



Independent Fire Safety Consultants

95 Ramley Road
Lymington
Hampshire SO41 8GY
Tel/Fax : 01590 610713
Mobile: 07818031717
Email: firesureuk@yahoo.co.uk
www.firesureuk.co.uk

13 February 2012

Mrs A Ruddock
The Manager
Hawkinge House
Hurricane Way
HAWKINGE
Kent
CT18 7SS

Dear Alison

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT
HAWKINGE HOUSE HURRICANE WAY HAWKINGE KENT**

I have pleasure in enclosing the fire risk assessment for the above premises.
The assessment is based upon the use, layout and information received during the survey visit.

All significant findings raised on pages 22 to 24 of the document should be addressed within a reasonable period of time. Guidance on what is considered a reasonable period of time is set out on page 21 of the document. Should you wish to set alternative completion dates or solutions to any matter raised within the document the assessor would be pleased to discuss your proposals and offer advice.

The local fire authority may carry out an audit of the premises at any time. If a local authority fire inspector considers the assessment is not being managed adequately or recommendations implemented within a reasonable period of time the authority may consider enforcement action. This will involve a legal enforcement notice with a fixed date for completion (set by the fire authority). The issue of any such notice will not preclude the possibility of the fire authority taking further legal action

It is important that your employees play an active role in fire safety. It is therefore recommended that all staff be given an early opportunity to view the assessment.

Cont'd/...



The Institution of Fire Engineers

This fire risk assessment or a copy should be held on the relevant premises.

In order to satisfy the above regulations the assessment should be audited annually and whenever it is proposed to make changes to the premises. I would be pleased to assist in this matter.

If I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read "Steve Woodford". The signature is written in a cursive style with a large, sweeping flourish at the end.

STEVE WOODFORD
GIFireE MIFPO MC MI

Enc

**HAWKINGE HOUSE
THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE EVACUATION STRATEGY**

The information set out below will form the fire evacuation strategy for the above building.

The primary objective of an evacuation strategy is to ensure that in the event of a fire the occupants of a building can reach a place of ultimate safety outside the building.

The evacuation strategy should not rely on external assistance (e.g. from the fire and rescue service) and should be chosen to take into account the risk profile of the building and the allowable travel time.

On completion of the building the Fire Safety Manager will be responsible for managing and maintaining the fire strategy, fire safety log book and any other related documentation.

An annual fire safety audit should review the fire risk assessment, fire strategy, fire log book and any other related documentation to ensure that they remain current.

Category of evacuation procedure

This will be progressive evacuation of the occupants, initially to a place of relative safety within the building where they can remain or, if necessary, complete the evacuation to ultimate safety as part of the managed system. This may involve re-locating occupants to other premises.

Progressive evacuation

Occupants will be evacuated to an adjacent compartment on the same level from which they can later be evacuated to a place of ultimate safety.

Appropriate procedures will be in place in order to evacuate an area in a reasonable period of time. This will take account of worst case scenario i.e. minimum staffing levels and residents asleep.

If necessary, consideration should be given to the provision of additional equipment to assist in the event of an emergency evacuation for residents that are non-ambulant.

Drills will be carried out at regular intervals to practice procedures.

Occupants

Residents will be highly confused dependent and the majority will require the use of a wheel-chair.

Staff and visitors will unless otherwise identified generally be able-bodied and capable of evacuating the building unaided.

Cont'd/...

A personal emergency evacuation plan (PEEP) will be in place for any occupant who would be unable to evacuate the building, unaided. In the case of a resident the plan will be reviewed regularly so as to remain current.

Means of escape

Escape routes will provide a minimum fire protection of thirty minutes. Doors will be FD30S and with the exception of cupboard doors be fitted with approved self-closing devices.

Selected doors will be fitted with approved hold-open devices linked to the fire alarm system

Access to ceiling voids and roof spaces will be available for inspection purposes.

Appropriate FIRE EXIT signage will be provided to identify designated escape routes throughout the building.

Fire alarm system

The fire alarm and detection system will conform to British Standard 5839 Part 1 Category L1.

Emergency lighting system

The emergency lighting system will conform to British Standard 5266 Part 1.

Portable fire fighting equipment

Appropriate portable fire fighting equipment will be provided and sited in accordance with British Standard 5306 Part 8 2007.

Staff training

Prior to the building becoming operational all staff will receive appropriate fire safety training including simulated fire drills.

Thereafter new staff will receive basic fire safety induction training.

All staff will receive refresher training at regular intervals

All staff will take part in simulated fire drills at regular intervals.

Consideration should be given to providing enhanced training to staff who have a fire safety management role.

The management and maintenance of fire safety

The fire safety manager will ensure that all fire safety measures are managed and maintained and where necessary recorded.

Action to be taken on discovering a fire

General

A person discovering a fire will immediately activate the nearest fire alarm break glass call point.

Cont'd/...

Staff

The staff member should assist person(s) in immediate danger.

If no one is in immediate danger and the member of staff is trained in the use of portable fire fighting equipment he/she should consider tackling a small the fire without placing themselves in danger.

If this is not possible the fire should if possible be isolated by closing the fire door to the area and commence the evacuation of persons in the fire compartment.

Visitor

If a visitor is with a resident and is not in immediate danger they should remain in place until contacted by a member of staff.

If in danger or not with a resident he/she should evacuate the premises using the nearest available emergency exit and report to the nominated external fire assembly point.

Action to be taken on hearing the fire alarm

Staff

On hearing the fire alarm all staff should proceed to the nominated muster point (the fire alarm panel or repeater panel) and await further instruction from a senior member of staff

Fire confirmed

If a fire is confirmed a 999 call will be made to the fire service immediately and evacuation of the fire affected compartment (progressive horizontal evacuation) commenced.

Fire not confirmed

Selected members of staff (minimum of two) should be instructed to proceed to the location of the alarm as identified on the fire alarm panel with the instruction to investigate the cause.

If a fire is confirmed relevant information should be passed to the senior member of staff immediately who will ensure that a 999 emergency call is made to the fire service.

The senior member of staff will assess the situation and designate staff to proceed to the fire alarm area to assist evacuation or if necessary to other areas of the building to re-assure residents.

Visitor

If a visitor is with a resident they should remain in place until contacted by a member of staff.

If in danger or not with a resident he/she should evacuate the premises using the nearest available emergency exit and report to the nominated external fire assembly point.

STEVE WOODFORD
GIFireE MIFPO MCFI
Firesure UK Limited