



Fire Risk Assessment

Thame Town Council. Town Hall. / 03/04/2025

Complete

Score	30 / 34 (88.24%)	Flagged items	6	Actions	5
--------------	------------------	----------------------	---	----------------	---

This non intrusive Fire Risk Assessment aims to identify and reduce the risk of fire and can be used everywhere. It is divided into three sections: First section covers detailed information about the building and occupants. The second section focuses on identifying hazards and control measures. Lastly, the third section sums up the assessment by generalizing the observation of the two components: 1) Likelihood of fire and 2) Consequences of fire. This Fire Risk Assessment has been carried out to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. (Amended with the Fire Safety Act Oct 2023)

Client/Site

Thame Town Council. Town Hall.



Photo 1



Photo 2

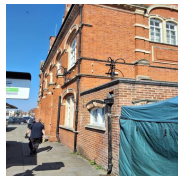


Photo 3



Photo 4

Full Address

High St, Thame, OX9 3DP, Thame
OX9 3DP, UK
(51.7477221,
-0.9784651999999998)

Fire Safety Officer / Responsible Person

Mandy Sturdy. Town Clerk.

Prepared by

Peter Shacklady

Date of Previous Fire Risk Assessment

No previous FRA available

Date of Fire Risk Assessment

03/04/2025

Suggested Date for Review

03/04/2026

Flagged items & Actions

6 flagged, 5 actions

Flagged items

6 flagged, 5 actions

Information / GENERAL INFORMATION / Compartmentation

Do the premises comply with current building regulation

No

See fire door section.



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9

In progress | Priority: Low | Due: 03/06/2025 15:43 BST | Created by: Eddie
info@oxfordfireandsecurityservices.co.uk

Compartmentation

The lift plant cupboard has cabling in the ceiling that requires fire stopping to a min after 30 mins.

The server and electrical Distribution board in the basement requires enclosing to a 30 min fire rating due to the storage of fuel (boxes of paperwork and records).

Basement electrical incomer has cabling that requires fire stopping to a 30 min standard.

Cabling in heating boiler cupboard requires fire stopping to a 30 min standard.

Fire Protection Measures / FIRE PROTECTION MEASURES

Has adequate design of escape routes?

No

At time of audit, the main exit from 1st floor meeting room was locked.

It is imperative that this can be opened from the inside when the building is occupied.

A solution may be a push bar or a turn lock openable from the inside.



Photo 17

Fire Protection Measures / FIRE PROTECTION MEASURES

Do the fire doors meet current regulations

No

Fire door remedial | Priority: Medium | Due: 03/09/2025 16:31 BST | Created by: Peter
Shacklady

Fire door compliance.

A sample of fire doors was carried out during the audit. For example, the door to the RFO office was found to be, no identifiable as being a fire rated door, the glazing and hinges are not fire rated, frame to door gaps exceed current regulations as was the threshold gap, no door closure fitted. It has been legislation since Jan2023 for an annual fire door inspection to identify any compliance issues. A comprehensive annual fire door inspection regime to be initiated and any required works compl

Exits easily and immediately openable where necessary?

No

In progress | Priority: High | Due: 03/04/2025 15:59 BST | Created by: Eddie
info@oxfordfireandsecurityservices.co.uk

Final exit

Thr rear final exit requires attention as at time of audit the doors required excessive Force to open. IMMEDIATE ACTION REQUIRED

Has reasonable standard of fire safety signs and notices?

No



Photo 19



Photo 20



Photo 21



Photo 22

In progress | Priority: Low | Due: 03/05/2025 16:01 BST | Created by: Eddie
info@oxfordfireandsecurityservices.co.uk

Signage

All final exits requires "Fire Exit Keep Clear " Signs on both aspects.
A fire action notice displaying the location of the fire assembly point is required by every final exit and manual alarm call points.
Fire route direction signs required from admin area, above glass door in meeting room, from 1st floor by lift and from public side of counter area.

Has reasonable provision of portable fire extinguishers?

No

In progress | Priority: Medium | Due: 03/05/2025 16:17 BST | Created by: Eddie
info@oxfordfireandsecurityservices.co.uk

Extinguisher cover

Currently no extinguisher cover in storage basement. Requires 1x5kg CO2 due to server and electrical Distribution board and a 9ltr class A extinguisher due to the amount of combustibles. Meeting hall on 1st floor requires a 2kg CO2 and a 6ltr class A.
The extinguishers Currently at the bottom of the stairs to 2nd floor office requires resiting to the 2nd floor office area.

Other actions

0 actions

Information

1 flagged, 1 action

GENERAL INFORMATION

1 flagged, 1 action

The Premises

Number of Floors

4 floors including a basement

Brief details about the construction

Traditional brick with a pitched tiled roof. Built 1887

Use of the premises

Town hall with offices and meeting room.

Normal opening times 8.30am to 5pm.

Out of hours bookings for meeting room documented with fire safety directions present.

Compartmentation

1 flagged, 1 action

Do the premises comply with current building regulation

No

See fire door section.



Photo 5



Photo 6

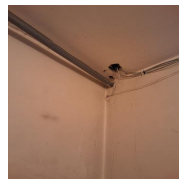


Photo 7



Photo 8

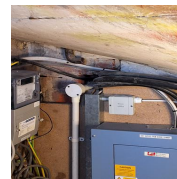


Photo 9

In progress | Priority: Low | Due: 03/06/2025 15:43 BST | Created by: Eddie
info@oxfordfireandsecurityservices.co.uk

Compartmentation

The lift plant cupboard has cabling in the ceiling that requires fire stopping to a min after 30 mins.

The server and electrical Distribution board in the basement requires enclosing to a 30 min fire rating due to the storage of fuel (boxes of paperwork and records).

Basement electrical incomer has cabling that requires fire stopping to a 30 min standard.

Cabling in heating boiler cupboard requires fire stopping to a 30 min standard.

Approximate maximum number

18 staff max, visitors up to 160 including meeting room.

Number of Sleeping Occupants

None declared

Number of Disabled Occupants

Various

Number of Minor Occupants

Various

Number of Elderly Occupants

Various

Others

Hazard and Risk Identification

HAZARD AND RISK FACTORS

What are the factors present in the inspected area?

You may choose multiple items.

*You may also add photos, notes, and actions by clicking the paperclip icon.

Smoking	Cooking	Electrical
Portable Heaters	Housekeeping	Arson

Smoking

Select a circumstance observed

No signs of careless handling

Non smoking premises

Cooking

Select a circumstance observed

No evidence or suggestion of careless behavior

Electrical

Including equipment and extensive use of extension leads and adapters and/or electric blankets

Select a circumstance observed

Adequately maintained

Extensive evidence of trailing extension leads with potential overloading

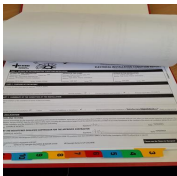


Photo 10



Photo 11

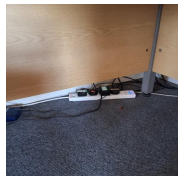


Photo 12

Portable Heaters

Select a circumstance observed

Higher hazard (fan heaters, radiant bar fires)



Photo 13



Photo 14

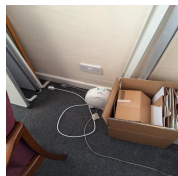


Photo 15



Photo 16

Evidence of heaters sited too close to combustible materials

Yes

In basement storage area

Likelihood of heaters sited too close to combustible materials

Yes

Ensure staff are aware of potential fire risks

Potential for other careless use (e.g. drying clothes, warming meals, etc.)

None

Are there more details observed?

None

Arson

Select a circumstance observed

Has reasonable security

Housekeeping

Select a circumstance observed

Adequate

Fire Protection Measures	5 flagged, 4 actions, 30 / 34 (88.24%)
FIRE PROTECTION MEASURES	5 flagged, 4 actions, 30 / 34 (88.24%)

1. Means of Escape from Fire

It is considered that the premises are provided with reasonable means of escape in case of fire	Yes
--	-----

Has adequate design of escape routes?	No
--	----

At time of audit, the main exit from 1st floor meeting room was locked. It is imperative that this can be opened from the inside when the building is occupied. A solution may be a push bar or a turn lock openable from the inside.



Photo 17

Has adequate provision of exits?	Yes
---	-----

Do the fire doors meet current regulations	No
---	----

Fire door remedial | Priority: Medium | Due: 03/09/2025 16:31 BST | Created by: Peter Shacklady

Fire door compliance.

A sample of fire doors was carried out during the audit. For example, the door to the RFO office was found to be, no identifiable as being a fire rated door, the glazing and hinges are not fire rated, frame to door gaps exceed current regulations as was the threshold gap, no door closure fitted. It has been legislation since Jan2023 for an annual fire door inspection to identify any compliance issues. A comprehensive annual fire door inspection regium to be initiated and any required works compl

Exits easily and immediately openable where necessary?	No
---	----

In progress | Priority: High | Due: 03/04/2025 15:59 BST | Created by: Eddie info@oxfordfireandsecurityservices.co.uk

Final exit

Thr rear final exit requires attention as at time of audit the doors required excessive Force to open. IMMEDIATE ACTION REQUIRED

Fire exits open in direction of escape where necessary?	Yes
--	-----

Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
---	-----

Satisfactory means for securing exits?

Yes

Has alternative means of escape?

Yes

Escape routes unobstructed?

Yes

Ensure sufficient width access to/from storage basement

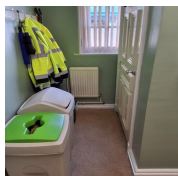


Photo 18

It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.

Yes

2. Emergency Escape Lighting

Has reasonable standard of emergency escape lighting provided?

Yes

Fire Safety Signs and Notices

Has reasonable standard of fire safety signs and notices?

No



Photo 19



Photo 20



Photo 21



Photo 22

In progress | Priority: Low | Due: 03/05/2025 16:01 BST | Created by: Eddie
info@oxfordfireandsecurityservices.co.uk

Signage

All final exits requires "Fire Exit Keep Clear " Signs on both aspects.

A fire action notice displaying the location of the fire assembly point is required by every final exit and manual alarm call points.

Fire route direction signs required from admin area, above glass door in meeting room, from 1st floor by lift and from public side of counter area.

3. Means of Giving Warning in case of Fire

Has reasonable manually operated electrical fire alarm system provided?

N/A

Has automatic fire detection provided?

Yes

An automatic L2 system.
 Recommend a manual call point at the top of the stairs to the 2nd floor office area.



Photo 23



Photo 24

Has remote transmission of alarm signals?

Yes

4. Manual Fire Extinguishing Appliances

Has reasonable provision of portable fire extinguishers?

No

In progress | Priority: Medium | Due: 03/05/2025 16:17 BST | Created by: Eddie
 info@oxfordfireandsecurityservices.co.uk

Extinguisher cover

Currently no extinguisher cover in storage basement. Requires 1x5kg CO2 due to server and electrical Distribution board and a 9ltr class A extinguisher due to the amount of combustibles. Meeting hall on 1st floor requires a 2kg CO2 and a 6ltr class A. The extinguishers Currently at the bottom of the stairs to 2nd floor office requires resiting to the 2nd floor office area.

Hose reels provided?

N/A

Are all fire extinguishing appliances readily accessible?

Yes

5. Procedures and Arrangements

Are procedures in the event of fire appropriate and properly documented?

Yes

Are there suitable arrangements for Summoning the fire and rescue service?

Yes

Are there suitable arrangements to meet provide relevant information, including that related to hazards to firefighters?

Yes

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

Yes

Is there a suitable fire assembly point(s)?

Yes

In Greyhound Walk.

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

Yes

Persons nominated and trained to use fire extinguishing appliances?	Yes
Persons nominated and trained to assist with evacuation, including the evacuation of disabled people?	Yes

6. Training and Drills

Are all staff/members given adequate fire safety instruction and training?	Yes
---	-----

**Which of these items do the members or staff knowledgeable about?
You may select multiple items.**

Fire risks	Fire safety measures	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	Fire drills

7. Testing and Maintenance

Has adequate maintenance of premises?	Yes
--	-----

Has weekly testing and periodic servicing of fire detection and alarm system?	Yes
--	-----

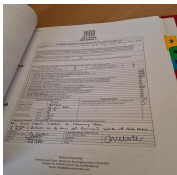


Photo 25

Has monthly and annual testing routines for emergency escape lighting?	Yes
---	-----

Has annual maintenance of fire extinguishing appliances?	Yes
---	-----



Photo 26

Has periodic inspection of external escape staircases and gangways?	N/A
--	-----

Has weekly and monthly testing, six monthly inspections and annual testing of firefighting lifts?	N/A
--	-----

Has weekly testing and periodic inspection of sprinkler installations?	N/A
Has routine checks of final exit doors and/or security fastenings?	Yes
Has annual inspection and testing of lightning protection system?	N/A

8. Records
Appropriate records of:

Fire drills?	Yes
Fire training?	Yes
Fire alarm tests?	Yes
Emergency escape lighting tests?	Yes
Maintenance and testing of other fire protection Systems?	N/A

Overall Assessment

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

DEFINITION OF TERMS (Risk from Fire)

LOW

Unusually low likelihood of fire as a result of negligible potential sources of ignition.

MEDIUM

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

HIGH

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the risk from fire (likelihood of fire) at these premises is:

LOW

DEFINITION OF TERMS (Risk Assessment)

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

EXTREME HARM

Significant potential for serious injury or death of one or more occupants.

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:

MODERATE HARM

DEFINITION OF TERMS (Risk Level)

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Accordingly, it is considered that the risk to life from fire at these premises is:

Moderate

COMPLETION

Name of Responsible Person and Signature

not present
03/04/2025 16:22 BST

Assessor's Name and Signature



Peter Shacklady
03/04/2025 16:22 BST

Any recommendations or advisories.

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9

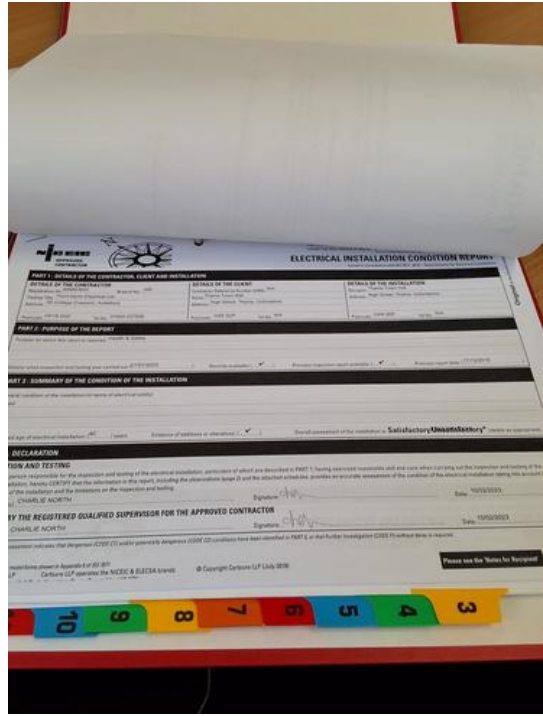


Photo 10

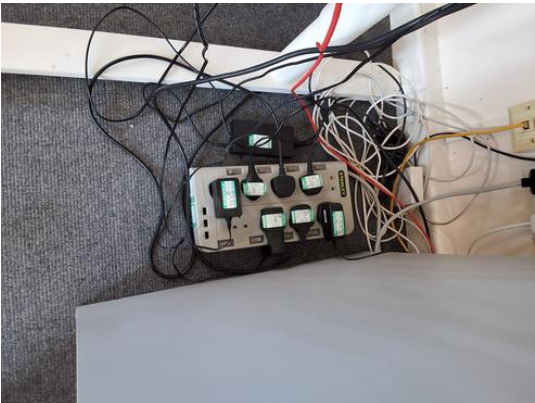


Photo 11

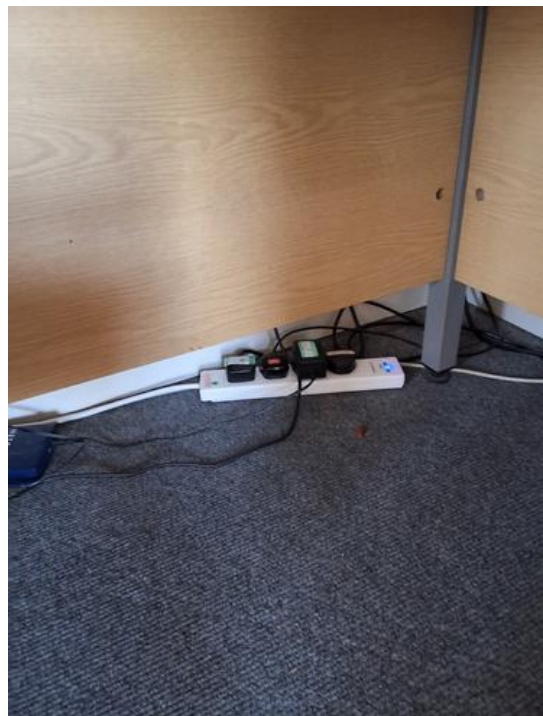


Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17

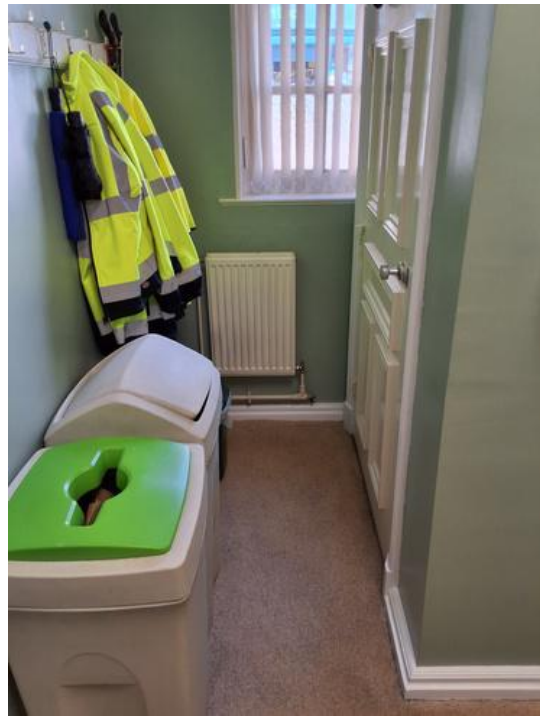


Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23

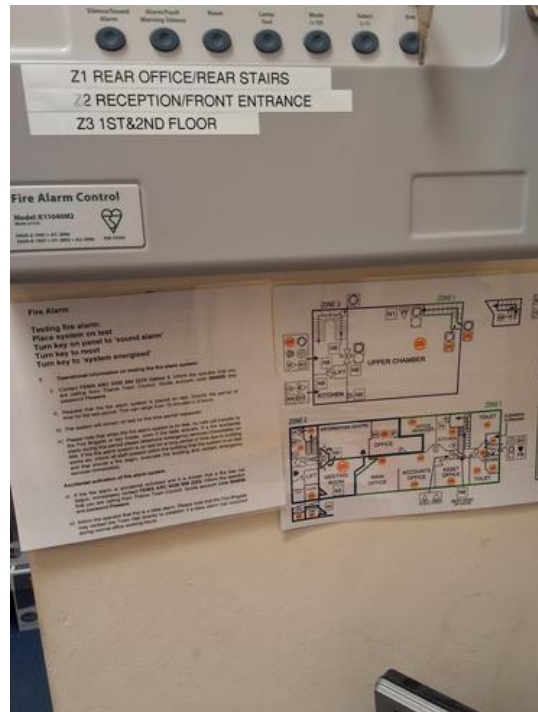


Photo 24

