

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

Premises: Magazin Timisoara, 22 Commercial Road, Hereford, HR1 2BD

Fire Safety Inspector: Charly Perkins

Date of Inspection: 17 September 2025

SCHEDULE

Note to this schedule:-

- The Government guidance most suitable to your premises is Fire Safety Risk Assessment :
 - Offices and Shops.
- Before you make certain changes to your premises you may have to apply for approval from statutory bodies and/or others having interest in them.
- If you have any doubt about the need for approval you should ask the relevant body, for example, you may have to apply for approval from Building Control to make material alterations. You might also need the property owner's permission.

1. Fire Safety Matters under Article 9 (1) – Failure to carry out a fire risk assessment

There was no evidence that a suitable and sufficient fire risk assessment has been carried out. A guide to choosing a competent fire risk assessor can be found at <https://firesectorfederation.co.uk/fire-risk-assessment/>

Required Action

You must carry out a fire risk assessment. The appropriate Fire Risk Assessment Guide relevant to your premises Offices and Shops can be found at www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments. You can also find local fire safety advice on our website at www.hwfire.org.uk/safety-and-advice/business-safety.

Your fire risk assessment must also address the deficiencies I have identified during my inspection which are detailed in this schedule.

Your risk assessment is to be reviewed frequently in order to keep it up to date and particularly if:-

- there is a reason to suspect that it is no longer valid; or
- there has been a significant change in the matters to which it relates including when the premises, work processes, or organisation of the work undergoes significant changes, extensions, or conversions.

The responsible person must take action or make changes identified as necessary from the fire risk assessment.

2. Fire Safety Matters under Article 11 – Fire safety arrangements

Fire safety arrangements are inadequate:-

- Arrangements for planning, organising, controlling, monitoring, reviewing and recording of your fire precautions are inadequate, evidenced by failings identified during our inspection and detailed in this schedule.

Required Action

The responsible person must make and give effect to arrangements for the effective planning, organisation, control, monitoring, reviewing and recording of the preventive and protective fire safety measures. To achieve this, you should ensure there are appropriate arrangements for:

- allocating areas of control, supervision and tasks to specific post holders;
- planning of staff training;
- systems for communicating relevant fire safety information to visitors;
- a system for identifying and reporting defects;
- plans for regular review of your fire risk assessment;
- systems of monitoring of fire precautions including recording the inspection and testing of fire alarm system, emergency lighting, fire resisting doors, fire extinguishers, sprinklers, dry risers, green release boxes, Automatic Opening Vents, suppression systems are not complete.

3. Fire Safety Matters under Article 8 – Inadequate measures to prevent fire

Your measures for reducing the likelihood of fire occurring are not adequate; in particular:-

- Portable electrical appliances are not inspected or maintained, so far as is reasonably practicable, to prevent danger.

Required Action

- Portable electrical appliances should be maintained in order to prevent danger. Guidance is available on the HSE Website – Electrical Safety – Portable Appliance Testing and can be found at [PAT \(Portable appliance testing\)](#).

4. Fire Safety Matters under Article 15 – Emergency procedures and drills

Appropriate emergency procedures, including fire drills, to be followed in the event of serious and imminent danger, have not been established.

- The existing procedures do not include sufficiently detailed plans to ensure all people are safely evacuated in the event of fire. simultaneous evacuation drills are not carried out.

Required Action

- Establish procedures, suited to the premises and people who may be on the premises, to ensure safe evacuation; regular fire drills should be undertaken to test and practise these procedures. Additional drills may need to be carried out to ensure evacuation plans are suitable for fires occurring in different parts of the building, affecting different escape routes, and at any time of day or night.
- Ensure sufficient competent persons are nominated, available and trained to implement emergency procedures and evacuation.
- Make a record of emergency plans, staff training and drills undertaken as part of your fire safety management arrangements.

5. Fire Safety Matters under Article 17(1) – Maintenance

- The fire alarm system is not subject to a suitable system of maintenance.
- The emergency lighting system is not subject to a suitable system of maintenance.
- The fire extinguishers are not subject to a suitable system of maintenance.

Required Action

The premises and any facilities, equipment and devices, provided to safeguard people from fire, must be subject to a suitable system of maintenance and maintained in an efficient state, in efficient working order and good repair; specifically:

- The fire alarm system should be subject to a suitable system of maintenance – guidelines for this are detailed in the current BS 5839.
- The emergency lighting system should be subject to a suitable system of maintenance – guidelines for this are detailed in the current BS 5266.
- Firefighting equipment should be subject to a suitable system maintenance – guidelines for this are detailed in the current BS 5306.

Records should be kept of your testing and maintenance of fire safety provisions as this can provide evidence of your procedures

6. Fire Safety Matters under Article 21 – Training

Fire safety training provided to employees is inadequate.

Required Action

Employees must be provided with adequate fire safety training:-

- at the time they are first employed, repeated regularly and
- on being exposed to new or increased risks because of:-
 - being transferred or a change of responsibility;
 - introduction of new work equipment or a change to existing equipment;
 - introduction of new technology;
 - introduction of new systems of work, or change to existing systems of work.

You must ensure that the safety training provided:-

- includes suitable and sufficient instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and others;
- is adapted to take account of any new or changed risks to the safety of employees concerned;
- is provided in a manner appropriate to the risk identified by the risk assessment ; and
- takes place during working hours.

RECOMMENDATIONS

Measures to prevent fire

Electrical appliances, particularly white goods (such as washing machines, fridge's, dishwashers, freezers) should be registered with manufacturers (s) to ensure you are informed of any manufacturing fault/product recall at the earliest opportunity. You can register for free at – <https://www.registermyappliance.org.uk>

Liaison and contact with emergency services

You should make arrangements for the provision of information to the fire and rescue service, for use on arrival and during the course of any fire emergency. This should include provision of a “grab bag” which contains items such as but not limited to:-

- An up to date plan of the building which identifies electricity, gas and water isolation points and the location of all known hazards such as gas cylinders
- An emergency contacts list
- A copy of the emergency plan

Liaison and contact with emergency services

For a fire alarm and fire detection system to give the maximum benefit, the fire and rescue service needs to be summoned as quickly as possible on every occasion that it operates in the event of a fire, unless, in order to avoid false alarms being passed to the fire and rescue service, filtering arrangements are appropriate. Since the objective of a Category L system is evacuation of occupants, rather than protection of property, manual summoning of the fire and rescue service by occupants might, again, suffice. However, if the early attendance of the fire and rescue service is likely to be essential to life safety in the event of fire (e.g. in hospitals and residential care homes), a secondary, automatic means of transmission might be warranted, unless there are adequate arrangements to ensure that there is no delay at any time in manual summoning of the fire and rescue service by occupants. In practice, automatic transmission of fire alarm signals is considered necessary in the case of residential care premises.

For further guidance see BS 5839-1.

Escape routes and exits

Some wiring systems (cabling & trunking) are not satisfactorily fixed to walls / ceilings to prevent cables falling into the path of persons evacuating (or firefighters entering) the building during a fire situation.

BS 7671 (IET Wiring Regulations Eighteenth Edition), includes a requirement that wiring systems in escape routes shall have fire resisting supports. A suitable guidance document would be BEAMA (British Electrotechnical and Allied Manufacturers' Association). The purpose of this guidance document is to aid installers to select and erect wiring systems to prevent cables from premature collapse due to the effects of heat caused by fire. Your fire risk assessment should identify areas where cables require retaining with fire resisting supports.

- **NOTE 1:** Non-metallic cable trunking or other non-metallic means of support can fail when subject to either direct flame or hot products of combustion. This may lead to wiring systems hanging across access or egress routes such that they hinder evacuation and firefighting activities.
- **NOTE 2:** This precludes the use of non-metallic cable clips, cable ties or trunking as the sole means of support. For example, where non-metallic trunking is used, a

suitable fire-resistant means of support/retention must be provided to prevent cables falling out in the event of fire.”

Sprinkler Systems

Hereford and Worcester Fire & Rescue Service is committed to putting our communities first, protecting life and property and supporting business resilience. In line with this, HWFRS endorses the National Fire Chiefs Council (NFCC) [position statement](#) on sprinklers, that *“they are the most effective way to ensure that fires are suppressed or even extinguished before the fire service can arrive”*. As such part of HWFRS Protection Strategy is to promote the introduction and use of sprinklers both commercially and domestically. As such part of HWFRS Protection Strategy is to promote the introduction and use of sprinklers both commercially and domestically.

STANDARD TERMS AND DEFINITIONS

Fire Resisting (Fire Resistance)

The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria specified in the relevant British Standard.

Intumescent Strips

A strip of material placed along the door edges (excluding the bottom edge) or frame, that will react to heat by expanding to form a seal to the passage of hot gases and flame.

Smoke Seal

A flexible strip of material (often used in conjunction with an intumescent strip) placed along the door edges or frame to limit the spread of cold smoke during the early stages of fire.

Self Closing Device

A device which is capable of closing the door from any angle and against any latch fitted to the door. Rising butt hinges are not acceptable.

Automatic Door Release

A device, linked to (or operated by the sound of) the fire alarm system that when fitted to a fire resisting self closing door, enables it to be held open during normal working conditions.

Emergency Escape Lighting

That part of the emergency lighting system provided for use when the electricity supply to the normal lighting fails so as to ensure that the means of escape can be safely and effectively used at all times.

Risk Assessment

An organised appraisal of your activities and premises to enable you to identify potential fire hazards, and to decide who (including employees and visitors) might be in danger in the event of fire, and their location. You will then evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate, or whether more needs to be done. It will be necessary for you to record your findings (if you have five or more employees) and to review and revise when necessary.

The content of the attached letter is extremely important and requires you to take action. You are strongly advised to get the information translated as there may be legal consequences – **do not ignore it.**

	Albanian	Përmbajtja e letrës së bashkangjitur është jashtëzakonisht e rëndësishme dhe kërkon që ju të merrni masa. Ju këshillojmë fuqimisht që të përktheni informacionin pasi mund të ketë pasoja ligjore – mos e injoroni.
	Arabic	محتوى الرسالة المرفقة بالغ الأهمية ويتطلب منك اتخاذ إجراء. ننصحك بشدة بترجمة المعلومات، فقد تترتب على ذلك عواقب قانونية، فلا تتجاهلها.
	Bulgarian	Sūdūrzhanieto na prikachenoto pismo e izklyuchitelno vazhno i nalaga da predpriemete deistviya. Silno vi sūvetvame da poluchite prevedena informatsiya, tūi kato mozhe da ima pravni posleditsi – ne ya prenebregvaite.
	Chinese	所附信件的内容極為重要，需要您採取行動。強烈建議您翻譯該訊息，因為可能會產生法律後果—— 不要忽視它。
	Croatian	Sadržaj priloženog pisma je izuzetno važan i zahtijeva od vas da nešto poduzmete. Toplo vam savjetujemo da prevedete informacije jer mogu postojati pravne posljedice – nemojte to zanemariti.
	Czech	Obsah přiloženého dopisu je nesmírně důležitý a vyžaduje, abyste podnikli kroky. Důrazně vám doporučujeme, abyste si informace nechali přeložit, protože to může mít právní důsledky – neignorujte to.
	Farsi	محتوای نامه پیوست فوق العاده مهم است و شما را ملزم به اقدام می کند. اکیداً به شما توصیه می شود که اطلاعات را ترجمه کنید زیرا ممکن است عواقب قانونی داشته باشد - آن را نادیده نگیرید.
	French	Le contenu de la lettre ci-jointe est extrêmement important et nécessite votre intervention. Il est fortement recommandé de faire traduire ces informations, car elles peuvent avoir des conséquences juridiques ; ne les ignorez pas.
	German	Der Inhalt des beigefügten Schreibens ist äußerst wichtig und erfordert Ihr Handeln. Wir empfehlen Ihnen dringend, die Informationen übersetzen zu lassen, da dies rechtliche Konsequenzen haben kann. Ignorieren Sie dies nicht.
	Greek	Το περιεχόμενο της συνημμένης επιστολής είναι εξαιρετικά σημαντικό και απαιτεί από εσάς να λάβετε μέτρα. Σας συμβουλεύουμε ανεπιφύλακτα να μεταφράσετε τις πληροφορίες καθώς ενδέχεται να υπάρξουν νομικές συνέπειες – μη το αγνοήσετε.
	Hebrew	תוכן המכתב המצורף חשוב ביותר ודורש מכם לפעול. מומלץ בחום לתרגם את המידע מכיוון שעשויות להיות השלכות משפטיות - אל תתעלם ממנו.
	Italian	Il contenuto della lettera allegata è estremamente importante e richiede un intervento da parte vostra. Vi consigliamo vivamente di far tradurre le informazioni, poiché potrebbero esserci conseguenze legali: non ignoratele.
	Latvian	Pievienotās vēstules saturs ir ārkārtīgi svarīgs un liek jums rīkoties. Jums ir ļoti ieteicams iegūt informācijas tulkošanu, jo tam var būt juridiskas sekas – neignorējiet to.
	Lithuanian	Prisegto laiško turinys yra nepaprastai svarbus ir reikalauja imtis veiksmų. Primitytinai rekomenduojame informaciją išversti, nes tai gali turėti teisiųjų pasekmių – neignorukite jos.

	Polish	Treść załączonego listu jest niezwykle ważna i wymaga podjęcia przez Ciebie działań. Zdecydowanie zaleca się przetłumaczenie informacji, ponieważ mogą wystąpić konsekwencje prawne – nie ignoruj tego .
	Punjabi	ਨੱਥੀ ਪੱਤਰ ਦੀ ਸਮੱਗਰੀ ਬਹੁਤ ਮਹੱਤਵਪੂਰਨ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਕਾਰਵਾਈ ਕਰਨ ਦੀ ਲੋੜ ਹੈ। ਤੁਹਾਨੂੰ ਪੁਰਜ਼ੋਰ ਸਲਾਹ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਤੁਸੀਂ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਵਾਓ ਕਿਉਂਕਿ ਇਸਦੇ ਕਾਨੂੰਨੀ ਨਤੀਜੇ ਹੋ ਸਕਦੇ ਹਨ - ਇਸਨੂੰ ਅਣਦੇਖਾ ਨਾ ਕਰੋ ।
	Romanian	Conținutul scrisorii atașate este extrem de important și vă impune să luați măsuri. Vă recomandăm insistent să traduceți informațiile, deoarece pot exista consecințe legale – nu le ignorați .
	Russian	Содержание прилагаемого письма чрезвычайно важно и требует от вас принятия мер. Вам настоятельно рекомендуется перевести информацию, поскольку могут возникнуть правовые последствия — не игнорируйте ее .
	Serbian	Sadržaj priloženog pisma je izuzetno važan i zahteva od vas da preduzmete akciju. Preporučujemo vam da prevedete informacije jer mogu postojati pravne posledice – nemojte to ignorisati .
	Slovak	Obsah priloženého listu je mimoriadne dôležitý a vyžaduje, aby ste konali. Dôrazne vám odporúčame, aby ste si informácie nechali preložiť, pretože to môže mať právne následky – neignorujte to .
	Spanish	El contenido de la carta adjunta es de suma importancia y requiere que tome medidas. Le recomendamos encarecidamente que traduzca la información, ya que podría tener consecuencias legales; no la ignore .
	Thai	เนื้อหาของจดหมายที่แนบมามีความสำคัญอย่างยิ่งและจำเป็นต้องดำเนินการใดๆ เราขอแนะนำให้คุณแปลข้อมูลดังกล่าวเนื่องจากอาจมีผลทางกฎหมายตามมา อย่าเพิกเฉย
	Turkish	Ekli mektubun içeriği son derece önemlidir ve harekete geçmenizi gerektirir. Yasal sonuçları olabileceğinden, bilgileri tercüme ettirmeniz şiddetle tavsiye edilir - bunu görmezden gelmeyin .
	Ukrainian	Зміст вкладеного листа надзвичайно важливий і вимагає від вас дій. Наполегливо рекомендуємо вам отримати переклад інформації, оскільки це може мати правові наслідки – не ігноруйте це .
	Urdu	منسلک خط کا مواد انتہائی اہم ہے اور آپ کو کارروائی کرنے کی ضرورت ہے۔ آپ کو سختی سے مشورہ دیا جاتا ہے کہ معلومات کا ترجمہ کر لیں کیونکہ اس کے قانونی نتائج ہو سکتے ہیں۔ اسے نظر انداز نہ کریں۔