Brook Fire Services

Fire Risk Assessment: Summary

Premises	Larkspur Studio, Unit 4, Tannery Yard, Millbridge
Responsible person	Maya Okafor, director
Assessment date	7 November 2025
Review by	**7 November 2026** or sooner if the layout changes
Overall risk	**Tolerable**
Reference	BFS-FRA-0932

FINDINGS AND ACTIONS

#	FINDING	ACTION	BY
1	Cable runs under the live room door are a trip hazard during sessions	Use the yellow cable ramps; never run cables through the fire door	All
2	Store room shelving close to the distribution board	Keep 1 m clear in front of the board; move the lighting cases	Hana Ito
3	Fire alarm test not logged for two weeks in August	Weekly test on Monday at 10:00, logged in the book by the door	Hana Ito
4	Lithium batteries charged unattended overnight	Charge on the metal shelf in the store room, office hours only	Leo Castell
5	Emergency lighting: one unit in the corridor dim	Replaced on the day of the visit	Done

Assembly point: the far end of the Tannery Yard car park, by the bike shelter.