

Fire Risk Assessment



20 Church Street
Stratton, Swindon, Wiltshire,
SN3 4NB

Assessed By	Andrew Wilkinson
Assessed On	30/05/2025
Approved By	Andrew Wilkinson
Approved On	02/06/2025
Assessment Ref.	RB-U56RF7
Recommended Review Date	30/05/2026
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-U56RF7

Assessed On, By

30/05/2025, Andrew Wilkinson

Approved / Validated On, By

02/06/2025, Andrew Wilkinson

Recommended Review Date

30/05/2026

Findings

1 Action / 31 Controls

Produced For

20 Church Street Stratton St Margaret
Management Co Ltd

Responsible Person

Director(s) of 20 Church Street Stratton St Margaret
Management Co Ltd

Specification Conforms To

The Regulatory Reform (Fire Safety) Order 2005

Assessment Scope

Assessment applies only to the building specified.

Assessed Property

Property Name

20 Church Street

Property Reference

RB-DETA38

Address

Stratton
Swindon
Wiltshire
SN3 4NB

Assessing Organisation

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

Property / Asset Information

Responsibility

Client Name

20 Church Street Stratton St Margaret
Management Co Ltd

Responsible Person

Director(s) of 20 Church Street Stratton St Margaret
Management Co Ltd

Principal Accountable Person (PAP)

Director(s) of 20 Church Street Stratton St Margaret
Management Co Ltd

General Fire Precautions

Fire Alarm System

Detection installed in the communal parts, Detection installed in the dwellings

Smoke Control

NO smoke control

Emergency Lighting

Installed in communal parts

Fire Fighting Facilities

NO riser installed

Suppression Systems

NO suppression system installed

Housekeeping

Good standard. Means of escape clear. Refuse stored appropriately

Secure Information Boxes

Secure information box installed

Signage

Appropriate signage installed throughout premises

Building

Property Type

Apartment Block

Building Height

11 meters

Number of Storeys Above Ground

3

Construction (Details)

An end terraced house, which has been converted into five residential self-contained flats of a traditional construction (brick, block, wood, stud partition with plaster finish with either rendered brick or building stone faced external walls with a pitched tiled roof). Flat 2 has its own entrance to the front of the building. Flat 1 has its own ground floor entrance to the rear of the building. And flats 3, 4 (first floor) & 5 (second floor) are accessed to the rear of the building via an external staircase, which provide access to the first floor, and a second staircase off the roof provide access to the second floor flat (5). Flat 5 is accessed

direct off the staircase. Flats 3 & 4 share a common area which includes the foyer, the two flat front doors, plus the Landlord's electrical cupboard.

Exterior Cladding

No Exterior Cladding

Electronic Entrance System

No

Carpark

External/Outdoor Carpark

Number of flats

5

Occupancy

Employees

None

Residents

Yes

Approx number of Residents

10

Residents (Extended)

Assume 10 based on 2 persons per flat

Visitors

Day, Overnight

Approx number of Visitors

4

Visitors (Extended)

Approx

People With Reduced Mobility

None

Lone Workers

None

Young Persons Employed in the Premises

Other

Young Persons Employed in the Premises (Extended)

No known

Means Of Escape

Number Of Final Exits

4

External Means Of Escape

External Escape Stairs

Types Of Lifts Installed

None

Evacuation Chairs Installed

No

Refuge Points Present

No

Stairwells Protected / Lobbied

Yes

Flat Doors Open Onto Stairs

No

Evacuation

Evacuation Strategy

Simultaneous Evacuation

Findings

- 1** 1 negative answer
Out of a total of 62
- 1** 1 action to complete
Identified in this assessment
- 31** 31 controls describe existing measures
Identified in this assessment

Summary of Actions

Severity ▸ ▼ Timescale	Medium Severity
Long Term	1

Prevention

15 Controls

Electrical

- ✓ Fixed installations are periodically inspected and tested
- ✓ There is suitable control over the use of personal electrical appliances
- ✓ There is suitable limitation of trailing leads and adapters
- ✓ All other measures have been taken to prevent fires of electrical origin

There is a satisfactory policy outlining the safe use of personal electrical devices. It appears to be being followed.

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.

A valid electrical wiring test certificate compliant with BS 7671 was available on site and categorised the system as satisfactory.

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

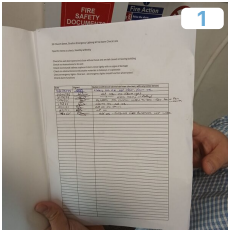
A responsible person has been assigned to monitor the housekeeping standards. Documentation is available that describes the expected standards and the responsible person's role.

Continue to maintain correct storage of combustible materials.

Gas and electricity intake/meter cupboard doors are secure and clear of combustible materials. A responsible person performs an inspection and any necessary maintenance as part of a weekly check.

Control Continues...

...Control Continued



Arson

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

Site is maintained in a sterile condition with no unnecessary fire load in close proximity.

Heating & Ventilation

- ✓ There is satisfactory control over the use of portable heaters
- ✓ Fixed heating and ventilation installations are subject to regular maintenance

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

There is a policy for the safe use of portable heaters. Signs in the common parts provide guidance and occupants are informed of any changes to health and safety policy via email.

Smoking

- ✓ Smoking is prohibited in appropriate areas
- ✓ There are suitable arrangements for smokers
- ✓ 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.

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

Fire Safety Signs & Notices

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

Escape routes and fire exits are clearly signposted.

Fire action notices are present by all manual call points.

Fire action notices are present by all manual call points.



Protection

1 Negative Answer 1 Action 9 Controls

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 on escape routes only open in the direction of travel
- ✓ 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
- ✓ There is suitable provision to support the expected numbers of disabled occupants

There is a non fire rated "openable" window within 1.8 meters of the escape route. To meet regulation this requires replacement.

Timescale
Long Term

Severity
Medium Severity

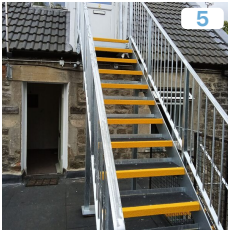
Reference RB-CB6DVB Due 30/11/2025



Fire escapes are clear of obstruction. A responsible person checks this and performs any necessary housekeeping as part of a weekly check.

Control Continues...

...Control Continued



Travel distances appear to comply with ADB because the distance along a corridor from the flat entrance door to the staircase is less than 7.5m.

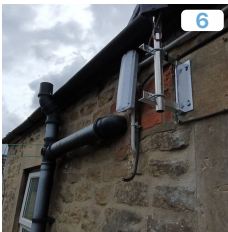
Emergency Escape Lighting

- ✓ A reasonable standard of emergency escape lighting has been provided

Annual servicing of the emergency lighting takes place

Testing of the system is performed monthly with records kept on site.

There is an appropriate quantity of emergency escape lights.



Giving Warning - residential

- ✓ A reasonable fire detection and fire alarm system is provided in the common areas, where necessary
- ✓ If there is a communal fire detection and fire alarm system, it extend into the dwellings
- ✓ Where appropriate, a fire alarm zone plan has been provided
- ✓ Where appropriate, there are adequate arrangements for silencing and resetting an alarm condition
- ✓ The means of giving warning in case of fire are adequate

Panelled fire alarm system has been recently installed and covers communal areas and extends into the dwellings. Zones are set up as per zonal diagram displayed by the panel.



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

Compartmentation confirmed as compliant from communal areas to dwellings however between dwellings not confirmed as could no access.

The level of compartmentation within the building was considered to be acceptable based on the limitations of a type 1 fire risk assessment. This included the requirement for 30 in fire protection on the flat roof where the external staircase is located.

Manual Fire Fighting - residential

Fire extinguishers not present and are not required in communal areas.

Management

7 Controls

Procedures

- ✓ There are adequate procedures for investigating fire alarm signals
- ✓ There are suitable arrangements for summoning the fire and rescue service
- ✓ There are suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
- ✓ There are suitable arrangements for ensuring that the premises have been evacuated
- ✓ There is a suitable fire assembly point

Resident Engagement

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

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.

Residents can access FRAs, Regular Checks and Surveys which are published online.

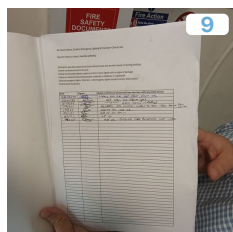
Fire Safety Management

- ✓ 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

Maintenance & Testing

- ✓ Weekly testing and periodic servicing of the fire detection and fire alarm system is undertaken
- ✓ Monthly and annual testing routines are in place for the emergency escape lighting
- ✓ There are periodical inspections of external escape staircases and gangways

Internal inspections conducted and documented.



Visual inspections are completed on the external staircases weekly and were signed off by the installers when installed this year. Another formal inspection is required within 5 year from the installation date.

Emergency lighting is inspected weekly at the same time as the fire alarm test is completed.

Records

- ✓ Fire alarm tests
- ✓ Appropriate record of false alarms
- ✓ Emergency escape lighting tests
- ✓ Maintenance and testing of other fire protection systems and equipment
- ✓ Fire doors, exits and locking/closing devices are regularly checked for damage that would affect operation or performance

Information Boxes

- ✓ There is a suitably located premises information box for the fire and rescue service
- ✓ Arrangements are in place to keep the emergency information up to date and relevant.

There is a premises information box available with the relevant documents inside.



There is policy in place to inspect and review the information held inside the premises information box annually.

Action Plan

There is a non fire rated "openable" window within 1.8 meters of the escape route. To meet regulation this requires replacement.

Timescale

Long Term

Severity

Medium Severity

Reference RB-CB6DVB Due 30/11/2025



Completed On / By

Photos

