

Fire Risk Assessment



PAS 79-1:2020 — Commercial premises

The Arcade Kitchen Café, Unit 4 Sampleton
Arcade, High Street, Sampleton SA1 2BC



PROPERTY AND JOB DETAILS

Premises: The Arcade Kitchen Café, Unit 4 Sampleton Arcade, High Street, Sampleton SA1 2BC

Responsible Person: Arcade Kitchen Café Ltd (employer and occupier) — Director, Ms J Example

Managed by: Arcade Kitchen Café Ltd — day to day by the Café Manager

Job reference: CF-0000 (EXAMPLE)

Date of assessment: 1 September 2026

Date of previous assessment: Not applicable — first assessment

Suggested review date: 1 September 2027 (or sooner on any material change of layout or use)

Report reviewed by: Matt McAllen (self-review)

Document type: FIRE RISK ASSESSMENT — PAS 79-1. Prepared by ClearFire Compliance.

ASSESSOR



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EXAMPLE REPORT — a fictional premises and fictional findings, prepared to show the format of a ClearFire fire risk assessment. Not a real assessment.

Contents

This report records the fire risk assessment of the premises named on the cover, carried out on the date shown. It is written to be read by the Responsible Person without specialist knowledge. If you read nothing else, read section 7 — the Action Plan — which lists everything that needs doing, in priority order.

- **1. Scope, basis and limitations** — what this assessment covers, what it is based on, and what it does not cover.
- **2. General information** — the premises, who uses them, who is responsible, and the legislation that applies.
- **3. Fire hazards and their elimination or control** — the things that could start a fire, and how well they are controlled.
- **4. Fire protection measures** — escape routes, doors, detection, lighting, signs and equipment.
- **5. Management of fire safety** — procedures, records, testing and maintenance.
- **6. Risk rating** — the assessed level of risk now, and the level it falls to once the action plan is complete.
- **7. Action plan** — what to do, in what order, and by when.
- **8. Photo schedule** — photographs taken at the inspection, supporting the findings.
- **9. Sign-off**

How to use this document

How to read the question blocks. Sections 2 to 5 work through a set of numbered questions. Each one carries a coloured tag, and the statement beneath it is edged in the matching colour:

YES

The arrangement was found to be adequate. Nothing to do.

NO

A shortfall was found. Every red tag carries a cross-reference like this → **Action A1** telling you which item in the Action Plan puts it right.

N/A

The question does not apply to premises of this type. The reason is given.

INFO

A statement of fact rather than a pass or a fail. Nothing to do.

How to read the Action Plan. Every action in section 7 carries one of three priorities:

URGENT

Act immediately. If the work cannot be completed at once, put the stated interim measure in place today.

IMPORTANT

Complete within the timeframe shown against the action.

RECOMMENDED

An improvement worth making at the next review or as part of routine maintenance. Not a shortfall against the law or the guidance.

Mandatory versus recommended. Where this report says something *must* be done, that word is taken from the Government guidance or from legislation. Where it says *should*, the guidance recommends it but leaves the decision to you. The distinction is kept deliberately throughout, so you can see what the law requires and what is good practice.

1. Scope, basis and limitations

About this example. This is a fictional worked example prepared by ClearFire Compliance to show the format, depth and tone of a finished PAS 79-1 commercial fire risk assessment. The business, the people, the dates and every finding are invented for illustration. The photographs are real site photographs used with permission and do not belong to the premises described.

What this assessment covers — the demise. Arcade Kitchen Café Ltd occupies Unit 4 of Sampleton Arcade, a covered shopping arcade, under a lease from the arcade's owner. This assessment covers the café's own demise: the seating area and servery fronting the arcade, the kitchen and store to the rear, and the café's tables on the arcade walkway outside the takeaway hatch. The arcade walkway, the rear service corridor, the arcade's fire alarm system and its emergency lighting are the arcade owner's responsibility as Responsible Person for the common parts. Where the café's occupants depend on those common parts to escape, this assessment records how they were found and refers any concern to the arcade owner; it does not record them as deficiencies against the café.

Referral to the arcade owner. One matter is referred: the exit sign above the café's front opening is not illuminated and there is no emergency lighting within the unit (19.1 and 20.1). The arcade owner has been asked to confirm which of these provisions form part of the arcade's systems; the café's own action (A5) covers the parts within its control.

Method and basis. The assessment follows PAS 79-1:2020 (*Fire risk assessment — Premises other than housing*) and benchmarks the premises against the Government's Article 50 guide *Fire Safety Risk Assessment: Small and Medium Places of Assembly*, applied proportionately to a small café with a commercial kitchen. Where a British Standard is cited it is the current edition held on file at the date of assessment. It is based on a visual inspection on 1 September 2026 during trading hours, discussion with the Café Manager, and the records made available on the day.

Limitations. This was a non-invasive visual inspection. No ceiling voids, ducts or concealed spaces were opened and no fire-resisting construction was tested. Third-party certificates were checked for date and stated outcome only. The assessment records the position found on the day; the Responsible Person must keep it under review and revise it if the layout, use, occupancy or fire safety arrangements change materially before the suggested review date.

Persons consulted. Mr A Example, Café Manager (accompanied the inspection). The Director was consulted by telephone on training and records.

2. General Information

1.1 — Number of floors at ground level and above INFO

One — the unit is at arcade level only.

1.1 — Number of floors entirely below ground level INFO

None.

1.1 — Floors on which car parking is provided INFO

None. There is no parking with the unit.

1.2 — Approximate floor area — per floor INFO

Approximately 95 m² on the single floor.

1.2 — Approximate floor area — gross INFO

Approximately 95 m² gross internal area, plus the tables on the arcade walkway.

1.2 — Approximate floor area — ground floor INFO

Approximately 95 m².

1.3 — Details of construction and layout INFO

A single-storey retail unit within a masonry-built covered arcade of early-twentieth-century construction, fitted out with plasterboard-lined partitions and a plasterboard ceiling to the seating area and a suspended tile ceiling to the kitchen. The front of the unit is open to the arcade through a glazed shopfront with a full-height opening and a separate takeaway hatch with a roller shutter. The seating area occupies the front two-thirds of the unit with the servery counter to one side; the kitchen, a small store and staff WC are at the rear. A rear door from the kitchen opens into the arcade's back-of-house service corridor, which leads to the arcade's rear exit to the street. Kitchen extract ductwork rises through a builder's-work riser at the rear of the unit to discharge at roof level.

1.4 — Occupancy INFO

Occupied during trading hours only. No sleeping accommodation. Occupants are the café's staff and members of the public who are not familiar with the unit.

1.5 — Nature of business / use of premises INFO

Café serving hot and cold food and drinks to seated customers and, through the hatch, to takeaway customers on the arcade. The kitchen has a commercial extract canopy, an electric fryer, a griddle, microwaves and a coffee machine. No gas is supplied.

1.6 — Hours of operation INFO

Monday to Saturday 08:00 to 18:00, Sunday 09:00 to 16:00, within the arcade's opening hours. No overnight occupation.

2.1 — Maximum employees at any one time INFO

Four (two in the kitchen, two front of house).

2.2 — Maximum other occupants at any one time INFO

Twenty-eight seated inside, plus up to eight at the tables on the arcade walkway.

2.3 — Total persons present INFO

Up to forty at any one time.

2.4 — If occupier only: building's own FRA / evacuation strategy confirmed and available? NO

The Café Manager was not aware of the arcade's fire risk assessment or evacuation strategy and no copy or summary was held. The café must obtain from the arcade owner the parts of the arcade's fire risk assessment and evacuation procedure that affect the unit, so that its own procedure and staff briefing match them (Article 22 cooperation and coordination). → **Action A6**

3.1 — Sleeping occupants INFO

None.

3.2 — Disabled employees INFO

None at the date of assessment.

3.3 — Other disabled occupants INFO

Customers with reduced mobility, pushchairs and wheelchair users visit regularly. The unit and the arcade are level throughout with no steps to either exit.

3.4 — Occupants in remote areas / lone workers INFO

The kitchen is out of sight of the seating area but within earshot; a member of staff opens up and closes alone for around thirty minutes at each end of the day.

3.5 — Young persons employed INFO

One part-time employee aged seventeen works weekend shifts front of house; not permitted to operate the fryer.

3.6 — Others INFO

The arcade's cleaning and maintenance contractors pass through the rear service corridor; they are not the café's employees.

4.1 — Fire loss experienced in last 10 years INFO

None reported. No evidence of previous fire damage was seen.

5.1 — Other relevant information INFO

Nearest fire station: Sampleton Community Fire Station, approximately 1.2 miles by road, estimated travel time 5 minutes in normal traffic (travel time varies with traffic and crewing). The unit is all-electric; there is no gas supply. The arcade has a single fire alarm system covering all units and common parts, with a sounder and a smoke detector inside this unit connected to it; the panel is in the arcade's management office.

6.1 — Legislation that applies INFO

The Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 and section 156 of the Building Safety Act 2022. Arcade Kitchen Café Ltd is the Responsible Person for the unit as employer and occupier; the arcade owner is the Responsible Person for the common parts.

6.2 — Enforced by **INFO**

| Sampleshire Fire and Rescue Service.

6.3 — Other legislation making significant requirements **INFO**

| Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999; Electricity at Work Regulations 1989. No gas installation.

6.4 — The above enforced by **INFO**

| Sampleton Borough Council (Environmental Health) for the café; the Health and Safety Executive for the electrical regime.

6.5 — Alterations notice in force? **INFO**

| No alterations notice is in force in respect of the premises.

6.6 — Relevant information and deficiencies observed **INFO**

| No enforcement or prohibition notice has been served. Deficiencies found at this inspection are set out in sections 3 to 5 and consolidated in the Action Plan; the one referral matter is stated in section 1.

3. Fire Hazards and their Elimination or Control

7.1 — Reasonable measures to prevent fires of electrical origin? **NO**

The fixed installation is a three-phase distribution board in the kitchen of reasonable condition, but its periodic inspection is overdue (7.2a) and there is poor control of leads and chargers in the kitchen (7.2d). Both are addressed by actions. → **Action A1**

7.2a — Fixed installation periodically inspected and tested? **NO**

The label on the distribution board records a last inspection in April 2020 with re-inspection recommended by April 2025; no later Electrical Installation Condition Report was available. The fixed installation must be inspected and tested by a competent person and a satisfactory EICR obtained and retained. → **Action A1**

7.2b — Portable appliance testing carried out? **YES**

Kitchen and counter appliances carry test labels dated March 2026 and a register was produced.

7.2c — Suitable control over personal electrical appliances? **NO**

A personal phone charger and a second adaptor were plugged into the socket beside the pot-wash sink, with the lead trailing into the cutlery tray. Personal chargers must not be used at the wet area; a designated charging point away from water and cooking should be provided if staff need one. → **Action A2**

7.2d — Suitable limitation of trailing leads and adapters? **NO**

In addition to the charger at the sink, the socket immediately beneath the extract canopy, which serves the griddle, is heavily coated in cooking grease and the cable is routed across the tiled wall behind the fire blanket. Grease on a socket and plug is a fire risk in itself. The socket and plug must be cleaned or replaced and the cable re-routed clear of the cooking line, as part of the electrical work at A1. → **Action A2**

8.1 — Reasonable measures to prevent fires from smoking? **YES**

The unit and the arcade are no-smoking and the policy is observed.

8.2a — Smoking prohibited in the building? **YES**

Yes, throughout the arcade, including e-cigarettes.

8.2b — Smoking prohibited in appropriate areas? **YES**

Including the rear service corridor and the café's store.

8.2c — Suitable arrangements for those who wish to smoke? **YES**

Staff who smoke do so outside the arcade's street entrance, away from the building.

8.2d — Smoking policy observed at inspection? **YES**

No evidence of smoking inside the unit or the corridor.

9.1 — Basic security against arson by outsiders reasonable? **YES**

The unit is shuttered outside trading hours and the arcade is locked and covered by CCTV. The rear corridor is accessible only from within the arcade or through the arcade's alarmed rear door.

9.2 — Absence of unnecessary fire load near premises? **YES**

Waste is taken to the arcade's bin store at the end of each day; nothing combustible was stored in the corridor outside the kitchen door.

10.1 — Satisfactory control over portable heaters? **YES**

No portable heaters are used. A wall-mounted electric fire with a decorative flame effect is fixed above the sofas in the seating area; it is hard-wired, carries a warning label and was clear of furnishings. Recorded at A7 as a recommended improvement to keep it on a timer and include it in the annual appliance testing. → **Action A7**

10.2 — Fixed heating / ventilation subject to regular maintenance? **YES**

Heating and cooling is by a ceiling cassette air-conditioning unit serviced in May 2026 (contractor invoice seen). No gas.

11.1 — Reasonable measures to prevent fires from cooking? **YES**

Cooking is on electric equipment only: a thermostatically controlled countertop fryer, a griddle and microwaves under an extract canopy. A fire blanket is fixed beside the cooking line. The fryer is drained, cleaned and refilled weekly; it was in use on the day and showed no signs of oil breaking down. Kitchen staff are instructed never to leave the fryer unattended when on.

11.2 — Filters changed and ductwork cleaned regularly? **NO**

The canopy filters are washed weekly and were clean. The extract ductwork rises through a riser at the rear of the unit; the manager stated it was last cleaned by a specialist contractor in early 2024 but no certificate or post-clean report could be found, and no cleaning has taken place since. For a fryer and griddle in daily use, grease build-up in ductwork is a significant fire risk. The ductwork must be cleaned by a specialist contractor, a post-clean report obtained, and a cleaning interval set on the contractor's advice. → **Action A3**

12.1 — Lightning protection system present? **N/A**

A matter for the arcade building as a whole, not the unit; none indicated for the café's demise.

13.1 — Overall standard of housekeeping adequate? **YES**

The seating area, servery and store were clean and tidy. The kitchen was in reasonable order for a working kitchen, other than the grease on the socket at 7.2d.

13.2a — Combustibles separated from ignition sources? **YES**

Packaging and paper goods are kept in the store and on the servery shelving, away from the cooking line and the distribution board.

13.2b — Accumulation / inappropriate storage of combustibles avoided? **YES**

Stock levels are modest and delivered twice weekly. Nothing was stored against the kitchen rear door or in the corridor.

14.1 — Satisfactory control over works in the building? **YES**

The café engages contractors rarely; appliance and air-conditioning servicing is done outside trading hours under the manager's supervision.

14.1a — Fire safety conditions imposed on contractors? YES

Contractors are shown the exits and told the arcade's alarm arrangements; the manager confirmed this is his practice.

14.1b — Permit-to-work system used (e.g. hot work)? N/A

No hot work is carried out within the unit. Any hot work in the arcade common parts is under the arcade owner's control.

14.1c — Suitable precautions by in-house maintenance personnel? N/A

No in-house maintenance staff.

15.1 — General fire precautions adequate for dangerous substances? YES

The only substances of note are small quantities of cleaning chemicals in a cupboard under the servery and the cooking oil in use. No DSEAR-relevant quantities are held.

16.1 — Other significant fire hazards INFO

The commercial kitchen — the fryer, the griddle and the extract ductwork — is the principal fire hazard in the unit, and the findings at 11.1, 11.2 and 7.2d address it. The seating fire load (upholstered sofas and chairs, timber tables) is normal for a café. No other significant hazard was identified.

4. Fire Protection Measures

17.1 — Design of means of escape adequate? YES

There are two directions of escape: forward through the open shopfront into the arcade and then to the street, and backward through the kitchen rear door into the service corridor and the arcade's rear exit. Travel distances within the unit are short. Adequate for the numbers, subject to 17.3a and the referral at 19.1.

17.2a — Staircase and exit capacities adequate? YES

No stairs. The front opening is approximately 2.4 m clear and the kitchen rear door 830 mm clear; ample for forty persons.

17.2b — Reasonable travel distance where escape in one direction only? YES

Escape from the kitchen and store is initially through the kitchen to the rear door or forward to the seating area, a maximum of about 9 m before an alternative is available — within the limit in the governing guide.

17.2b — Reasonable travel distance where alternative escape available? YES

From the furthest seat, the front opening is about 12 m and the rear door about 16 m, both well within the alternative-direction limit in the governing guide for a place of assembly of this size.

17.2c — Adequate provision of exits? YES

Two exits in different directions, as above.

17.2d — Fire exits open in the direction of escape where necessary? YES

The front is an open shopfront during trading. The kitchen rear door opens outwards into the corridor.

17.2e — Satisfactory arrangements where revolving or sliding doors are used as exits? N/A

The roller shutter to the front and the hatch shutter are only closed when the unit is unoccupied.

17.2f — Arrangements for securing exits satisfactory? YES

The kitchen rear door is fitted with a push-pad panic bolt, operable without a key from inside, and no other fastening. The manager confirmed the shutters are never lowered while staff or customers are inside.

17.2g — Suitable standard of protection for escape routes? YES

Routes within the unit are open and short. The kitchen rear door is a fire door separating the kitchen from the arcade's service corridor; its condition is at 17.3a.

17.2h — Reasonable arrangements for escape of disabled people? YES

Level exits in both directions and staff present at all times to assist. The arcade's own arrangements for the walkway apply beyond the unit.

17.2i — Evacuation strategy INFO

Simultaneous evacuation on the arcade alarm sounding, following the arcade's procedure to the arcade assembly point. Appropriate for a single-storey unit.

17.3 — Escape routes available and suitably maintained? **YES**

Both routes were clear and usable on the day. The one shortfall is the condition of the kitchen rear door at 17.3a.

17.3a — Fire-resisting doors sound and self-closing where necessary? **NO**

The kitchen rear door, an FD30 fire door separating the kitchen from the arcade's service corridor, was standing open on the day and does not self-close: the closer has been removed and the hinges are stiff with an accumulation of debris. The intumescent strip is intact and the leaf and frame are sound. A closer must be fitted, the hinges cleaned and the door kept closed when not in use, so that a kitchen fire is held back from the corridor that other tenants also depend on. → **Action A4**

17.3b — Fire-resisting construction protecting escape routes sound? **YES**

The partitions between the kitchen and the seating area and between the unit and the corridor were sound at the visible points. Voids were not opened (section 1).

17.3c — Escape routes clear of obstructions? **YES**

The route through the seating area, the kitchen and the corridor was clear. A cleaning trolley in the corridor was clear of the door swing.

17.3d — Fire exits easily and immediately openable? **YES**

The rear door opened readily on its push-pad.

18.1a — Compartmentation of a reasonable standard? **YES**

The unit is separated from the neighbouring units and the corridor by masonry and fire-resisting partitions, with the fire door at 17.3a. Adequate for a single-storey unit evacuating simultaneously with the arcade.

18.1b — Reasonable limitation of linings that promote fire spread? **YES**

Painted plasterboard, a stone-effect feature wall on a cement board substrate, and ceramic tiles in the kitchen. No combustible wall linings.

18.2 — Fire dampers provided as necessary? **N/A**

The kitchen extract duct rises within its own riser and does not pass through the unit's fire-resisting partitions; whether a damper is required where it passes upper floors is a matter for the arcade owner and is included in the referral.

19.1 — Reasonable standard of emergency escape lighting? **NO**

No emergency luminaires are fitted within the unit, and the exit sign over the front opening is a non-illuminated plate. Emergency lighting in the arcade walkway and corridor was seen and is the arcade owner's provision. The kitchen and store, which have no natural light, need emergency lighting so that staff can reach the rear door if the lights fail, and the unit's exits need an illuminated sign or a nearby emergency luminaire. The café must fit a self-contained emergency luminaire in the kitchen and one at the front opening, and confirm with the arcade owner that the corridor lighting covers the route beyond the rear door. → **Action A5**

20.1 — Reasonable standard of fire safety signs and notices? **YES**

A fire exit sign to BS 5499-10 is fixed above the front opening (see 19.1 for its illumination) and above the kitchen rear door. Extinguisher and fire blanket identification signs are in place. A fire action notice is displayed behind the servery; a second in the kitchen would be a worthwhile addition and is included in A5.

21.1 — Reasonable fire detection and fire alarm system provided? YES

The unit is covered by the arcade's fire alarm system: an optical smoke detector in the seating-area ceiling, a heat detector in the kitchen and a sounder on the servery wall, connected through an interface at the distribution board. The system is an addressable installation maintained by the arcade owner; the café holds a copy of the current service certificate dated July 2026. Coverage is proportionate to a small café within an alarmed building.

21.2 — Remote transmission of alarm signals? N/A

The arcade system is monitored by the arcade's management; not a matter for the unit.

21.3 — Zone plan displayed? N/A

The panel and zone plan are in the arcade management office, not in the unit.

21.4 — Relevant false-alarm experience (if known) INFO

Two false alarms in the last year from the café's kitchen detector before it was changed from smoke to heat by the arcade's contractor in March 2026; none since.

22.1 — Reasonable provision of manual fire extinguishing appliances? YES

A 2 kg CO₂ and a 3-litre water-additive extinguisher are wall-mounted at the kitchen entrance with identification signs, and a fire blanket is fixed beside the cooking line. Type and siting suit the risks; a wet-chemical unit is not required for a fryer of this size where a fire blanket is provided.

22.2 — Type(s) provided INFO

Portable extinguishers and a fire blanket.

22.3 — All appliances readily accessible? YES

All were unobstructed. The fire blanket is mounted beside the knife rack, within reach of the fryer but not directly above it.

23.1 — Type of fixed automatic extinguishing system N/A

None, and none indicated for a fryer and griddle of this size.

24.1 — Other relevant fixed systems and equipment N/A

None.

24.2 — Firefighters' switch for high-voltage luminous tube signs? N/A

The fascia sign is LED.

24.3 — Facilities for electrical isolation of PV cells, with signage? N/A

No photovoltaic installation.

5. Management of Fire Safety

25.1 — Competent person appointed (Article 18) INFO

The Café Manager, Mr A Example, with the Director as deputy. He has no formal fire training beyond the online module at 26.1; the fire warden course at A6 addresses this.

25.2 — Fire safety at the premises is managed by INFO

Day to day by the Café Manager; overall by the Director on behalf of Arcade Kitchen Café Ltd. Common parts by the arcade owner.

25.3 — Suitable record of fire safety arrangements? YES

A folder is kept behind the servery holding the PAT register, the arcade's alarm service certificate, the extinguisher certificate and the training records. The EICR and the duct-cleaning report were missing (7.2a, 11.2); once obtained they should be added.

25.4 — Procedures in event of fire appropriate and documented? NO

A one-page procedure is displayed on the fire action notice, but it does not reflect the arcade's own procedure (which the café has not seen, 2.4) and names an assembly point on the street outside the front of the arcade rather than the arcade's designated point. The procedure must be revised once the arcade's procedure is obtained. → **Action A6**

25.4a — Adequate procedures for investigating fire alarm signals? YES

Staff evacuate on any sounding of the arcade alarm; there is no investigation delay. Appropriate.

25.4b — Suitable arrangements for summoning the fire service? YES

The manager calls 999 from a mobile once outside; the arcade's management also calls on any alarm. The address on the fire action notice includes the unit number and postcode.

25.4c — Arrangements to meet the fire service on arrival? YES

A matter for the arcade management; the manager reports to the arcade's fire warden at the assembly point.

25.4d — Arrangements for ensuring premises evacuated? YES

The manager sweeps the kitchen, store and WC; front-of-house staff clear the seating area and the hatch tables. A staff headcount is taken at the assembly point.

25.4e — Suitable fire assembly point(s)? NO

The point named on the café's notice is not the arcade's designated assembly point. To be corrected with the procedure at A6. → **Action A6**

25.4f — Procedures for evacuation of disabled people likely present? YES

Customers are assisted to the nearest level exit by staff; the arcade walkway is level to the street.

25.4g — PEEPs in place for known individuals requiring assistance? N/A

No employee or known regular customer requires a personal plan.

25.5 — Persons nominated and trained to use extinguishing appliances? **NO**

No member of staff has had practical instruction in using the extinguishers or the fire blanket. Given the fryer, at least the two kitchen staff and the manager should receive practical instruction; included in A6. → **Action A6**

25.6 — If multiple occupation, adequate cooperation between duty holders? **NO**

There is no evidence of information exchange between the café and the arcade owner beyond the alarm service certificate; see 2.4. Action A6 establishes it. → **Action A6**

25.7 — Persons nominated to assist with evacuation, including disabled people? **YES**

The manager and whichever front-of-house member of staff is on shift.

25.8 — Appropriate liaison with fire and rescue service? **YES**

Nothing beyond the arcade's arrangements is needed for a unit of this size.

25.9 — Routine in-house inspections of fire precautions? **YES**

The manager checks the rear door and the route at opening each day. Extending the check to the state of the kitchen door closer and the sockets is covered by the briefing in A4.

26.1 — All staff given adequate fire safety instruction and training? **YES**

All four staff have completed an online fire-awareness module (certificates dated 2026) and signed an induction sheet.

26.1a — Trained on induction? **YES**

A signed induction sheet covers the alarm, exits, assembly point and the fryer rules.

26.1b — Adequate periodic refresher training? **YES**

Annual online refresher.

26.1c — Additional training for specific roles? **NO**

No fire warden training for the manager and no practical extinguisher instruction for kitchen staff. See 25.5 and A6. → **Action A6**

26.1d — Content of training adequate? **YES**

The online module covers causes of fire, action on discovering a fire, the alarm, escape and extinguishers. Adequate as general awareness.

26.2 — Fire drills carried out at appropriate intervals? **YES**

The café takes part in the arcade's six-monthly evacuation drill; the last was in June 2026 and is recorded by the arcade management with the café's attendance noted.

26.3 — When other employer's employees work in premises, fire information provided? **YES**

Contractors are briefed as at 14.1a.

27.1 — Adequate maintenance of workplace? **YES**

The unit is in reasonable repair for a busy café; the kitchen door hinges (17.3a) are the exception.

27.2 — Weekly testing and periodic servicing of detection / alarm? YES

The arcade tests the alarm weekly on Tuesday mornings; the café hears it and the manager confirms the sounder in the unit operates. Six-monthly servicing by the arcade's contractor, certificate held.

27.3 — Monthly and annual testing of emergency escape lighting? N/A

None fitted within the unit (19.1). Once fitted under A5, monthly function tests and an annual full-duration test must be carried out and recorded.

27.4 — Annual maintenance of fire extinguishing appliances? YES

Service labels and the certificate are dated February 2026.

27.5 — Periodic inspection of external escape staircases / gangways? N/A

None.

27.6 — Six-monthly inspection and annual testing of rising mains? N/A

None.

27.7 — Testing of evacuation lifts? N/A

No lift.

27.8 — Weekly testing and periodic inspection of sprinklers? N/A

No sprinklers.

27.9 — Routine checks of final exit doors / security fastenings? YES

Daily at opening.

27.10 — Annual inspection and testing of lightning protection? N/A

None within the demise.

27.11 — Other relevant inspections or tests? NO

Extract ductwork cleaning is not on any schedule (11.2). Fryer oil change and canopy filter cleaning are done weekly and logged in the kitchen diary. → **Action A3**

28.1a — Records — fire drills? YES

Held by the arcade management; the café keeps a note of its attendance.

28.1b — Records — fire training? YES

Induction sheets and online certificates held.

28.1c — Records — fire alarm tests? YES

Held by the arcade management.

28.1d — Records — false alarms? YES

The two kitchen false alarms are noted in the kitchen diary with the detector change.

28.1e — Records — emergency escape lighting tests? N/A

None fitted; to be started under A5.

28.1f — Records — maintenance / testing of other fire protection systems? NO

The extinguisher certificate and PAT register are held; the EICR and the duct-cleaning report are not. See A1 and A3.
→ **Action A3**

6. Risk Rating

The matrix below shows the five categories of risk, the premises' current position, and the position achievable once the action plan is completed.

Likelihood ↓ / Consequence →	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable ▲ AFTER ACTIONS	Moderate
Medium	Tolerable	Moderate ● CURRENT	Substantial
High	Moderate	Substantial	Intolerable

PAS 79-1 risk estimator — three levels of likelihood against three levels of consequence, resolving to five categories of risk.

Element	Rating	Reasoning
Likelihood of fire	Medium (2.1)	A commercial kitchen with a fryer and griddle is a normal hazard for a café, and it is largely controlled: electric cooking with a thermostat, a fire blanket to hand, a weekly oil and filter routine, and detection in the kitchen. The shortcomings — the overdue EICR, the grease-coated socket and charger at the wet area, and ductwork that has not been cleaned for over two years — are real but are minor shortcomings against otherwise adequate controls. This matches the PAS 79-1 descriptor for Medium likelihood; it would rise to High if the ductwork were left uncleaned.
Consequence of fire	Moderate harm (3.1)	The occupants are members of the public unfamiliar with the unit, so the "trained familiar workforce" reasoning does not apply. Against that, the unit is single-storey, open-fronted onto a wide arcade walkway, with two directions of escape, short travel distances and an alarm system covering the whole building. A fire in the kitchen could foreseeably injure staff or customers, particularly with the kitchen door not closing and no emergency lighting in the kitchen, but multiple fatalities are unlikely. Moderate harm.

Overall risk: Moderate (5.2)

Medium likelihood against moderate harm places the café at Moderate risk on the PAS 79-1 matrix. It is essential that efforts are made to reduce the risk within the stated timeframes. The most consequential items are the ductwork cleaning (A3), the kitchen fire door (A4) and the electrical work (A1 and A2); the management items (A6) bring the café into step with the arcade it depends on.

Risk after completion of the action plan: Tolerable (5.1)

Once the Important actions are complete — the EICR obtained and its remedials done, the kitchen sockets and leads sorted out, the ductwork cleaned and put on a schedule, the kitchen door self-closing, emergency lighting fitted in the kitchen and at the front, and the procedure aligned with the arcade's with staff trained — likelihood falls to Low and the residual risk is Tolerable. No major additional precautions are then required. The Responsible Person should maintain the position through the routines in section 5 and review this assessment by the suggested date.

7. Action Plan

Six Important and one Recommended action. One further matter — the arcade's emergency lighting and any damper on the extract riser — is a referral to the arcade owner (section 1), not an action for the café.

#	Priority	Ref	Timeframe	Recommended action
A1	IMPORTANT	7.1 / 7.2a	Within 3 months	Arrange for the fixed electrical installation to be inspected and tested by a competent electrical contractor and obtain a satisfactory Electrical Installation Condition Report. Complete any C1 or C2 remedial items and retain the report in the fire safety folder.
A2	IMPORTANT	7.2c / 7.2d	Within 1 month	Remove personal chargers and adaptors from the socket beside the pot-wash sink and prohibit their use at the wet area. Have the grease-coated socket and plug beneath the extract canopy cleaned or replaced and the griddle cable re-routed clear of the cooking line (this can be done with the work at A1, but the charger must be removed now).
A3	IMPORTANT	11.2 / 27.11 / 28.1f	Within 1 month	Have the kitchen extract ductwork cleaned by a specialist contractor to TR19 Grease, obtain the post-clean report, and set a cleaning interval on the contractor's advice for a fryer and griddle in daily use. Keep the report in the fire safety folder.
A4	IMPORTANT	17.3a / 25.9	Within 1 month	Fit an overhead closer to the kitchen rear fire door, clean and ease the hinges, and keep the door closed except when in use. Brief staff that the door is not to be propped open and add its condition to the daily opening check.
A5	IMPORTANT	19.1 / 20.1 / 27.3	Within 3 months	Fit a self-contained emergency luminaire in the kitchen and one at the front opening (an illuminated exit sign is acceptable in place of the latter), then carry out and record monthly function tests and an annual full-duration test. Display a fire action notice in the kitchen. Confirm with the arcade owner that the service-corridor emergency lighting covers the route from the kitchen door to the rear exit.
A6	IMPORTANT	2.4 / 25.4 / 25.4e / 25.5 / 25.6 / 26.1c	Within 3 months	Obtain from the arcade owner the parts of the arcade's fire risk assessment and evacuation procedure that affect Unit 4, including the designated assembly point. Revise the café's fire action notice and procedure to match, brief all staff, and record the briefing. Book the manager on a fire warden course and give the two kitchen staff and the manager practical instruction in the extinguishers and fire blanket.
A7	RECOMMENDED	10.1	By next review	Put the wall-mounted electric fire in the seating area on a timer so it cannot be left on after closing, and include it in the annual portable appliance test.

8. Photo Schedule

Photographs taken during the inspection on 1 September 2026, captioned against the findings they support. The photographs are real site photographs used with permission; the premises and findings are fictional.



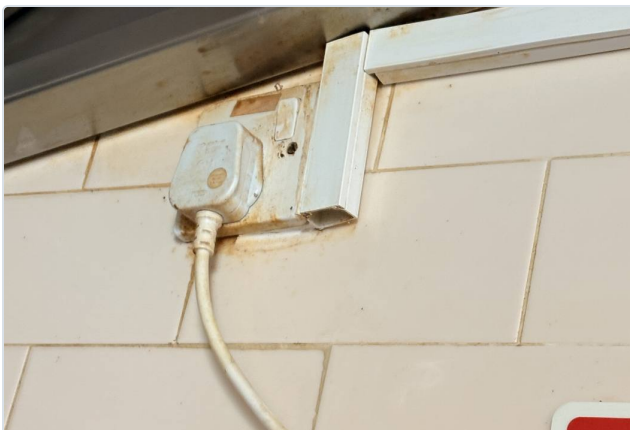
P1 — Distribution board, kitchen

Three-phase board with the fire alarm interface relay above it. The inspection label recommends re-inspection by April 2025; no later EICR was available — Action A1.



P2 — Charger at the pot-wash sink

Personal phone charger and adaptor in the socket beside the sink, lead trailing into the cutlery tray — Action A2.



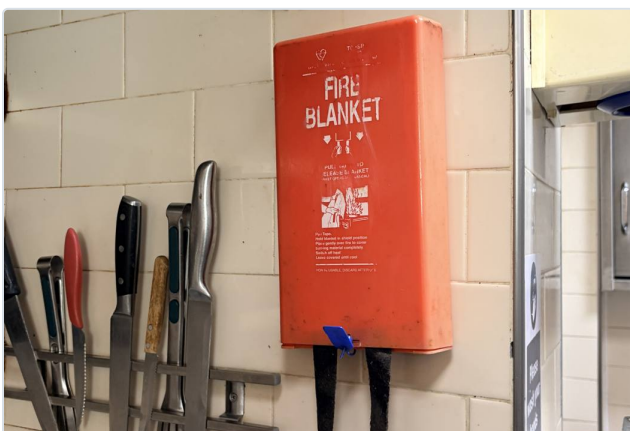
P3 — Socket beneath the extract canopy

Grease-coated socket and plug serving the griddle, cable routed across the wall behind the fire blanket — Action A2.



P4 — Countertop fryer

Thermostatically controlled electric fryer in use on the day; oil changed weekly and logged (11.1).



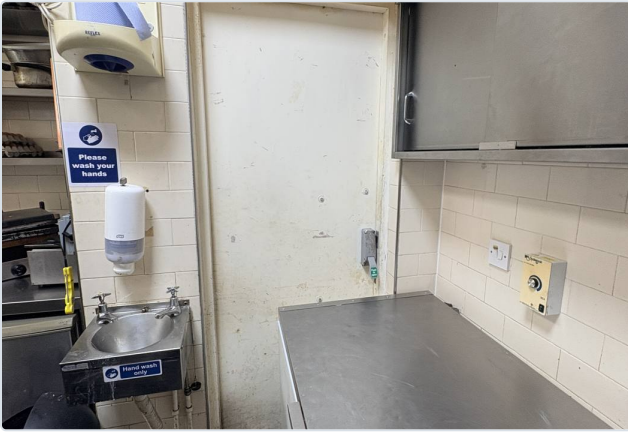
P5 — Fire blanket beside the cooking line

Wall-mounted fire blanket with identification sign, within reach of the fryer (22.1).



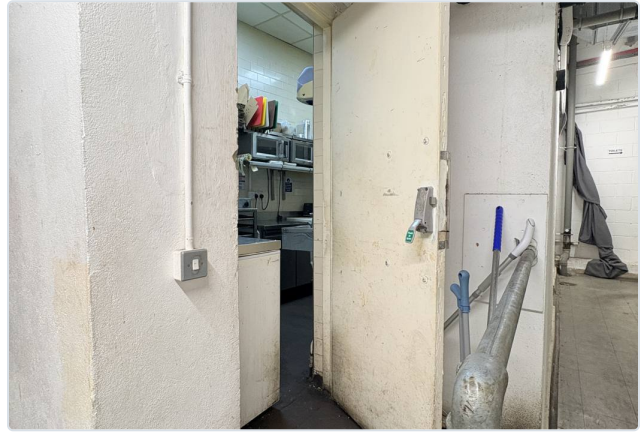
P6 — Extract duct riser

Kitchen extract ductwork rising through the rear riser. Last cleaned early 2024 with no report held — Action A3.



P7 — Kitchen rear door, from inside

FD30 door to the service corridor with push-pad panic bolt; no closer fitted — Action A4.



P8 — Kitchen rear door, from the corridor

The door standing open into the arcade's service corridor on the day — Action A4.



P9 — Kitchen rear door hinge

Hinge stiff with accumulated debris; leaf and frame otherwise sound — Action A4.



P10 — Panic bolt, kitchen rear door

Push-pad panic bolt, operable without a key from inside; opened readily on test (17.2f, 17.3d).



P11 — Exit sign over the front opening

Non-illuminated exit sign beneath the air curtain; no emergency luminaire within the unit — Action A5.



P12 — Seating-area ceiling

Optical smoke detector on the arcade's alarm system, with the air-conditioning cassette; the sounder is on the servery wall (21.1).



P13 — Extinguishers at the kitchen entrance

CO₂ and water-additive extinguishers, wall-mounted and signed; service labels February 2026 (22.1, 27.4).



P14 — Wall-mounted electric fire

Hard-wired flame-effect heater above the sofas, clear of furnishings; recommended for a timer and annual testing — Action A7.

9. Sign-off

This fire risk assessment was carried out and this report prepared by the assessor named below, who is competent to do so by qualification and experience. The findings, risk rating and action plan are the assessor's professional judgement based on the inspection and the information described in section 1.

Signature applied on final issue

Matt McAllen

Fire Risk Assessor — ClearFire Compliance

Level 3 Certificate in Fire Risk Assessments

Associate Member of IFSM (Reg No 8267)

Date of issue: 8 September 2026