



# Fire Risk Assessment

Date of Assessment: **30th April 2024**

Date of Previous Assessment: **N/A New Client**

Suggested Date for review **30th April 2025**



Hullbridge Parish Council  
98 Ferry Road  
Hullbridge  
Essex  
SS5 6EX

Prepared by: IMD (UK) Ltd  
[www.imduk.com](http://www.imduk.com) | [fire@imduk.com](mailto:fire@imduk.com) | 07876 444439

## General Statement

IMD (UK) Limited, as a result of a visit to the premises, has produced a suitable and sufficient, non-invasive, life safety Fire Risk Assessment. The Fire Risk Assessment will assist the Responsible Person in complying with the requirements of Articles 8 and 9(1) of The Regulatory Reform (Fire Safety) Order 2005 and will be in accordance with the relevant Government guidance document or other pertinent guidance as may be applicable.

Fire Risk Assessments are a dynamic process, subject to changes that may take effect at a moment's notice. This Fire Risk Assessment is based on the information gathered by IMD (UK) Limited and includes information provided by the person consulted.

The Responsible Person(s) will always remain responsible for the outcome of the Fire Risk Assessment or its review.

We recommend a 12 monthly Fire Risk Assessment review, regardless of any changes in the structure, nature of the business and employees.

The Fire Risk Assessment should also be reviewed under any of the following circumstances:

- Changes to work activities or the way they are organized, including the introduction of new equipment.
- Material alteration to the premises, including internal layout.
- Substantial changes to furniture and fixings.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g. fire detection systems and alarm systems or ventilation systems.
- Significant changes to displays or quantities of stock.
- A significant increase in the number of people present.
- The presence of people with some form of disability.
- A fire occurred.

The Fire Risk Assessment, layout of the building, work being carried out or details of the client's business or that of any tenants letting/hiring part of the premises will remain confidential. No part of this report will be disclosed to third parties without prior consent from the client, unless a serious issue is identified which may impact on the safety of relevant persons. We have a duty of care, and any serious issue can be reported to the Enforcing Officer and/or other relevant Authorities.

## Limitations and Exceptions

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005. The report does not address the risk to property or business continuity from fire.

The report is based on the consultation and information provided by the relevant parties. IMD (UK) Limited is not responsible for checking and confirming the accuracy and validity of the provided information.

During this Fire Risk Assessment, IMD (UK) Ltd could only observe non-compliant issues where unobstructed access to the ceiling voids or hidden spaces could be gained. This Fire Risk Assessment has been purely visual and no sampling or testing of the construction materials or sealants used have been undertaken. Similarly, no damaging or exposure works have been carried out and our findings and recommendations are based on what can be readily viewed from floor level.

This report is based on the assessment of conditions of the premises, the location of fire safety and other equipment, available information on the day, and time of the site visit. Any changes or alterations made to the premises, equipment, etc. before or after the visit day(s) or time(s) are not in our knowledge and have not been considered in this report.

This report excludes:

- Testing existing fire equipment (unless stated within the report).
- Liaison, negotiation and consultation with Fire and Rescue Authorities (unless stated within the report).
- Compliance with the Building Control requirements.
- Dealing with any specific requirements of the Client's insurers; and
- Any previous enforcement action(s).

The Responsible Person or their representative by accepting this report acknowledges its limitations, content and required actions detailed within the Action Plan. They also acknowledge the responsibilities of The Responsible Person as detailed within the introduction section of this report.

## **The Regulatory Reform (Fire Safety) Order 2005**

On 1st October 2006, the new Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order') came into force in England and Wales.

The Fire Safety Order repeals or amends virtually all existing legislation under which fire safety was previously controlled after a building was occupied or altered. The repeals include the Fire Precautions Act 1971, under which Fire Certificates were issued. Existing Fire Certificates no longer have any effect.

The Fire Safety Order imposes its requirements primarily on the 'Responsible Person' (RP).

The Fire Safety Order gives the meaning of the 'Responsible Person' as follows:

'In this Order 'Responsible Person' means –

- (a) In relation to a workplace, the employer, if the workplace is to any extent under his control;
- (b) In relation to any premises not falling within paragraph (a) –
  - (i) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
  - (ii) The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.'

A general duty is imposed on the RP to ensure the safety of all 'Relevant Persons'; these are any persons who are, or may be, lawfully on the premises, or any persons in the immediate vicinity. To ensure their safety, there must be adequate 'General Fire Precautions', such as means of escape, fire detection and alarm systems, emergency lighting, staff training, an adequate means of fighting fire (fire extinguishers) and fire safety signs.

It is the responsibility of the RP to determine the appropriate general fire precautions by carrying out a 'suitable and sufficient' Fire Risk Assessment.

If the Enforcing Authority believes a breach of the Fire Safety Order has taken place they may issue an Enforcement Notice, which requires certain improvements to be made. For more serious cases, a Prohibition Notice may be issued, which restricts part or all of the premises from being used until the required improvements have been made to the required standard. Failure to comply with either notice may lead to prosecution.

## Company Details

Responsible Person	The Chairperson of Hullbridge Parish Council
Company Name	Hullbridge Parish Council
Address	98 Ferry Road Hullbridge Essex SS5 6EX
Recipient Email	clerk@hullbridgepc.co.uk
Invoice Email	clerk@hullbridgepc.co.uk
Persons Consulted	Mrs Nicola Harding
Assessor	Gary Boyes

## Building Details

Approximate Floor Area	125 sq. metres
Number Of Floors	1
Number Of Staircases	0
Has Basement?	No
Has Mezzanine Floors?	No
Has Outside Stores?	Yes
Description of the business and type of work carried out	Office for Hullbridge Parish Council. Used for administration and Parish Council meetings.
Description of construction	A brick-built two-storey semi-detached property with a flat roof. Render has been applied to the external areas of the building, which has been painted. The Parish Council owns and occupies the ground floor only, with a driveway to the front of the property and a garden/store to the rear. There is a metal, secure workshed to the rear of the property used for mowers, equipment, and a flammable liquid store for a small amount of petrol (mowers).

## Occupancy Details

Times during which the premises are in use	8.00 am - 3.00 pm (4 days/week) and ad hoc meetings
Total number of persons employed to work within the premises at any one time	10
Total number of other relevant persons who could occupy the premises	3
Disabled Occupants	N/A
Sleeping occupants	No
Occupants in remote areas	No

## Other Matters

Fire Loss  
Experience

None

Hullbridge Parish Council office is used for day to day administration and occasional meetings. The footprint of the building measures approximately 80 square metres (excluding the garden and driveway areas). There is an exit to the front and rear of the property.

The allotment area (separate location) has a shipping container on site which houses a ride-on mower although no fuel is kept in this container other than the residue of what is in the mower. Small containers of petrol are stored in the outside work shed in the garden, inside a labelled flammable liquid cabinet.

- The Gas Safe inspection was last carried out on the 25th October 2023

- The Electrical Installation Condition Report (EICR) was last carried out on the 31st July 2023. The electrical intake is situated in a wooden cabinet in the meeting room.

Other

Relevant

Information

- Portable Appliance Testing (PAT) was last carried out on the 19th of September 2022 and next due in September 2024 (Two year cycle).

There are inter-linked smoke detectors in the main office, the meeting room and the store room at the back of the building and a Carbon Monoxide Detector by the gas boiler. There is also a torch made available for all staff in the event of an emergency. The detectors and torch are tested and recorded on a weekly basis.

The internal doors, although they have self-closing devices installed are not fire doors, nor do they need to be given the occupancy levels, the overall risk and travel distances.

Fire Extinguisher Training has been booked with Baron Fire and a certified fire awareness course has been booked for key members of staff.

## 5a: Does the building fall under the auspices of the Fire Safety (England) Regulations 2022 (for multi-occupied residential buildings of greater than 11m)?

5a.1	Does the building fall under the auspices of the Fire Safety (England) Regulations 2022 (for multi-occupied residential buildings of greater than 11m)?	No
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## 6: ELECTRICAL SOURCES OF IGNITION

6.1	Are fixed installations periodically inspected and tested?	Yes
6.2	Are portable electrical appliances regularly tested and inspected?	Yes
6.3	Is there a suitable policy to control the use of personal electrical appliances?	Yes
6.4	Are lithium battery charged appliances and other similar devices avoided within the workplace?	Yes
6.5	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Yes
6.6	Are electrical flexes run in safe places where they will not be damaged?	Yes
6.7	Is the use of plug-in devices such as air fresheners avoided?	Yes
6.8	Is the use of portable electric heaters avoided?	Yes

## 7: FLAMMABLE LIQUIDS, GASES AND OTHER COMBUSTIBLE MATERIALS

7.1	Are the amounts of combustible materials and flammable liquids and gases controlled and a controlled system operating effectively?	Yes
7.2	Are all combustible materials and flammable liquids and gases stored safely?	Yes
7.3	Is the use of oxy-acetylene equipment avoided?	Yes
7.4	Is the storage and use of paints, varnishes, thinners, liquids or solvents avoided?	No
7.5	Is there a flammable liquid store?	Yes

## 8: SMOKING

8.1	Is there a designated external smoking area provided?	N/A
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## 9: ARSON

9.1	Is a suitable in-house policy in place to protect against the risk of arson?	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
9.3	Do you have an intruder alarm or CCTV?	Yes
9.4	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes

## 10: HEATING AND VENTILATION INSTALLATIONS

10.1	Are fixed heating and ventilation installations subject to regular maintenance and, where necessary, is relevant paperwork, certification and proof of servicing and testing provided?	Yes
10.2	Is the use of open fires avoided?	Yes

## 11: COOKING

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
11.2	Are filters, extractors and duct work cleaned regularly?	N/A
11.3	Are suitable fire extinguisher appliances available?	N/A
11.4	Are heat detectors installed in suitable locations?	N/A

## 12: LIGHTNING

12.1	Does the building have a lightning protection system?	N/A
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## 13: OTHER IGNITION SOURCES

13.1	Is the use of candles, tea-lights, oil-lamps, pyrotechnics and similar sources of naked flame avoided?	Yes
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## 14: GENERAL HOUSEKEEPING

14.1	Is the overall standard of housekeeping adequate?	Yes
14.2	Do combustible materials appear to be separated from ignition sources?	Yes
14.3	Is the workplace free of rubbish and combustible waste materials?	Yes
14.4	Is the upholstery of furniture in good condition and compliant with relevant Fire Safety regulations?	Yes
14.5	As far as reasonably practicable, are textiles, curtains, drapes and decorations unable to come into contact with a source of ignition?	Yes

## 15: OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1	Is there satisfactory control of works carried out in the building?	Yes
15.2	Are safety conditions imposed on outside contractors?	Yes

## 16: MEANS OF ESCAPE FROM FIRE

16.1	Is the design and maintenance of the means of escape adequate?	Yes
16.2	Are fire exits capable of being opened immediately, without the use of a key?	No
16.3	Are fire exits always unlocked when the premises are in use?	Yes
16.4	Are fire exit doors easily operable using just one hand?	Yes
16.5	Where necessary, are clear instruction signs provided, detailing how to open fire exit doors?	N/A



16.6	Do all fire exits lead to a place of safety?	Yes
16.7	Are all gangways and escape routes free from obstruction?	Yes
16.8	Are the escape routes free from slipping and tripping hazards?	Yes
16.9	Are steps and stairs in a good state of repair?	Yes
16.10	Are travel distances satisfactory?	Yes
16.11	Are there suitable fire precautions for all inner rooms?	Yes
16.12	Are adequate means of escape provided for disabled persons?	Yes
16.13	Is the use of sliding doors, roller shutters and revolving doors avoided as fire exits?	Yes
16.14	Are fire exit doors provided of sufficient width in regard to the number of persons likely to egress the building in case of fire?	Yes
16.15	Where required, do the doors on escape routes and final exits open in the direction of travel?	Yes
16.16	Is adequate signage placed on the external face of the final exit door, along with hatching of floor area or similar provided?	Yes
16.17	Are escape routes adequately lit?	Yes

## 17: MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

17.1	Is compartmentation of a reasonable standard?	Yes
17.2	Is fire stopping between floors and compartments adequate?	N/A
17.3	Where necessary, are fire resisting walls and ceilings provided?	Yes
17.4	Where necessary, are fire doors of sufficient resistance provided?	Yes
17.5	Are all fire doors fitted with overhead self-closing devices?	N/A
17.6	Are self closing devices operating correctly and fire doors not wedged open?	N/A
17.7	Where automatic hold-open devices are used, are they regularly tested and kept free from obstruction?	N/A
17.8	Are fire doors regularly maintained?	N/A
17.9	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against the passage of fire, smoke and products of combustion in the early stages of a fire?	N/A

## 18: EMERGENCY ESCAPE LIGHTING

18.1	Has a reasonable standard of emergency escape lighting been provided?	N/A
18.2	Is emergency escape lighting provided throughout the building including external escape routes and other areas where necessary?	N/A
18.3	Are staff aware of how to test the emergency escape lighting system?	N/A

## 19: FIRE SAFETY SIGNS AND NOTICES

19.1	Are fire exit signs sited above each fire exit door?	Yes
19.2	Are fire exit signs of sufficient size and clearly visible from all parts of the building?	Yes

19.3	Where required, are illuminated fire exit signs provided?	Yes
19.4	Are Fire Action Notices displayed prominently in areas used by staff and public?	Yes
19.5	Is a sign provided externally to indicate the location of the Fire Assembly Point?	N/A
19.6	Is correct signage provided for fire extinguishers?	Yes
19.7	Where necessary, are internal fire doors labelled as such and normally kept closed?	N/A
19.8	Are flammable liquid and gases stores provided with clear signage?	Yes

## 20: MEANS OF GIVING WARNING IN CASE OF FIRE

20.1	Where required, is a Category M manual fire alarm system such as verbal warning, hand-operated gong, claxon or whistle provided to these premises?	Yes
20.2	Where required, are stand-alone battery powered manual call point device(s) provided?	N/A
20.3	Where required, is a Category L1 fire detection and warning system provided to these premises?	N/A
20.4	Where required, is a Category L2 fire detection and warning system provided to these premises?	N/A
20.5	Where required, is a Category L3 fire detection and warning system provided to these premises?	N/A
20.6	Where required, is a Category L4 fire detection and warning system provided to these premises?	N/A
20.7	Where required, is a Category L5 fire detection and warning system provided to these premises?	N/A
20.8	Have a sufficient number of fire alarm call points been provided to these premises?	N/A
20.9	Are fire alarm call points provided clearly visible and unobstructed?	N/A
20.10	Is evidence available to prove that the fire detection and warning system has been regularly serviced, tested and maintained by a BAFE-registered fire alarm company?	N/A
20.11	Has an up-to-date pictogram type fire alarm zone chart been provided adjacent to the fire alarm indicator and control panel?	N/A
20.12	Has an audibility test been carried out to prove that the fire alarm system can be clearly heard throughout the premises in accordance with the latest regulations?	N/A
20.13	Have the contact details and telephone numbers of the fire alarm maintenance company been provided at the fire alarm control and indicator panel?	N/A
20.14	Have point detectors such as smoke detectors been correctly sited and are they well away from walls, partitions, heaters, air conditioning units and similar devices that may hinder their early operation or cause unnecessary fire alarms?	Yes
20.15	Where required, have point detectors such as smoke detectors been provided in roof voids, ceiling voids and similar out-of-the-way unseen locations?	Yes

## 21: MANUAL FIRE EXTINGUISHING APPLIANCES

21.1	Does fire-fighting equipment exist throughout the building?	Yes
21.2	Is an adequate number of suitable fire extinguishers provided?	Yes

21.3	Where necessary, are wet chemical fire extinguishers provided to deal with Class F fires?	N/A
21.4	Where necessary, are carbon dioxide fire extinguishers provided to deal with electrical hazards?	Yes
21.5	Where necessary, are fire blankets provided?	Yes
21.6	Are fire extinguishers and fire blankets correctly sited, clearly visible and free from obstruction?	Yes
21.7	Are fire extinguishers visually inspected on a regular basis?	Yes
21.8	Are fire extinguishers and other fire- fighting equipment serviced at least annually by a competent company or person?	Yes
21.9	Have employees received regular training on how to choose and use the correct type of fire extinguisher or fire-fighting equipment?	No

## 22: AUTOMATIC FIRE EXTINGUISHING SYSTEMS

22.1	Where required, are fixed fire- fighting systems provided?	N/A
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## 23: PROCEDURES AND ARRANGEMENTS

23.1	Has a person or persons been given direct responsibility for fire safety?	Yes
23.2	Are appropriate fire procedures in place for summoning the Fire and Rescue Service?	Yes
23.3	Is an Emergency Plan in place in the case of fire?	Yes
23.4	Are routine in-house inspections of fire precautions carried out (e.g. in the course of Health and Safety inspections)?	Yes
23.5	If the premises are in multiple occupation, are there adequate arrangements for cooperation between Responsible Persons to ensure coordination of their fire safety arrangements?	N/A
23.6	If you do not have direct control over the workplace, have you made your findings known to the owner or landlord?	N/A
23.7	Has a procedure been established to review the Fire Risk Assessment at least annually or at any change of circumstance that materially affects the fire precautionary arrangements?	Yes
23.8	Have persons been nominated to respond to fire?	Yes
23.9	Have persons been nominated to assist with evacuation of the premises, including disabled, semi-ambulant and/or temporarily disabled persons?	Yes
23.10	Is there appropriate liaison with the local Fire and Rescue Service?	Yes

## 24: TRAINING AND DRILLS

24.1	Do all new employees receive a basic fire safety induction, including what to do in the case of fire and familiarisation of escape routes and Assembly Points?	Yes
24.2	Are all employees given periodic refresher training at suitable intervals?	Yes
24.3	Are employees with special responsibilities e.g. Fire Wardens/Marshalls given additional training?	Yes
24.4	Are employees trained in how to deal with and assist with the evacuation of disabled, semi-ambulant and/or temporarily disabled persons?	N/A

24.5	Are fire drills carried out at appropriate intervals?	N/A
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## 25: TESTING AND MAINTENANCE

25.1	Is there adequate maintenance of the premises?	Yes
25.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	Yes
25.3	Is the emergency escape lighting system tested monthly?	N/A
25.4	Is the emergency escape lighting system fully serviced at regular intervals, e.g. a drain down?	N/A
25.5	Are fire extinguishers, extinguisher signage and other fire-fighting equipment visually inspected at regular intervals?	Yes
25.6	Are fire extinguishers and other fire-fighting equipment serviced and maintained on at least an annual basis?	Yes
25.7	Are rising mains inspected regularly and tested annually?	N/A
25.8	Are sprinkler installations inspected and tested in accordance with manufacturer's guidelines?	N/A
25.9	Is periodic inspection of external escape staircases and gangways undertaken?	N/A
25.10	Is the lightning protection system tested annually?	N/A
25.11	Are routine checks carried out on final exit doors, exit routes, security fastenings, automatic hold-open devices and other automatic mechanisms?	Yes

## 26: RECORDS

26.1	Are there appropriate records of fire alarm tests?	Yes
26.2	Are there appropriate records of emergency escape lighting tests?	N/A
26.3	Are there appropriate records of employee fire training?	Yes
26.4	Are there appropriate records of fire drills?	N/A
26.5	Are there appropriate records of maintenance and testing of fire- fighting and fire protection systems?	Yes

## Significant findings and advice:

The following findings and advice are provided in order to assist the Responsible Person in complying with the current fire safety legislation. The Responsible Person must action those points for which a target completion date has been indicated. They must then consider those points for which advice has been provided and where necessary make a decision whether further action should be taken.

It is important to note that the fire risk assessment carried out is based on that particular day's processes and procedures, current occupancy levels and verbal information given at the time. It is therefore imperative that the Responsible Person ensures that all employees, occupants and all other people affected are given regular consideration with regard to creating a safe working environment and minimising the likelihood of a fire situation occurring.

The fire safety risk assessment must be carried out on an annual basis or at any time when a significant change has taken place that may affect the fire precautionary arrangements provided, such as occupancy levels, change of use, building works and other factors.

A 'Risk Rating' has been given with advice and guidelines to assist you in prioritising each significant finding.  
Risk Rating Guideline Timeframe

**HIGH** High risk issues to be resolved, or work initiated within 30 days\*

**MEDIUM** Issues that should be resolved, or work initiated, within 60 days

**LOW** Issues that should be resolved, or work initiated, within 120 days

**\*NOTE:** In urgent cases, the issue may require immediate action to resolve this expediently and reduce risk to life.

The detailed findings and advice (if applicable) follow this page.

#### 7.4 Is the storage and use of paints, varnishes, thinners, liquids or solvents avoided?

**Risk Level** LOW

**Significant Findings** The storage and use of paints, varnishes, thinners, liquids and solvents should be avoided wherever possible as these products contribute to the fire loading of the building. Should their use and storage be required for the day-to-day running of the building and manufacturing processes, then they must be stored in a dedicated, well-ventilated area away from potential sources of ignition.

**Action to be Taken:** Stored in the work shed but secure and handled by approved staff only. Be aware of keeping minimal amounts of solvents, thinners, etc.

**Action Target Date:** Advice only

**Action Taken:**

**Action Taken by:**

**Action Taken Date:**

**Photos:**

#### 16.2 Are fire exits capable of being opened immediately, without the use of a key?

**Risk Level** LOW

**Significant Findings** Keys should not be used to open a fire exit door, as there is always an element of “the human factor” involved and the likelihood that the key will go missing at the time when it is needed. Even the methods of securing a fire exit door with a “key on a chain” or on a hook on the door frame should be avoided for similar reasons.

**Action to be Taken:** The front door is open during normal office hours, except for if any staff members are lone working, in which case the door is locked and the key left in the lock. All staff are aware of this procedure.

**Action Target Date:** Advice only

**Action Taken:**

**Action Taken by:**

**Action Taken Date:**

**Photos:**

#### 21.9 Have employees received regular training on how to choose and use the correct type of fire extinguisher or fire-fighting equipment?

**Risk Level** LOW

**Significant Findings** The Regulatory Reform (Fire Safety) Order 2005 requires employers to supply employees with adequate training in the correct action to take in case of fire, including the following as a minimum standard: • How to operate the fire alarm system • How to use the fire-fighting equipment provided • How to call the Fire and Rescue Service • The location and use of the escape routes • The location of the Assembly Points • How to assist visitors and members of the public in evacuating the workplace IMD (UK) Ltd are able to provide Fire Safety Awareness training, through to Fire Warden training, to ensure you are compliant with the latest Regulations.

**Action to be Taken:** Training has been booked with Baron Fire for July and a Certified Fire Awareness Course booked for key members of staff.

**Action Target Date:** Advice only

**Action Taken:**

**Action Taken by:**

**Action Taken Date:**

**Photos:**