

Kiln Court

Premises	Kiln Court, 12 Tannery Row, Brantholme, a four-storey office of 1,400 m ² with about 90 staff
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Assessor	Hollis Varnden, Principal assessor
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Assessed	2 September 2026
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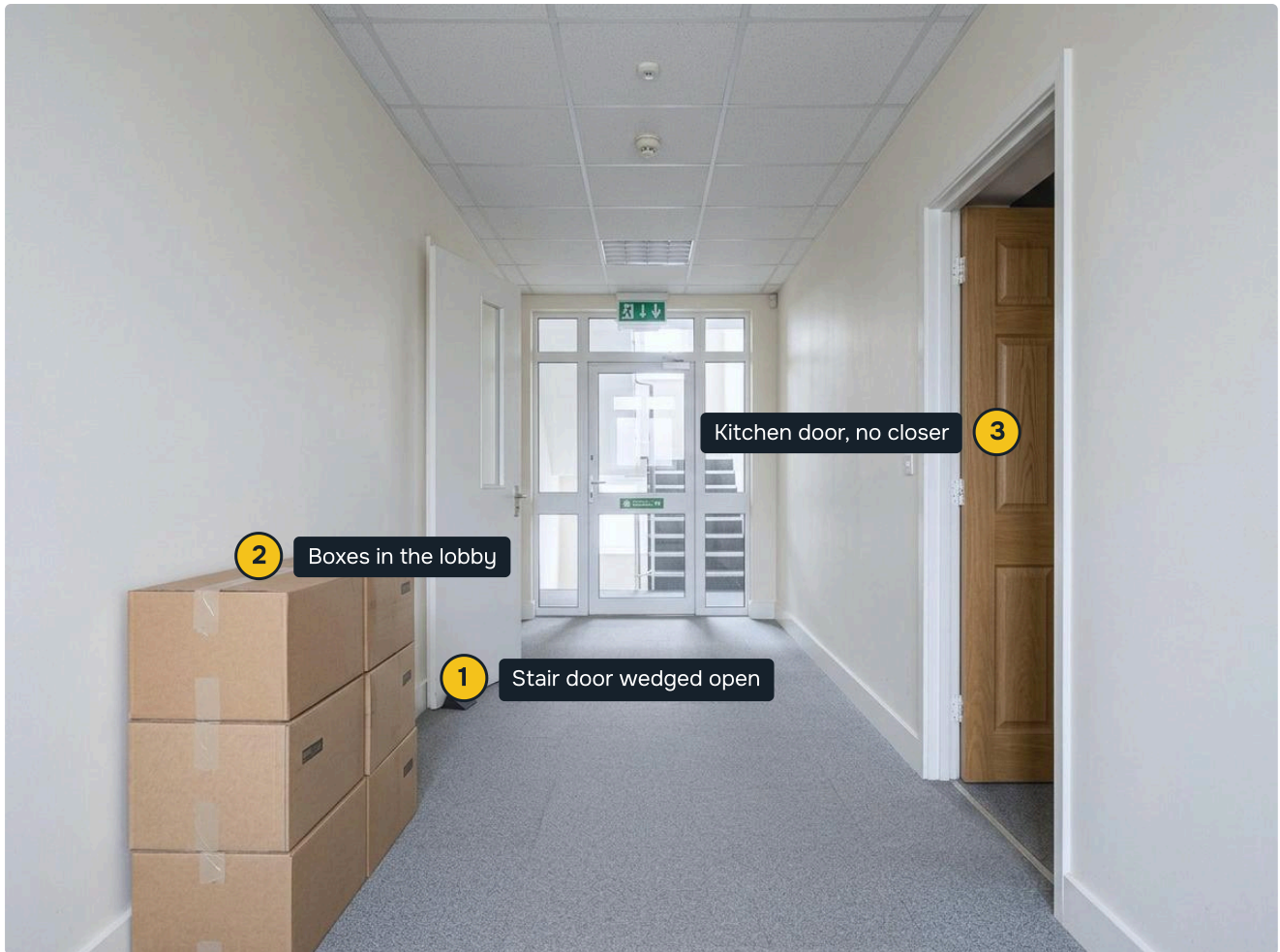
Review date	2 September 2027
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Overall risk	Moderate.
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Summary	The building is well kept and the alarm records are tidy. One fire door held open on the stair needs attention now, and four smaller points follow.
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Findings

Findings 1 to 3 are marked on the photograph, and findings 4 and 5 are listed beneath it.



1 Stair door wedged open on the second floor

Act now

Remove the wedge today and fit a hold-open that releases when the alarm sounds. By 4 September 2026. Owner: Facilities manager.

2 Archive boxes stacked in the second-floor lobby

Within a month

Move the boxes to the basement store and agree a limit for the lobby. By 2 October 2026. Owner: Office manager.

3 Kitchenette door has no closer

Within a month

Fit a closer and check the door shuts fully into its frame. By 2 October 2026. Owner: Landlord's agent.

4 No exit sign above the ground-floor rear door

Within three months

Fit a pictogram sign that matches those on the other exits. By 2 December 2026. Owner: Landlord's agent.

5 Weekly alarm test log is complete and signed

Next review

Carry on exactly as now and bring the log to the next visit. By 2 September 2027. Owner: Office manager.

Action plan

Action	Owner	By	Evidence
Remove the wedge from the stair door and fit a release hold-open	Facilities manager	4 September 2026	Photograph of the fitted device
Clear the second-floor lobby of archive boxes	Office manager	2 October 2026	Photograph of the empty lobby
Fit a closer to the kitchenette door	Landlord's agent	2 October 2026	Invoice or photograph
Fit an exit sign above the rear door	Landlord's agent	2 December 2026	Photograph of the sign
Keep the alarm test log as now	Office manager	At each visit	Log shown on the day
Send us photographs of finished work if you want findings marked as done	Facilities manager	When complete	Photographs by email

Review date

We look again on 2 September 2027, or sooner if the building changes.

Sample report prepared by Walkround Fire Risk Assessment Ltd. Names and details have been changed. The PDF is the same layout as every report we issue.