



Fire Risk Assessment: Regulatory Reform (fire safety) Order 2005

Organisation:	Nazeing Parish Council
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Premises address:	Cabin Office, Leisure Centre, Bumbles Green, Nazeing, Essex EN9 2SF
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Date of assessment:	06/06/2025
Date of previous assessment:	None
Name of the assessor:	Katie Fletcher
Name of Responsible Person: (under Fire Safety Order)	Acting Clerk – Katie Fletcher
Name/s of Competent Persons: (if applicable)	Acting Clerk – Katie Fletcher
Suggested date for review:	06/06/2026

In carrying out this Fire Risk Assessment reference has been made to the appropriate Fire Safety Guide;

- Offices & shops ISBN – 13:978 1 85112 815 0
- Small & medium places of assembly ISBN – 13:978 1 85112 820 4

Description of premises

Number of floors:	1
Approximate floor area:	320 sq. ft.
Occupancy:	Office
Typical number of occupants:	2
Occupants at special risk: Sleeping Persons with disabilities Remote areas Others	None

Are these premises:	
Higher risk	☐
Normal risk	☐
Lower risk	☒

Comments

Office occupied 2/3 days per week by generally only staff members x 2. Occasional visits by members of the public or Councillors and very occasional use for small meetings of no more than 5 people.

Accommodation comprises main office area, small meeting room, kitchenette (appliances – microwave and kettle) and toilet.

Risk assessment – premises

	N/A	Yes	No
Outside areas			
Are the buildings free from the risk of fire spreading from anything in the areas outside the building/s?		X	
Is the external building fabric in good condition?		X	
Construction			
Is the building constructed of non-combustible materials?			X
- Walls			X
- Roofs			X
- Floors			X
- Linings			
- Ceilings			
- Partitions (including temperature controlled room)			
- Insulation			

Comments and hazards observed – typical ‘portacabin’ type lightweight construction with a flat roof, clad in cedar planks.

	N/A	Yes	No
Height			
If premises more than one storey in height are the floor openings protected to half-hour fire resistance?			X
- Stairs			
- Lifts			
- Chutes			
- Ductwork			
Are there fire division walls?			
Are all voids fire stopped (roof, floor, ceiling)?			
If no, is the risk acceptable?			

Comments and hazards observed – single storey.

Risk assessment – ignition sources

	N/A	Yes	No
Electrical			
Has the fixed wiring installation been tested within the last five years?		X	
Is the installation free from temporary wiring?		X	
Are electrical protection devices suitable for their purpose?		X	
Are portable appliances inspected/tested at least annually?			X
Are trailing leads restricted to the minimum amount?		X	
Are all trailing leads undamaged?		X	
Are battery charging and electric switchgear areas clear of storage/combustible materials?	X		

Comments and hazards observed:

Fixed electrics 'dead' tested by Britcab on 30/09/2021.

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (ie they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).

All portable appliances are less than 5 years old and other than one printer and the router/telephone are switched off when the premises is vacant.

Regular visual inspections undertaken of all leads and connections and any damaged/ faulty equipment is replaced.

Recommendation – Fixed and Portable Appliance testing undertaken if cabin still in use in 2026.

	N/A	Yes	No
Heating			
Are heating appliances appropriate to the occupancy installed?		X	
Are these installed in safe areas and away from any combustible materials?		X	

Comments and hazards observed – 2 electrical heaters fixed and hard wired.

	N/A	Yes	No
Processes		X	
Are all processes low risk?			
STATE PROCESS RISK			
High			
Normal			
Low		X	
Are high risk processes located in segregated areas?	X		
Are suitable safety features fitted?	X		
Are flammable or hazardous liquids/oils/gases used?			X
If so, are there satisfactory safeguards?	X		
Is the plant on a planned maintenance schedule?	X		
Is there a satisfactory procedure for reporting and repairing defects?	X		
Is welding/brazing/cutting carried out in specified areas only?	X		
Are reasonable measures taken to prevent fires as a result of cooking?		X	

Comments and hazards observed – only cooking appliance is a microwave oven, used under supervision for heating staff lunches.

Risk assessment – storage/housekeeping

	N/A	Yes	No
Storage			
Are the storage areas for combustible materials separated from production areas by fire division walls?	X		
Is storage in the workplace well controlled?		X	
Are high risk areas free from storage?	X		
Are aisles and means of escape routes free from storage?		X	
Are flammable or hazardous liquids and gases stored safely?	X		

Comments and hazards observed – minimal office storage and some, low hazard cleaning materials.

	N/A	Yes	No
Housekeeping			
Are all areas clean and tidy?		X	
Is waste stored safely? External waste bins in purpose built compounds or secured at a distance of at least 8m from the building?		X	

Comments and hazards observed – locked, commercial wheeled bin located at entrance to site, with gated entrance and 200m drive before building. Bin emptied regularly by contractors.

Risk assessment – detection and warning

	N/A	Yes	No
Manual warning systems			
Are there adequate means to warn people as soon as possible?	X		
Type of warning devices? – Small area – Verbal Warning Sufficient			
Hand Bells	X		
Electric Break Glass	X		
Are these suitable?		X	
Are the fire warning devices (audible/visual) suitable for any disabled visitors/employees?		X	
Can the alarm be heard by all persons on the premises and without anyone being put at risk?	X		
Are there suitable “Action To Take In The Event Of Fire” notices around the premises and are these located near fire call points?	X		
Is the fire alarm tested weekly using different call points and records kept?	X		
Are the call points easily visible?	X		
Are fire drills held twice a year and records kept?	X		
Are there suitable procedures for instructing visitors on site as to the action to take in the event of hearing the fire alarm?	X		

Comments and hazards observed – single small space, evacuation by entry door.

	N/A	Yes	No
Automatic fire detection systems			
Is the coverage of the detectors adequate?		X	
Are all high risk areas protected by detectors?	X		
Is the system maintained by an approved contractor?	X		
Is the alarm signal automatically transferred to an alarm receiving central station?	X		

Comments and hazards observed – remote location. Detectors not deemed necessary.

Risk assessment – means of escape

If you have any doubts about your means of escape consult your local fire prevention officer immediately.

	N/A	Yes	No
Is the escape time for all occupants sufficient?		X	
Where appropriate, do doors used for means of escape open in the direction of travel?		X	
Are there sufficient exits for the maximum number of people likely to be on the premises?		X	
Are all gangways and escape routes free from obstruction?		X	
Are all fire doors clearly labelled?	X		
Can all fire safety signs and fire exit notices be clearly seen?	X		
Are self closers on fire doors in good working order?	X		
Are all escape routes adequately lit?		X	
Can all doors used for means of escape purposes be opened easily and without the use of a key?		X	
Are the floor surfaces on escape routes free from tripping and slipping hazards?		X	
Are means of escape routes free from materials which would assist the spread of fire?		X	
Is the means of escape route satisfactory?		X	

Comments and hazards observed – areas occupied no more than 10 ft from entry/exit door at max.

Risk assessment – fire fighting

	N/A	Yes	No
Is there sufficient fire fighting equipment of the correct type?		X	
Are portable fire extinguishers, fire blankets, etc, suitably located and available for use?		X	
Is the fire fighting equipment maintained by a competent company annually?		X	

Comments and hazards observed - the [Regulatory Reform \(Fire Safety\) Order 2005](#) (RRO), which states that appropriate fire-fighting equipment, including portable [fire extinguishers](#), must be provided where there is any risk of fire.

Recommendation – One small Carbon Dioxide extinguisher is installed and mounted beside the exit/entry door on a maintenance contract with an approved supplier.

Risk management – management considerations and practices

	N/A	Yes	No
Are you the sole occupier of the premises?		X	
Is there an emergency plan?			X
Does the induction training include “Action To Take In The Event Of A Fire”?		X	
Are people trained in fire awareness?		X	
Are there adequate instructions for calling the fire service in the event of a fire?		X	
Is a “Hot Work” permit or “Permit to Work” system in force?	X		

Is smoking prohibited except in designated areas?		X	
Are suitable arrangements in place for persons who wish to smoke?	X		
Is there any evidence of breaches of policy in relation to smoking?			X
Does basic security against arson appear reasonable?		X	
Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?			X

Comments and hazards observed – no smoking on premises.

Risk assessment – maintenance practices

	N/A	Yes	No
Fire alarm systems			
Is this maintained annually and records kept?	X		
Is it tested weekly and records kept?	X		

Comments and hazards observed – no fire alarm.

	N/A	Yes	No
Automatic fire detection system			
Is this maintained quarterly and records kept?	X		
Is it inspected weekly and records kept?	X		

Battery operated smoke detector now installed. **Recommendation** – log monthly testing.

	N/A	Yes	No
Fire extinguishing appliances including hose reels			
Are these maintained annually and records kept?		X	
Are they inspected weekly and records kept?			X

One small Carbon Dioxide extinguisher is installed and mounted beside the exit/entry door on a maintenance contract with an approved supplier. **Recommendation** – log weekly visual inspection.

	N/A	Yes	No
Emergency lighting (including self contained units & torches)			
Is it maintained annually and records kept?	X		
Is it inspected/tested weekly and records kept?	X		

Comments and hazards observed – very small space with large door to outside.

	N/A	Yes	No
Automatic sprinkler systems			
Is this maintained quarterly and records kept?	X		
Are the valve set(s) tested weekly and records kept?	X		

Comments and hazards observed – none installed.

	N/A	Yes	No
Fixed gaseous extinguishing system			
Is this maintained quarterly and records kept?	X		
Is it inspected weekly and records kept?	X		

Comments and hazards observed – none installed.

Risk assessment – previous incidents

	N/A	Yes	No
Has the premise been free from:			
Fires		X	
Break ins		X	
Vandalism		X	
Other incidents		X	
Give details N/A			

If yes, state incidents, cost and measures taken to prevent reoccurrence – N/A

	N/A	Yes	No
Have any recommendations been made following this risk assessment? (see recommendations)		X	
Do you feel you need specialist advice with this assessment?			X
Contact: (INSERT YOUR SPECIALIST CONTACT DETAILS) N/A			

Recommendations arising from this risk assessment

State the recommendations with priority for implementation i.e.:

Priority 1: Needs attention urgently within 2 weeks

Priority 2: Needs attention within 3 months

Priority 3: Needs consideration for the long term – further action plan may be required

No.	Priority	Recommendation
001	3	Fixed and Portable Appliance testing undertaken if cabin still in use in 2026.
002	3	Monthly log to be kept of smoke alarm test and visual inspection of extinguishing appliances.