ANGEL COMMUNITY CANAL BOAT TRUST

Fire Risk Assessment

1. Overview of Premises & Occupancy

- **Address:** Office, 38a Graham Street, London N1 8JX
- **Assessor Name:** Giles Eyre
- **Date of Assessment:** 22 October 2026
- **Premises Description:** Single-story, one-room unit used as an office and storeroom.
- **Escape Routes:** Single direct door leading directly outside to a safe place.
- **Occupancy:** Typically **1 person**. Occasional brief visits from couriers or clients.

2. Hazard Identification & Control Measures

Hazard Category	Identified Risks	Control Measures in Place
Ignition Sources	• Electrical equipment (PC, monitor, kettle, heater). • Faulty wiring or overloaded sockets.	• All appliances visually checked for damage. • No overloading of extension leads. • Space heaters kept clear of combustible materials and turned off when leaving.
Fuel Sources	• Office paper, cardboard packaging, stored stock.	• Waste bins emptied regularly. • Stock stored neatly and away from electrical items or heaters.
People at Risk & Escape	• Lone worker / single occupant. • Door locked from inside via 5-lever deadlock, risking entrapment during a fire.	• **Mandatory Control:** The door should remain unlocked but if locked the key must remain in the inside lock at all times while the building is occupied. • Consider: Upgrade to a thumb-turn lock (see Action Plan).

3. Fire Safety Measures (Escape & Detection)

- **Escape Route:** The single door to the outside is the only exit.
  - *Requirement:* This door must remain completely unobstructed at all times.
- **Fire Detection:**

    - *Requirement:* A working, interlinked smoke alarm installed in the room. Tested **weekly**.
- **Firefighting Equipment:**
    - *Requirement:* One **2kg CO2 extinguisher** (for electrical fires) mounted near the exit door. Serviced annually.

4. Mandatory Action Plan

Action Item	Responsibility	Target Date	Status
Immediate: Keep the door unlocked but if locked keep the key inside the lock at all times while you are working so you can unlock it instantly in an emergency.	LH	Immediate	Ongoing
Consider Long-Term Fix: Replace the deadlock with a **Euro-cylinder lock with a thumb-turn on the inside**. This maintains insurance security from the outside but allows keyless exit from the inside.	Committee	22/10/27	Pending
Urgent action: Smoke detector to be installed	LH	End October 2026	Action
Urgent action: Fire extinguisher to be installed	LH	End October 2026	Action

5. Review and Updates

This policy will be reviewed every two years or sooner if there are changes to legislation or best practice.

Completed By: Giles Eyre

Date: 22 October 2026