

Fire Risk Assessment



Park Apartments

William Street, Swindon,
Wiltshire, SN1 5LD

Assessed By	Andrew Wilkinson
Assessed On	25/06/2025
Approved By	Andrew Wilkinson
Approved On	27/06/2025
Assessment Ref.	RB-LSAMKT
Recommended Review Date	25/06/2026
Version	1



Secure Safety Solutions Ltd

37 Chicory Close, Swindon, SN2 2QA

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Introduction

Overview

A **fire risk assessment** is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement.

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

Assessment Review

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

Significant Findings

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire.

The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

The matrix below explains how the assessor determines the building risk score. Carrying out the assessment's action recommendations should reduce the risk score.

Severity ▴ ▾ Likelihood	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Trivial	Rating	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
Tolerable	Rating	No major additional controls required. However, there might be a need for some improvements.
Moderate	Rating	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
Substantial	Rating	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.
Intolerable	Rating	Imminent risk of significant harm. Immediate action required.

Action Timescales and Severities

All remedial actions are given a **timescale**. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.

Planned Works	Long Term	Medium Term	Short Term	Immediate
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All remedial actions are also given a **severity** which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.

Low Severity	Medium Severity	High Severity
Matters that need to be addressed as good practice, but that do not constitute a significant threat to occupants	Matters that breach legislation but are not considered to constitute a serious threat to life safety	Serious breach of legislation, having the potential for serious injury to occupants

Summary

Fire Risk Assessment

Assessment and Certificate Reference
RB-LSAMKT

Assessed On, By
25/06/2025, Andrew Wilkinson Technical Member of the Institute of Fire Protection Officers (TMIFPO)

Approved / Validated On, By
27/06/2025, Andrew Wilkinson Technical Member of the Institute of Fire Protection Officers (TMIFPO)

Recommended Review Date
25/06/2026

Findings
17 Actions / 10 Controls

Produced For
Park Apartments

Responsible Person
Directors of Park Apartments

Specification Conforms To
The Regulatory Reform (Fire Safety) Order 2005

Assessment Scope
Assessment applies only to the building specified.

Assessed Property

Property Name
Park Apartments

Property Reference
RB-1NM2AI

Address
William Street
Swindon
Wiltshire
SN1 5LD

Fire Risk Rating

Likelihood Medium

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

Severity Moderate Harm

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

Risk Moderate

Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

Assessing Organisation

Secure Safety Solutions Ltd
37 Chicory Close, Swindon, SN2 2QA

Property / Asset Information

Guidance and Methodologies

FRA Methodology

FRA Methodology
PAS 79-1: 2020

ELEVANT FIRE SAFETY LEGISLATION AND GUIDEANCE

Regulatory Reform (Fire Safety) Order 2005 / DCLG Publication – Relevant Fire Safety Risk Assessment guidance document/ Fire Safety Act 2021, Electricity at Work Regulations / IET Wiring Regulations 18th Edition 2018 / British Standard 7671, The Smoke-free (Premises and Enforcement) Regulations 2006, COSHH Regulations 2002 – Control of Substances Hazardous to Health Regulations 2002, BS 5266 Part 1: 2016 Emergency Lighting code of practice for the emergency escape lighting for premises, BS 5499 : part 1 2002 and BS ISO 3864 – 1 :2011 Safety Signs, BS 8214:2008 – Code of practice for fire door assemblies, BS 9999 :2008 Code of Practice for fire safety in the design, management and use of buildings

Responsibility

Client Name

Park Apartments

Responsible Person

Directors of Park Apartments

Principal Accountable Person (PAP)

Directors of Park Apartments

General Fire Precautions

Fire Alarm System

NO fire alarm system

Smoke Control

NO smoke control

Emergency Lighting

Emergency lighting installed in all escape routes.

Fire Fighting Facilities

NO riser installed

Access for fire-fighting vehicles

William street access

Suppression Systems

NO suppression system installed

Housekeeping

Good standard. Means of escape clear. Refuse stored appropriately

Secure Information Boxes

No secure information box installed

Signage

Appropriate signage installed throughout premises

Building

Property Type

Apartment Block

Building Height

11 m

Number of Storeys Above Ground

2

Construction (Details)

An end terraced public house, which has been converted into six residential self-contained flats (circa 2003) of a traditional construction (brick, block, wood, stud partition with plaster finish with either rendered brick or brick faced external walls with a pitched tiled roof). Flats A & B have their own separate entrances to the rear of the building. Flats C & D share a common area (Common area 1) which is accessed from the ground floor entrance to the rear of the building. And Flats E & Studio share a common area (Common area 2) which is accessed from the ground floor entrance to the front of the building. Both common areas include the entrance foyer, and a staircase for access and egress to the upper floors, plus a landlord's electrical cupboard. Fire safety purpose group 1(a) – Flats (12 Residential Flats). Occupancy Characteristics – Ci Long term individual occupancy, domestic flats. Risk Profile – C2 Occupants who are likely to be asleep with a medium fire growth.

Exterior Cladding

No Exterior Cladding

Electronic Entrance System

No

Carpark

External/Outdoor Carpark

Number of flats

6

Flat type

Single storey

Occupancy

Employees

None

Residents

Yes

Approx number of Residents

12

Residents (Extended)

Assumed 2 per flat

Means Of Escape

Escapes & Exits

2

Number Of Internal Escape Stairs

2

Number Of Final Exits

2

External Means Of Escape

None Present

Types Of Lifts Installed

None

Evacuation Chairs Installed

No

Refuge Points Present

No

Stairwells Protected / Lobbied

Yes

Flat Doors Open Onto Stairs
Yes

Evacuation

Evacuation Strategy
Stay Put

Description Of Final Exit
1 final exit door available per flat

Findings

13

13 negative answers
Out of a total of 40

17

17 actions to complete
Identified in this assessment

10

10 controls describe existing measures
Identified in this assessment

Summary of Actions

Severity ▸ ▼ Timescale	Low Severity	Medium Severity	High Severity
Long Term	3	7	0
Medium Term	0	5	1
Short Term	0	1	0

Prevention

3 Negative Answers 4 Actions 8 Controls

Electrical

- ✗ Fixed installations are periodically inspected and tested
- ✓ There is suitable limitation of trailing leads and adapters

Implement a system for scheduling fixed wire tests once every five years.

Fixed electrical wiring should be professionally tested every 5 years in accordance with BS 7671.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-Z2M95S Due 25/09/2025

There were no trailing leads seen within the common areas during the assessment. Tenants are responsible for their respective areas.

Extension cords can overheat and cause fires when used improperly. Overheating is usually caused by overloading or connecting appliances that consume more watts than the cord can handle. Damaged extension cords can also cause fires.

Housekeeping

- ✓ Unnecessary accumulation or inappropriate storage of combustible materials or waste is avoided
- ✗ Gas and electricity intake/meter cupboards are adequately secured and kept clear of combustible materials
- ✓ A responsible person monitors housekeeping standards
- ✓ The overall standard of housekeeping is adequate

Move combustible materials from the meter cupboard and store it in a safe location.

To provide easy access to meters and equipment. Storing combustible material alongside electrical equipment is a fire hazard.

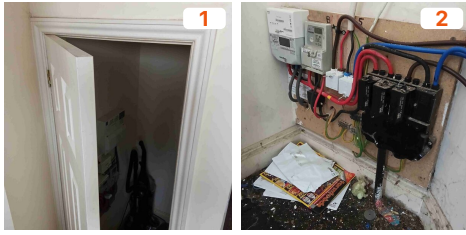
Timescale
Medium Term

Severity
Medium Severity

Reference RB-TYSTXQ Due 25/09/2025

Action Continues...

...Action Continued



Arson

- ✗ Basic security against arson by outsiders appears reasonable
- ✓ Refuse bins are secured
- ✓ Instances of antisocial behaviour are monitored

Rear communal exit door has had the lock disabled as per last fra. There must be a suitable locking mechanism installed (thumb lock) to ensure security of the communal space.

Timescale
Long Term

Severity
Low Severity

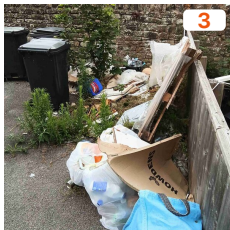
Reference RB-5CHGVX Due 25/12/2025

Waste bin area to be cleared of all material not fitting in bins as this could be a target for intentional ignition.

Timescale
Long Term

Severity
Low Severity

Reference RB-UIM5JZ Due 25/12/2025



Bins were well managed and stored at a suitable distance from the building.

Heating & Ventilation

- ✓ There is satisfactory control over the use of portable heaters

At the time of the visit there were no portable heaters in use within the communal space.

Smoking

- ✓ Smoking is prohibited in appropriate areas
- ✓ The smoking policy appears to be observed
- ✓ 'No Smoking' signs are displayed in the common areas
- ✓ All other reasonable measures have been taken to prevent fires as a result of smoking

The property has a smoking policy that prohibits smoking in all indoor common areas and in close proximity to the outside of the building and hazardous or waste materials.

There is at least one 'No Smoking' sign in each of the common parts of the building and outdoor areas. Designated outdoor smoking areas are signposted.

Contractors & Works

- ✓ There is satisfactory control over works carried out in the building
- ✓ Where appropriate, fire safety conditions are imposed on outside contractors
- ✓ Where appropriate, a permit to work system is used (e.g. for hot work)
- ✓ Suitable precautions are taken by in-house maintenance personnel who carry out works

There is a policy, including guidelines for all works carried out in the building. Health and safety has been considered

There is a process for approving works in the building which includes applying for permits and halting work until valid permits are secured.

Fire Safety Signs & Notices

- ✓ There is a reasonable standard of fire safety signs and notices

Escape routes and fire exits are clearly signposted.

Protection

6 Negative Answers 6 Actions 1 Control

Means of Escape - Residential

- ✓ The construction and glazing on escape routes appear to be suitably fire resisting and in good condition
- ✓ Safe travel distances are maintained.
- ✓ There are enough fire escapes to support the number of people in the building
- ✓ There are no notable obstructions or trip hazards on escape routes
- ✗ Fire doors provide suitable protection from fire and smoke
- ✗ Fire doors are fitted with self-closers
- ✓ Final exits are not obstructed externally and can be opened easily without needing a key

All flat front doors require assessment and any corrective action taken.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-UJP8LQ Due 25/09/2025

Doors on electrical cupboards to be replaced with fire rated (fd30s) doors.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-E2SBWB Due 25/09/2025



Emergency Escape Lighting

✗ A reasonable standard of emergency escape lighting has been provided

Annual servicing of the emergency lighting required.

Timescale
Long Term

Severity
Medium Severity

Reference RB-TBLHHS Due 25/12/2025



Monthly testing of the emergency lighting required.

Timescale
Long Term

Severity
Medium Severity

Reference RB-F1T97T Due 25/12/2025

There is an appropriate quantity of emergency escape lights.

Spread of Fire - residential

- ✗ There are adequate levels of compartmentation between floors and between flats and the common escape routes
- ✓ There is reasonable limitation of linings that may promote fire spread
- ✗ As far as can reasonably be ascertained, there is reasonable fire separation within any roof space
- ✗ Compartmentation is of a reasonable standard

Roof space to be inspected further for compartmentation requirements.

Timescale
Short Term

Severity
Medium Severity

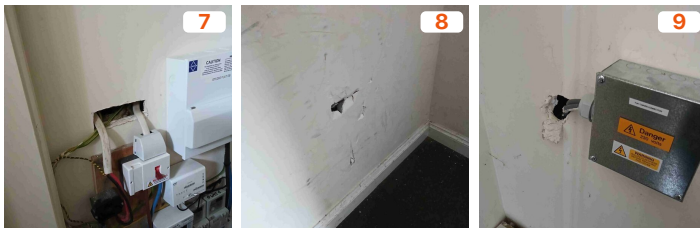
Reference RB-LVFIHX Due 25/07/2025

Work is required to repair the breaches in compartmentation within the electrical cupboards and the main stairwell of rear entrance.

Timescale
Medium Term

Severity
High Severity

Reference RB-MVJXIY Due 25/09/2025



Management

4 Negative Answers 7 Actions 1 Control

Resident Engagement

- ✓ Information on fire procedures has been disseminated to residents
- ✓ Fire safety information is disseminated to new residents

Policy information to be displayed in the communal area hallways.

Timescale
Long Term

Severity
Low Severity

Reference RB-ETNIJJ Due 25/12/2025

New residents receive fire procedure documentation via email. Residents receive annual emails with up to date fire procedures. Up to date fire procedures are published on the housing management organisation's website.

Fire Safety Management

- ✓ There are suitable records of the fire safety arrangements
- ✓ Procedures in the event of fire are appropriately and properly documented, where appropriate
- ✗ Routine in-house inspections of fire precautions are undertaken

Inspections of fire doors must take place annually for flat owned doors.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-B3BIBZ Due 25/09/2025

Maintenance & Testing

- ✗ Monthly and annual testing routines are in place for the emergency escape lighting

Annual drain test required on emergency lighting every 12 months.

Timescale
Long Term

Severity
Medium Severity

Reference RB-RVZRR5 Due 25/12/2025

Monthly "flick" test to be completed and recorded in the logbook with any faults repaired. Testing area to be identified or installed as wasn't found on day of assessment.

Timescale
Long Term

Severity
Medium Severity

Reference RB-FEFV1V Due 25/12/2025

Records

- ✗ Emergency escape lighting tests
- ✗ Fire doors, exits and locking/closing devices are regularly checked for damage that would affect operation or performance

E-lighting testing to be recorded in the fire log book recording any failed devices and marked off when repaired.

Timescale
Long Term

Severity
Medium Severity

Action Continues...

...Action Continued

Reference RB-3C6WXJ **Due** 25/12/2025

Final exit door inspections to be documented in the fire safety log book to show these function correctly and are accessible.

Timescale
Long Term

Severity
Medium Severity

Reference RB-LGNUM4 **Due** 25/12/2025

Fire doors checks are to be recorded in the fire safety log book with any defects reported for repair.

Timescale
Long Term

Severity
Medium Severity

Reference RB-5UE58Z **Due** 25/12/2025

Information Boxes

✓ Arrangements are in place to keep the emergency information up to date and relevant.

Action Plan

Roof space to be inspected further for compartmentation requirements.

Timescale
Short Term

Severity
Medium Severity

Reference RB-LVFIHX **Due** 25/07/2025
Completed On / By

All flat front doors require assessment and any corrective action taken.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-UJP8LQ **Due** 25/09/2025
Completed On / By

Doors on electrical cupboards to be replaced with fire rated (fd30s) doors.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-E2SBWB **Due** 25/09/2025



Completed On / By

Implement a system for scheduling fixed wire tests once every five years.

Fixed electrical wiring should be professionally tested every 5 years in accordance with BS 7671.

Timescale
Medium Term

Severity
Medium Severity

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Completed On / By

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Completed On / By

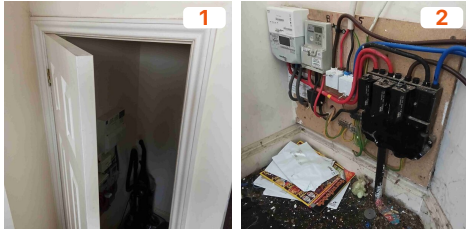
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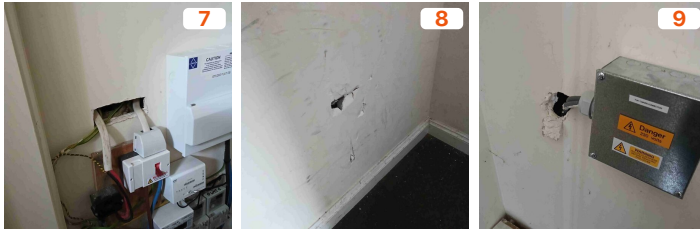
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Long Term

Severity
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Completed On / By

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Completed On / By

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Completed On / By

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Timescale
Long Term

Severity
Medium Severity

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Medium Severity

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Long Term

Severity
Medium Severity

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Completed On / By

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Timescale
Long Term

Severity
Medium Severity

Reference RB-F1T97T **Due** 25/12/2025

Completed On / By

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Timescale
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Completed On / By

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Long Term

Severity
Low Severity

Reference RB-UIM5JZ **Due** 25/12/2025



Completed On / By

Photos

