

SJH Consulting

LIFE SAFETY FIRE RISK ASSESSMENT CARRIED OUT FOR Hawkinge House



**Hawkinge House
Hurricane Way
Hawking
Kent
CT18 7SS**

Tel: 013 0389 0100

for:

**Terry Mullen (Manager)
Legally Responsible Person**

**Carried out by
Roger Davey of SJH Consulting
on:
4 April 2013**

RESPONSIBLE PERSON(S)

It is important that everyone knows who the Responsible Person is within your organisation. This should be the person or persons in control of the undertaking and with the necessary financial and other authority to implement any fire and safety related actions.

Names:

Date:

Signatures:

This should be updated in line with changes of the **Responsible Person**

RECORD OF FIRE RISK ASSESSMENT REVIEWS

This Fire Risk Assessment is valid for one year unless material changes to the building or the operation carried on occur before then. It should, therefore, be reviewed by or for the 'Responsible Person' annually and whenever there is a material change in the use of the premises/occupancy or part of the premises/occupancy (including numbers of occupants); or when significant structural or layout changes to the premises are proposed or carried out. As with the original fire risk assessment the person carrying out the review must be competent to do so. The space below is provided for the 'Responsible Person' at the premises to maintain a record of reviews and should include date of review name of reviewer & simple comments. If a 'Responsible Person's' review indicates significant change then a new complete or partial Fire Risk Assessment should be carried out and fully documented. A record of each review should be recorded in the section below and the entry signed and dated by the 'Responsible Person' or competent person acting on their behalf. The review document should then be kept with this, the original Fire Risk Assessment, document.

In all cases the person carrying out the review should be competent to do so and should be aware of any changes of regulation, government guidance or established best practice.

The suggested date for the annual review is:	April 2014
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Dates of Reviews	Comments and Name of Reviewer. <i>Indicate reason for review (annual or material change). Underline each review.</i>

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SECTION ONE – INTRODUCTION METHODOLOGY AND ASSESSORS NOTES

A life safety fire risk assessment was carried out for this undertaking by SJH Consulting.

The assessment was based on a site visit, and such plans and verbal information provided by the 'Responsible Person' or his / her representatives.

The assessment was carried out to comply with the conditions placed on businesses by the Regulatory Reform (Fire Safety) Order 2005, Statutory Instrument 2005/1541 and provides an assessment of the risk to life from fire in these premises.

This legislation calls upon the person who has control of a workplace, 'The Responsible Person', to carry out a risk assessment based upon the identification of fire hazards in the individual workplace. The assessment process then calls for that person to evaluate the likelihood of fire occurring, identifying those employees or other persons placed at risk, and estimating the adequacy of any control measures or procedures in place within these premises.

The assessment process is carried out to ensure that:

1. Fire hazards and risks are identified.
2. The risk of those hazards causing harm is made as low as reasonably practicable.
3. The necessary physical fire precautions and management arrangements to ensure the safety of all the people in the premises are decided upon.
4. All who use the workplace are able to reach a place of safety quickly and without external aid.
5. Any defects, deficiencies or failures are identified in order to be rectified or overcome.
6. That any risk from the processes within the workplace, or any storage of flammables, are known to those who use the workplace, are properly controlled and information regarding these matters are brought to the attention of all workplace users.

This assessment is valid for one year unless material changes occur in the meantime.

The assessment should be reviewed after any significant changes in material matters affecting the workplace have occurred, or if it is believed to be no longer valid or relevant. However, if neither of the preceding conditions applies then a routine review every 12 months should be carried out by or for the person responsible for the premises and recorded. This will also help to maintain awareness of the contents of the fire risk assessment. The annual review is a good opportunity to carry out and record an audit of the active and passive fire protection and the management of fire safety in the premises.

A copy of this document should be available at the premises for the information of any persons working there. It is particularly important that any local managers who have responsibilities in relation to fire safety management are made aware of the contents of this document and where staff changes occur at management level the new staff are required to familiarise themselves with the contents of the document.

Please note this format is subject to copyright.

Apart from sections intended for the Responsible Person to add or record information no material changes may be made to this document without the express and written permission of the author.

DISCLAIMER

The fire risk assessment carried out has had due regard both to the nature of the business or undertaking and the type of risks noted and likely to be found therein. The assessment is intended to assist you in meeting your legal obligations but does not in itself ensure or confirm compliance.

The assessment does not intend to identify every fire hazard, risk or control but is intended to set a format against which the client can check and confirm the hazards and risks in place and the controls necessary to reduce risk. The client should ensure that all significant hazards and people/groups at risk are included in the assessment. The assessment is based on good faith and was restricted to those areas, items or information provided by the client or his/her representative. The site inspection carried out was of a non-destructive and non-invasive nature, therefore, certain assumptions, by necessity, have been made. In particular the acceptability of installations such as emergency lighting and fire alarm and detection systems is based on visual inspection only testing and verification of compliance with the appropriate British, European or industry standards is, therefore, dependant upon documentation having been provided by installers or competent testing engineers. Similarly unless evidence to the contrary is seen it is assumed that original building and subsequent alterations have been carried out in accordance with the regulations and prevailing British European or industry standards applicable at the time of completion. Any breaches in fire compartmentation e.g. for cables pipes etc. in areas not visible or accessible on inspection should have been adequately fire stopped by competent person and fully documented.

The client should ensure that the assessment is relevant to the business, procedures and practices in place and as recorded represent a reasonable judgment of the foreseeable risks and necessary preventive measures. The controls which have been identified to reduce risk should be checked and confirmed. No liability rests with the assessor for not assessing any Specific Hazard or risk not included in the assessment and not brought to his/her attention. It is the responsibility of the client to implement the action points contained within the report.

The client should note that nothing in this document overrides the need to comply with statutory obligations and in particular the need, where appropriate, to apply for consents from local building control authority and licensing authority.

The client should also note that any new equipment, tasks, alteration to the building or fire precautions or processes added or amended after the completion of the assessments, change in People/Groups at Risk and/or Controls which are used to reduce the risk, should be subject to fire risk assessment and no liability rests with the assessor for this work unless subject to a specific and separate request.

This is a life safety fire risk assessment and it should not be confused with risk assessments carried out for the purpose of property protection or business continuity.

The process will not be completed until all matters raised within the action points section are satisfactorily completed.

METHODOLOGY

The following procedure was adopted in the fire risk assessment:

- An interview was carried out with the responsible person(s) or a representative.
- A non-destructive and non-invasive inspection of the premises / site was carried out.
- A check was made of any available documentation relevant to fire safety and or fire safety equipment.
- Through the above process, the following was achieved;

Identification of fire hazards throughout the premises (sources of ignition, fuels and oxygen supplies; unsafe conditions and unsafe action or inaction).

- Identification of those persons who are at risk in case of fire within the areas covered by the assessment.
- Evaluation of the risks involved and the adequacy of control measures adopted within the workplace.
- Assessment of the fire safety records and procedures.
- The documenting of the findings and recommendations.

ASSESSORS ADDITIONAL NOTES AND COMMENTS

Details of any action required as a result of this assessment are given in section 2 Action Points. The 'Responsible Person' should note that enforcing authorities will, upon any future inspection, expect such action points to have been progressed in a timely way or documented sound reasons for delay or not proceeding. Please note that the Fire Risk assessment process is not complete until all action points have been completed and the list of action should be seen as a single entity designed to reduce the overall risk and not optional items. If any action points cannot be completed or you wish to explore alternatives you are advised to seek further guidance from the assessor.

This life safety fire risk assessment was carried out by

Roger Davey F.I.FireE
IFE Registered Fire Risk Assessor

Assistance was given during the site inspection by Mr. Colin Ruddock (Premises Manager).

Signature of Assessor



SECTION TWO – ACTION PLAN
PART 1 TABLE OF ACTION POINTS
PRIORITY LEVELS

U = URGENT:-	Critical safety matter, operation or occupation of area should not take place until item completed.
H = HIGH PRIORITY:- M= MEDIUM PRIORITY:-	Important safety item should be completed <u>as soon as possible</u> for legislative compliance - typically well within 3 months. Item should be completed <u>as soon as reasonably practicable</u> for legislative compliance – typically well within 6 months.
L = LOWER PRIORITY:-	Items that that are generally considered good practice, are relatively minor matters or are not urgent – typically within 12 months e.g. as part of the current maintenance programme
A = ADVISORY ONLY :-	May include, among other things, matters which do not sit within the above categories or general matters of concern noted by Assessor which are not fire safety related but cannot be ignored.
TARGET DATE:-	Based on experience and having taken account of the particular circumstances of the premises this is the date by which, in the opinion of the assessor, the action point could reasonably be expected to be completed.
PROGRESS NOTES -	Client uses as appropriate <i>e.g. Order placed with on.....date.... / Work programmed forDate If unable to meet Target date it is recommended that a progress note be made.</i>
(CR) = CUMULATIVE RISK - FACTOR	Indicates that the priority rating or time frame may have been adjusted by the assessor to take account of a perceived increased risk from a cumulative effect of a number of relatively minor issues.

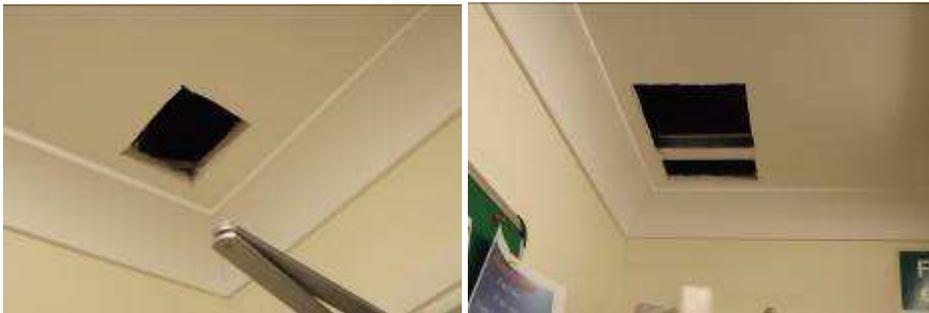
It should be noted that in the case of high and medium priority action points the emphasis is respectively on completion ‘as soon as possible’ and ‘as soon as reasonably practicable’ the time frames indicated are absolute maximums beyond which it would be hard to envisage justifiable delays. In most cases works can be completed much sooner.

In some cases there may be a cumulative risk factor where a number of relatively minor items conspire to create a higher risk than any individual item will justify in isolation. In such cases the assessor may have increased the priority or have indicated an early completion of an item.

In many cases where lower priority items are such as can be simply and cheaply effected a shorter time frame may be appropriate on the basis that these are ‘quick safety gains’ in reducing overall risk.

Wherever difficulties arise in completion of action points the client should seek further advice or guidance from the fire risk assessor and never disregard an action point.

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
1	<p>Introduce a procedure for staff to draw attention of visitors on arrival to the emergency fire procedures as they relate to them. They should also ascertain if, through disability or other reasons, a visitor is unable to follow the general fire evacuation s and if so should then put in place the correct support as defined in a generic personal emergency evacuation plan (PEEP's). Otherwise staff should inform senior person present.</p> <p>One possible way to achieve this is to provide a 'bullet point' sign to be displayed at the reception desk to indicate to visitors:</p> <ol style="list-style-type: none"> 1. Requirement for them to sign in and out so that everyone on site can be accounted for. 2. What they (occasional visitors or trades people visiting site) should do in the event of a fire alarm i.e. leave by nearest route and report to assembly point. 3. Inform that there is a separate progressive system for residents for which staff are trained and will implement. 4. Request they advise staff if they have any difficulties or special requirements in relation to the emergency procedures. <p>Staff to routinely draw this sign to the attention of visitors at sign in and be prepared to read it out if necessary.</p>	M	End May 2013		
2	<p>Formalise generic evacuation plans for occasional visitors who may have special requirements.</p> <p>Typical generic plans for visitors might include:</p> <ul style="list-style-type: none"> Mobility impairment. Hearing impairment. Visual impairment. Reduced or impaired mental faculty. Young children. <p>Staff should be observant and sensitive to these matters when visitors arrive.</p>	M	End May 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
3	<p>Make good the holes left in the various ceilings by electrical contractor to ensure the same standard of fire resistance as the original building construction.</p>  <p>Particular attention to:</p> <ol style="list-style-type: none"> 1. Near door to corridor near 2nd floor nurse station, 2. Near 1st floor nurse station. 	M	End May 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
4	<p>Ensure that fire action signage throughout the home is reflective of the agreed procedures and in particular the progressive evacuation of residents.</p> 	M	End May 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
5	<p>Remove all items of potentially obstructive storage and any combustibles from the stairway enclosures (protected routes) throughout the building. Easy safety gain.</p>  <p>Discussed during site visit for prompt action.</p>	H	Immediate		
6	<p>Some of the fire doors require adjustments or easing and or correct fire door signage. The following were noted during inspection of the site:</p> <ol style="list-style-type: none"> 1. Double door from lift lobby to unused section of building on 2nd floor binding and not fully and effectively self closing, 2. Generally the intermediate fire doors in corridors to have signage visible when open 'automatic fire door keep clear', 3. Staff rest room 1st. 2nd floor requires 'fire door keep shut' on both sides, 4. Intermediate double doors in corridor near rooms 107 & 207 ease meeting stiles to ensure that the doors self close irrespective of which leaf leads. 5. Kitchen doors not closing when extraction is on high flow rate, this will require additional inward ventilation elsewhere to break the vacuum effect, 6. 1st floor door to stairway 4 requires 'fire door keep shut' on both sides, 7. Laundry doors require 'fire door keep shut' on both sides. 	H	April 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
7	<p>Ensure that the monthly in house checks of fire extinguishers are recorded.</p> <p>All fire extinguishers and fire blankets should be checked monthly by in house staff. The checks should be recorded in the fire log book or file. Any deficiencies should be rectified. This is in addition to annual servicing and testing by competent persons.</p> <p>Checks:</p> <ul style="list-style-type: none"> Correct extinguisher / location. Correct wall sign. Secure wall or floor mounting. Visual condition and. Security / anti-tamper seal or pin in place. Pressure gauge (if fitted) normal operating range. Extinguisher clean. Operating instructions visible and legible. 	L	July 2013		
8	<p>Ensure that all staff, including night staff, do rehearse the fire procedures to achieve familiarity, confidence and competence in their roles. It may be appropriate to carry out drills using staff only and possibly utilising a part of the establishment each time if it is deemed that residents some cannot take part for safety and welfare reasons. It is not acceptable in a care establishment to omit the practical element of fire training. Assessor will be happy to offer advice. All such training should be recorded and monitored to identify any procedural or resource shortfalls.</p>	H	End May 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
9	<p>Re-site various toasters located throughout the premises so that they are not situated directly below flammable items such as cupboards.</p> <p>Easy safety gain. Discussed on site.</p> 	H	immediate		
10	Premises manager to verify presence of lightning protection and programme the routine testing thereof.	M	July 2013		
11	<p>Ensure the policy and methodology for control of contractors and prior safety impact surveys for major works is properly documented.</p> <p>The purpose to identify any fire or other safety implications arising from the work and to put in place appropriate measures or restrictions to ensure that safety is not compromised. Include:</p> <ol style="list-style-type: none"> 1. Control of contractor's materials and equipment, 2. Cordoning off work areas, 3. Additional measures to prevent fires arising out of work & ensuring means of escape are not affected. 4. Contractors should be required to provide their own fire extinguishers to cover any additional fire risks arising from their activities. 5. If hot work or use of open flame equipment is necessary then additional special controls and procedures should always be in place to both prevent fire starting within the fabric and to carry out specific fire checks at the conclusion of the work and at a suitable interval afterwards. 	H	End May 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
12	<p>Introduce a proactive routine checks for the condition and operation of all fire doors (including any doors to cupboards on common routes) on a regular basis (recommended monthly). This to be coupled with a system to ensure speedy repairs and adjustments to these safety critical items.</p> <p>Checks to include as appropriate:</p> <ol style="list-style-type: none"> 1. There should be no gaps between the door frame and surrounding structure, 2. Door frame should be secure, 3. Check general condition of door and frame including any intumescent and cold smoke seals if fitted. 4. Reasonably snug fit of door to frame and note unauthorised modifications, 5. No breaches to the integrity of the door and frame (gaps in and around), 6. Condition and effectiveness of any self closing devices (full self closure without assistance), This should be tested from both fully open and about half open, 7. Correct hinges - usually steel and definitely not a low melting point material, 8. Tightness and fitting of hinge screws, 9. Free movement of door (no binding), 10. Condition and use of locks if door is not a self closing door i.e. locked cupboard (with fire door keep locked shut sign) should be lockable and kept locked. 11. Double leaf doors with overlapping meeting stiles must always close in correct sequence check any selector device, 12. Double leaf doors with butting or meeting stiles ensure cold smoke seal covers any gap which should only be sufficient to allow door to operate (usually a maximum of 4mm which should be covered by cold smoke seal, 13. Check door signage is in place readable and appropriate e.g. Fire Door Keep Shut, Fire Door Keep Locked Shut, Automatic Fire Door Keep Clear. 14. Remove from site any door wedges, props or ties that impair self closure and report problem. 	M	End May 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
13	Pro active premises safety management systems are in place but the programming and bring forward systems could be improved to ensure that items are not overlooked especially if the premises manager is away on leave or off sick. One solution is a simple card index system or computer based equivalent that brings forward scheduled tasks. This is an easy safety gain.	L	July 2013		
14	A written fire emergency action plan for the site is in development by management. This should be completed and documented. It will form the basis of all future staff fire training. A copy should be attached to this document in the appendices section. This is the detailed underpinning document for fire training for staff and forms the basis of fire instructions. See separate guidance note supplied by assessor.	H	End May 2013		

Continued

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
15	<p>Management should produce a folder or file of important information sometimes known as a 'Fire Pack', used as an aid when liaising with emergency services and in particular to assist the Fire and Rescue Service Officer –in – Charge on arrival.</p> <p>The contents might include items from the following non-exhaustive list:</p> <ul style="list-style-type: none"> • contents list at the front, • a simple floor layout plan of each floor and building Large enough to be viewed and the detail read at a reasonable viewing distance when wall mounted, • the Plan should indicate North and / or some feature such as the main access road to enable orientation, • the plan should indicate the location of the utilities supply and cut off points and any hazardous or highly flammable materials or equipment <i>e.g. flammable solvents in significant quantities, highly reactive chemicals, oxygen or flammable gas cylinders,</i> • All access points should be marked on the plan as well as stairways and lifts including fire lifts, • any sprinkler or rising water mains for firefighting should be shown on plan, • You may wish to include contact details for any critical or important staff, contractors or suppliers who may be able to assist in an emergency e.g. maintenance engineer, <p>Keep in a water resistant protective pouch, or similar, in an easily accessible place, together with other building services/occupation information. If your premises are likely to be unoccupied you may wish to ensure that the fire pack is available in a visible but locked cabinet at the main entrance or similar place. This could be indicated 'Fire Emergency Information Pack'.</p> <p>Make sure it is kept up to date, especially for new or temporary hazards.</p>	M	End May 2013		

SECTION TWO –P ART 2

EXPLANATORY INFORMATION AND DEFINITIONS

Quality and Standard of Equipment and Workmanship

It is important to ensure that any safety products and equipment are compliant with recognised British or European Standards where these apply, otherwise industry recognised standards, equipment and materials should be used. All installation and repair work should be carried out by skilled tradespersons who are experienced in the relevant work and where appropriate are deemed 'Competent Persons'. When choosing materials and equipment it is wise to ensure that you check the suitability of the item for the particular use intended and obtain some documentation from the manufacturer or supplier to support it. In particular check any restrictions and information on a field of applications statement which may accompany a product. Take care if you have to modify a product that the modification does not compromise the fire safety function of an item e.g. cutting a ventilation opening in a fire resisting door or replacing a pane of fire resisting glass with non fire resisting glass.

Testing and Maintenance

Where testing, inspection or routine maintenance is required it should (where appropriate) be carried out in accordance with the relevant British or European Standard; some of these items are carried out by in house staff who must be given the necessary training or instruction, otherwise a 'competent person' must be used and they should issue appropriate certificates or documents as a record.

Competent Person

A competent person may be defined as:

"A person who has sufficient training and experience or knowledge and other qualities to enable him or her properly to assist in undertaking the measures referred to"

A competent person will have typically received training and job experience supervised by a recognised body, will have passed an examination supervised by an independent body and will have received refresher training at least every five years.

Records

It is important to retain operating instructions, compliance and commissioning certificates issued when equipment is installed. These should be retained for the life of the equipment. Records of routine maintenance and testing should be kept for a reasonable period, say, three years in order to prove ongoing safety management and diligence. In the case of electrical wiring and gas installation test certificates these should be kept until superseded by subsequent certificate.

When making or obtaining records of tests or maintenance in relation to fire safety equipment do ensure that they clearly indicate exactly what has been tested, to what standard, by whom, and the date. In the case of 'competent persons' their qualification should be indicated.

See further definitions in any 'Supplementary Guidance Notes' provided as a separate document.

SECTION THREE - THE BUILDING, PREMISES & UNDERTAKING

THE BUILDING

DATE OF CONSTRUCTION	2011
TYPE OF CONSTRUCTION	Modern frame construction with flat roof -brick, timber, concrete.
APPROXIMATELY OVERALL SIZE OF BUILDING	Very approximate building footprint 2400m ²
APPROXIMATE FLOOR SIZE OF TYPICAL FLOORS.	2400m ² Approximately
NUMBER OF FLOORS ABOVE GROUND LEVEL (INCLUDING GROUND AND SEMI –BASEMENTS WITH WINDOWS AND DIRECT ACCESS TO THE OUTSIDE)	3
NUMBER OF FLOORS BELOW GROUND	Nil
LIFTS/SHAFTS	Yes 1 not used for fire evacuation.
UNDERGROUND CAR PARKS	No
ANY KNOWN RESTRICTIONS ON USE OF THE BUILDING OR PARTS OF BUILDING	No
OTHER USERS OF BUILDING WAKEFUL	Not applicable sole occupancy.
OTHER USERS OF BUILDING PROVIDING SLEEPING ACCOMMODATION	Not applicable
OWNERS OF WORKPLACE/MANAGING AGENTS	Graham Care Ltd.

THE UNDERTAKING

DESCRIPTION OF THE OPERATION TO WHICH THIS FIRE RISK ASSESSMENT RELATES	Residential and nursing care home with Elderly Mentally Ill (dementia) care
LOCATION WITHIN BUILDING / PREMISES	Whole
DAY / NIGHT / SLEEPING RISKS	Day Evening Night Sleeping
APPROXIMATE FLOOR SIZE OF OCCUPANCY IF LESS THAN WHOLE BUILDING	Whole
MANAGEMENT OF UNDERTAKING (PROPRIETOR / OWNER)	Hawkinge House Ltd
MANAGEMENT RESPONSIBLE PERSON FOR THE PREMISES	Mr E Graham (Proprietor)
APPOINTED ASSISTANTS TO RESPONSIBLE PERSON(S)	Mr T Mullen (Manager)
DO ANY OTHER PERSONS / ORGANISATIONS USE THE OCCUPANCY AND ACT AS TEMPORARY RESPONSIBLE PERSONS	No

THE PEOPLE

APPROXIMATE TOTAL MAXIMUM NUMBER OF PEOPLE IN WORKPLACE	Up to 150 at any one time comprising of: Staff Day time 30 Night time 9-10 Residents 90 Other people 30 e.g. visitors and various trades people	
RATIO OF FIRE TRAINED STAFF TO PUBLIC ETC. APPROPRIATE FOR SAFE EVACUATION AT ALL MATERIAL TIMES	Yes	
AMOUNT OF SLEEPING ACCOMMODATION PROVIDED AT THIS WORKPLACE / OCCUPANCY OTHER THAN RESIDENTS	Staff only Nil	Other people Nil
IF SLEEPING RISK - NO. OF STAFF <u>ON DUTY</u> AT NIGHT WITHIN WORKPLACE TO FACILITATE EVACUATION AND FIRE PROCEDURES.	Wakeful Nil	Sleeping Nil
MAX. NUMBERS OF OTHERS IN BUILDING	Wakeful N/A	Sleeping Accom' Nil N/A
OTHER INTERESTED PARTIES	No	

OCCUPANTS OF WORK PLACE ESPECIALLY AT RISK FROM FIRE

SLEEPING	Yes
PEOPLE IN AN ISOLATED POSITION E.G. REMOTE AREAS / LONE WORKERS	No
PEOPLE WHO ARE CHALLENGED IN A PARTICULAR WAY E.G. PHYSICALLY, MENTALLY, VISUALLY, HEARING.	Yes
PEOPLE WHO ARE UNABLE TO REACT OR BE MOVED QUICKLY E.G. VERY HIGH DEPENDENCY	Yes
ELDERLY AND OR FRAIL	Yes
YOUNG PERSONS	Yes, possibly with visitors.
PEOPLE WHO ARE UNFAMILIAR WITH THE PREMISES	Yes, visitors and trades
OTHER	None identified

RECENT HISTORY

HISTORY OF FIRE LOSSES	None known
OTHER RELEVANT INFORMATION	None identified

SUBJECTIVE EVALUATION OF THE RISK BY AREAS OF THE PREMISES

Higher Risk Areas	Area(s) and Remarks
<p>Areas where the available time needed to evacuate the area are reduced by the likely speed of development of a fire e.g. highly flammable or explosive materials stored or used (other than small quantities under controlled conditions). Also where the reaction time to the fire is slower because of the type of person present or the activity in the workplace, e.g. the infirm and elderly or persons sleeping on the premises, or remote or isolated persons and or inadequate alarm arrangements.</p>	<p>Bedrooms where residents will need assistance or support in order to evacuate area. Boiler room Plant rooms kitchen</p>
Normal Risk Areas	
<p>Areas that will account for most parts of a premises and where an outbreak of fire is likely to remain confined or spread slowly, with an effective fire warning arrangement allowing the occupants to escape to a place of safety.</p>	<p>All areas not included in high or low risk categories.</p>
Lower Risk Areas	
<p>Areas where there is minimal risk to people, where the risk of fire occurring is low, or the potential for fire, heat and smoke spreading is negligible and people would have plenty of time to react to a fire or fire alarm and can escape directly without passing through other areas of normal or high risk.</p>	<p>Within protected stairways.</p>

EVALUATION OF FIRE RISK FOR THE WHOLE PREMISES

LIKELIHOOD OF FIRE	HIGH	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK
	MEDIUM	TOLERABLE RISK	MODERATE RISK ✓	SUBSTANTIAL RISK
	LOW	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
		SLIGHT	MODERATE	EXTREME
		POTENTIAL CONSEQUENCES OF FIRE		

LIKELIHOOD OF FIRE OR EVENT

Taking account of the fire safety measures observed at the time of this fire risk assessment, it is considered that the likelihood of a fire

Low		Medium	✓	High	
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In this context, a definition of the above is:

Low: Unusually low likelihood of fire e.g. lack of ignition sources or combustible material.

Medium Normal fire hazards present for this type of occupancy, with fire hazards subject to appropriate controls subject to minor shortcomings.

High Lack of adequate controls applied to one or more fire hazards, such as to result in a significant increase in the likelihood of fire.

POTENTIAL CONSEQUENCES OF FIRE OR EVENT

Taking into account the nature of the premises, the undertaking and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of a fire would be:

Slight harm	✓
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Moderate harm	✓
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Extreme harm	
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In this context, a definition of the above is:

Slight harm Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.

Extreme harm Significant potential for serious injury or death to one or more occupants.

Note:

Upon satisfactory completion of Action Plan in section 2 it is anticipated that the overall risk will be classified as Tolerable or Trivial.

SECTION FOUR - SIGNIFICANT FINDINGS

RISK GRADING FOR INDIVIDUAL ITEMS INCLUDED IN SIGNIFICANT FINDINGS

A Risk Grading system is provided to help to prioritise the action considered necessary. The scores are the product of multiplying A. the likelihood of the fire occurring (Graded 1–5), and B. The likely harm to people if a fire occurs (the exposure of people to the consequences of a fire (Graded 1-5).

Score of - 25:	Urgent – Intolerable Risk: The building / premises or that part affected - Should not be occupied until control measures are in place.
Score of – 18-24:	High priority – Substantial Risk: The item should be addressed as <u>soon as possible</u> .
Score of - 6–17:	Medium priority – Moderate Risk: The item should be addressed as soon as reasonably practicable.
A score of - 2–5:	Low priority – Tolerable: The issue is of a relatively minor nature. Could be scheduled into the normal annual maintenance or work programme, but nevertheless must be addressed.
A score of - 1	Trivial Risk: No action is required and no detailed records are required.

AREA – WHOLE WORKPLACE

SIGNIFICANT FINDINGS	COMMENT AND NOTE OF ANY EXISTING CONTROLS WHICH ARE IN PLACE.	EVALUATION OF RISK	ACTION POINT Refers if further action is required
PEOPLE OR GROUPS CONSIDERED AT RISK - Staff, Visitors/Client/Customers, Contractors			
Unsafe condition Unsafe action or inaction Select from above then enter	<p>There is no explanation of the fire procedures for visitors and trades people at sign in.</p> <p>It is important that everyone in the building is aware of the procedures and in particular what they should do if the fire alarm sounds.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3</p> <p>Anticipated harm to people. 4</p> <p>Risk score. 12</p> <p>Priority for action.</p> <p>Medium</p>	<p>1 ✓</p>
Unsafe condition Unsafe action or inaction	<p>Visitors with special or additional needs in the event of a fire alarm are not identified at signing in.</p> <p>It is important that staff are aware of any persons who may require additional assistance and make provision.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2</p> <p>Anticipated harm to people. 4</p> <p>Risk score. 8</p> <p>Priority for action.</p> <p>Medium</p>	<p>1 ✓</p>

<p>Unsafe condition Unsafe action or inaction</p>	<p>Occasional occupants e.g. visitors with additional needs are not offered generic personal emergency evacuation plans (PEEP's).</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2 Anticipated harm to people. 4 Risk score. 8 Priority for action. Medium</p>	<p>2 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>The fire compartmentation of the building has been compromised because an electrician has made holes in the ceiling during works but has not made good.</p> <p>It is important that fires are contained within a compartmented area and do not spread into voids or other compartments. This often happens when tradesmen make holes in walls ceilings or floors during installation or repair work but fail to make good or fire3 stop afterwards.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 4 Risk score. 16 Priority for action. Medium</p>	<p>3 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>Some signage indicates immediate total evacuation whilst the home operates a progressive evacuation system.</p> <p>It is important that the fire action signs throughout the building are reflective of the actual protocols agreed and in place.</p> <p>Ensures the correct responses.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 3 Risk score. 12 Priority for action. Medium</p>	<p>4 ✓</p>

<p>Unsafe condition Unsafe action or inaction</p>	<p>Some items of storage have been allowed to be kept within the stairway enclosures which are protected routes.</p> <p>These areas are designed to be kept clear of combustible and or obstructive items as they are critical to the fire evacuation strategy which is based on no possibility of a significant fire occurring in these areas.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 20 Priority for action. High</p>	<p>5 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>Some of the fire doors require adjustments or easing and or correct fire door signage.</p> <p>The correct functioning and identification of fire doors is critical to any premises operating a progressive evacuation protocol because the presence of the smoke and fire barriers thus provided ensures enough time to proceed with an orderly evacuation.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 12 Priority for action. High</p>	<p>6 ✓</p>
<p>Unsafe action or inaction</p>	<p>Although monthly checks of fire extinguishers take place these have not been recorded.</p> <p>It is important to be able to establish by documentation ongoing safety management and due diligence.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2 Anticipated harm to people. 2 Risk score. 4 Priority for action. Low</p>	<p>7 ✓</p>

<p>Unsafe condition Unsafe action or inaction</p>	<p>Fire drills are not being carried out.</p> <p>It is important that staff in care establishments rehearse the emergency procedures to achieve a level of unconscious competence. It is accepted that it is not always appropriate to involve service users but nevertheless the staff must be practiced and furthermore such drills provide empirical evidence that the plan works and is adequately resourced.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 20 Priority for action. High</p>	<p>8 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>Toasters in various locations are situated and used whilst under flammable wall cupboards.</p> <p>Heat from toasters could pyrolise and then ignite the combustible timber based cupboards.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 5 Anticipated harm to people. 4 Risk score. 20 Priority for action. High</p>	<p>9 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>Premises manager was uncertain about the provision of and testing of a lightening protection system.</p> <p>A new building of this size would normally be fitted with lightening protection and it is important to ensure that this is routinely checked by a competent person.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2 Anticipated harm to people. 3 Risk score. 6 Priority for action. Medium</p>	<p>10 ✓</p>

<p>Unsafe condition Unsafe action or inaction</p>	<p>The arrangements for the control of contractors and prior impact surveys for major works has not been documented.</p> <p>It is important that these matters are in place procedurally because contractors and in house staff carrying out major works introduce additional risks which are not considered in general risk assessments based on normal operating conditions.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 20 Priority for action. High</p>	<p>11 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>The routine checks of fire doors are not sufficiently detailed procedurally and important features essential to the proper function of fire doors could be overlooked.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 4 Risk score. 16 Priority for action. Medium</p>	<p>12 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>Pro active premises safety management systems are in place but the programming and bring forward systems could be improved to ensure that items are not overlooked especially if the premises manager is away on leave or off sick. One solution is a simple card index.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2 Anticipated harm to people. 2 Risk score. 4 Priority for action. Low</p>	<p>13 ✓</p>

<p>Unsafe condition Unsafe action or inaction</p>	<p>The fire emergency action plan, although extant, has not yet been adequately formalised and documented.</p> <p>It is important that this plan is thoroughly thought through properly resourced and fully documented. Staff must have access to the full plan on request and it is also the underpinning document for staff training. Enforcing authorities will expect to see the documented plan on inspection.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 20 Priority for action. High</p>	<p>14 ✓</p>
<p>Unsafe condition Unsafe action or inaction</p>	<p>There is no fire information pack for use at the fire control point when liaising with emergency services.</p> <p>In the event of a fire access to the normal information resources in offices may be denied or not possible it is good practice to have a file or folder with important information in an accessible location near the fire control point (fire alarm panel or reception).</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 2 Risk score. 8 Priority for action. Medium</p>	<p>15 ✓</p>

SECTION FIVE – PEOPLE

DETAILS	INFORMATION	SIGNIFICANT ✓
STAFF		
Are good working practices observed?	Yes, as far as seen	
Are staff responsible and self disciplined?	Yes, as far as seen	
Is there adequate and effective management & supervision?	Yes	
Is there a register of staff on duty and are on duty staff booked on and off site?	Yes	
VISITORS / PUBLIC		
Booked in and out?	Yes	
Emergency arrangements explained?	No	✓
Are visitors routinely asked if they will need any special assistance or facilities in relation to emergency evacuations?	No	✓
Adequate supervision by premises staff?	Yes	
Adequate general provision for especially vulnerable or challenged people?	Yes, as would be expected given the nature of the site.	
Adequate emergency arrangements for vulnerable or challenged people?	Partly. Management are aware that regular occupants with disabilities should have Personal Emergency Evacuation Plans (PEEPs) based on a generic format. Occasional occupants are not offered generic PEEP's Not sufficient with respect to non resident visitors.	✓
Appropriate staff action in relation to safety of visitors as observed?	Not tested	

SECTION SIX – MEANS OF ESCAPE

DETAILS OF MEANS OF ESCAPE	INFORMATION	SIGNIFICANT ✓
NEIGHBOURING PREMISES / OTHER OCCUPANCIES		
No special concerns that fire in this occupancy will have a significant adverse life safety effect on other occupiers?	Satisfied	
Is the life safety of this occupancy unlikely to be extraordinarily affected by fire in another occupancy in the building or neighbouring premises?	Satisfied	
Apart from common routes in the building under landlord's control means of escape routes are not shared?	Not applicable	
Where routes are shared are formal written agreements regarding above item?	Not applicable	
Any adverse conditions caused by the activities of other occupiers or occupants neighbouring premises?	Not applicable	
MEANS OF ESCAPE WITHIN ROOMS		
Are escape routes within rooms to alternative routes or direct to final exit acceptable?	Yes	
Are there suitable and acceptable provisions for any inner rooms?	Yes. I note that within the day centre at ground floor there is a technical inner, inner room situation. I have accepted this because of the presence of extensive fire detection and alarm system and the overall high level of safety management.	
Satisfactory enhanced fire resistance and protection of any rooms used for 'Very High Dependency' occupants (hospitals / care premises)?	Not applicable to this occupancy As all residents are able to be moved immediately and without extensive preparatory protocols.	
MEANS OF ESCAPE WITHIN PASSAGEWAYS		
Are escape routes within corridors to alternative routes or direct to final exit acceptable?	Yes	
Are long corridors sub divided where necessary?	Yes	
Are all <u>dead end corridors / locations and corridors serving bedrooms</u> protected routes (all doors except W.C.) fire resisting	Yes	

and self closing or locked shut?		
Satisfactory location, protection and standard of any refuges (if provided) for mobility impaired occupants?	Not applicable to occupancy.	
Are fire lifts used for escape?	No.	
Locations / identification?		
Are other lifts fitted with appropriate signs?	Yes	
MEANS OF ESCAPE WITHIN STAIRWAYS AND / OR TO FINAL EXIT		
Are escape routes within stairways to alternative routes or direct to final exit acceptable?	Yes	
Are protected lobbies (where required) satisfactory?	Not applicable	
Are all internal escape routes including staircases which form part of protected routes suitably protected by fire resisting construction and doors?	Yes	
Do protected routes and other escape routes lead to final exits?	Yes	
Are unenclosed 'accommodation stairways' found in the occupancy? If so are they acceptable?	Not applicable	
MEANS OF ESCAPE - CONTINUITY OF COMPARTMENTATION OR FIRE SEPARATION OF ROUTES		
Within limitations of non invasive visual inspection escape routes free from deficiencies in fire compartmentation and fire separation?	No there were a number of holes that had been made in ceilings by electrician but not yet made good.	✓
DETAILS OF MEANS OF ESCAPE		
GENERAL		
Escape route details.	Note progressive horizontal evacuation protocol utilising disree3t fire compartments. 1. Corridors throughout 2. 4 stairways at extremities of wings and one central near reception. All lead to final exits or the reception area.	
Are all escape routes including external routes, stairways, corridors and passages	No, some inappropriate items within stairway enclosures.	✓

clear of obstructive or inappropriate combustible items and trip hazards?		
Are any external stairs and other external escape routes protected from fire, safe and adequate?	Yes	
Is the occupancy free of any areas that are deemed 'restricted use' for means of escape or other safety reasons?	Yes	
Are all fire resisting doors (and frames) of adequate construction and effectively self closing or locked shut appropriately?	Yes	
Fire doors free from wedges, props, ties or maladjustment etc.?	No, some adjustments required.	✓
Are any fire resisting doors fitted with electro-magnetic door holders or free swing devices linked to the fire detection system?	Yes	
Are all the fire resisting doors appropriately indicated (signage)?	No, some deficiencies noted.	✓
Are exit widths and numbers sufficient for maximum occupation level?	Yes	
Are the type and number of door fastenings and direction of door opening acceptable for the type of occupancy and anticipated number of people	Yes	
Are doors on escape routes including final exits in good repair and easily openable by persons escaping?	Yes	
Are any final exits liable to obstruction fitted with signage and properly managed?	Yes	
Overall are the means of escape arrangements considered sufficient and adequate with reasonable provision for any disabled people that can be accommodated?	Yes	
Any additional comments relating to the means of escape provisions?	None	

SECTION SEVEN – ILLUMINATION OF ESCAPE ROUTES AND SIGNAGE

DETAILS	INFORMATION	SIGNIFICANT ✓
NORMAL LIGHTING		
Is the normal lighting natural/artificial sufficient for the means of escape routes?	Yes	
EMERGENCY LIGHTING		
Is emergency lighting required?	Yes	
Is Emergency lighting provided in all areas?	Yes	
System installer's compliance / commissioning certificates available?	Yes, but not to hand. Not seen by assessor.	
As far as can be ascertained by non intrusive observation is Emergency Lighting Provision Sufficient and working?	Yes Not tested during assessment visit.	
Are in house function tests routinely carried out and recorded in accordance with current British / European standards?	Yes, monthly	
Are routine discharge tests and servicing arrangements by competent person in place, and carried out to current British / European Standards etc.?	Yes, annual	
Are tests and services documented and recorded with certificates issued in accordance with current BS / ES?	Yes	
EXIT SIGNAGE		
Exit etc. Signage to current British / European Standards	Yes	
Sufficient number, size & location?	Yes	
OTHER FIRE RELATED SIGNAGE		
Signs sufficient and correct	Yes	
Fire action notices Correct and sufficient?	No query that some signage indicates immediate total evacuation whilst the home operates a progressive evacuation system.	✓
Any additional comments relating to the lighting and signage provisions?	None	

SECTION EIGHT - EXISTING FIRE DETECTION AND WARNING

FIRE DETECTION & WARNING	INFORMATION	SIGNIFICANT ✓
SYSTEM		
Do the premises require a fire alarm?	Yes	
Are the premises provided with a satisfactory Fire Warning Arrangement?	Yes Electrical	
Zoned?	Yes	
As far as can be ascertained by non intrusive observation is fire alarm / detection provision in working order?	Yes	
Single stage, two stage or phased system?	Single stage	
Are any door hold device / free swing devices used, linked to the fire alarm system and tested / maintained?	Yes	
System installer's operating instructions, compliance and commissioning certificates available?	Yes	
System weekly test by staff & recorded?	Yes	
System routine test & maintenance by competent person in accordance with current British / European Standards with certificates available?	Yes, two each year.	
MANUAL CALL POINTS & AUTOMATIC FIRE DETECTORS		
Call Points Provided, visible & accessible at or near all storey & final exits?	Yes	
Call point signage in place?	Sufficient as is with indication on trigger points.	
Automatic Fire Detectors sufficient in number, location and type?	Yes, as far as could be seen.	
ALARM		
Audible, Visual or Vibration warning / alerting devices?	Audible Wailer siren	
Warning devices likely to be audible (visible) in all rooms at all times?	Yes, but not tested during assessment.	
Loud music etc. switched off automatically on fire alarm actuation?	Not applicable	
Are any delayed evacuation procedures used?	Yes Progressive horizontal evacuation protocol.	
If delayed evacuation procedures is this appropriate and agreed?	Yes	
MEANS OF CALLING FIRE BRIGADE		

Manual / Automatic?	Manual by telephone	
Any additional comments relating to the fire detection and or warning provisions?	None	

SECTION NINE - FIRE FIGHTING, SUPPRESSION AND CONTAINMENT

DETAILS OF FIRE FIGHTING EQUIPMENT AND SYSTEMS RELEVANT TO LIFE SAFETY	INFORMATION	SIGNIFICANT ✓
Fire extinguishers (including fire blankets if appropriate) installed?	Yes	
Portable fire fighting equipment Correct type / location, sufficient quantity / sizes?	Yes, generally but I would suggest a CO ² in kitchen area	
Portable fire fighting equipment Properly mounted?	Yes	
Portable fire fighting equipment correct signage?	Yes	
Portable fire-fighting equipment appears visually in good order and serviceable condition?	Yes	
Portable fire fighting equipment Inspected monthly by staff & recorded?	Yes, but not recorded	✓
Portable fire fighting equipment Tested annually by competent person & records / certificates kept?	Yes	
OTHER FIRE FIGHTING AND SUPPRESSION EQUIPMENT RELEVANT TO LIFE SAFETY		
Dry / Wet Risers fitted?	Yes	
Dry /Wet Risers tested annually by competent person and documentary record kept?	Yes, annually	
Foam inlets Risers fitted?	No	
Fire shutters installed?	No	
Sprinkler system installed?	No	
Automatic / manual service cut-off switch installed for equipment / process which must be shut down in the event of fire alarm?	Yes, Manual in kitchen and laundry	
Other fire suppression systems installed?	No	
Other automatic fire suppression systems maintenance by competent person and documentary record?	Not applicable	
MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT E.G. CONTAINMENT.		
As far as could be ascertained by non-invasive inspection is the fire compartmentation is of a reasonable standard?	Yes, except for holes in ceilings see earlier item.	✓
Is there a reasonable limitation of linings	Yes	

that might promote fire spread?		
As far as could be reasonably ascertained fire dampers are in place and maintained to protect critical means of escape from smoke and combustion products in the early stages of a fire and are subject to regular checks and servicing as appropriate?	Yes	
Any additional comments relating to the means of firefighting, suppression and containment provisions?	None	

Manifest of Fire Extinguishers or Location Plan

Optional

May be appended here.

SECTION TEN - FIRE SAFETY TRAINING

ITEM	INFORMATION	SIGNIFICANT ✓
FIRE TRAINING		
Fire safety at induction training (Fire evacuation, fire equipment, fire signs)?	Yes	
Fire safety training carried out for all staff?	Yes	
Fire Marshals / Wardens / Duty Manager's and any persons with special responsibilities for fire procedures, fire safety management and equipment trained?	Yes	
Refresher training carried out at appropriate intervals in relation to risk and workforce profile? (e.g. day staff 6 months night staff 3 months)?	Yes	
Adequate records available?	Yes	
EVACUATION DRILLS		
Carried out on an appropriate routine?	No	✓
Adequate records of fire drills?	No	
Any additional comments relating to fire training provisions?	Management concerned about endangering residents and staff leaving vulnerable persons in a drill.	

SECTION ELEVEN – OTHER FIRE SAFETY RELATED REGULATION AND DOCUMENTATION

ITEM	INFORMATION	SIGNIFICANT ✓
PREMISES LICENCE		
Current?	Not applicable	
OTHER RELEVANT STATUTORY REGULATIONS		
Detail -	Care Standards Act 2000	
Any additional comments relating to fire safety regulation?	None	

SECTION TWELVE – SECURITY AND ARSON

ITEM	INFORMATION	SIGNIFICANT ✓
SECURITY		
Are all non-public entry points secured?	Yes	
ARSON		
Is there an anti-arson policy and are there appropriate measures in place?	Yes Ad hoc staff vigilance and management inspections.	
Is there any significant history of arson at the premises?	No	
Are there any obvious arson opportunities?	No	
Any additional comments relating to the security and arson prevention?	CCTV security monitoring	

SECTION THIRTEEN –RISK AREAS, ITEMS & NON ROUTINE ACTIVITIES

ITEM	INFORMATION	SIGNIFICANT ✓
EXCEPTIONAL SOURCES OF IGNITION Excluding normal sources associated with type of undertaking which are properly controlled.		
Toasters located directly under combustible cupboard units.	Heat from toasters could pyrolise and then ignite the combustible timber based cupboards.	✓
EXCEPTIONAL SOURCES OF FUEL Excluding compliant furniture and furnishings; stationary and non hazardous stock in trade which is kept in appropriate quantities and safe and appropriate locations.		
	None identified	
EXCEPTIONAL SOURCES OF OXYGEN Excluding natural ventilation and normal atmospheric oxygen.		
Medical oxygen	One resident currently on oxygen generator with a small cylinder supply as a stand by. Warning signage in place and all staff are aware of the especial dangers of oxygen enriched atmospheres and the safe storage and use of oxygen cylinders.	
KITCHENS AND COOKING ACTIVITY	INDUSTRIAL COMMERCIAL KITCHEN ELSEWHERE BEVERAGES AND REHEATING ONLY FACILITIES	
Kitchens Fire separation	Satisfactory	
Extract filters/fans/hoods and ducting provided?	Yes	
Shutters and lids in place and working?	Yes	
Adequate routine cleaning	Yes	

staff/contractor?		
Routine deep cleaning (contractor) including ductwork and outlets?	Yes	
Cooking ranges, equipment and ovens maintained in a safe condition?	Yes	
Generally are safe systems of work in place within the kitchen environment?	Yes, as far as seen.	
BOILER AND PLANT ROOMS		
Structural separation and fire resistance?	Yes	
Fuel cut off?	Yes	
Boilers and plant routinely serviced in accordance with manufacturers instructions by competent person with documentary evidence?	Yes	
Free from inappropriate use e.g. storage?	Yes	
OPEN FIRE PLACES		
Do open fire places where installed have suitable fire guards?	No open fireplaces identified	
PORTABLE HEATERS AND HEATING INSTALLATIONS		
Is the use of portable heaters avoided as far as possible?	Yes	
Where portable heaters are in use – Is the use of the more hazardous types (e.g. exposed radiant elements, LPG appliances) avoided?	Yes There are 3 in store for emergency use.	
Where portable heaters are in use – Are suitable measures in place to avoid ignition of combustible materials?	None in use at time of inspection.	
Are fixed heating installations subject to regular maintenance and testing?	Yes	
ELECTRICAL AND GAS INSTALLATIONS AND RELATED EQUIPMENT		
Is there a valid electrical installation test certificate?	Yes, original at construction.	
Are electrical appliances routinely PAT tested?	Yes	
Are trailing electrical leads avoided and is the use of electrical gang sockets or multiple plug adaptors restricted and appropriate?	Yes	
Is there an appropriate policy to control the use of staff personal or contractors	Yes	

electrical appliances brought on to the premises?		
Is there a routine test of the gas installation by gas safe registered contractor and are correct certificates provided?	Yes	
Are all central heating etc. appliances routinely serviced and tested by competent persons with certificates provided?	Yes	
If oil fired equipment and installations are in use are these appropriately maintained serviced and tested?	Not applicable	
LIGHTNING		
Does the building have a lightning protection system?	None seen but would be expected on new building client to check. Ensure testing regime in place.	✓
Was the system free of any obvious deficiencies as far as could be seen by non invasive general view?	Not seen	
HIGH VOLTAGE DISPLAY SIGNS		
Are high voltage display signs installed?	No HV signage identified.	
SMOKING		
Are reasonable measures taken to prevent fires from smokers materials or activities?	Yes	
Are there suitable provisions for people who wish to smoke?	Not applicable	
Absence of any contraventions to policy?	Yes	
DANGEROUS SUBSTANCES		
If dangerous substances are or could be used has a risk assessment been carried out?	Not applicable	
CONTRACTORS & TEMPORARY WORKS		
Impact survey (H&S & Fire) carried out prior to commencement?	Yes but not formalised	✓
Permits to work used?	When applicable	
Control of hot work and hot work permits?	Not formalised	✓
Contractors / in house maintenance staff supervised?	Yes	
Contractors booked in and out?	Yes	

Systems to control contractor's / in house maintenance staff equipment & materials?	Not formalised	✓
Work areas cordoned off?	When applicable	
Suitable precautions to prevent fires?	Not formalised	✓
Measures to ensure means of escape are not compromised?	Not formalised	✓
Any other significant fire hazards that warrant consideration including process hazards?	None	
Any additional comments relating to higher risk areas and non-routine activities?	None	

**SECTION FOURTEEN – FIRE SAFETY & PREMISES MANAGEMENT
& ASSOCIATED RECORDING SYSTEMS**

ITEM	INFORMATION	SIGNIFICANT ✓
GENERAL HOUSEKEEPING		
Is the general standard of housekeeping and tidiness of the occupancy adequate?	Yes	
Are combustibles generally separated from sources of ignition?	Yes	
Are unnecessary accumulations of waste avoided?	Yes	
Is the inappropriate storage of combustibles avoided?	Yes	
Is the storage of hazardous material appropriate?	Yes	
PRO-ACTIVE SAFETY MANAGEMENT & GENERAL RECORD KEEPING		
Are pro-active management systems in place to ensure (in house and outside contractor) fire related tests, inspections and training are carried out and recorded?	Yes	
Do routine periodic checks of internal and external escape routes and final exits take place?	Yes	
Are routine pro-active premises inspection and management systems in place? Condition surveys including fire doors?	Yes, but need more detailed checks to fire doors.	✓
Pro-active premises maintenance systems?	Yes, but needs to be better system of scheduling. Possibly card index for simplicity.	✓
Dedicated log book or separate log books or files?	Yes	
Records sufficient in detail?	Yes	

WRITTEN FIRE EMERGENCY AND CONTINGENCY PLANS (INCLUDING DYNAMIC ASSESSMENTS AND PERSONAL EMERGENCY EVACUATION PLANS WHERE APPROPRIATE)		
Available / Adequate Documented?	Not yet formalised	✓
Arrangements to call Fire Service in place?	Not yet formalised	
Suitable arrangements to meet F.S. pass relevant hazard information and liaise?	Not yet formalised	
Workable arrangements ensure evacuation?	Not yet formalised	
Suitable assembly point(s)?	Not yet formalised	
Arrangements for roll call and identification of missing persons?	Not yet formalised	
Adequate and workable evacuation procedures for any vulnerable persons likely to be present? Consideration of Personal Emergency Evacuation Plans?	Not yet formalised	
Nominated persons trained in use of extinguishers?	Not yet formalised	
Nominated persons trained to assist evacuation including disabled people?	Not yet formalised	
Where appropriate satisfactory arrangements in place for temporary responsible persons?	Not yet formalised	
Adequate contingency arrangements?	Not yet formalised	
Any additional comments relating to Emergency action plans?	No fire information pack	✓

APPENDIX A BUILDING PLANS

A suitable copy of premises / occupancy floor layout plan a may be inserted here (by the Responsible Person or their assistant) after updating to take account of recent building alterations. Include details of the escape routes and fire fighting equipment. Fire resisting doors should be indicated and fire alarm call points should be shown. Areas provided with fire detectors and or emergency lighting should be indicated. Simple single line plan drawing is all that is required as a basis but this should be to scale.

**APPENDIX B
FIRE EMERGENCY ACTION PLAN**

This section is available for the Responsible Person to insert a copy of the written emergency plan.

APPENDIX C

OPTIONAL

LIST OF NOMINATED PERSONS / ROLES OF NOMINATED PERSONS

- May be completed by Responsible Person or assistant at premises if delegating particular areas of responsibility.
- All nominees should be referred to by job title.
- Note: persons listed must be informed of responsibilities and receive appropriate instruction or training.
- Extend table if required.

NAMES/JOB TITLES	ROLE
	Daily quick check of escape routes i.e. clear routes and exits accessible and operable. Check outside of final exits for obstructions e.g. parked vehicles, fly tipping, deliveries left.
	Daily check fire alarm control panel to ensure normal and no faults indicated.
	Weekly testing of the fire alarm and sounders, operation of automatic fire doors and recording.
	Monthly (in house) visual check of fire extinguishers & blankets and recording.
	Monthly checking of emergency lights (function test bulbs operating) and record.
	Organisation of induction and other staff fire training / evacuation drills. Recording in log book
	Fire Team members (add list of names and details of duties).

	<p>Routine detailed checking and maintenance of fire resisting doors condition, operation, removal of obstructions, signage. (including intumescent and cold smoke seals, any locks, self closers, electro- magnetic door holders, free swing devices and signage) as appropriate. Checking and maintenance of any fire shutters. Record.</p> <p>Monthly</p>
	<p>Routine detailed checking and maintenance of internal and external escape routes and final exits. Passable, clear of obstructions safe underfoot, condition and availability of hand rails, adequacy of lighting. Record.</p> <p>Monthly</p>

APPENDIX D
OPTIONAL
LIST OF RELEVANT SPECIALIST CONTRACTORS

- May be completed by 'Responsible Person' or assistant at premises (if desired) for ease of reference.
- Please enter names and contact details of contractors.
- Note: Responsible person should ensure that contractors are competent to carry out work and work is supported by documentation.
- Extend table if required.

CONTRACTOR	ROLE
	Supply, inspection, test of fire extinguishers
	Testing / Servicing of the emergency lighting,
	Testing / Servicing of the fire alarm and detection equipment
	Testing / servicing of any fire suppression systems and or dry wet risers and or fire hose reels.
	Testing, cleaning and servicing ventilation system including fire dampers where fitted.
	Maintenance and deep cleaning of kitchen extraction equipment.
	Servicing and maintenance of kitchen equipment ovens and cookers
	Testing and servicing of gas or oil fired equipment e.g. boilers and heaters.
	Testing (COMPETENT PERSON - GAS SAFE REGISTER FORMERLY CORGI) of gas installation in premises
	Testing and certification of wiring and electrical installation
	Testing and certification of portable electrical equipment (PAT test)