FIRE RISK ASSESSMENT REPORT

Conducted on behalf of Broomfield House School 10 Broomfield Road, Richmond TW9 3HS



24th October 2024

Produced by: Rockland Safety Services Ltd T/A Fire Risk Assessments London Name: Jayson Smith BICSc, CertIOSH, MIIRSM, AIFireE, TFAAM, FSIDip Position: Fire Risk Assessor

The Regulatory Reform (Fire Safety) Order 2005 as amended by The Fire Safety Act 2021 Fire Safety (England) Regulations 2022

FIRE RISK ASSESSMENT REPORT

PRODUCED BY

Rockland Safety Services Ltd T/A Fire Risk Assessments London.

Registered Office 124 City Road London EC1V 2NX

https://www.fire-risk-assessments.london/ 020 3797 3059

This is a controlled document and is issued under Rockland Safety Services Ltd Quality Assurance Procedures.

	NAME	SIGNATURE	DATE
PRODUCED BY:	Jayson Smith	2 M	29h October 2024
REVIEW DATE:		October 2025	



CONTENTS

1.0 GENERAL DETAILS

2.0 SUMMARY OF RECOMMENDATIONS

- 2.1 Management Systems Recommendations
- 2.2 Risk Level Interpretations
- 2.3 Sign Off Section

3.0 DESCRIPTION OF PREMISES

4.0 FIRE RISK ASSESSMENT

- 4 Means of Escape in Case of Fire
- **5** Structural Fire Precautions
- 6 Emergency Lighting
- 7 Fire Alarm System
- 8 Fire Equipment & Protection
- 9 Fire Safety Signs
- 10 Fire Routines & Training
- 11 Cooking
- 12 Other Fire Risks
- **13 Supporting Photographs**

Disclaimer

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

Asbestos

No inspection or identification of materials that may contain asbestos has been undertaken as part of this survey. Our survey has been limited to a non-intrusive inspection of those areas confirmed as not containing friable or loose asbestos containing materials.

The Regulatory Reform (Fire Safety) Order 2005

Article 9 – (1) of The Regulatory Reform (Fire Safety) Order 2005 states 'The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.' The purpose of this report is to provide an assessment of the risk to life from fire in these premises, make appropriate recommendations to reduce or eliminate that risk and to ensure compliance with fire safety legislation. To achieve compliance, fire safety issues are addressed in terms of satisfying the Regulatory Reform (Fire Safety) Order 2005 and generally accepted best practice.

The Fire Safety Act 2021

The Fire Safety Act 2021 which came into force on the 16th May 2022 makes clear the dutyholder/building owner for multi-occupied, residential buildings is to manage the risk of fire for entrance doors to individual flats that open into communal areas. Where possible, a minimum 10% sample of flat front doors will be assessed to confirm their suitability. If the assessor believes the flat front doors are varied in type and fire rating then the recommendation will be to carry out a full fire door survey. If the assessor believes all flat front doors are the same then the sample findings will be recorded as such and recommendations will potentially apply to all flat front doors in the building.

Fire Safety (England) Regulations 2022

Fire Safety (England) Regulations 2023 came into force on the 23rd January 2023 and places additional duties on the Responsible Persons (RP) of buildings.

The RP of any multi occupied residential buildings must provide residents with information relating to fire doors and the importance of fire doors in respect of fire safety.

Buildings over 11metres in height:

The RP must undertake annual inspections of flat front doors plus 3 monthly checks of communal fire doors.

Buildings over 18 metres (7 storeys) in height:

The RP must provide the local Fire Brigade with copies of up to date floor plans of the buildings electronically plus hard copies kept on site in a secure information box.

The RP must provide the local Fire Brigade with information of the design and materials of external wall systems and of any changes that may have been made.

Monthly checks of lifts for use by fire fighters or used for evacuation. Any defects that cannot be rectified within 24 hours must be reported to the local Fire Brigade. The results of the checks must be recorded and made available to residents.

The RP must install and maintain a secure information box on site that contains hard copies

of up to date building floor plans plus the identity and contact details of the RP.

The RP must install and maintain wayfinder signage towards final exits that will be visible in low light or smoky conditions including flat numbers to flat front doors and floor numbers in stair wells.

External Walls & Facades

Controlled Risk Assessments Ltd will not give advice on external wall systems, other than to say that the Responsible Person must have any materials assessed if there is a possibility that they may promote fire spread.

Fire Doors

Fire Doors You would need to instruct a competent and third party accredited fire door contractor to ascertain the ability to remediate and certify repairs under the third party scheme or installation of new doors. They would then provide you relevant certification of the installation and that the door and its assembly meet the relevant legislation.

1.0 GENERAL DETAILS

Name of Organisation:	Broomfield House School
Name of the person responsible for Fire Safety:	Principle
Address of Premises:	10 Broomfield Road Twickenham TW9 3HS
Nature of Business:	Primary school
Use of Premises:	Primary school
Date of Assessment:	24 th October 2024
Areas Assessed:	All
Approx. number of occupants:	183 pupils ages 3-11 years plus 35 staff.
Are flammable liquids kept or used on the premises?	No

General Notes & Comments:

2.0 SUMMARY OF RECOMMENDATIONS

2.1 Management System & Housekeeping Recommendations

Ensure exit routes remain free from obstructions & trip hazards at all times.
Ensure exit routes remain free from combustible materials at all times.
Fire doors must never be wedged open at any time.
The storage of lithium Ion battery powered items e.g. electric bicycles, wheelchairs, scooters etc. within the common parts and exit routes is strictly prohibited.
Combustible materials must never be stored within the electrical services cupboard.

The responsible person should comply with any Rectification, Improvement and/or Enforcement notice served on them by any relevant enforcing authority.

2.2 Risk Level Interpretations

Trivial	No Action required and no detailed records need to be kept		
Tolerable	No major additional fire precautions are required. However, there may be a need for reasonable practical improvements that require minimal or limited costs.		
Moderate	It is essential that efforts are made to reduce the risk & resolve any faults or shortcomings.		
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 to an acceptable level. If the premises are occupied, urgent action is required to reduce the risk to an acceptable level.			
Intolerable	Intolerable The premises (or relevant area) should not be occupied until the risk has been reduced to an acceptable level.		
2.3 Sign Off Section			
ACTIONS REQUIRED			
ASAP	Within 1 month	Within 3 months	Within 6 months
ACTIONS COMPLETED (Sign & Date)			
	/ /	/ /	

3.0 DESCRIPTION OF PREMISES

Approximate date of construction	19 th Century with 20 th Century additions
Type of Building	Period building of conventional construction utilised as a primary school.
Shape of Building	Rectangular
Number of floors including ground floor	5
Number of floors below ground floor	1
Building Height (If applicable)	N/A
Construction of external walls	Brick
Construction of internal walls	Breezeblock, plasterboard, glass
Construction of floors	Concrete, wood
Construction of roof	Tile, bitumen
Number of internal stairways	Multiple
Number of external stairways	Multiple
Has there been any fire loss experience ?	No

4 FIRE RISK ASSESSMENT

Means of Escape in Case of Fire

Note: The responsible person must ensure that there is adequate means of escape in case of fire.

Regular checks should be made to ensure that escape routes including exits, corridors and stairways are kept free from obstruction.

Checks should also be made to ensure that doors used as fire exits are readily available for use and can be opened in the event of an emergency without the use of keys.

Fire-resisting, self-closing doors should not be wedged or be held open except by approved devices designed to release the doors on the automatic actuation of the fire alarm system.

Fire resisting construction should be checked regularly to ensure that the integrity of the structures is intact.

Compliance with the Disability Discrimination Act 10995 (DDA) (for means of escape in case of fire) This report looks to meet the aims and objectives of the DDA on a general basis only by references to BS8300, Building Regulation Approved Document M and other supporting data relating to means of escape.

<u>4.1</u> - Are there an adequate number of stairways?	Yes
<u>4.2</u> - Do the stairways have adequate fire resisting protection?	Yes
<u>4.3</u> - Are all escape stairways kept clear of obstruction?	Yes
<u>4.4</u> - Are all stairways, corridors and other escape routes used for means of escape free from potential fire hazards?	Yes
<u>4.5</u> - Are the coverings to stairways in good condition?	Yes
<u>4.6</u> - Are the nosings on the treads fitted to stairways painted white or yellow?	The top & bottom step nosings of external stairs require highlighting in yellow or white.
 <u>4.7</u> - Where more than one escape route is provided, is the maximum route satisfactory? (25 metres High risk 32 metres normal (Sleeping) 45 metres Normal 60 metres low fire risk) 	Yes
<u>4.8</u> - Are there any dead end conditions?	No

4.9 - What is the length of the maximum dead end condition? (12 metres High Risk 16 metres Normal (Sleeping) 18 metres Normal 25 metres normal Factories 45 metres Low risk)	N/A
45 metres Low fisk)	
<u>4.10</u> - Are dead end conditions adequately protected?	N/A
<u>4.11</u> - Are additional alternative exits required?	No
<u>4.12</u> - Are all fire-resisting doors, except doors to small cupboards fitted with self-closing devices?	The doors to rooms on the top floor within Broomfield Hose require self closers fitted.
	The staff room door requires a self closer fitted.
<u>4.13</u> - Are all fire-resisting doors in good condition ?	Yes – missing screws to door hinges require replacement.
	Excessive gaps at the bottom of doors must be reduced to 3mm.
	The boiler cupboard door requires an intumescent air transfer grill installed.
<u>4.14</u> - Do all self-closing doors close correctly?	The music practice room doors are not closing fully & require a maintenance visit to ensure they close fully at all times.
<u>4.15</u> - Are locks fitted to doors to cupboards that are required to be fire resisting?	Yes
<u>4.16</u> - Are all fire resisting doors fitted with intumescent strips and smoke seals?	The top floor doors in Broomfield House require smoke seals fitted.
	The staff room door requires smoke seals fitted to the hinge edge.
	The closing edges of the double doors require smoke seals fitted.
<u>4.17</u> - Can fire exit doors be opened from the inside without the use of keys?	Due to the ages of children the access and egress is controlled by the staff.
<u>4.18</u> - Do fire exits open in the direction of exit travel where required?	Yes
4.19 - Are there level landings outside fire exits?	Yes
<u>4.20</u> - Are fire exits unobstructed on the outside?	Yes

<u>4.21</u> - Can persons using the escape routes from the fire exits leave the curtilage of the premises?	Yes
<u>4.22</u> - Are all external escape routes clear of obstruction?	Yes
<u>4.23</u> - In large floor areas are the escape routes adequately defined?	Yes
4.24 - Are there any other matters affecting the means of escape that gives cause for concern?	No
Risk Level	Moderate

5 Structural Fire Precautions

Note:

The assessment and suitability of material forming elements (e.g. Doors, wall partitions etc) will be in part subjective unless there is documentary evidence confirming their construction. Unless otherwise stated all materials referenced are taken as 'assumed'.

Compliance with the Building Regulations – The layout of the building will be commented upon with the assumptions relating to the integrity and stability of external walls, internal partitions, doors screens, etc. unless the report states that the structure type is known it must be taken as 'assumed' construction or material.

Adjoining Owners – No internal inspection of any adjoining owners land or buildings has been undertaken as part of this survey.

<u>5.1</u> - Are fire resisting walls, floors and ceilings free from holes and gaps that would permit the passage of fire?	The gaps in the workshop & kiln room ceilings require firestopping with 1 hour fire rated materials. The 'patch' in the workshop ceiling requires upgrading with 1 hour fire rated materials.
5.2 - Are fire-resisting ceilings in sound condition?	Yes
<u>5.3</u> - Are fire-resisting walls adequately fire stopped to the underside of the ceiling or roof?	Yes
<u>5.4</u> - Are all linings on walls and ceilings suitable to prevent the surface spread of flame?	The wood clad ceiling in Broomfield House loft space must be treated with fire retardant chemicals. Decorative foliage must be treated with fire retardant chemicals.
<u>5.5</u> - Are there balconies ?	Yes
5.6 - Is a lightening protection system installed ?	Unknown
<u>5.7</u> - Are the electrical services adequately enclosed within appropriate fire rated materials ?	Yes
<u>5.8</u> - Are there any other matters that give cause for concern ?	No

Risk Level	Tolerable

Based on visual inspection of readily accessible areas only.

Based on visual inspection only. No sampling of linings or surfaces have been taken.

Based on knowledge of on site personnel only.

Assessment of HVAC systems is outside the scope of this report.

Roof voids are not inspected unless safe access has been provided by the client.

6 Emergency Lighting

Note: The responsible person must ensure that the escape routes are adequately lit and that the equipment is inspected and tested.

The emergency lighting system should be energised at least once a month to ensure that all lighting units are working correctly.

The emergency lighting system should be inspected and tested by a competent person every six months and three-yearly in accordance with the guidance given in current codes of practice and any manufacturer's recommendations.

We have been unable to confirm Lux level requirements as per the statutory requirements of BS 5266:2005, BSEN 1838:1999 and BSEN 50172:2004. This includes minimum) requirements of 0.5 Lux on the centre line of emergency escape routes, 1.0 Lux in open areas and 5.0 Lux in regards to those areas where call points and extinguishers (including associated signage) are located.

Such surveys can only be carried out with a calibrated light meter/ Lux level meter. Therefore we are unable to confirm these levels.

We are unable to establish emergency lighting Luminaires status as used on defined escape routes comply with the non-flammability (resistance to flame and ignition). provisions specified in BS EN 60598-2-22 and external parts should also be subjected to the 850°C hot wire test; any burning parts should self-extinguish within 30 s.

<u>6.1</u> - Is emergency lighting required for this building?	Yes
<u>6.2</u> - Is any emergency lighting provided in the premises?	Yes
<u>6.3</u> - Does the emergency lighting system appear to adequately cover the escape routes?	Yes
<u>6.4</u> - Does the emergency lighting system appear to be working correctly?	Yes
<u>6.5</u> - Is the system energised at least once a month?	Yes
<u>6.6</u> - Is the system subject to regular maintenance ?	Yes
<u>6.7</u> - Are there any other matters that give cause for concern?	No
Risk Level	Tolerable

7 Fire Alarm System

Note: The responsible person must ensure that there is adequate means for detecting fire and sounding the alarm and that the equipment is inspected and tested.

The fire alarm system should be tested weekly for function and to check whether the sounders can be heard throughout the building.

The fire alarm system should be inspected and tested quarterly and annually by a competent person.

<u>7.1</u> - Does the building have an appropriate means of raising the alarm ?	Yes
<u>7.2</u> - Is the fire alarm tested at least once a week for function?	Yes
<u>7.3</u> - Does a competent person test the fire alarm annually?	Yes
<u>7.4</u> - What are the means of detecting fire?	Automatic detector heads
<u>7.5</u> - Are there sufficient call points?	Yes
<u>7.6</u> - Does there appear to be enough automatic detector heads?	Yes
<u>7.7</u> - Where is the main control panel situated?	Entrance hall wall
<u>7.8</u> - Does the panel appear to be working correctly?	Yes
<u>7.9</u> - Are there any other matters that give cause for concern?	No
Risk Level	Tolerable

Based on visual inspection only, but no audibility or verification of full compliance with relevant British Standard carried out.

8 Fire Equipment & Protection

Note: The responsible person must ensure that there is adequate means for fighting fire.

Fire extinguishers must be accessible within 30 metres travel and for each 200 square metres.

Daily checks should be made to ensure that fire-fighting equipment is in place, have not been discharged, are at the correct pressure and have not suffered any obvious damage.

A weekly check should be made to ensure that safety clips are in place and for any obvious damage that may have occurred.

A competent person should carry out an annual service.

An extended service should be carried out every 5 years on portable fire extinguishers.

Portable fire extinguishers should be subjected to a major overhaul or be replaced every 20 years.

<u>8.1</u> - Does a competent person check the fire fighting equipment at least once a year?	Yes
<u>8.2</u> - Is there evidence that the fire extinguishers are subject to regular annual maintenance ?	Yes
<u>8.3</u> - Are there sufficient water /foam type extinguishers available (1 for every 200 square metres of floor space)?	Yes
<u>8.4</u> - Are there sufficient carbon dioxide extinguishers available for electrical fires?	Yes
<u>8.5</u> - Are there sufficient wet chemical, fire blanket or dry powder extinguishers available for liquid fires?	The staff room requires a fire blanket installed. The kitchen requires a wet chemical fire extinguisher installed.
<u>8.6</u> - Are all extinguishers hung on wall brackets or a suitable base plate?	All fire extinguishers must be wall mounted or placed on suitable base plates and remain unobstructed at all times. Appropriate signage must be posted indicating which type of fire they are suitable for use on.
<u>8.7</u> - Are hose reels installed?	No
<u>8.8</u> - Are the hose reels tested annually by a competent person?	N/A
<u>8.9</u> - Are the hose, drum and nozzle in good condition?	N/A

<u>8.10</u> - Is there evidence that the hose reels are subject to regular testing ?	N/A
<u>8.11</u> - Is a sprinkler system installed?	No
<u>8.12</u> - Does a competent person regularly check the system?	N/A
<u>8.13</u> - Does the system appear to be in good order?	N/A
<u>8.14</u> - Is a dry or wet riser installed?	No
<u>8.15</u> - If "Yes", does a competent person regularly check the system?	N/A
<u>8.16</u> - Does the system appear to be in good order?	N/A
<u>8.17</u> - Is there evidence that the dry or wet riser is subject to regular maintenance & testing ?	N/A
<u>8.18</u> - Is there a smoke ventilation system ?	No
<u>8.19</u> - Is the system subject to regular maintenance & testing ?	N/A
<u>8.20</u> - Are there any other matters that give cause for concern ?	No
Risk Level	Tolerable

9 Fire Safety Signs

Note: The responsible person must ensure that emergency routes are adequately marked and that the signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Regular checks should be made to ensure that fire safety notices are legible and undamaged.

<u>9.1</u> - Do all fire safety signs meet the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996?	Yes
<u>9.2</u> - Are there sufficient signs to indicate the fire escape routes?	Yes
<u>9.3</u> - Are self-closing fire resisting doors fitted with "Fire Door-Keep Shut" notices on both sides of the doors?	The top floor doors in Broomfield House require 'Fire Door – Keep Shut' signage posted on both sides. The staff room door requires 'Fire Door – Keep Shut' signage posted on both sides.
<u>9.4</u> - Are doors to fire resisting cupboards fitted with notices stating "Keep Locked Shut"?	Yes
<u>9.5</u> - Are doors fitted with magnetic holders provided with notices stating "Automatic Door-Keep Clear"?	Automatic fire doors require 'Automatic Fire Door – Keep Clear' and 'Close At Night' signage posted.
<u>9.6</u> - Are all panic bolts fitted with "Push Bar To Open" notices?	Yes
<u>9.7</u> - Where there is the risk of obstruction are signs stating "Fire Exit-Keep Clear" mounted on the outside of exit doors?	All final exit doors require 'Fire Exit – Keep Clear' signage posted on the outside.
<u>9.8</u> - Are there notices that display the action to be taken in case of fire?	Fire action notices must be posted to all call points.
<u>9.9</u> - Is there a notice indicating the location of the assembly point?	Yes
<u>9.10</u> - Are 'No Smoking' signs posted ?	A 'No Smoking' sign must be posted at the entrance to the premises.
<u>9.11</u> - Do the gas pipes have identification signage applied ?	Yes
<u>9.12</u> - Are there any other matters that give cause for concern?	No
Risk Level	Tolerable

10 Fire Routines and Training

Note; The responsible person must ensure that there is a written fire plan, members of staff are trained on the action to be taken in the event of fire, some members of staff are given adequate training on how to use fire fighting equipment and there is adequate means of liaison with the Fire Brigade.

<u>10.1</u> - Is there a written fire plan ?	Via the Fire Action notice.
10.2 - Is the plan satisfactory ?	Yes
<u>10.3</u> - Are members of staff given training on fire safety and emergency routines at least once every 6 months?	Yes
<u>10.4</u> - Are fire drills conducted regularly ? (at least annually)	Yes each term
<u>10.5</u> - Is there a fire warden system in operation?	Yes
<u>10.6</u> - Are fire wardens given training on how to operate fire-fighting equipment?	Yes
<u>10.7</u> - Are there arrangements to assist the Fire Brigade in identifying the risks in the building should a fire occur? E.g. a fire wallet	No
10.8 - Are the arrangements for calling the Fire Brigade adequate?	Yes
<u>10.9</u> - Is a logbook kept?	Yes
<u>10.10</u> - Are there any other matters that give cause for concern ?	No
Risk Level	Tolerable

11 Cooking

Note: Kitchen extraction systems require thorough cleaning in accord with the advice provided in HVCA DW/172: Specification for Kitchen Ventilation Systems (2005) - HVCA TR19 Section 7 Guide to Good Practice Internal Cleanliness of Ventilation Systems.

Frequency of Cleaning: Heavy Use (12-16 hours per day) - Every 3 months. Moderate Use (6-12 hours per day) - Every 6 months. Light Use (2-6 hours per day) - Every 12 months.

For deep fat fryer fires known as Class F, the 6 litre wet chemical extinguisher is designed for deep fat or oil, paper and wood fires Manufactured to BS 7937, this extinguisher is designed for cooking oil fires up to 75 litres.

Extinguishers used in commercial kitchens should be AFFF (Aqueous film forming foam) units especially used for fat fires. The dual A and B rating capability allow it to be used against both solid burning and liquid burning fires.

<u>11.1</u> - Is cooking carried out on the premises other than domestic cooking ?	Yes
<u>11.2</u> - Are filters & ductwork cleaned regularly ?	The kitchen extraction requires regular thorough cleaning in accord with the above stated frequencies.
<u>11.3</u> - Are suitable fire extinguishers installed & appropriately positioned ?	A wet chemical fire extinguisher must be installed.
<u>11.4</u> - Is there are fire suppression system installed over the cooking range & extraction system ?	No
<u>11.5</u> - Is the fire suppression system subject to regular testing & maintenance ?	N/A
<u>11.6</u> - Are gas cut off valves appropriately positioned, unobstructed & identified by signage ?	Yes
<u>11.7</u> - Are combustible materials kept clear of hot surfaces & open flame ?	Yes
<u>11.8</u> - Are there any other matters that give cause for concern ?	No
Risk Level	Moderate

12 Other Fire Risks

Note: The responsible person must ensure that flammable liquids are stored correctly, and flammable materials are stored safely.

Rubbish and waste materials should be kept to a minimum and adequate arrangements should be made for regular disposal of unwanted items.

Freestanding electric or gas heaters should not be used because of the risk of accidentally standing them against flammable materials.

Damaged coverings on furniture reduce the fire resistance of the furniture.

All portable electrical appliances, including personal radios, heaters and kettles should be subjected to regular tests.

<u>12.1</u> - Are flammable liquids used or kept on the premises?	No
<u>12.2</u> - If "Yes", What materials are stored?	N/A
<u>12.3</u> - Is the storage of flammable liquids satisfactory?	N/A
<u>12.4</u> - Is the storage of waste flammable materials satisfactory?	Yes
<u>12.5</u> - Is the workplace free of rubbish and combustible wase materials?	Yes
<u>12.6</u> - Are PAT Tests carried out on all portable appliances?	Yes
<u>12.7</u> - Is the fixed electrical installation subject to 5 yearly safety testing ?	Yes
<u>12.8</u> - Is the use of extension leads and multipoint adapters kept to a minimum?	The use of electrical extension leads & multipoint adapters must be kept to a minimum. Electrical extension leads & multipoint adapters must never be plugged into another extension lead or adapter.
<u>12.8</u> - Is the use of extension leads and multipoint adapters kept to a minimum? <u>12.9</u> - Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	The use of electrical extension leads & multipoint adapters must be kept to a minimum. Electrical extension leads & multipoint adapters must never be plugged into another extension lead or adapter. Yes
 <u>12.8</u> - Is the use of extension leads and multipoint adapters kept to a minimum? <u>12.9</u> - Are all heaters fitted with suitable guards and fixed in position away from combustible materials? <u>12.10</u> - Is the upholstery of any furniture in good condition? 	The use of electrical extension leads & multipoint adapters must be kept to a minimum. Electrical extension leads & multipoint adapters must never be plugged into another extension lead or adapter. Yes
 <u>12.8</u> - Is the use of extension leads and multipoint adapters kept to a minimum? <u>12.9</u> - Are all heaters fitted with suitable guards and fixed in position away from combustible materials? <u>12.10</u> - Is the upholstery of any furniture in good condition? <u>12.11</u> - Is there a NO SMOKING policy? 	The use of electrical extension leads & multipoint adapters must be kept to a minimum. Electrical extension leads & multipoint adapters must never be plugged into another extension lead or adapter. Yes Yes

<u>12.13</u> - Are there any other matters that give cause for concern?	No
Risk Level	Tolerable

13 Supporting Photographs





Fire Risk Assessments London is the trading name of Rockland Safety Services Ltd.



Rockland Safety Services Ltd is a private limited company registered in England registration number: 12897127. VAT Registration number: 399 2883 23. Registered office, 124 City Road, London, EC1V 2NX.