

Fire Risk Assessment

Plymouth Wellbeing Centre

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Karen Trim – Business Owner		
Address of Premises	Unit 3 & 4 Lynher House Bush Park Plymouth		
Postcode	PL6 7RG		
Assessor:	Karen Trim		
Date of Fire Risk Assessment	10 July 2024		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by	Karen Trim	Date	January 2025
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	2 x ground floor units within a large 2 story building
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	Approx 100 sqM total across 2 units
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Purpose built business units
Primary usage: (e.g. Hotel, Shop)	Wellbeing Centre
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	Yoga Studio

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	B		0000 to 0400	A	
	0400 to 0800			0400 to 0800		
	0800 to 1200			0800 to 1200		
	1200 to 1600			1200 to 1600		
	1600 to 2000	B		1600 to 2000	A	
	2000 to 2400	A		2000 to 2400	A	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None					
Description of Occupants	Mobility Issues	None	Average Mobility	Good	Vulnerability Issues	None

Occupants Especially At Risk From Fire	
Sleeping occupants (<i>Details of numbers - public/staff</i>)	None
Disabled occupants (<i>Personal Emergency Evacuation Plans in use when necessary</i>)	No disabled room occupants. Potential for disabled clients to be in the building.
Occupants in remote areas (<i>Lone working/isolated areas</i>)	Some therapists work alone in the building during evenings/weekends.
Young person's (<i>Individual Risk Assessment provided for those persons under 16 yrs</i>)	None
Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	None
Visitors	Therapists have individual clients. Yoga classes/relaxation classes run throughout the week with a maximum of 14 attendees. Training courses run with a maximum of 6 students. Most clients/students are able bodied but there is the potential that some could be disabled.
Occupants whose first language is not English	None

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES BY LANDLORD	
Portable appliance testing carried out on a risk assessed basis?	YES (PLUS SELF EMPLOYED INDIVIDUALS WITHIN THE BUILDING ADVISED TO HAVE THEIR OWN RISK ASSESSMENTS FOR THEIR BUSINESSES WITHIN THEIR ROOMS)	
Suitable policy in place regarding the use of personal electrical appliances?	YES (PLUS SELF EMPLOYED INDIVIDUALS WITHIN THE BUILDING ADVISED TO HAVE THEIR OWN RISK ASSESSMENTS FOR THEIR BUSINESSES WITHIN THEIR ROOMS)	
Suitable limitation and management of trailing leads and adaptors?	YES (PLUS SELF EMPLOYED INDIVIDUALS WITHIN THE BUILDING ADVISED TO HAVE THEIR OWN RISK ASSESSMENTS FOR THEIR BUSINESSES WITHIN THEIR ROOMS)	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Smoking		
Measures taken to prevent fires as a result of smoking. (undertaken by the landlord for the whole building)		
Smoking prohibited in the building?		NO
Smoking permitted in appropriate areas?		YES
Suitable arrangements for those who wish to smoke?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable.		Responsibility of landlord/main building
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		Responsibility of landlord/main building
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.		Not within my units
Are fixed heating installations subject to regular maintenance?		N/A
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Cooking		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?	N/A	
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	N/A	
Suitable Shut Down Procedures in place?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Lightning		
The building has a lightning protection system.		Unsure – this would be part of the main building
Is the lightning protection system subject to a suitable maintenance regime?		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		N/A
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		N/A
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Housekeeping		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?	N/A	
Appropriate storage of hazardous materials?	N/A	
Escape routes kept clear of any combustibles? (Storage /furniture)	YES	
Appropriate measures for the safe storage and disposal of waste?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		N/A
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?		N/A
Give details:		
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?		N/A
Give details:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		
Other Significant Fire Hazards That Warrant Consideration		

Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>Progressive Horizontal Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	<p>Ground floor units. All therapist are responsible for their own clients in the event of a fire and are expected to have their own risk assessments in place</p>

<h2>Delayed Evacuation</h2> <p>Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		N/A
Written copies of Evacuation Procedures are located as follows:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).		YES
Adequate design of escape routes?		YES
Suitable protection of escape routes? (Fire resisting construction)		YES – LANDLORD RESPONSIBILITY
Adequate provision of exits? State the capacity of each exit.		YES – LANDLORD RESPONSIBILITY
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?		YES – LANDLORD RESPONSIBILITY
Escape routes unobstructed?		YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.		YES
Corridors and main doors are wide enough for wheelchair access, all level access and wide external doors.		
Identify dead end corridors. Are the appropriately covered?		YES
Identify inner rooms. Are the appropriately covered?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:

Measures To Limit Fire Spread And Development

It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		LANDLORD RESPONSIBILITY
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Emergency Escape Lighting

It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Means Of Giving Warning In Case Of Fire	
Reasonable manually operated fire warning system provided?	YES
If yes give details: area small enough to be able to knock on windows/doors as exiting building. Would be able to hear raised voices.	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	YES – LANDLORD RESPONSIBILITY
Throughout Premises	YES
Part of Premises only	YES
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES
Remote transmission of alarm signals to a monitoring station or other?	YES
Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Other Relevant Fixed Systems And Equipment		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Firefighter Switch – High Voltage Luminous Tube Signs Etc		
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Management of Fire Safety

Procedures And Arrangements	
Fire safety is managed by:	Landlord for whole building
Deputy or assistant:	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety Karen Trim – business owner	YES
Is there a suitable record of the fire safety arrangements?	YES
Appropriate fire procedures in place?	YES
Are procedures in the event of a fire appropriate and properly documented?	YES
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES – whole building connected to fire brigade automatic call out
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES – units part of whole building where arrangements are put in place by landlord
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES – units part of whole building where arrangements are put in place by landlord
Are there suitable arrangements for ensuring that the premises have been evacuated?	Each individual

	therapist is responsible for themselves and their client (s)
Is there a suitable fire assembly point(s)?	YES – units part of whole building where arrangements are put in place by landlord
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes – therapists are responsible for themselves and their client (s)
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	YES – units part of whole building where arrangements are put in place by landlord
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES – units part of whole building where arrangements are put in place by landlord
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES – ongoing risk assessments by all therapists

Identified Hazards	Existing Control Measures	Are there any improvement recommendation
Deficiencies:		Remedial Action Required:
Training And Drills		
Fire safety training is managed by:	Karen Trim	
Deputy or assistant:		
Are all staff given adequate fire safety instruction and training on induction?		Self employed therapists have access to risk assessments, fire risk assessment and know to exit the building as safely as possible with their own clients
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?		YES – REGULAR REMINDERS TO VISIT TRAINING PROVIDED ON WEBSITE
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		N/A
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?		YES

Are fire drills carried out at appropriate intervals and a record of such drills maintained?		YES – units part of whole building where arrangements are put in place by landlord
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)		YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?		YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Testing And Maintenance		
Testing and Maintenance is managed by:		Landlord
Deputy or assistant :		
Adequate maintenance of workplace?		By landlord
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)		By landlord
Monthly and annual testing routines for emergency escape lighting?		By landlord
Annual maintenance of fire extinguishing appliances?		By landlord
Periodic inspection of external escape staircases and gangways?		YES
Six monthly inspection and annual testing of rising mains?		By landlord
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?		By landlord
Weekly testing and periodic inspection of sprinkler installations?		By landlord
Routine checks of final exit doors and/or security fastenings?		By landlord
Annual inspection and testing of lightning protection system?		By landlord
Other relevant inspections or tests:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Recording		
Appropriate records held for:		
Fire drills?	By landlord	
Fire training?	By landlord	
Fire alarm tests?	By landlord	
Emergency escape lighting tests?	By landlord	
Maintenance and testing of other fire precaution systems?	By landlord	
Location of Records: (Available for inspection by Fire Authority if required) Give Details:		By landlord
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

