



## Fire Risk Assessment

Thame Town Council. Maintenance depot. / 03/04/2025

**Complete**

<b>Score</b>	29 / 33 (87.88%)	<b>Flagged items</b>	6	<b>Actions</b>	4
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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. Maintenance depot.



Photo 1

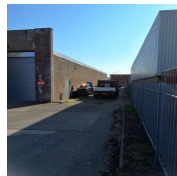


Photo 2

### Full Address

Unit 12, Upton Road, Thame

### Fire Safety Officer / Responsible Person

Many 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, 4 actions

Flagged items

6 flagged, 4 actions

Information / GENERAL INFORMATION / Compartmentation

### Do the premises comply with current building regulation

No

See fire door section

Fire Protection Measures / FIRE PROTECTION MEASURES

### Do the fire doors meet current regulations

No

**Fire door remedial** | Priority: Low | Due: 03/10/2025 15:09 BST | Created by: Peter Shacklady

Fire door compliance

A sample inspection of the fire doors revealed some could not be identified as being fire rated doors, door to frame gaps and threshold gapes exceed current regulations. 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.

Fire Protection Measures / FIRE PROTECTION MEASURES

### Has reasonable standard of emergency escape lighting provided?

No

**In progress** | Priority: Medium | Due: 03/06/2025 15:27 BST | Created by: Peter Shacklady

Emergency lighting

An emergency light is required under the mezzanine floor and on the outside above the rear and side final exits due to elevation and direction change.

Fire Protection Measures / FIRE PROTECTION MEASURES

### Has reasonable standard of fire safety signs and notices?

No



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13

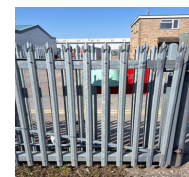


Photo 14

**In progress** | Priority: Low | Due: 03/05/2025 15:14 BST | Created by: Peter Shacklady

Signage.

All final exits require "Fire Exit Keep Clear" signs on both aspects. A Fire direction sign is required above the main entrance door and on the fencing outside of the rear and side final exits. A fire action notice displaying the location of the fire assembly point is required by each final exit and fire alarm call point. The fire assembly point sign requires replacing due to being faded and moved along the fence as currently obscured when the main gate is open.

Fire Protection Measures / FIRE PROTECTION MEASURES

**Has reasonable provision of portable fire extinguishers?**

No

**In progress** | Priority: Medium | Due: 03/05/2025 15:25 BST | Created by: Peter Shacklady

Fire extinguisher cover.

AN ABC powder is required at the top of the stairwell due to the gas heating boiler being directly in the office area. A sign is still on the wall from a previous ABC powder.

A 2kg CO2 is required by the rear final exit and a 5kg CO2 is required by the door from the workshop leading to the foyer.

One of the AB AFFF foams is required to be resited from the side final exit to the rear final exit.

The ABC powder currently by the rear final exit can be used on first floor.

Fire Protection Measures / FIRE PROTECTION MEASURES

**Fire drills?**

No

Currently no drills records

Other actions

0 actions

<b>Information</b>	1 flagged
GENERAL INFORMATION	1 flagged
The Premises	
<b>Number of Floors</b>	
Two storeys	
<b>Brief details about the construction</b>	
Traditional brick with a flat roof	
<b>Use of the premises</b>	
Maintenance workshop/offices/storage	
Compartmentation	1 flagged
<b>Do the premises comply with current building regulation</b>	No
See fire door section	
<b>Approximate maximum number</b>	
5 staff max, 5 visitors max. A lone working policy is in place. No overnight sleeping. Usual occupancy times 7am-4pm	
<b>Number of Sleeping Occupants</b>	
None declared	
<b>Number of Disabled Occupants</b>	
None declared	
<b>Number of Minor Occupants</b>	
None declared	
<b>Number of Elderly Occupants</b>	
None declared	
<b>Others</b>	

## 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
Arson	Housekeeping	Dangerous Substances

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

Small kitchenette on first floor.

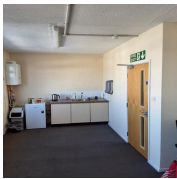


Photo 3

Electrical

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

**Select a circumstance observed**

Safe and maintained

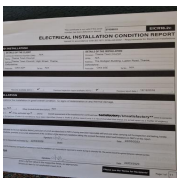


Photo 4

Arson

**Select a circumstance observed**

Has reasonable security

Ensure wooden pallets are stored away from the building.

Housekeeping

**Select a circumstance observed**

Adequate

Dangerous Substances

**Select a circumstance observed**

Stored and used with precaution

Small petrol fuelled assets stored in shipping container within workshop.  
Fuel storage metal cupboard in workshop.  
Recommend an appropriate COSHH cupboard for storage of chemicals, etc, displaying hazchem signage.



Photo 5

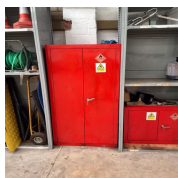


Photo 6

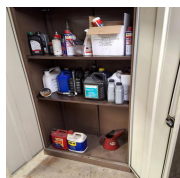


Photo 7



Photo 8

**Fire Protection Measures**

5 flagged, 4 actions, 29 / 33 (87.88%)

## FIRE PROTECTION MEASURES

5 flagged, 4 actions, 29 / 33 (87.88%)

## 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?**

Yes

**Has adequate provision of exits?**

Yes

**Do the fire doors meet current regulations**

No

**Fire door remedial** | Priority: Low | Due: 03/10/2025 15:09 BST | Created by: Peter Shacklady

## Fire door compliance

A sample inspection of the fire doors revealed some could not be identified as being fire rated doors, door to frame gaps and threshold gapes exceed current regulations. 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.

**Exits easily and immediately openable where necessary?**

Yes

**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

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

N/A

## 2. Emergency Escape Lighting

**Has reasonable standard of emergency escape lighting provided?**

No

**In progress** | Priority: Medium | Due: 03/06/2025 15:27 BST | Created by: Peter Shacklady

## Emergency lighting

An emergency light is required under the mezzanine floor and on the outside above the rear and side final exits due to elevation and direction change.

### Fire Safety Signs and Notices

**Has reasonable standard of fire safety signs and notices?**

No



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13

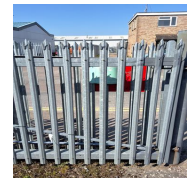


Photo 14

**In progress** | Priority: Low | Due: 03/05/2025 15:14 BST | Created by: Peter Shacklady

### Signage.

All final exits require "Fire Exit Keep Clear" signs on both aspects.  
 A Fire direction sign is required above the main entrance door and on the fencing outside of the rear and side final exits.  
 A fire action notice displaying the location of the fire assembly point is required by each final exit and fire alarm call point.  
 The fire assembly point sign requires replacing due to being faded and moved along the fence as currently obscured when the main gate is open.

### 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



Photo 15

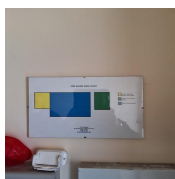


Photo 16

**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 15:25 BST | Created by: Peter Shacklady

### Fire extinguisher cover.

AN ABC powder is required at the top of the stairwell due to the gas heating boiler being directly

in the office area. A sign is still on the wall from a previous ABC powder.  
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 The ABC powder currently by the rear final exit can be used on first floor.

**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

A fire document pouch is recommended next to the alarm panel containing a zone plan with locations of services incomers and any high risk materials such as the COSHH and fuel cupboards.

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

Yes

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

Yes

Signage requires moving and replacing

**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 drills	Identity of persons nominated to assist with evacuation	Means for summoning the fire and rescue service
Location and use of fire	Method of operation of manual	Action on hearing the fire alarm

extinguishers	call points	signal
Action in the event of a fire	Fire safety measures	Fire risks

## 7. Testing and Maintenance

<b>Has adequate maintenance of premises?</b>	Yes
<b>Has weekly testing and periodic servicing of fire detection and alarm system?</b>	Yes
<b>Has monthly and annual testing routines for emergency escape lighting?</b>	Yes
<b>Has annual maintenance of fire extinguishing appliances?</b>	Yes
	
Photo 17	
<b>Has periodic inspection of external escape staircases and gangways?</b>	N/A
<b>Has weekly and monthly testing, six monthly inspections and annual testing of firefighting lifts?</b>	N/A
<b>Has weekly testing and periodic inspection of sprinkler installations?</b>	N/A
<b>Has routine checks of final exit doors and/or security fastenings?</b>	Yes
<b>Has annual inspection and testing of lightning protection system?</b>	N/A

## 8. Records

Appropriate records of:

<b>Fire drills?</b>	No
Currently no drills records	
<b>Fire training?</b>	Yes
<b>Fire alarm tests?</b>	Yes
<b>Emergency escape lighting tests?</b>	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:

SLIGHT 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:

Tolerable

COMPLETION

Name of Responsible Person and Signature

not present  
03/04/2025 15:34 BST

Assessor's Name and Signature



Peter Shacklady  
03/04/2025 15:34 BST

Any recommendations or advisories.

Yes

Recommend the fuel storage cupboard to be moved to far end of workshop by the shipping container.  
Recommend that the COSHH cupboard be moved to the side wall.

## Media summary



Photo 1



Photo 2



Photo 3

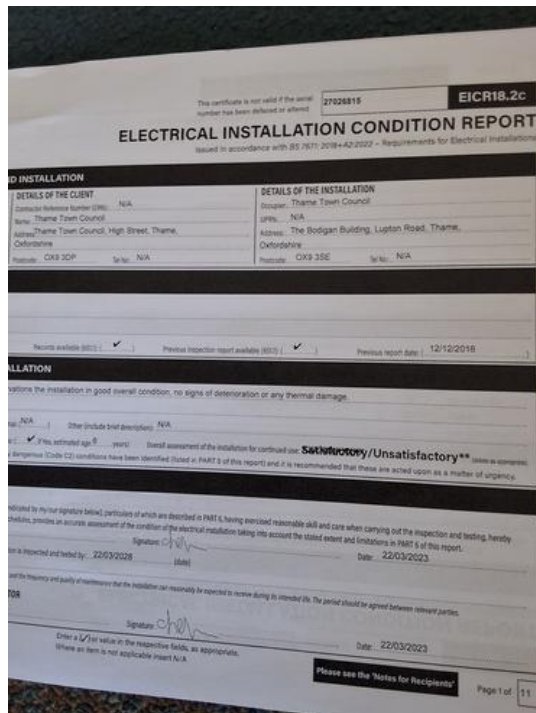


Photo 4



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