number of lone/remote Worker:** A possibility, these people will adhere to the CPC Lone Working Policy
- 4.2.8. The total number of night worker:** 0
- 4.2.9. The total number of sleeping occupants:** 0
- 4.2.10. The total number of young persons employed (under 18):** yes – The nursery age group is 2–4-year-olds, also when the hall is hired out.

**4.3. Size:**

- 4.3.1. Building footprint (Metre x Metre):** 30m x 20m approximately
- 4.3.2. Number of Floors:** 1
- 4.3.3. Number of Stairs:** 0

**5. Fire Loss Experience**

- None since the last Fire Risk Assessment

**6. Relevant Fire Safety Legislation**

**6.1. The following fire safety legislation applies to these premises:**

- Health & Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999

**6.2. The above legislation is enforced by:**

- Surrey Fire and Rescue Service
- Waverley Council
- Health and Safety Executive (HSE)

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

- DCLG FSRA - Small & Medium Place of Assembly
- DCLG FSRA - Offices and Shops
- DCLG FSRA - Means of Escape for Disabled People
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- BS5266-1: 2016 Emergency Lighting. Code of Practice for the Emergency Lighting of Premises.
- BS 5306-3:2017 ACoP for commissioning & maintenance of portable fire extinguishers
- BS 5306-8:2023 ACoP for selection & positioning of portable fire extinguishers
- BS 5839-1:2017 ACoP for the design, installation, commissioning & maintenance of fire detection in non-domestic premises

**6.4. The other legislation referred to above is enforced by:**

- Local enforcing agencies

**6.5. Is there an alterations notices in force?**

Yes ☐ No ☒

**6.6. Relevant information and deficiencies observed:** None

## Part 2 - Fire Hazards and their Elimination or Control

### 7. Electrical Sources of Ignition

7.1. Are reasonable measure taken to prevent fires of electrical origin?

Yes ☒ No ☐

7.2. Are fixed installations periodically inspected and tested?

Yes ☒ No ☐ N/A ☐

7.3. Is portable testing carried out?

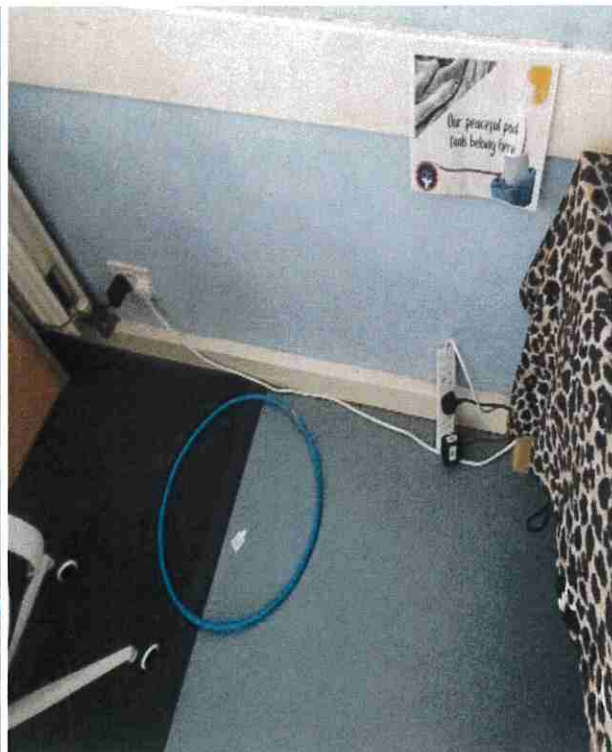
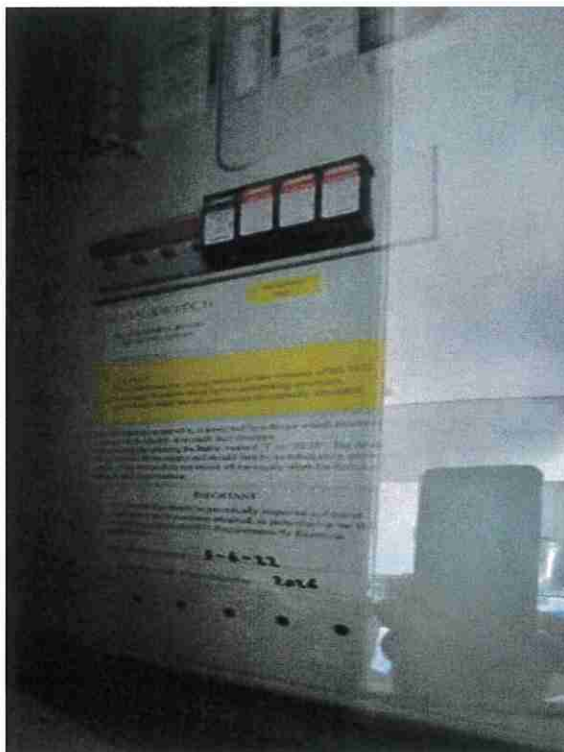
Yes ☒ No ☐ N/A ☐

7.4. Is there suitable limitation of trailing leads and adapters?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- A full Electrical Installation Condition inspection of the building fixed installation is conducted every 5 years, certificate held in the Cranleigh Parish Council office and were viewed during the FRA. The electrical inspection was conducted Apr 22
- 7.3 - Portable Appliance Electrical Testing was evident within the building, Due May 25
- 7.3 – Nursery – The printer extension lead needs PAT testing



## 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?

Yes ☒ No ☐ N/A ☐

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 ☐

### Observations & Comments:

- 8.1 – No 'No Smoking' sign displayed externally at the main entrance to the pavilion



CRANLEIGH SNOXHALL PAVILION  
FIRE RISK ASSESSMENT

**9. Arson**

**9.1 Does basic security against arson by outsiders appear reasonable?**

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 ☒

**Observations & Comments:**

- The Pavilion is fitted with external CCTV and connected to an external monitoring centre.
- The Pavilion is fitted with an intruder alarm.
- Waste bins are stored away from the Pavilion and removed regularly by an external contractor.

**10. Portable Heaters and Heating and Ventilation Installations**

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

**Observations & Comments:**

- 10.2 – Heating system servicing and inspection on Feb 25

**Regin COMMERCIAL GAS INSTALLATION SAFETY REPORT** (USE THIS FORM FOR NON-DOMESTIC INSTALLATIONS ONLY) Record Ref: C3C 0259719

**REGISTERED BUSINESS DETAILS**  
 Gas Engineer: Richard Allen  
 Gas Safe Registered Engineer No: 222556  
 Company: CRANLEIGH SNOXHALL PAVILION  
 Address: CRANLEIGH HOUSE, CRANLEIGH  
 Postcode: SA1 1AA Tel No:

**DECLARATION OF GAS SAFETY**  
 I confirm that all the work described on this form has been satisfactorily completed in accordance with the current Gas Safety Regulations and (if applicable) industry standards and procedures. If additional safety checks have been necessary to ensure safety of the gas system, the relevant person has been informed and the results accepted. The engineer has left the installation operational.  
 Gas Engineer's Signature: Richard Allen Date: 17.2.25

**INSPECTION/INSTALLATION ADDRESS**  
 Name & Title: SNOXHALL Sports Hall  
 Address: CRANLEIGH  
 Post Code: SA1 1AA Tel:

**CUSTOMER'S NAME & ADDRESS (if different from Inspection/Installation)**  
 Name & Title:   
 Address:   
 Post Code:  Tel:

APPLIANCE DETAILS		FLUE TESTS		INSPECTION DETAILS	
Location	Make	Type	Flue gas (CO/CO2)	Gas pressure (mbar)	Gas safety (mbar)
1. Boiler Room Underneath Kitchen	Boiler	RS	14.4	11.0	11.0
2.					
3.					
4.					
5.					

**GIVE DETAILS OF ANY FAULTS**  
 1. High Gas, High Pressure, High CO/CO2  
 2. Gas & Ventilation Filter, Gas & Ventilation Filter  
 3. Gas & Ventilation Filter, Gas & Ventilation Filter  
 4. Gas & Ventilation Filter, Gas & Ventilation Filter  
 5. Gas & Ventilation Filter, Gas & Ventilation Filter

**REGISTRATION WORK CARRIED OUT**  
 1. Gas & Ventilation Filter, Gas & Ventilation Filter  
 2. Gas & Ventilation Filter, Gas & Ventilation Filter  
 3. Gas & Ventilation Filter, Gas & Ventilation Filter  
 4. Gas & Ventilation Filter, Gas & Ventilation Filter  
 5. Gas & Ventilation Filter, Gas & Ventilation Filter

**INSTALLATION PIPEWORK**  
 Is a gas installation the diagram fixed near the primary device?  
 Is the gas installation the diagram correct?  
 Are all gas pipes adequately supported?  
 Are emergency shut-off valves in place and suitably labelled?  
 Is pipework colour coded/identified?  
 Is the gas installation safely closed and sealed at appropriate points?  
 Is the gas installation safely closed and sealed at appropriate points?  
 Has a gas safety certificate been issued?

**METER INSTALLATION**  
 Is meter installation accessible?  
 Is the meter room/compartment adequately ventilated?  
 Is the meter room/compartment clear of combustibles etc?  
 Is the meter room/compartment lock key clearly labelled?





### 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 ☐

#### Observations & Comments:

- 13.2 - Machine Shed - Flammable liquid items are stored throughout the shed. Heat-generating activities are managed to ensure they do not occur near these items. A spill kit is provided within the Machine Shed.



#### 14. Hazards Introduced by Outside Contractors and Building Works

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

Yes ☐ No ☒ N/A ☐

##### 14.2 More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors?

Yes ☐ No ☒ N/A ☐

b) Where appropriate, is a permit to work system used (e.g., for "hot work")?

Yes ☐ No ☒ N/A ☐

c) Are suitable precautions taken by in-house maintenance personnel who carry out works?

Yes ☒ No ☐ N/A ☐

##### Observations & Comments:

- On site instructions are given to contractors & visitors on what to do in the event of a fire or other emergency
- 14.1 - No evidence of a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW), and Insurance details are checked prior to contractors commencing works.
- 14.2b – No evidence of a system in place to issue Permit to Work to contractors by the CPC, for example Hot Works, Confined Space, and Working at Height.

#### 15. Dangerous Substances

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

Yes ☐ No ☒ N/A ☐

##### Observations & Comments:

- 15.1 – External Shipping Containers – There is no ventilation provided in the containers storing the petrol operated equipment. There is a possibility of venting from the equipment stored within, during an increase of the outside temperature, this possibly generating an explosive/flammable atmosphere within these airtight containers.

#### 16. Other Significant Fire Hazards that Warrant Consideration

##### 16.1 Hazards:

- 16.1 – Large Shipping Container – At times can contain a large quantity of fertilizer. Fertilizers can release toxic fumes when subject to thermal decomposition, and they are an oxidising agent, hence accelerate combustion even when no oxygen is available.

**Observations & Comments:** To include this in the building emergency information, for the Local Authority Fire Service

### **Part 3 - 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 occupants?

Yes ☒ No ☐ N/A ☐

b) Are there reasonable distances of travel: - where there is escape in a single direction?

Yes ☒ No ☐

c) Are there reasonable distances of travel: - where there are alternative means of escape?

Yes ☒ No ☐

d) Is there adequate provision of exits?

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☐ No ☐ N/A ☒

g) Are the arrangements provided for securing exits satisfactory?

Yes ☒ No ☐

h) Is a suitable standard of protection designed for escape routes?

Yes ☒ No ☐

i) Are there reasonable arrangements for means of escape for disabled people?

Yes ☒ No ☐

**Observations & Comments:**

- 17.1e - Most final fire exit doors open in the direction of escape, staff using this building are familiar with these doors.
- Both accessible toilets are fitted with alarms – Both tested during the FRA
- Front and rear exits are at ground level which will assist with the evacuation of mobility impaired people.

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

Yes ☒ No ☐

**More specifically:**

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

Yes ☐ No ☒

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

Yes ☒ No ☐

c) Are all escape routes clear of obstructions?

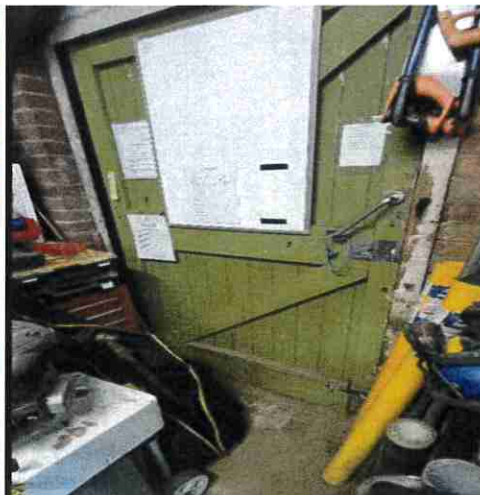
Yes ☐ No ☒

d) Are all fire exits easily and immediately openable?

Yes ☐ No ☒

**Observations & Comments:**

- 17.3c – Machine Shed – To remove the items stored around the fire exit. Fire exits are always to be kept clear of any obstruction or items that will or could impede the use of the exit.
- 17.3c – Machine Shed – To reposition the Dry Powder extinguisher so as not to restrict the door width of the fire exit.
- 17.3c – Changing Rooms Corridor – The flooring in the changing room corridor poses a trip hazard.
- 17.3c – Changing Rooms Corridor – Items being stored in the Means of Escape





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**N.B.** 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, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

**18. Measures to Limit Fire Spread and Development**

**18.1 Is it considered that there is:**

a) compartmentation of a reasonable standard?

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?**

Yes ☐ No ☐ N/A ☒

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**Observations & Comments:**

- 18.1a – Boiler Room – A Fire/Smoke stopping breach was observed in the ceiling and the wall.



**N.B.** 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, bring it to the attention of the Fire Assessor who will arrange a meeting to discuss this further.

**19. Emergency Escape Lighting**

**19.1 Has a reasonable standard of emergency escape lighting system been provided?**

Yes ☒ No ☐

**Observations & Comments:**

- Emergency lighting is tested inspected annually, and records viewed during the FRA.
- The annual emergency lighting inspection was conducted 30 Mar 2025.

Date: 29 Mar 2025 05:43		Tech: Paul Paine		CPC Emergency Lighting Check (1903)	
Customer: Cranleigh Parish Council				02241	
Village Way, Cranleigh					
Contact: Beverley Bell				Closed:	30 Mar 2025 15:13
<b>Pavilion Nursery</b>					
29. Entrance Corridor					Pass
40. Disabled Toilet					Pass
41. Middle of Main Room					Pass
42. Main Room Fire Exit (inside)					Pass
43. Kitchen					Pass
44. Main Room Fire Exit (outside)					Pass
45. Outside Entrance					Pass
46. Outside Walkway					Pass
47. Outside Kitchen Wall					Pass
<b>Pavilion Changing Rooms</b>					
48. Corridor outside office					Pass
49. Corridor next to left hatch					Pass
50. Corridor between equipment room and changing rooms					Pass
51. Corridor above fire exit					Pass
52. Toilets					Pass
53. Equipment Room					Pass
<b>Village Way Toilets</b>					
54. Mens Toilet					Pass
55. Ladies Toilet					Pass
56. Disabled Toilet					Pass
57. Back Maintenance Area					Pass
<b>The Common Toilets</b>					
58. Mens Toilet					Pass
59. Ladies Toilet					Pass
60. Disabled Toilet					Pass
61. Cleaners Cupboard					Pass
<b>Office</b>					
62. Committee Room Fire Exit					Pass
63. Committee Room Entrance					Pass
64. Front of Office					Pass
65. Back of Office					Pass
66. Kitchen					Pass
67. Ladies Toilet					Pass



## 20. Fire Safety Signs and Notices

### 20.1 Is there a reasonable standard of fire safety signs and notices?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- 20.1 – No 'No Smoking' sign displayed externally
- 20.1 – Groundman Office – Fire Exit sign required above the fire exit
- 20.1 – Home Team Changing Room – Fire Exit sign required above the fire exit
- 20.1 – Home Team Changing Room – Fire Exit, Keep Clear signage required to be displayed externally.
- 20.1 – Nursery Main Door – Fire Exit, Keep Clear signage required to be displayed externally.

## 21. Means of Giving Warning in Case of Fire

### 21.1 Is a reasonable fire detection and fire alarm system provided?

Yes ☒ No ☐ N/A ☐

### 21.2 Is there remote transmission of alarm signals?

Yes ☒ No ☐ N/A ☐

### 21.3 Is a zone plan displayed?

Yes ☐ No ☒ N/A ☐

#### Observations & Comments:

- Fire detection is present throughout the building, and fitted with a sounder
- Loft area is fitted with a detector, with an alarm indicator in the Changing Room area
- The Fire alarm is tested and inspection annually and records viewed during the FRA.
- Annual inspection conducted Sept 24
- The fire alarm is remotely monitored during silent hours.
- 21.3 - No fire alarm zone plan displayed



### 21.4 Relevant information on false alarm experience (if known): None

**N.B.** Based on visual inspection, 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?

Yes ☒ No ☐ N/A ☐

22.2 What type(s) of appliances are provided?

- Portable fire extinguishers: Water – 5, Foam – 1, CO2 – 5
- Hose reels: None
- Fire blankets: 1

22.3 Are all fire extinguishing appliances readily accessible?

Yes ☐ No ☒ N/A ☐

Observations & Comments:

- 22.3 – Ladies Toilets – Water fire extinguisher obstructed.
- 22.3 – Nursery – Reposition the Fire Point under the Call Point as obstructed by coats.



## 23. Relevant Automatic Fire Extinguishing Systems

23.1 Type of fixed system: None

Observations & Comments: None

## 24. Other Relevant Fixed Systems and Equipment

24.1 Type of fixed system: None

Observations & Comments: None

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

Yes ☐ No ☐ N/A ☒

Observations & Comments: None

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

Yes

☐

No

☐

N/A

☒

**Observations & Comments:** None

## **Part 4 - 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:

- The Chair of the Cranleigh Parish Council

**25.2 Fire safety at the premises is managed by:** (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)

- The Clerk of the Parish Council

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

Yes ☐ No ☒ N/A ☐

#### **Observations & Comments:**

- A Fire Log was observed during the FRA, which contained fire safety related test inspection reports and records.
- A fire safety policy was viewed. Review date had expired, due Apr 22
- Fire evacuation plan was viewed. Review date had expired, due Aug 24

**25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate?** (Based on a brief review of procedures at the time of this fire risk assessment. An in-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated).

Yes ☒ No ☐

#### **More specifically:**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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?

Yes ☒ No ☐

d) Are there suitable arrangements for ensuring that the premises have been evacuated?

Yes ☒ No ☐

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e) Is there a suitable fire assembly point(s)?

Yes ☒ No ☐

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Yes ☒ No ☐

**Observations & Comments:**

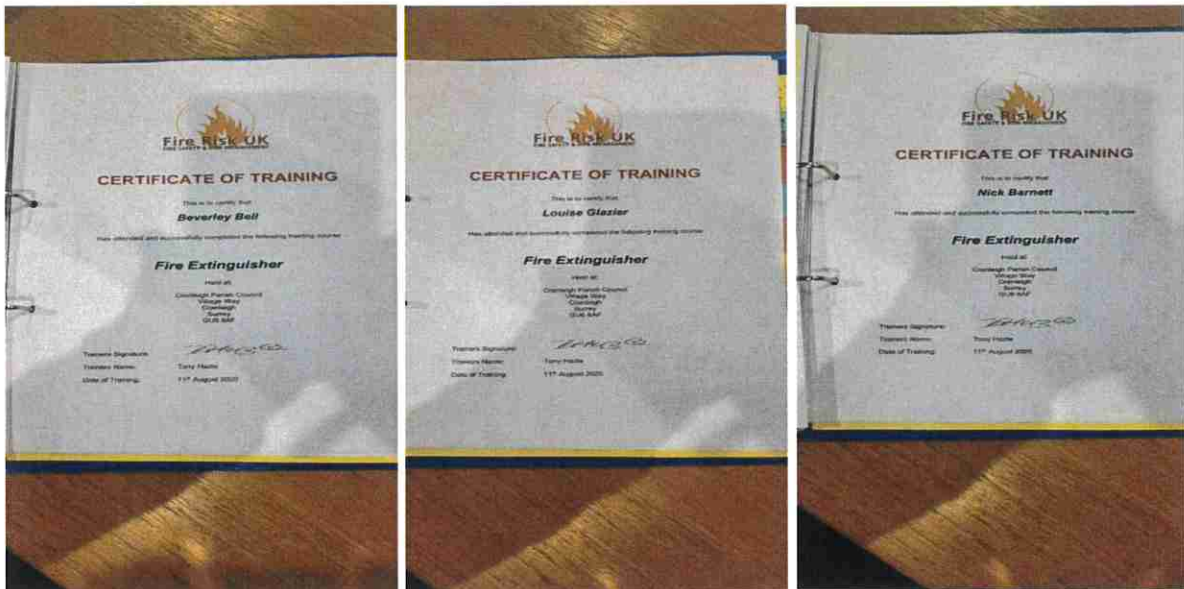
- 25.4c – The Local Authority Fire Service (LAFS) will either be met by a building occupier or by a member of the external monitoring company in the event of a fire alarm.
- 25.4d – Assembly point is identifiable in the car point.

**25.5 Are there personnel nominated to use fire extinguishing appliances?**

Yes ☐ No ☒

**Observations & Comments:**

- 25.5 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, it is recommended to refresh this training every 3 years.



**25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

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

Yes ☒ No ☐

**Observations & Comments:**

- This would be undertaken by the hall hirer, nursery staff and football teams using the pavilion.

**25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarisation visits?)**

Yes ☐ No ☒

**Observations & Comments:**

- 25.8 - No records observed to determine if regular LAFS visits are conducted.

**25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?**

Yes ☒ No ☐

**Observations & Comments:** None

**26. Training and Drills**

**26.1 Are all staff given adequate fire safety instruction and training?**

Yes ☐ No ☒

**More specifically:**

- Are they trained on induction?

Yes ☐ No ☒

- Are they given periodic refresher training?

Yes ☐ No ☒

- Are they given additional training to cover any specific roles and responsibilities?

Yes ☐ No ☒ N/A ☐

**Observations & Comments:**

- 26.1 - Staff Fire Awareness & Fire Warden training records were viewed during FRA, Refresher training is required, it is recommended to refresh this training every 3 years.
- 26.1 - Additional Fire Wardens are required to cover absences.

## 27. Testing and Maintenance

### 27.1 Is there adequate maintenance of the premises?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- From a general observation the building is in a good condition.

### 27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- A sample of test records were reviewed during this FRA

### 27.3 Are monthly and annual testing routines in place for the emergency escape lighting?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- Annual emergency lighting inspection has been conducted – Mar 25
- 27.3 – No records observed of monthly functional 'Flick' test in accordance with BS EN 50172 / BS 5266-8

### 27.4 Is annual maintenance of fire extinguishing appliances undertaken?

Yes ☒ No ☐ N/A ☐

#### Observations & Comments:

- Serviced in Aug 25, due Aug 26

### 27.5 Is periodic inspection of external escape staircases and gangways undertaken?

Yes ☐ No ☐ N/A ☒

#### Observations & Comments: None

### 27.6 Are six-monthly inspection and annual testing of rising mains undertaken?

Yes ☐ No ☐ N/A ☒

#### Observations & Comments: 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)?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

**27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken?**

Yes ☐ No ☐ N/A ☒

**Observations & Comments:** None

**27.9 Are routine checks of final exit doors and/or security fastenings undertaken?**

Yes ☒ No ☐ N/A ☐

**Observations & Comments:**

- Weekly checks conducted

**28. Records**

**28.1 Are there appropriate records of:**

- Fire drills?

Yes ☐ No ☒ N/A ☐

- Fire training?

Yes ☒ No ☐ N/A ☐

- Fire alarm tests?

Yes ☒ No ☐ N/A ☐

- Emergency escape lighting tests?

Yes ☒ No ☐ N/A ☐

- Maintenance and testing of other fire protection systems and equipment?

Yes ☒ No ☐ N/A ☐

**• Observations & Comments:**

28.1 - A Fire Drill is to be conducted especially when the Nursery is in use. All staff that occupy the machine shed must be fully familiar with the evacuation procedures.

## 29. Outcome, Findings and Actions

**Fire Risk Assessment** The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
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 because 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**

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**Comments:** The consequence of a fire starting is considered low due to the building materials used internally of the building. There is potential of unserviceable electrical items being used by a hirer of the hall, which could pose a hazard to fire safety.

Compartmentation within the building is compromised with minor breaches of fire/smoke stopping.

The fact there is fire detection within the building, this would allow sufficient time to evacuate the building before it becomes untenable.

When this building is not in use the risk is low.

The activities and the storage of flammable items within the machine shed does pose a higher risk to fire safety, these activities and the storage of these items are managed by staff to reduce the risk.

People who aren't familiar with the layout of the building are at risk of getting disorientated when trying to evacuate the building, but adequate signage does assist with this.

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 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 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:

**Tolerable**

Definition of priorities (where applicable):

**Priorities**  
**1. High.**  
**2. Medium**  
**3. Low**

**Suggested Timescale**  
**A. Immediately**  
**B. 1 Month**  
**C. 6 Month**  
**D. 1 Year (with Month)**

Action	Priority	Timescale	Date Completed	Comments
Nursery – PAT test the printer extension lead	1	B		See comment in Section 7.3
Display an 'No Smoking' sign externally at the main entrance to the pavilion	1	A		See comment in Section 8.1
Nursery – To confirm the kitchen extractor hood has been inspected and cleaned.	1	A		See comment in Section 11.2
To introduce a process to ensure that all contractors Risk Assessments & Method Statements (RAMS), Safe Systems of Works (SSOW), and Insurance details are checked prior to contractors commencing any work in a Parish Council controlled building. Including equipment that is used is serviceable and fit for purpose.	1	B		See comment in Section 14.1
To introduce a Permit to Work schemes for all Hot Works, Confined Space, Working at Height and any other activity that requires a Permit to Work. This is to be issued by a competent trained person and authorised to issue a Permit to Work permit, to be held on file. The recommendation is for at least one year.	1	B		See comment in Section 14.2b

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Small Shipping Containers – To install a means of ventilation in the containers.	1	C		See comment in Section 15.1 No signage is required on these containers, as this could attract some form of malice activities. The Head Groundsman is going to install vents into the containers.
Large Shipping Container – At times can contain a large quantity of fertilizer, to ensure this is captured within the building emergency plan	1	B		See comment in Section 16.1
Machine Shed – To remove the items stored around the fire exits.	1	A		See comment in Section 17.3c
Machine Shed – To reposition the Dry Powder extinguisher so as not to restrict the door width of the fire exit.	1	A		See comment in Section 17.3c
Changing Rooms Corridor – To rectify the flooring in the changing room corridor so as not to poses a trip hazard along the Means of Escape.	1	B		See comment in Section 17.3c
Changing Rooms Corridor – Remove the items being stored in the Means of Escape.	1	A		See comment in Section 17.3c
Boiler Room - To seal the Fire/Smoke stopping breach in the ceiling and walls with at least a 30-minute fire retardant filler or boarding.	1	B		See comment in Section 18.1a
Display a 'No Smoking' sign externally at the main entry point.	1	A		See comment in Section 20.1
Groundman Office – Display a Fire Exit sign above the fire exit.	1	A		See comment in Section 20.1
Home Team Changing Room – Display a Fire Exit sign above the fire exit.	1	A		See comment in Section 20.1
Home Team Changing Room – Display a Fire Exit, Keep Clear signage externally on the Fire Exit door.	1	A		See comment in Section 20.1
Nursery Main Door – Display a Fire Exit, Keep Clear signage externally on the Fire Exit door.	1	A		See comment in Section 20.1

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Display a fire alarm zone plan adjacent to the fire alarm panel.	1	B		See comment in Section 21.3
Ladies Toilets – Remove the obstructions around the Water fire extinguisher.	1	A		See comment in Section 22.3
Nursery – Remove the obstructions around the Fire Point under the Call Point.	1	A		See comment in Section 22.3
To review the fire safety policy, the review was due Apr 22.	1	A		See comment in Section 25.3
To review the fire evacuation plan, the review was due Aug 24.	1	A		See comment in Section 25.3
To provide Fire Awareness training to all staff and to maintain records of this training. Refresher training should be at least 3 years, delivered by a competent training provider.	1	B		See comment in Section 25.5, 26.1
Provide a record of LAFS visits to CPC buildings.	1	B		See comment in Section 25.8
Emergency Lighting - Confirm monthly 'flick' test is conducted in accordance to BS 5266-1:2016	1	B		See comment in Section 27.3
Conduct a fire drill if one hasn't been conducted within the last 12 months; and this is to include the nursery occupiers.	1	B		See comment in Section 28.1

