Fire Safety Risk Assessment

Date of Assessment: 07 October 2026

Guidewoods
Bullwood Approach
Hockley
Essex
SS5 4RR

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Company Details

Employer or other responsible person	The Chairs of Guidewoods Management Committee
Company name	Guidewoods
Address of property	Bullwood Approach Hockley Essex SS5 4RR
Person(s) consulted	Carol Roberts
Recipient email	carol_snrsection@hotmail.com
Invoice email	carol_snrsection@hotmail.com
Assessor	Paul Blacketer GIFireE
Date of fire safety risk assessment	07 October 2026
Date of previous fire safety risk assessment	08 August 2025
Suggested date for review*	07 October 2027 *See Section 5

* This fire safety risk assessment should be reviewed by by the date indicated above, or at such earlier time as there is reason to suspect that it is no longer valid, or when there have been significant changes made to the premises.

Your Fire Safety Risk Assessment

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings; and, if appropriate, to make recommendations to ensure compliance with the fire safety legislation. The report does not address the risk to property or business continuity from fire.

It should be borne in mind that the fire safety of a building is only as good as the management controls put into place, and the standard of general housekeeping. It is the responsibility of both the employer and the employee to do all they can to ensure a safe working environment.

We cannot be held responsible for the occurrence of any fire leading to damage to the premises or injury to any persons within that premises, unless it is the direct result of incorrect advice given.

1. The Building

Approximate floor area	255 square metres
Number of storeys	1 - ground only
Does the building have a basement?	No
Does the building have a mezzanine floor(s)?	No
Is the premises fitted with lifts?	No
Are there outside stores / containers?	Yes - workshop and tent store
Brief description of nature of business and type of work carried out:	Residential activity centre for the girl guiding organisation.
Brief description of construction:	Measuring 17m x 15m, Guidewoods is of traditional brick-built premises with pitched tiled roof and external 'Eternit' Essex weatherboarding/cementitious cladding and glazed sections.

2. The Occupants

Approximate maximum number	133
Approximate maximum number of employees at any one time	8
Maximum number of members of the public	125

3. Occupants at Special Risk

Sleeping occupants	34
Disabled occupants	Yes
Occupants in remote areas	None
Others	None

4. Fire Loss Experience

None reported

5. Other Relevant Information

This non-invasive life safety fire risk assessment has been carried out in order to assist the responsible person(s) in complying with the Regulatory Reform (Fire Safey) Order 2005 along with other relevant legislation.

*This fire safety risk assessment must be reviewed on a regular basis, this is recommended annually, however it must be reviewed at any change of circumstance that materially affects the fire precautionary arrangements provided to the premises.

At the time of our visit the following information was provided and noted:

- The Electrical Installation Condition Report (EICR) was last carried out in September 2026 and is next due in September 2031.

- The fire-fighting equipment was last serviced, tested and inspected in August 2026.

- Portable Appliance Testing (PAT) is carried out annually.

- The method of heating the premises is currently under review and as such it may be necessary to make improvements to the existing system or replace it with a more suitable alternative.

- There is a full commercial fire detection and warning system provided to these premises and it will be necessary to confirm the level/category of system provided via your fire alarm engineer.

- Emergency escape lighting has been provided and this is maintained regularly.

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6. Highly Flammable Liquids, Gases and Other Combustible Materials

6.1	Is the system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the work place operating effectively?	YES
6.2	Are all the combustible materials and flammable liquids and gases stored safely?	YES
6.3	Is the use of oxy-acetylene equipment avoided?	YES
6.4	Is the storage and use of paints, varnishes, thinners, liquids or solvents avoided?	YES
6.5	Do you have a flammable liquid store?	YES
6.6	Is the storage and use of large quantities of paper, card, plastic or foam avoided?	YES
6.7	Is the storage and use of portable combustible gases avoided?	YES

7. Electrical Sources of Ignition

7.1	Is the fixed electrical installation periodically inspected and tested?	YES
7.2	Are portable electrical appliances regularly tested and inspected?	YES
7.3	Is there a suitable policy regarding the use of personal electrical appliances?	YES
7.4	Is the use of portable electric heaters avoided?	YES
7.5	If no, are they fitted with suitable guards and fixed in position away from combustible materials?	N/A
7.6	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	YES
7.7	Are flexes run in safe places where they will not be damaged?	YES
7.8	Where halogen lamps are used are they fitted correctly and used safely?	N/A
7.9	Is the use of plug in devices such as air fresheners avoided where possible?	YES
7.10	Is the use of seasonal and festive electrical decorations avoided where possible?	YES

8. Smoking

8.1	Is smoking prohibited in the building?	YES
8.2	Is smoking prohibited in appropriate areas?	YES
8.3	Where necessary is a designated external smoking area provided?	N/A
8.4	Are cigarettes and other smoking materials disposed of safely?	N/A
8.5	Are employees, visitors and contractors made aware of the smoking policy prior to entering the premises?	YES

9. Arson Prevention

9.1	Is a suitable in-house policy in place to protect against the risk of arson?	YES
9.2	Do you have an intruder alarm?	YES
9.3	Do you have security vetting of employees?	YES
9.4	Do you have securely stored, regularly collected waste?	YES
9.5	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	YES

10. Portable Heaters and Heating Installations

10.1	Is the use of portable heaters avoided where possible?	YES
10.2	If portable heaters are used, is the use of more hazardous types e.g. radiant bar fires or LPG appliances avoided?	N/A
10.3	Have suitable measures been taken to minimize the hazard of ignition of combustible materials?	YES
10.4	Are fixed heating installations subject to regular maintenance and where necessary is relevant paperwork, certification and proof of servicing and testing provided?	YES
10.5	Is the use of open fires avoided?	YES
10.6	Does the primary method of heating the premises appear to be satisfactory?	NO

11. Cooking

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	YES
11.2	Are filters changed and ductwork cleaned regularly?	N/A
11.3	Are suitable extinguisher appliances available?	YES
11.4	Where employed are chefs blow torches stored safely and used correctly?	N/A

12. Lightning

12.1	Does the building have a lightning protection system?	N/A

13. Other Significant Ignition Sources That Warrant Consideration

13.1	Is the use of candles/tea lights/ oil lamps and similar sources of naked flame avoided?	YES

14. General House Keeping

14.1	Is there an adequate standard of general housekeeping?	YES
14.2	Do combustible materials appear to be separate from ignition sources?	YES
14.3	Is there appropriate storage of hazardous materials?	N/A
14.4	Is the work place free of rubbish and combustible waste materials?	YES
14.5	Is the upholstery of furniture in good condition?	YES
14.6	Is the upholstery compliant with relevant fire safety regulations?	YES
14.7	As far as reasonably practicable, are textiles/curtains/decorations unable to come into contact with a source of ignition?	YES

15. Hazards Introduced by Outside Contractors and Building Works

15.1	Is there satisfactory control over works carried out in the building by outside contractors (including hot work permits)?	YES
15.2	Are fire safety conditions imposed on outside contractors?	YES
15.3	If there are in-house maintenance personnel, are suitable precautions taken during hot work including use of hot work permits?	YES
15.4	Are outside contractors made fully aware of fire procedures prior to entering the building?	YES

16. Means of Escape From Fire

16.1	Is there adequate provision of fire exits?	YES
16.2	Are fire exits capable of being opened immediately and easily without the use of a key?	YES
16.3	Are fire exits always unlocked when the premises is in use?	YES
16.4	Are fire exit doors easily operable using just one hand, i.e. panic bolt, push pad, thumb turn?	YES
16.5	Where necessary are clear instruction signs provided detailing how to open fire exit doors?	YES
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 tripping and slipping hazards?	YES
16.9	Are steps and stairs in a good state of repair?	N/A
16.10	Are travel distances satisfactory?	YES
16.11	Are there suitable fire precautions for all inner rooms?	N/A
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	Where final exit doors could become blocked by stock, vehicles, deliveries etc. is adequate signage on the external face of the door along with hatching of floor area provided?	YES
16.17	Where restrictions exist regarding the number of persons allowed to enter the premises at anyone time, or to use certain areas of the premises, are these restrictions effectively managed?	YES
16.18	Are escape routes adequately lit?	YES

17. Measures to Limit Fire Spread and Development

17.1	Is compartmentation of a reasonable standard provided?	YES
17.2	Is fire stopping between floors and compartments adequate?	YES
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 self closing devices?	YES
17.6	Are self closing devices operating correctly and fire doors not wedged open?	YES
17.7	Where fire doors are installed is the level of workmanship to a high standard and where necessary are smoke seals and strips provided?	YES
17.8	Where automatic hold open devices are used are they regularly tested and kept free from obstruction?	N/A
17.9	Are fire doors regularly maintained?	YES

18. Emergency Escape Lighting

18.1	Is a reasonable standard of emergency escape lighting provided?	YES
18.2	Is emergency escape lighting provided throughout, including external escape routes and other areas where necessary?	YES
18.3	Are key staff aware of how to test and operate the emergency escape lighting system?	YES

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	Are pictogram fire exit signs used throughout?	YES
19.4	Where required are illuminated fire exit signs provided?	YES
19.5	Are general fire action notices displayed prominently in areas used by the general public?	YES
19.6	Are staff fire action notices displayed prominently throughout the work place?	YES
19.7	Is a sign provided externally to denote the exact location of the assembly point?	YES
19.8	Is correct signage provided for fire extinguishers?	YES
19.9	Where necessary are internal fire doors labelled as such and normally kept closed?	YES
19.10	Are stores of flammable liquids and gases provided with clear accurate signage?	N/A

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?	N/A
20.2	Where required, are stand alone battery powered manual call point device(s) provided to these premises?	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?	YES
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?	YES
20.9	Are fire alarm call points provided clearly visible and unobstructed?	YES
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?	YES
20.11	Has an up to date pictogram type fire alarm zone chart been provided adjacent to the fire alarm indicator and control panel?	YES
20.12	Has an audibility tests been carried out to prove that the fire alarm system can be clearly heard throughout the premises in accordance with BS5839?	YES
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?	YES
20.14	Have point detectors such as smoke detectors been correctly sited and are 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. Means of Fighting Fire

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 extinguishers provided to deal with Class F fires?	N/A
21.4	Where necessary are carbon dioxide extinguishers provided to deal with electrical hazards?	YES
21.5	Where necessary are fire blankets provided in catering areas and industrial kitchens?	YES
21.6	Are fire extinguishers and fire blankets correctly sited, clearly visible and free from obstruction?	YES
21.7	Are the 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 staff received regular training in how to choose and use the correct type of fire extinguisher and fire fighting equipment?	YES

22. Relevant Automatic Fire Extinguisher Systems

22.1	Where required are fixed fire fighting systems provided?	N/A
22.2	If yes, are these systems regularly tested by a competent company or person?	N/A

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	Has an emergency action plan been drawn up in 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 you share the work place with others do they know about the risks that you have identified?	YES
23.6	If you do not have direct control over the work place, have you made your findings known to the owner or landlord?	YES
23.7	Has a procedure been established to review the Fire Safety 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?	YES
23.10	Is there appropriate liaison with local fire and rescue service?	YES

24. Training and Drills

24.1	Do all new staff receive basic fire safety induction including what to do in case of fire and familiarisation of escape routes and assembly point?	YES
24.2	Are all staff given periodic refresher training at suitable intervals?	YES
24.3	Are staff with special responsibilities (e.g. fire wardens/marshals) given additional training?	YES
24.4	Are fire drills carried out at appropriate intervals?	YES
24.5	Where necessary, are staff members trained in how to deal with and assist in the evacuation of disabled persons?	YES

25. Testing and Maintenance

25.1	Is there adequate maintenance of the work place?	YES
25.2	Is the fire detection and alarm system tested weekly and serviced periodically?	YES
25.3	Is the emergency lighting system tested monthly?	YES
25.4	Is the emergency lighting system fully tested at regular intervals (e.g. quarterly along with annual testing/servicing routines)?	YES
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 manufacturers guidelines?	N/A
25.9	Are routine checks carried out on final exit doors, exit routes, security fastenings, automatic hold-open devices and automatic lock release mechanisms?	YES
25.10	Is the lightning protection system tested annually?	N/A

26. Records

26.1	Are there appropriate records of fire alarm tests?	YES
26.2	Are there appropriate records of emergency escape lighting tests?	YES
26.3	Are there appropriate records of staff fire training?	YES
26.4	Are there appropriate records of fire drills?	YES
26.5	Are there appropriate records of maintenance and testing of fire fighting and fire protection systems?	YES

Significant Findings Summary

Significant Findings and Advice:

The following findings and advice are provided in order to assist you in complying with present fire safety legislation. The responsible person must action those points for which a target completion date has been set. They must then consider those points for which advice is provided and where necessary decide whether action should be taken.

It must be remembered that the fire safety risk assessment carried out is literally a "snapshot" of that particular days processes and procedures and that it is the job of the responsible person(s), employees and employer to ensure that regular consideration is given to creating a safe working environment and minimising the likelihood of a fire situation occurring.

The fire safety risk assessment must be carried out by Assured Fire Safety Ltd on an annual basis or at any time when a significant change has taken place that may affect the fire precautionary arrangements provided.

A **'Risk Rating'** has been given with every piece of advice to assist you in prioritising each significant finding.

Risk Rating	Guideline Time Frames
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 90 days.

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

Our detailed Findings and Advice (if any apply) follow this page.

10. Portable Heaters and Heating Installations

10.6) The primary method of heating the premises does not appear to be satisfactory; the system should be checked or replaced with a more suitable method.

Action to be Taken:	**The primary method of heating the premises requires attention in order to prove that it is safe, suitable and sufficient. It may be necessary to provide a safer alternative; the method of heating the premises is currently under review and as such it may be necessary to make improvements to the existing system or replace it with a more suitable alternative.**		
Action Target Date:	**Advice Only**	**Risk Rating:**	**LOW**
Action Taken:			
Action Taken by:		**Action Taken Date:**	