



## **FIRE RISK ASSESSMENT**

**FOR**

**Corby Borough Council  
Lodge Park Sports Centre  
Shetland Way  
Corby  
Northants  
NN17 2SG**

**13<sup>th</sup> December 2018**

**By Keith Robinson  
Consultant  
JP Fire Safety Ltd**



## PREFACE

At the request of Marion Williams for Corby Borough Council, ("The Client") Keith Robinson of JP Fire Safety Ltd ("The Consultant") carried out an assessment of the fire risks at the following premises at Lodge Park Sports Centre on 13<sup>th</sup> December 2018.

The Client's instruction was to carry out a detailed assessment of the fire risks at the premises; to produce a written report; and to provide recommendations and an action plan to implement any identified fire safety risk improvement measures.

This report identifies, in the professional opinion of the consultant, breaches of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), and recommendations for fire safety improvement measures.

This fire risk assessment is based upon a non-invasive survey of the premises.

The survey involves the inspection of building elements and fabric which are visible without the need to remove casings, cladding or other building components. The survey may involve inspection of accessible areas above suspended ceiling tiles to check compartmentation walls or fire stopping of services etc.

The survey does not involve the removal or sampling of cladding, insulation or other building materials. The survey does not include access to loft spaces, lift shafts or other areas not normally accessed by day-to-day occupants of the premises.

The consultant carrying out this assessment has no powers under any statutory order to demand access or for the production of documents or information. Therefore, information provided by the client and their representatives during the course of the assessment is assumed to be accurate.

The information and recommendations provided by JP Fire Safety Ltd within reports are provided in good faith based upon the information and evidence available at the time and no guarantee can be provided that matters of non-compliance may not be discovered by inspectors with statutory powers during any subsequent inspections.

JP Fire Safety Ltd makes every effort to identify contraventions of statute and best practice as determined by approved codes of practice and British Standards. All advice is provided as the opinion of JP Fire Safety Ltd and is subject to interpretation in a court of law in the UK.

JP Fire Safety Ltd makes every effort to ensure that the information provided is accurate and up to date but no legal responsibility is accepted for any errors or omissions or misleading statements.

## METHODOLOGY

The assessment was carried out using the following methods:

- Policy & document reviews
- Workplace Inspections
- Interviews with the Responsible Person

## LEGAL REQUIREMENTS

Section 2 of the **Health & Safety at Work etc. Act 1974** (HASWA) places a general responsibility upon employers for the health, safety & welfare of their employees, and then goes on to outline more detailed requirements upon the employer to provide:

- A safe place of work
- Safely maintained plant
- Safe systems of work
- Safe use, handling, storage & transport of articles & substances
- Information, instruction, training and supervision
- A written Policy (5 or more employees)

Section 3 of HASWA places a duty upon employers to persons not in their employment, but who might be affected by their activities.

The **Management of Health & Safety at Work Regulations 1999** require employers to assess the risks to the health & safety of employees & non-employees, and implement the necessary safe practices and procedures to protect them. These Regulations also place a further responsibility upon employees to report any unsafe circumstances to their employer.

The **Regulatory Reform (Fire Safety) Order 2005 (RRFSO)** places responsibilities upon the “responsible person” in respect of fire safety. The “responsible person” is anyone who has a degree of control over premises or systems, including managing agents, employers, occupiers or anyone else who has who has some control over premises.

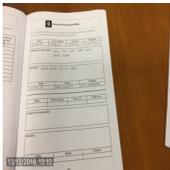
Under the RRFSO, the “responsible person” must:

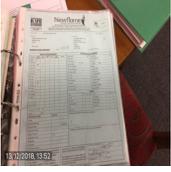
- Carry out a fire-risk assessment, identifying any possible dangers and risks
- Consider who may be especially at risk
- Eliminate or reduce the risks from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left
- Take other measures to ensure that there is protection if flammable or explosive materials are stored or used
- Create a plan to deal with any emergency and keep a record of the findings
- Review the plans and findings when necessary.

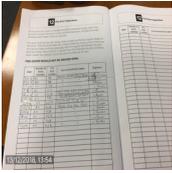
Question	Response	Details
<b>Preliminaries</b>		
Occupier of Premises	Corby Borough Council	
Responsible Person	Norman Stronarch	
Position	Chief Executive	
Address of Property	Shetland Way, Corby Northants NN17 2SG	
Suggested date for Review	12/12/2019	
<b>Previous Fire Risk Assessment</b>		
Date	02/06/2017	
Description	Conducted by JPFireSafety with actions.	
<b>1 The Building</b>		
1.1 Number of floors	2	
1.2 Approximate floor area (m2)	2500	
1.3 Brief details of building	Two storey traditional brick built and block structure with a steel deck roof, floor is concrete and the first floor is block and beam.	
1.4 Is the premises a multi-occupied building?	Yes	The bar and kitchen area is currently not used or Let out.
<b>Recommendation</b>	N/A	
1.5 Are fire engineered solutions present? If so have there been any significant changes?	No	
1.6 If so, have significant findings been shared with the occupiers?	N/A	
<b>2 The Occupants</b>		
2.1 Approximate number of occupants in the premises at any one time.	500	
2.2 Maximum number of staff or residents at any one time	15-20	
2.3 Maximum number of visitors / members of the public at any one time.	480	

<b>3 Occupants at special risk</b>		
3.1 Any sleeping occupants?	No	
3.2 Any persons with disabilities?	Yes	
3.3 Any occupants in remote or high risk areas?	No	
3.4 Others	N/A	
<b>4 History of Fires</b>		
4.1 Any known history of previous fires in the premises?	No	
<b>5 Fire Safety Legislation Applicable To Premises</b>		
5.1 Applicable Legislation	The Regulatory Reform (Fire Safety) Order 2005	
5.2 Other Fire Safety Legislation		
<b>6 Procedures and Arrangements</b>		
6.1 Is there a general statement of policy in place?	Yes	There is a specific Fire Safety Policy in place which covers all council premises.
 <p>Appendix 1</p>		
<b>Recommendation</b>	N/A	
6.2 Is there a person nominated as responsible for fire safety?	Yes	Kevin Williams, and duty managers
<b>Recommendation</b>	N/A	
6.3 Is there a competent person(s) available to assist in implementation of fire safety legislation?	Yes	The council relies on the knowledge and experience of the Council's Safety & Resilience Partnership to implement the requirements of the fire safety legislation. Where necessary they are supported by external sources. In-house on a daily basis this is devolved to Kevin Williams, and duty managers
<b>Recommendation</b>	N/A	

6.4 Are there appropriate fire evacuation procedures in place? (Including what to do in the event of a fire, raising the alarm, safe evacuation of all persons, arrangements for summoning the fire & rescue services etc.)	Yes	
<b>Recommendation</b>	N/A	
6.5 Are there competent people nominated to assist with the evacuation?	Yes	Kevin Williams, and duty managers
 <p>Appendix 2</p>		
<b>Recommendation</b>	N/A	
6.6 Are there people nominated to liaise with the fire service in the event of a fire?	Yes	Kevin Williams, and duty managers
<b>Recommendation</b>	N/A	
6.7 Are there routine in house inspections / audits of fire safety measures in the premises?	Yes	
 <p>Appendix 3</p>		
<b>Recommendation</b>	N/A	
<b>7 Training and Drills</b>		
7.1 Are all staff given fire safety instruction & training on employment induction?	Yes	All CBC staff who may visit the premises are given corporate induction. This includes generic fire safety information.
<b>Recommendation</b>	N/A	
7.2 Are all staff given periodic "refresher training" at suitable intervals? (dependent on staff competencies)	Yes	
<b>Recommendation</b>	N/A	

7.3 Are staff with special responsibilities (e.g. Fire Wardens) given additional training?	Yes	
Recommendation	N/A	
7.4 Is the training up to date?	Yes	
Recommendation	N/A	
7.5 Are fire drills carried out at appropriate intervals and recorded?	Yes	
 <p>Appendix 4</p>		
Recommendation	N/A	
<b>8 Testing and Maintenance</b>		
8.1 Is there a system in place to report deficiencies/defects?	Yes	Online reporting system to Facilities Management request system.
Recommendation	N/A	
8.2 Is weekly testing and periodic servicing of fire detection and/or alarm systems undertaken (in line with manufacturer's recommendations and/or relevant standards)?	Yes	
  <p>Appendix 5      Appendix 6</p>		
8.3 Periodic testing & maintenance of the fire alarm & detection system was last carried out on	05/12/2018	
Recommendation	N/A	
8.4 Is there a system in place to manage and reduce the likelihood for unwanted fire detection signals?	Yes	
Recommendation	N/A	

8.5 Are monthly and annual testing routines for emergency lighting undertaken?	Yes	
  		
Appendix 7	Appendix 8	Appendix 9
Recommendation	N/A	
8.6 Periodic testing & maintenance of the emergency lighting was last carried out on	02/09/2018	
Recommendation	N/A	
8.7 Are monthly checks of fire extinguishing appliances undertaken?	Yes	
Recommendation	N/A	
8.8 Is annual servicing of fire extinguishing appliances undertaken?	Yes	
		
Appendix 10		
Recommendation	N/A	
8.9 Is six-monthly inspections and annual testing of rising mains undertaken?	N/A	
Recommendation	N/A	
8.10 Is weekly testing of sprinkler installations undertaken (if present)?	N/A	
Recommendation	N/A	

8.11 Are routine checks of internal fire doors and final exit doors undertaken?	Yes	Survey completed and quoted remedial back in July, still not completed.
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 11</p> </div> <div style="text-align: center;">  <p>Appendix 12</p> </div> </div>		
<b>Recommendations</b>	8.11 Formal arrangements should be implemented for monthly checks of internal fire doors and final exit doors to ensure that the cold smoke seals and intumescent strips are in place and in good condition	
8.12 Other relevant inspections or tests (e.g. smoke control systems):	Yes	Evac chairs used with maintenance and training certificates available
<b>Recommendation</b>	N/A	
<b>9 Records</b>		
9.1 Are appropriate records maintained of Fire Drills?	Yes	
9.2 Are appropriate records maintained of Fire Training?	Yes	
9.3 Are appropriate records maintained of Fire Alarm Tests?	Yes	
9.4 Are appropriate records maintained of Escape Lighting Tests?	Yes	
9.5 Maintenance & testing of the other fire protection systems?	Yes	
<b>Recommendation</b>	N/A	

<b>10 Electrical and Gas Sources of Ignition</b>		
10.1 Are reasonable measures taken to prevent fires of electrical origin?	Yes	
<b>Recommendation</b>	N/A	
10.2 Are fixed installations periodically inspected and tested in accordance with guidance given in the Electricity at Work Regulations 1989?	Yes	Number of C1 and C2's need rectified and documentation put with EICR.
 <p>Appendix 13</p>		
<b>Recommendations</b>	10.2 It is recommended that all fixed electrical installations at the premises are tested, inspected & certified by a suitably competent person, in accordance with the Electricity at Work Regulations 1989 and as defined within guidance published by the Institute of Electrical Engineers (IEE). Number of C1 and C2's need rectified as these may form a significant risk of fire and documentation put with EICR.	
10.3 Have all portable electrical appliances been adequately tested in accordance with guidance given in INDG 236 (Rev 2)?	Yes	Currently due.
 <p>Appendix 14</p>		
<b>Recommendations</b>	10.3 All portable electrical equipment at the premises should be subjected to maintenance, inspection and, where necessary, testing in accordance with the HSE guidance document "maintaining portable electrical equipment in low-risk environments" - INDG236(rev2)	
10.4 Is there suitable policy regarding the use of personal electrical appliances?	Yes	
<b>Recommendation</b>	N/A	
10.5 Is there suitable limitation and control of trailing leads and adaptors?	Yes	
<b>Recommendation</b>	N/A	

10.6 Are gas fired installations present within the building?	Yes	
<b>Recommendation</b>	N/A	
10.7 Are gas fired installations periodically inspected and tested?	Yes	
 <p>Appendix 15</p>		
<b>Recommendation</b>	N/A	
10.8 Are records of annual gas safety checks available?	Yes	
<b>Recommendation</b>	N/A	
<b>11 Smoking</b>		
11.1 Are reasonable measures taken to prevent fires as a result of smoking?	Yes	
11.2 Is there a smoking policy in place?	Yes	
11.3 Are there designated smoking areas?	No	
11.4 Are designated smoking areas suitably managed?	N/A	
<b>Recommendation</b>	N/A	
<b>12 Arson</b>		
12.1 Has the potential for arson been identified?	Yes	
12.2 Are there suitable measures in place to identify, reduce and where possible eliminate the threat of arson?	Yes	
12.3 Is there suitable security in place?	Yes	
<b>Recommendation</b>	N/A	

<b>13 Portable Heaters and Heating Installations</b>		
13.1 Are portable heaters used?	Yes	
13.2 If portable heaters are used, is the use of more hazardous types (e.g. radiant bar or LPG appliances) avoided?	Yes	
<b>Recommendation</b>	N/A	
13.3 Are the heaters suitably managed to minimize the hazard of ignition of combustible materials?	Yes	
<b>Recommendation</b>	N/A	
13.4 Are fixed heating installations subject to regular maintenance?	Yes	
<b>Recommendation</b>	N/A	
<b>14 Cooking</b>		
14.1 Does cooking take place on the premises?	No	
14.2 Are filters / grills & ductwork cleaned regularly?	N/A	
14.3 Are suitable extinguishing appliances available?	N/A	
14.4 Is the use of deep fat fryers suitably managed?	N/A	
14.5 Are reasonable measures taken to prevent fires as a result of cooking? (Including additional fire safety training where necessary)	N/A	
<b>15 Lightning Protection</b>		
15.1 Does the building have a lightning protection system?	Yes	
15.2 If yes is the system subject to periodic checks / maintenance?	Yes	
 <p>Appendix 16</p>		
<b>Recommendation</b>	N/A	

<b>16 Other Significant Ignition / Fuel Sources That Should Be Considered</b>		
16.1 Ignition Sources (e.g. other work / manufacturing processes)	Yes	These are commensurate with the use of the premises, these primarily emanate from electrical appliances
<b>Recommendation</b>	N/A	
16.2 Fuel Sources (e.g. furniture, curtains, bedding etc.)	Yes	These are commensurate with the use of the premises, these primarily emanate from wood, paper, fabric etc.
<b>Recommendation</b>	N/A	
<b>17 Housekeeping</b>		
17.1 Are combustible materials managed adequately and separated from potential ignition sources?	Yes	
<b>Recommendation</b>	N/A	
17.2 Is the avoidance of unnecessary accumulation of combustible materials or waste suitably managed?	Yes	
<b>Recommendation</b>	N/A	
17.3 Is all waste disposed of promptly? (Inc. office waste and manufacturing waste).	Yes	
<b>Recommendation</b>	N/A	
17.4 Are all external refuse containers stored away from the buildings?	Yes	
<b>Recommendation</b>	N/A	
17.5 Is there appropriate storage for any hazardous / inflammable materials?	Yes	Tractor and fuel kept in a contained brick built room at the rear of the premises
		
<b>Recommendation</b>	N/A	

17.6 Have all chemicals / substances subject to the COSHH regulations been identified and suitable records maintained?	Yes	Needs reviewed, should have been done in September 2018
<b>Recommendations</b>	17.6 Ensure that COSHH assessments are carried out for all flammable substances, and that they are stored properly with adequate separation distances between them and sources of ignition. Quantities greater than 50 litres should be stored in a dedicated highly flammable liquids store.	
17.7 Is the standard of housekeeping deemed adequate?	Yes	
<b>Recommendation</b>	N/A	
<b>18 Hazards Introduced by Outside Contractors and Building Works</b>		
18.1 Is there a policy in place for outside contractors with regard to fire safety requirements?	Yes	
<b>Recommendation</b>	N/A	
18.2 Is there a "hot work" permit system in place?	Yes	
<b>Recommendation</b>	N/A	
18.3 If in-house personnel undertake "hot-work", are they suitably trained and have they received adequate fire safety instruction?	Yes	
<b>Recommendation</b>	N/A	
18.4 Are works undertaken by contractors overseen by a competent person?	Yes	
<b>Recommendation</b>	N/A	
<b>19 Means of Escape from Fire</b>		
19.1 Is there an adequate provision of exits?	Yes	The premises have a number of exits available which are located at the extremities of the premises. Due to the number of occupants and the available exit capacity this is acceptable.
<b>Recommendation</b>	N/A	
19.2 Can all exits be easily and immediately openable, without the use of a key?	Yes	
<b>Recommendation</b>	N/A	

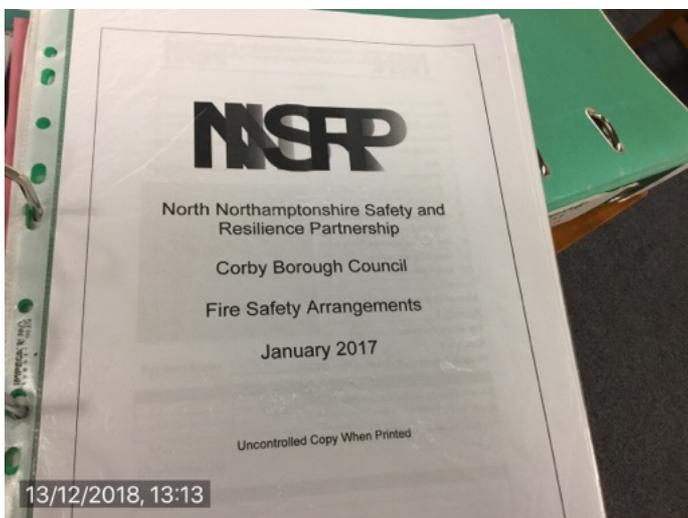
19.3 Do all fire exits (where possible) open in the direction of escape?	Yes	
Recommendation	N/A	
19.4 Are there reasonable distances of travel to final exits?	Yes	All travel distances are within the current guidelines of a maximum of 45 metres where more than one direction is available and 18 metres where a single direction is available. These distances are measured to a fire compartment wall, a place of comparative safety such as the protected staircases or a final exit door. It is considered that all relevant persons will be able to vacate the premises or compartment involved before conditions become untenable.
Recommendation	N/A	
19.5 Are all escape routes suitably protected by fire resisting construction where necessary?	Yes	
Recommendation	N/A	
19.6 If there are inner rooms in the premises, are suitable fire safety measures incorporated?	Yes	All inner rooms are protected by Automatic Fire Detection in the access room.
Recommendation	N/A	
19.7 Are all escape routes unobstructed?	Yes	
Recommendation	N/A	
19.8 Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants? (Adequate exits, designated refuges etc.)	Yes	Evacuation chairs supplied
 <p>Appendix 20</p>		
Recommendation	N/A	

19.9 Is it considered that the building is provided with suitable means of escape in case of fire?	Yes	Based upon the exit capacity, locations of exits, numbers of occupants and the high level of fire alarm installation it is believed that all occupants will be able to vacate the premises safely before conditions become untenable so long as the use of the premises and the phased evacuation strategy does not change.
Recommendation	N/A	
<b>20 Measures to Limit Fire Spread and Development</b>		
20.1 Is it considered that there is adequate compartmentation within the premises?	Yes	
Recommendation	N/A	
20.2 Is the compartmentation maintained to a reasonable standard?	Yes	
Recommendation	N/A	
20.3 Are door closing units in good working order?	No	See survey produced in July 18
Recommendation	N/A	
20.4 Do doors close fully onto their stops?	No	See survey produced in July 18
Recommendation	N/A	
20.5 Are smoke seals and intumescent strips in good order?	No	See survey produced in July 18
Recommendation	N/A	
20.6 Is the likelihood of fire spread limited through suitable wall, floor and ceiling linings adequately controlled?	Yes	
Recommendation	N/A	
<b>21 Escape Lighting</b>		
21.1 Is a reasonable standard of escape lighting provided when the premises is occupied in the hours of darkness or where there is limited natural daylight?	Yes	
Recommendation	N/A	

<b>22 Fire Safety Signs and Notices</b>		
22.1 Is there adequate fire safety / means of escape signage and notices in line with current standards?	Yes	
<b>Recommendation</b>	N/A	
<b>23 Means of Giving Warning In Case of Fire</b>		
23.1 Is there adequate means for giving warning of fire?	Yes	<p>The premises appear to have a BS 5839: 1: system installed giving coverage generally commensurate to a L2 system.</p> <p>The system consists of manual call points, smoke and heat detectors.</p> <p>The fire alarm system as a whole is adequate for the size and use of the premises.</p> <p>All occupants will be aware of any fire starting in the early stages of the fire's development meaning they will all be able to evacuate before conditions become untenable if the need arose.</p>
<b>Recommendation</b>	N/A	
23.2 Is there a manually operated electrical fire alarm system provided in accordance with guidance given in BS 5839 Part 1?	Yes	
 <p>Appendix 21</p>		
<b>Recommendation</b>	N/A	
23.3 Is automatic fire detection provided in accordance with guidance given in BS 5839 Part 1?	Yes	
 <p>Appendix 22</p>		
<b>Recommendation</b>	N/A	

23.4 Is the fire alarm system connected to a monitoring company? (e.g. red care)	No	
Recommendation	N/A	
<b>24 Fire Extinguishing systems</b>		
24.1 Is there reasonable provision of portable fire extinguishers in accordance with guidance given in BS 5306?	Yes	
Recommendation	N/A	
24.2 Are nominated persons trained to use extinguishers provided?	Yes	
Recommendation	N/A	
24.3 Are there fixed extinguisher systems in place?	No	
Recommendation	N/A	
24.4 Has sufficient information and instruction been given to staff regarding the use of fixed extinguishing systems?	N/A	
Recommendation	N/A	

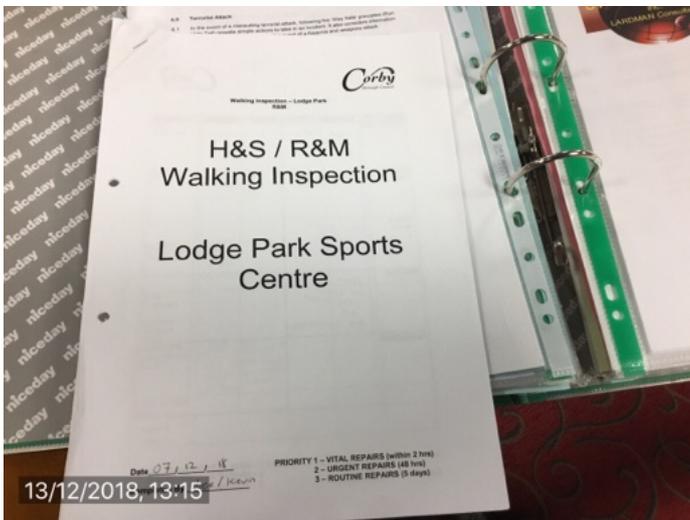
## Media



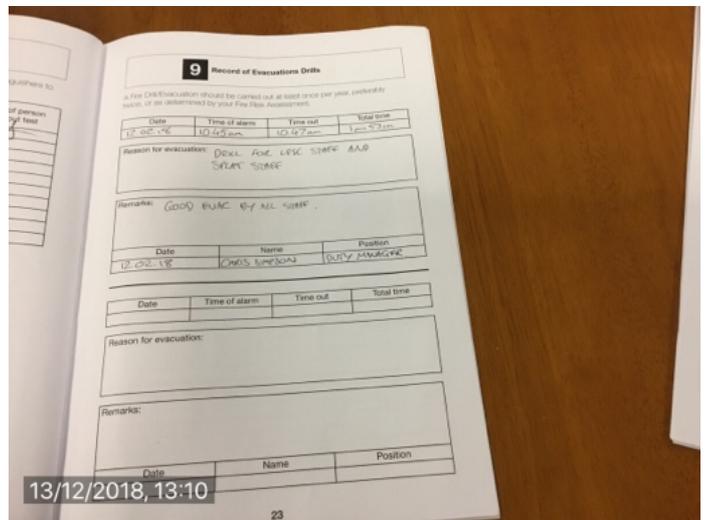
Appendix 1



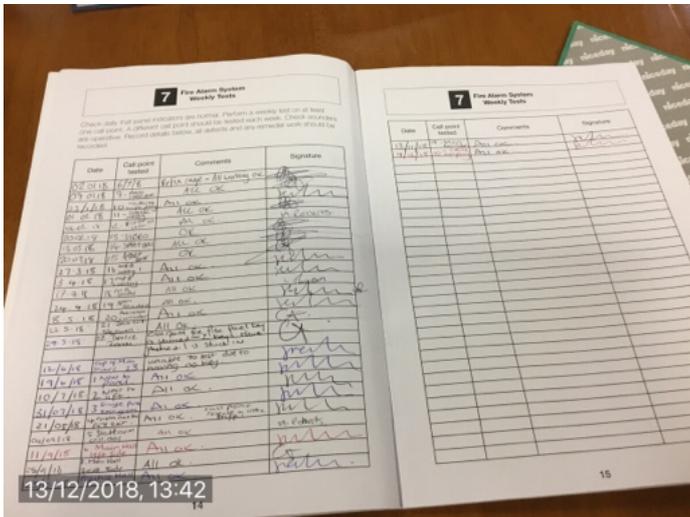
Appendix 2



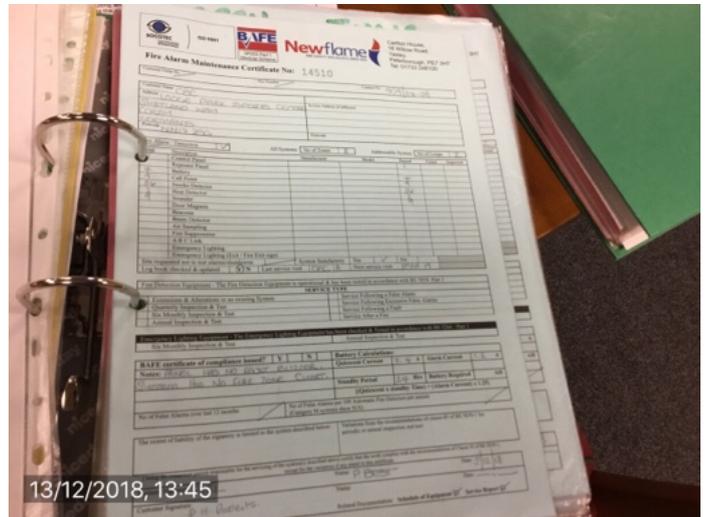
Appendix 3



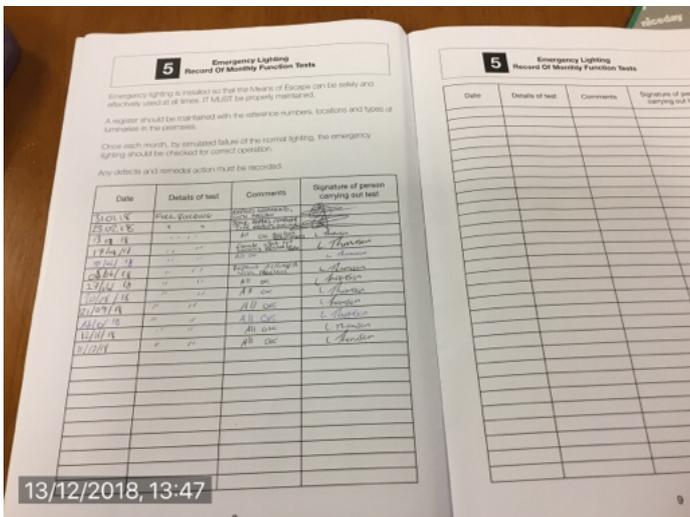
Appendix 4



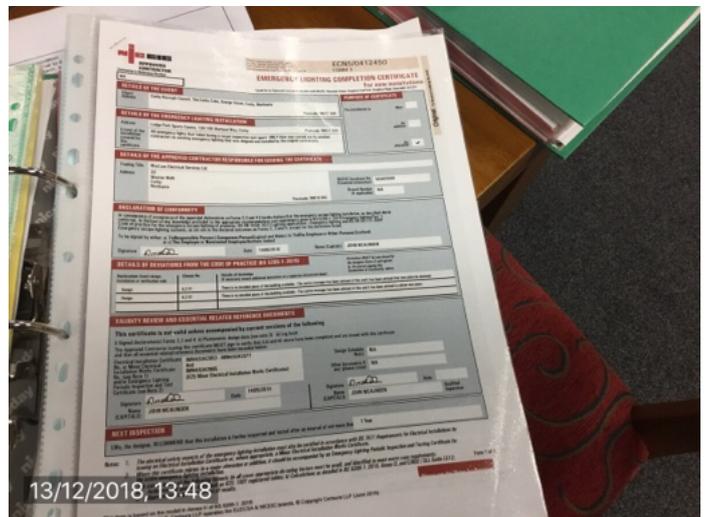
Appendix 5



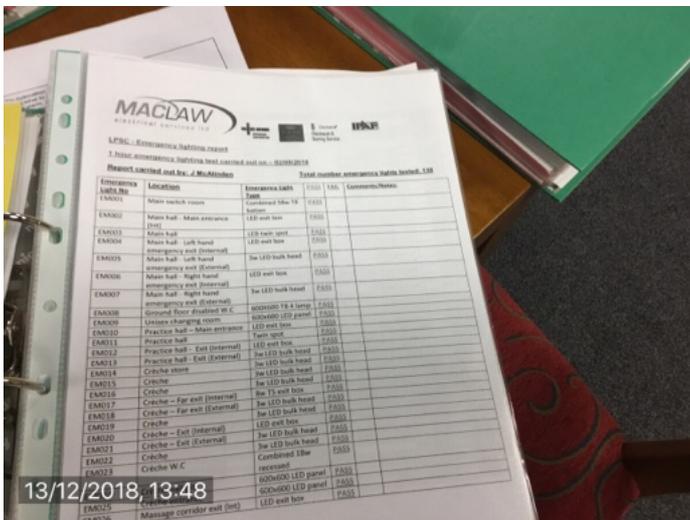
Appendix 6



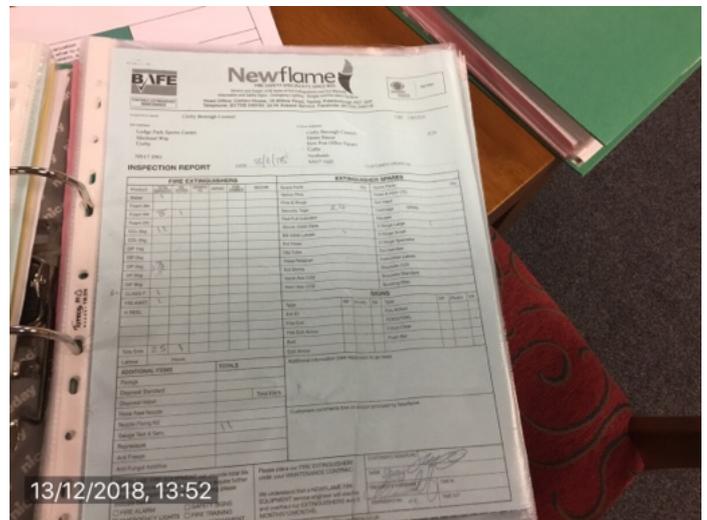
Appendix 7



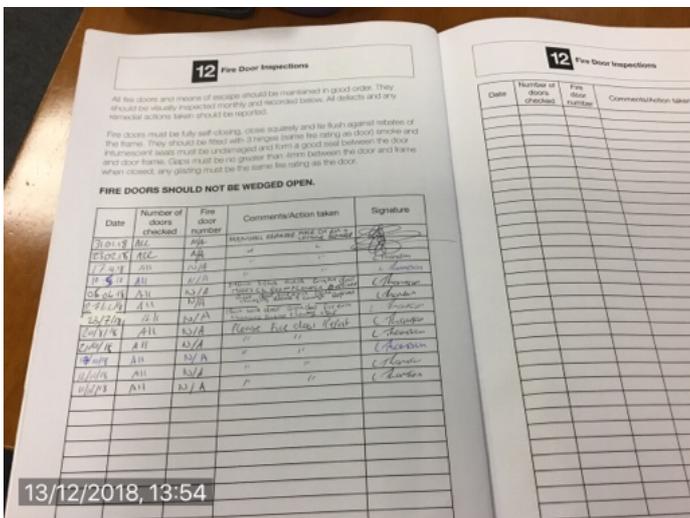
Appendix 8



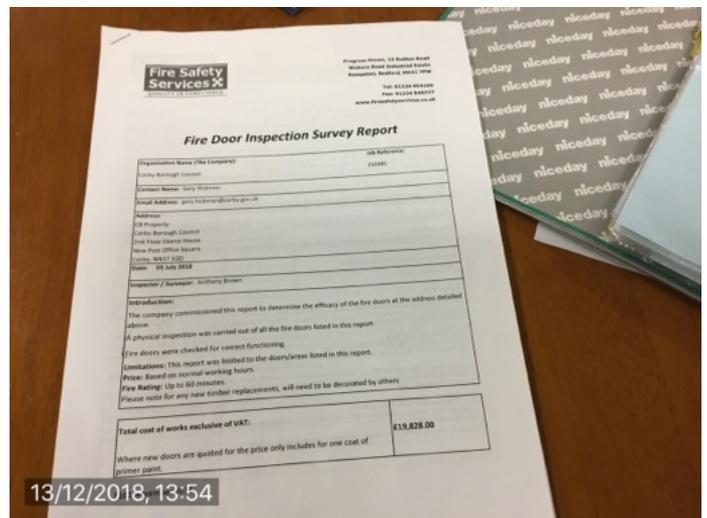
Appendix 9



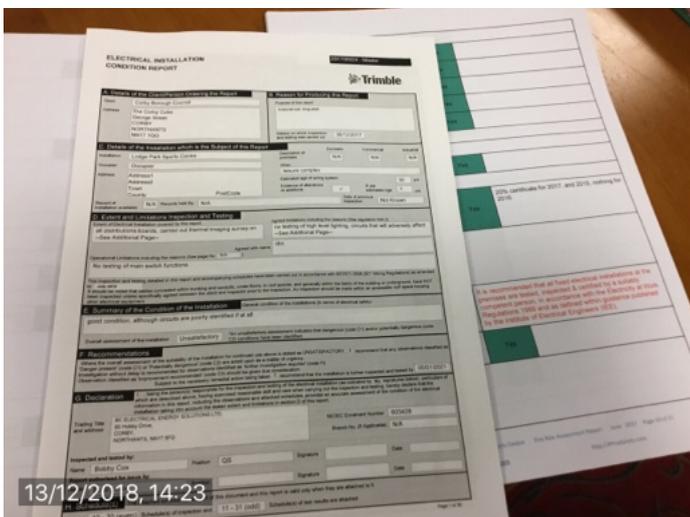
Appendix 10



Appendix 11



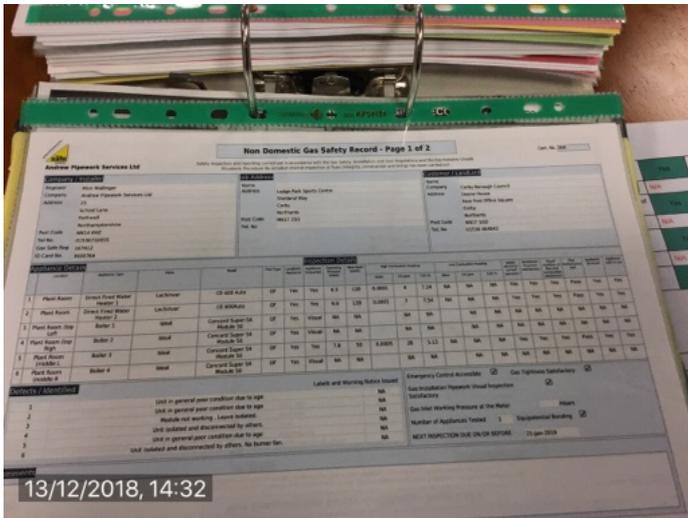
Appendix 12



Appendix 13

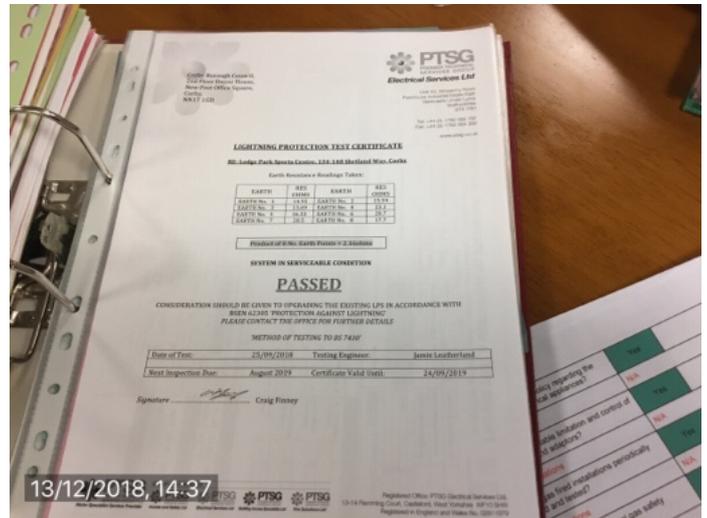


Appendix 14



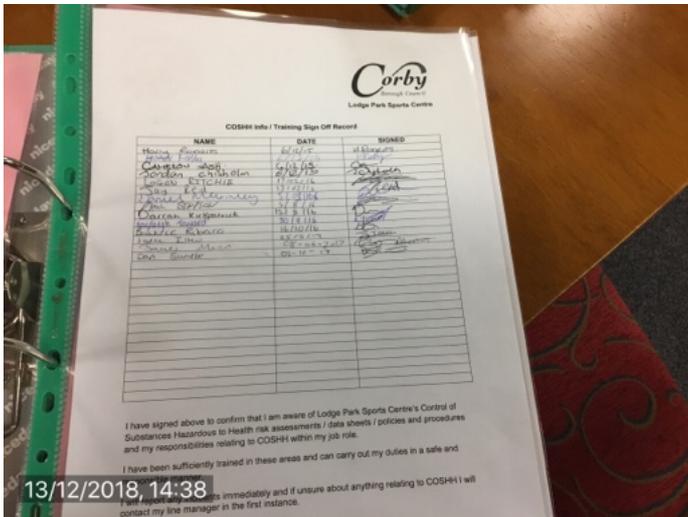
13/12/2018, 14:32

Appendix 15



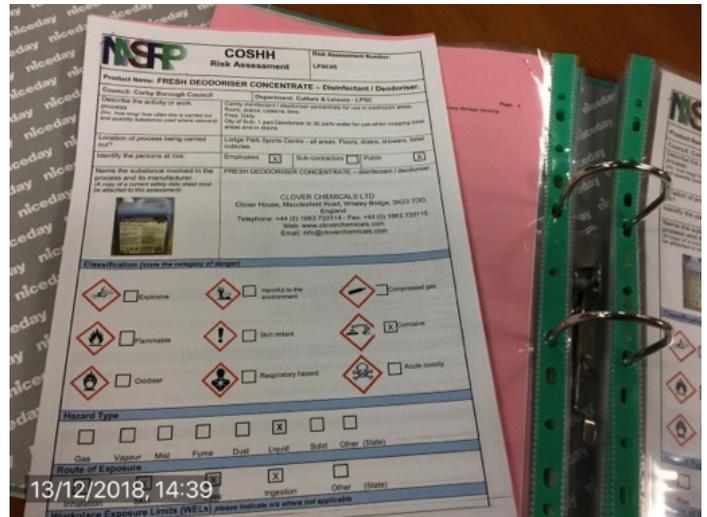
13/12/2018, 14:37

Appendix 16



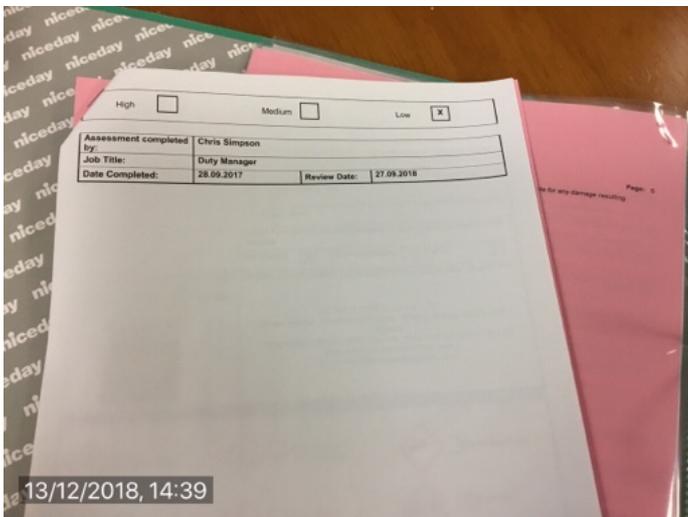
13/12/2018, 14:38

Appendix 17



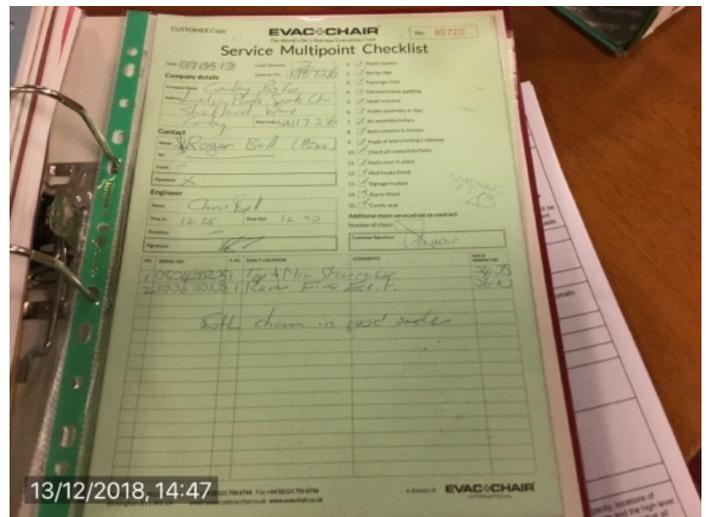
13/12/2018, 14:39

Appendix 18



13/12/2018, 14:39

Appendix 19



13/12/2018, 14:47

Appendix 20



Appendix 21



Appendix 22

## FIRE RISK ASSESSMENT – RISK LEVEL

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

**Medium**

**(Low, Medium or High)**

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

**Slight**

**(Slight Harm, Moderate Harm or Extreme Harm)**

In this context, the definition of the above terms is as follows:

- Slight Harm: Outbreak of fire is unlikely to result in serious injury or death of any Occupant (other than an occupant sleeping in a bedroom in which a fire occurs).
- Moderate Harm: Outbreak of fire could result in injury of one or more occupants, But it is unlikely to involve multiple fatalities.
- Extreme Harm: Significant potential for serious injury or death of one or more Occupants.

Fire Hazard ↓	Potential Consequences Of Fire →		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	<b>Tolerable risk</b>	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Accordingly, it is considered that the risk to life from fire at this building is:



Trivial		<b>Tolerable</b>	<b>X</b>	Moderate		Substantial		Intolerable	
---------	--	------------------	----------	----------	--	-------------	--	-------------	--

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and Timescale
Trivial	No significant action is required and no detailed records need be kept
<b>Tolerable</b>	<b>No major additional controls required. However there may be a need for consideration of improvements that involve minor or limited cost.</b>
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purposes of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

Action Plan Priorities	
<b>1</b>	Urgent action required within 48 hours
<b>2</b>	To be actioned within 7-14 days
<b>3</b>	To be actioned within 28 days
<b>4</b>	To be actioned within 60 days
<b>5</b>	To be actioned within 90 days
<b>6</b>	To be implemented through a long term plan

## Corby Borough Council, Lodge Park Sports Centre

### FIRE RISK ASSESSMENT ACTION PLAN

Item Reference	Recommendation	Completion Priority (See above)	Date Completed
8.11	Formal arrangements should be implemented for monthly checks of internal fire doors and final exit doors to ensure that the cold smoke seals and intumescent strips are in place and in good condition	<b>3</b>	
10.2	It is recommended that all fixed electrical installations at the premises are tested, inspected & certified by a suitably competent person, in accordance with the Electricity at Work Regulations 1989 and as defined within guidance published by the Institute of Electrical Engineers (IEE). Number of C1 and C2's need rectified as these may form a significant risk of fire and documentation put with EICR.	<b>3</b>	
10.3	All portable electrical equipment at the premises should be subjected to maintenance, inspection and, where necessary, testing in accordance with the HSE guidance document "maintaining portable electrical equipment in low-risk environments" - INDG236(rev2)	<b>4</b>	
17.6	Ensure that COSHH assessments are carried out for all flammable substances, and that they are stored properly with adequate separation distances between them and sources of ignition. Quantities greater than 50 litres should be stored in a dedicated highly flammable liquids store.	<b>4</b>	