

# REGULATORY REFORM (FIRE SAFETY) ORDER 2005

## PERIODIC REVIEW OF FIRE RISK ASSESSMENT

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Responsible person (e.g. employer) or person having control of the premises: *Graham Care Group*

Address of premises: *Hawkinge House  
Hurricane Way  
HAWKINGE  
Kent  
CT18 7SS*

Tel: *013 0389 0100*

Person(s) consulted: *Mr T Mullan (Registered Manager)  
Mr C Ruddock (Maintenance Manager)*

Assessor: *Steve Woodford GFireE MIFPO MCMI  
Institution of Fire Engineers  
Registered Assessor.*

Date of this fire risk assessment review: *1 December 2015*

Date of last fire risk assessment review: *27 November 2014*

Date of previous fire risk assessment: *8 February 2012*

Suggested date for review<sup>9)</sup>: *1 December 2016*

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The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

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<sup>9)</sup> The original fire risk assessment should be reviewed again by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates, or if a fire occurs.

## GENERAL INFORMATION

1. Significant changes identified since the time of the previous fire risk assessment in respect of:
  - 1.1 The premises:  
*None*
  - 1.2 The occupancy:  
*None*
  - 1.3 The occupants (including occupants especially at risk from fire):  
*Staff: Day - 36 (thirty six) Night - 9 (nine) Total – 105 (one hundred and five)*
  - 1.4 Fire loss experience:  
*None.*  
*It is noted that there have been a significant number of false alarms recorded since that last audit. The number of incidents should be reduced through tighter management and/or controls. High numbers of false alarms can lead to complacency from staff.*
  - 1.5 Application of fire safety legislation:  
*The Regulatory Reform (Fire Safety) Order 2005 enforced by Kent Fire and Rescue Service*
  - 1.6 Other relevant information:  
*Premises registered under Health and Social Care Act 2008 enforced by Care Quality Commission*

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

2. Significant changes in measures to prevent fire since the time of the fire risk assessment:  
*None necessary since previous risk assessment/audit*

3.1 Are there adequate measures to prevent fire? Yes  No

3.2 Comments and hazards observed:

***Mains electrical installation – last test date – new system installed in 2011.***

***Recommended every five years.***

***Portable appliance testing – date of last test – November 2015. Annual.***

***Gas fires central heating system and cooker regularly serviced – date of last Gas Safety Certificate - < >***

4.1 Are housekeeping and maintenance adequate? Yes  No

4.2 Comments and deficiencies observed:

***Generally satisfactory however refer to outstanding matters set out in the previous fire risk assessment/audits and raised on Page 9.***

## FIRE PROTECTION MEASURES

5.1 Significant changes in fire protection measures since the time of the fire risk assessment:

***The recommendations made in the 2013 fire risk assessment have been satisfactorily implemented.***

***Refer however to comments on Page 8.***

6.1 Are the means of escape from fire adequate? Yes  No

6.2 Comments and deficiencies observed:

***Generally satisfactory however refer to recommendations on Page 9.***

7.1 Are compartmentation and linings satisfactory? Yes  No

7.2 Comments and deficiencies observed:  
*None*

8.1 Is there reasonable emergency escape lighting? <sup>10)</sup> Yes  No

8.2 Comments and deficiencies observed:  
*Self-contained battery luminaires appearing to conform to British Standard 5266: Part 1*

9.1 Are there adequate fire safety signs and notices? Yes  No

9.2 Comments and deficiencies observed:  
*Refer to Page 8.*

*All signs and notices conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.*

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<sup>10)</sup> Based on visual inspection only.

10.1 Are the means of giving warning of fire adequate? <sup>11)</sup> Yes  No

10.2 Comments and deficiencies observed:  
*Analogue addressable fire alarm system conforming to British Standards 5839: Part 1 comprising sounders, manual call points and automatic detection. Category LI.*

11.1 Is the provision of fire extinguishing appliances adequate? Yes  No

11.2 Comments and deficiencies observed:  
*Satisfactory*

12.1 Comments on other fixed fire protection systems?  
*None*

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<sup>11)</sup> Based on visual inspection only.

## MANAGEMENT OF FIRE SAFETY

- 13.1 Significant changes in management of fire safety since the time of the fire risk assessment:

*Staff fire safety training is now carried out 'in house'.*

*Training should be carried out by a \*competent person.*

*\*a person who has the necessary knowledge, understanding, training, experience in the principles of fire, fire safety and related regulations.*

*Fire safety is managed by Mr T Mullan – Registered Manager.*

*Firesure UK Limited appointed to carry out fire risk assessment.*

*Fire Action Limited appointed to service and maintain all fire safety system and equipment including the dry rising main.*

- 14.1 Are arrangements for management of fire safety adequate?

Yes

No

Comments and deficiencies observed:

*In general satisfactory however refer to comments on Page 7 Item 18.2.*

*It is noted that all fire doors in corridors fitted with a hold-open device remain open overnight.*

- 15.1 Are fire procedures adequate?

Yes

No

Comments and deficiencies observed:

*Personal Emergency Evacuation Plans (PEEPs) are in place for all residents that would require assistance in the event of a fire evacuation.*

*Evacuation pads have been provided to assist with the emergency evacuation in the event of an incident.*

*It is recommended that the time taken to evacuate residents from a fire affected area should be re-assessed at regular intervals. This should take account of worse case scenario ie. Minimum staffing levels and residents asleep to ensure that the effected area can be evacuated within a reasonable period of time.*

*Using the principal of progressive evacuation, a reasonable period of time for these premises is 5-8 minutes.*

*Details should be recorded in the fire safety log book*

16.1 Are the arrangements for staff training and fire drills adequate? Yes  No

16.2 Comments and deficiencies observed:  
*Although records were not available for audit it is understood that all staff receive fire safety training every 6 months.*  
*Regular fire drills should be carried out with each member of staff taking part in at least one fire drill annually.*

17.1 Are the arrangements for testing and maintenance of fire protection systems and equipment adequate? Yes  No

17.2 Comments and deficiencies observed:  
*In general satisfactory, however refer to comments in 18.2 below*

18.1 Are there adequate records of testing, maintenance, training and drills? Yes  No

18.2 Comments and deficiencies observed:  
*Reference staff training, drills, escape routes and exits – appropriate information should be recorded.*  
*Fire alarm and emergency lighting systems and portable fire fighting equipment – satisfactory records*

## FIRE RISK ASSESSMENT

On the basis of the criteria set out in the original fire risk assessment, it is considered that the current risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

## ACTION ON PREVIOUS ACTION PLAN

Have all previous recommendations been satisfactorily addressed?

Yes

No

Brief details of recommendations not yet implemented.

*Reference the 2013 fire risk assessment.*

*It is understood that all significant findings raised as requiring action have been addressed.*

*Relevant sections of the document should be completed to indicate the current position.*

*Reference the 2014 fire risk assessment audit.*

*All significant findings raised should have been completed within a reasonable period of time and signed-off within the document.*



## NEW ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Definition of priorities (where applicable):

*Priority 1 – to be completed as soon as reasonably practicable.*

*Priority 2 – to be completed within 3 months.*

*Priority 3 – to be completed within 6 months*

*The above time-scales are recommendations only. Should you wish to set alternative completion dates the assessor would be pleased to discuss the matter further and offer advice.*

	Priority (where applicable)	Action by whom	Date action taken
<p><i>1. Of the fire doors checked sections of the cold smoke seals fitted to the following doors are ineffective and should be replaced.</i></p> <p><i>Ground Floor</i></p> <p><i>Laundry</i></p> <p><i>First Floor</i></p> <p><i>Room 112.</i></p> <p><i>Second Floor</i></p> <p><i>Room 204, 218, staff change adjacent the lift and the stair adjacent the lift.</i></p>	<i>1</i>		
<p><i>2. Reference the wheelchair stores at first and second floor with the electrical cupboards off.</i></p> <p><i>Automatic fire detection is provided.</i></p> <p><i>The stores should only contain none combustible items.</i></p> <p><i>You may consider providing a notice <b>FIRE PRECAUTIONS – NO COMBUSTIBLE STORAGE</b></i></p> <p><i>Should you wish to amend this arrangement the enclosure should be constructed to a 30 minute, fire resisting standard.</i></p>	<i>1</i>		
<p><i>3. All sections of <b>FIRE ACTION</b> notices should be completed.</i></p>			