

Stephen J Hall Consulting

**LIFE SAFETY FIRE RISK ASSESSMENT  
CARRIED OUT FOR**

**Kettlewell House  
Residential Care Home**



**Kettlewell Hill  
Chobham Road  
Woking  
Surrey  
GU21 4HX**

**Tel: 014 8321 5153**

**for:**

**Mr E. Graham (Proprietor)  
Mrs Karen Raggett (Home Manager)  
Legally Responsible Persons**

**Carried out by  
Roger Davey  
of  
SJH Consulting  
on:**

**26 February 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.

<b>The suggested date for the annual review is:</b>	<b>February 2014</b>
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<b>Dates of Reviews</b>	<b>Comments and Name of Reviewer.</b> <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 by Mr. John Timms (Maintenance 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:-	Important safety item should be completed <u>as soon as possible</u> for legislative compliance - typically well within 3 months.
M= MEDIUM PRIORITY:-	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 or responsible person, 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 for .....Date 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 affected 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	Instruct staff to ensure that when signing in visitors and or trades people their attention is drawn to the fire instructions for visitors and that they are asked if they have any difficulties or may require assistance in the event of a fire evacuation.	<b>M</b>	Imme diate		
2	<p>Formalise generic evacuation plans for occasional visitors who may have special requirements.</p> <p>Typical generic plans for visitors might include:</p> <ol style="list-style-type: none"> <li>1. Mobility impairment.</li> <li>2. Hearing impairment.</li> <li>3. Visual impairment.</li> <li>4. Reduced or impaired mental faculty.</li> <li>5. Young children.</li> </ol> <p>Staff should be observant and sensitive to these matters when visitors arrive.</p>	<b>M</b>	End April 2013		
3	<p>The evacuation overlay mats. to be relocated or repositioned so that they do not obstruct stairs or escape routes and secured by webbing straps with quick release buckles. Operating instructions to be visible for staff information. As discussed on site.</p> <p>I recommend that the mats be kept in a condition ready for rapid deployment and any protective covers should be of a type that can be removed easily.</p>	<b>M</b>	March 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
4	<p>Although the maintenance team are checking and maintaining fire doors there were a number of defects and deficiencies noted on inspection which are indicated below:</p> <ul style="list-style-type: none"> <li>a) 2<sup>nd</sup> floor cleaners room op lift – in practice this door is left open at all times so make self closing with signage consider hold open device if necessary e.g. ‘dorgard’.</li> <li>b) Generally all intakes and plant rooms kept locked shut, kept empty of storage to allow ready access for maintenance and to avoid fire occurring and damaging equipment.</li> <li>c) Sluice room on 1<sup>st</sup> floor to be kept locked shut or made self closing with appropriate signage (‘Fire door keep locked shut’. or ‘Fire door keep shut’).</li> <li>d) Staff room 1<sup>st</sup> floor requires sign ‘Fire door keep shut’.</li> <li>e) Rooms 15 &amp; 13 require adjustments to ensure full self closure.</li> <li>f) Door corridor to lounge on ground floor requires cold smoke and intumescent seals and a sign ‘Automatic fire door keep clear’.</li> <li>g) Door in corridor near lift at ground floor requires a sign ‘Automatic fire door keep clear’.</li> <li>h) Ground floor bathroom near lift is now used as a store therefore requires self closing device and fire door keep shut signage.</li> <li>i) Rooms 2, 4 and 6 require adjustment to door closers.</li> <li>j) Kitchen door requires adjustment to self close and signage ‘Fire door keep shut’.</li> <li>k) Flat 2 cold smoke seal part missing.</li> <li>l) Corridor doors to main entrance stairway at ground floor and the boiler room require attention to door seals.</li> <li>m) Doors to the intake cupboards near the office require signage ‘Fire door keep locked shut’ and intumescent seals.</li> <li>n) Office door at ground floor fit cold smoke seal.</li> </ul>	<b>M</b>	June 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
5	<p>For further guidance the following list of points to observe during routine checks is included as advisory guidance:</p> <p>Introduce a proactive routine checks for the condition and operation of all fire doors (including front doors to flats and 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. Checks to include as appropriate:</p> <ol style="list-style-type: none"> <li>1. There should be no gaps between the door frame and surrounding structure,</li> <li>2. Door frame should be secure,</li> <li>3. General condition of door and frame including any intumescent and cold smoke seals if fitted.</li> <li>4. Reasonably snug fit of door to frame and no unauthorised modifications,</li> <li>5. No breaches to the integrity of the door and frame (gaps in and around),</li> <li>6. Condition and effectiveness of any self closing devices (full self closure without assistance),</li> <li>7. Correct hinges - usually steel and definitely not a low melting point material,</li> <li>8. Tightness and fitting of hinge screws,</li> <li>9. Free movement of door (no binding),</li> <li>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.</li> <li>11. Double leaf doors with overlapping meeting stiles must always close in correct sequence check any selector device,</li> <li>12. Double leaf doors with butting 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,</li> <li>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.</li> <li>14. Doors to flats and individual bedrooms may be accepted without signage provided that all staff and residents are aware of their status and the need for them to be maintained as self closing or automatic fire doors.</li> </ol> <p>It is also advisable to check the operability and availability of all final exit doors on escape routes particularly any that are not in regular day to day use.</p>	A	N/A		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
6	<p>Some final exit doors on escape routes were found to have key operated locks in addition to the electronic locks which release with the operation of the fire alarm.</p> <p>As the premises are staffed and occupied 24 hours a day it would be preferable not to have key locks because if used the keys may be mislaid or otherwise not be available in an emergency. It is recognised that these doors are not routinely locked in any case and for this reason I have allocated low risk to this item.</p>	<b>L</b>	End 2013		
7	Ensure that the monthly function tests of emergency lighting carried out by maintenance staff is properly recorded in a log book or folder.	<b>L</b>	March 2013		
8	The emergency lighting is overdue for routine discharge test and maintenance. Future Emergency Lighting tests in accordance with current British / European Standards, <i>currently annually</i> , (carried out by a competent person) should be documented certificates which comply with the current British Standard in particular specifying what test protocol has been carried out. This is in addition to routine in house function testing which is required.	<b>M</b>	March 2013		
9	Fit a standard running man fire exit sign above the final exit from the dining room.	<b>M</b>	March 2013		

Continued

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
10	<p>The engineers test certificates in relation to testing of the fire alarm and fire detection should be located and retained.</p> <p>All future contractors testing (other than weekly in house tests) and maintenance of the fire alarm and detection system to be carried out in accordance with British Standards should be recorded and supported by certificates issued by the 'competent' person or company carrying out the work. Documentation or photocopies should be retained on site for inspection if required.</p>	<b>H</b>	April 2013		
11	<p>Re-site the kitchen fire blanket to a suitable location on the door side of the risk. A location near the door will be suitable.</p>	<b>M</b>	March 2013		
12	<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> <ol style="list-style-type: none"> <li>1. Correct extinguisher / location.</li> <li>2. Correct wall sign.</li> <li>3. Secure wall or floor mounting.</li> <li>4. Visual condition and.</li> <li>5. Security / anti-tamper seal or pin in place.</li> <li>6. Pressure gauge (if fitted) normal operating range.</li> <li>7. Extinguisher clean.</li> <li>8. Operating instructions visible and legible.</li> </ol> <p>This is in addition to the annual test and inspection by a competent person (contractor engineer).</p>	<b>L</b>	March 2013		

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
13	Ensure that management are aware of HSE guidance 'Take Care With Oxygen' which is available on the HSE website. Ensure that suitable standard hazard signs are deployed outside of rooms where oxygen is stored or used and ensure that a record is kept in the fire emergency information pack kept at the main entrance so that emergency services can be briefed regarding the location and quantities of oxygen in the home. Keep information up to date.	<b>M</b>	March 2013		
14	Replace portable fan heater in maintenance shed with a fixed unit be installed in a position that eliminates overheating or igniting combustible items.	<b>M</b>	April 2013		

Continued

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
15	<p>Complete the review of the proactive safety management systems which are underway.</p> <p>For guidance: Systems should ensure that all fire related tests, inspections, servicing and maintenance is carried out and recorded by the appropriate people to the appropriate standards and in a timely manner.</p> <p>Systems should include means to ensure that all fire related training and evacuation drills are carried out and recorded by the appropriate people to the appropriate standards and in a timely manner.</p> <p>Routine checking and maintenance of internal and external escape routes and final exits (safety and repairs). This should be recorded.</p> <p>Routine checking and maintenance of fire doors and self closers and other associated fittings. This should be recorded.</p> <p>Premises maintenance system including premises checks to identify defects and initiate repairs in a timely way.</p>	<b>M</b>	April 2013		

Continued

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
16	<p>Review the current fire emergency plan which is basically sound but should be regularly revisited and refreshed. See attached guidance notes.</p> <p>In particular consider:</p> <ol style="list-style-type: none"> <li>1. Mention of new equipment to get non mobile residents down stairs and instructions on how and when to use.</li> <li>2. Consider reliable communications equipment and procedures from fire area to control point at fire alarm panel.</li> <li>3. In Para 4. I suggest that residents near the fire should not be left and the information could be communicated by radio or other means including which staff are committed in the fire area.</li> <li>4. Record the procedures in relation to the storage and deployment of medical oxygen including warning signage and record location and quantities in the fire emergency information pack.</li> <li>5. Detail procedure for accounting for all occupants of building and reporting any unaccounted for persons to Fire Officer.</li> </ol>	<b>M</b>	April 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

<b>DATE OF CONSTRUCTION</b>	Estimated late 19C early 20C
<b>TYPE OF CONSTRUCTION</b>	Traditional -brick, timber, concrete
<b>APPROXIMATELY OVERALL SIZE OF BUILDING</b>	Main building 22m x 40m Apartment building 10m x 5m
<b>APPROXIMATE FLOOR SIZE OF TYPICAL FLOORS.</b>	350m <sup>2</sup> Approximately
<b>NUMBER OF FLOORS ABOVE GROUND LEVEL (INCLUDING GROUND AND SEMI -BASEMENTS WITH WINDOWS AND DIRECT ACCESS TO THE OUTSIDE)</b>	Main building 3 Apartment building 2
<b>NUMBER OF FLOORS BELOW GROUND</b>	Nil, there is a low undercroft or crawl space under ground floor main building but this is not used in any way other than access for maintenance.
<b>LIFTS/SHAFTS</b>	Yes, single hydraulic passenger lift in main building.
<b>UNDERGROUND CAR PARKS</b>	No
<b>ANY KNOWN RESTRICTIONS ON USE OF THE BUILDING OR PARTS OF BUILDING</b>	No
<b>OTHER USERS OF BUILDING WAKEFUL</b>	Not applicable sole occupancy.
<b>OTHER USERS OF BUILDING PROVIDING SLEEPING ACCOMMODATION</b>	Not applicable
<b>OWNERS OF WORKPLACE/MANAGING AGENTS</b>	Graham Care Ltd.

## THE UNDERTAKING

<b>DESCRIPTION OF THE OPERATION TO WHICH THIS FIRE RISK ASSESSMENT RELATES</b>	Residential care and nursing home with some sheltered apartments in separate block. The home also provides for some elderly mentally ill residents (EMI).
<b>LOCATION WITHIN BUILDING / PREMISES</b>	Whole Whole
<b>DAY / NIGHT / SLEEPING RISKS</b>	Day Evening Night Sleeping
<b>APPROXIMATE FLOOR SIZE OF OCCUPANCY IF LESS THAN WHOLE BUILDING</b>	xxm <sup>2</sup>
<b>MANAGEMENT OF UNDERTAKING (PROPRIETOR / OWNER)</b>	Kettlewell House Ltd
<b>MANAGEMENT RESPONSIBLE PERSON FOR THE PREMISES</b>	Mr E. Graham (Proprietor)
<b>APPOINTED ASSISTANTS TO RESPONSIBLE PERSON(S)</b>	Mrs K. Raggett (Manager)
<b>DO ANY OTHER PERSONS / ORGANISATIONS USE THE OCCUPANCY AND ACT AS TEMPORARY RESPONSIBLE PERSONS</b>	No

## THE PEOPLE

<b>APPROXIMATE TOTAL MAXIMUM NUMBER OF PEOPLE IN WORKPLACE</b>	Up to 39 Residents at any one time plus 4 in flats in separate block. Staff Night minimum 4 increases if necessary based on risk and resident needs profile, Day minimum 18 Other people Nominal 6 to account for visiting tradesmen, visitors and etc. <b>Typical maximum occupancy say, Up to 70 people.</b>	
<b>RATIO OF FIRE TRAINED STAFF TO PUBLIC ETC. APPROPRIATE FOR SAFE EVACUATION AT ALL MATERIAL TIMES</b>	Yes	
<b>AMOUNT OF SLEEPING ACCOMMODATION PROVIDED AT THIS WORKPLACE / OCCUPANCY</b>	Staff only Nil	Other people None other than residents.
<b>IF SLEEPING RISK - NO. OF STAFF ON DUTY AT NIGHT WITHIN WORKPLACE TO FACILITATE EVACUATION AND FIRE PROCEDURES.</b>	Wakeful 4	Sleeping Nil
<b>OTHER INTERESTED PARTIES</b>	None identified.	

## OCCUPANTS OF WORK PLACE ESPECIALLY AT RISK FROM FIRE

<b>SLEEPING</b>	Yes
<b>PEOPLE IN AN ISOLATED POSITION E.G. REMOTE AREAS / LONE WORKERS</b>	No
<b>PEOPLE WHO ARE CHALLENGED IN A PARTICULAR WAY E.G. PHYSICALLY, MENTALLY, VISUALLY, HEARING.</b>	Yes
<b>PEOPLE WHO ARE UNABLE TO REACT OR BE MOVED QUICKLY E.G. VERY HIGH DEPENDENCY</b>	Yes, but no very high dependency at the time of inspection.
<b>ELDERLY AND OR FRAIL</b>	Yes
<b>YOUNG PERSONS</b>	No
<b>PEOPLE WHO ARE UNFAMILIAR WITH THE PREMISES</b>	Yes, occasional visitors and trades people.
<b>OTHER</b>	None identified

## RECENT HISTORY

<b>HISTORY OF FIRE LOSSES</b>	None
<b>OTHER RELEVANT INFORMATION</b>	None identified

## SUBJECTIVE EVALUATION OF THE RISK BY AREAS OF THE PREMISES

<b>Higher Risk Areas</b>	<b>Area(s) and Remarks</b>
<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>Kitchen Laundry Boiler room</p>
<b>Normal Risk Areas</b>	
<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>
<b>Lower Risk Areas</b>	
<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>Protected stairways.</p>

**EVALUATION OF FIRE RISK FOR THE WHOLE PREMISES**

<b>LIKELYHOOD OF FIRE</b>	<b>HIGH</b>	<b>MODERATE RISK</b>	<b>SUBSTANTIAL RISK</b>	<b>INTOLERABLE RISK</b>
	<b>MEDIUM</b>	<b>TOLERABLE RISK</b>	<b>MODERATE RISK</b>	<b>SUBSTANTIAL RISK</b>
	<b><u>LOW</u></b>	<b>TRIVIAL RISK</b>	<b>TOLERABLE RISK</b> ✓	<b>MODERATE RISK</b>
		<b><u>SLIGHT</u></b>	<b><u>MODERATE</u></b>	<b>EXTREME</b>
<b>POTENTIAL CONSEQUENCES OF FIRE</b>				

**LIKELYHOOD 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

<b>Low</b>	✓
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<b>Medium</b>	
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<b>High</b>	
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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:

<b>Slight harm</b>		<b>Moderate harm</b>	✓	<b>Extreme harm</b>	
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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 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)).

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

**AREA – WHOLE WORKPLACE**

<b>SIGNIFICANT FINDINGS</b>	<b>COMMENT AND NOTE OF ANY EXISTING CONTROLS WHICH ARE IN PLACE.</b>	<b>EVALUATION OF RISK</b>	<b>ACTION POINT Refers if further action is required</b>
<b>PEOPLE OR GROUPS CONSIDERED AT RISK -</b> Staff, Visitors/Client/Customers, Contractors			
<b>Unsafe action or inaction</b>	Staff are not routinely checking whether visitors have any difficulties or special requirements in relation to fire emergency action.  See action point for details.	Likelihood of harmful event. 2 Anticipated harm to people. 3 Risk score. 6 Priority for action. <b>Medium</b>	1 ✓
<b>Unsafe condition Unsafe action or inaction</b>	Management have not yet finalised generic personal emergency evacuation plans for use in conjunction with occasional visitors who may be physically or otherwise challenged.  See action point for details.	Likelihood of harmful event. 2 Anticipated harm to people. 3 Risk score. 6 Priority for action. <b>Medium</b>	2 ✓

<p><b>Unsafe condition</b></p>	<p>The evacuation overlay mats are currently loose on stairways and could be an obstruction.</p> <p>Furthermore they are covered with a polythene shrink wrap which may take time to remove in use.</p>	<p>Likelihood of harmful event. 3  Anticipated harm to people. 3  Risk score. 9  Priority for action.  <b>Medium</b></p>	<p>3 ✓</p>
<p><b>Unsafe condition</b> <b>Unsafe action or inaction</b></p>	<p>Whilst checking and routine maintenance of fire doors takes place a number of defects or required adjustments were identified. These included some signage of fire doors.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3  Anticipated harm to people. 4  Risk score. 12  Priority for action.  <b>Medium</b></p>	<p>4 &amp; 5 ✓</p>
<p><b>Unsafe condition</b> <b>Unsafe action or inaction</b></p>	<p>Some final exit doors on escape routes were found to have key operated locks in addition to electronic locks.</p> <p>As the premises are staffed and occupied 24 hours a day it would be preferable not to have key locks because if used the keys may be mislaid or otherwise not be available in an emergency. It is recognised that these doors are not routinely locked in any case.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2  Anticipated harm to people. 2  Risk score. 8  Priority for action.  <b>Low</b></p>	<p>6 ✓</p>

<p><b>Unsafe action or inaction</b></p>	<p>The monthly function test of emergency lighting by site maintenance manager has not been recorded.</p> <p>It is important to record tests, any defect and the progress to any remedial work. This will show due diligence at safety management systems.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2</p> <p>Anticipated harm to people. 1</p> <p>Risk score. 2</p> <p>Priority for action.</p> <p><b>Low</b></p>	<p>7 ✓</p>
<p><b>Unsafe condition</b> <b>Unsafe action or inaction</b></p>	<p>The routine annual discharge test and maintenance of the emergency lighting by contractor is overdue.</p> <p>It is important to ensure that the emergency lighting is working but also that there is sufficient duration (battery life) to cope with a significant power cut.</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><b>Medium</b></p>	<p>8 ✓</p>
<p><b>Unsafe condition</b></p>	<p>The final exit from the dining room at ground floor is not fitted with a fire exit sign.</p> <p>It is important to designate exits so as to avoid their being unavailable because staff do not realise their significance.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3</p> <p>Anticipated harm to people. 5</p> <p>Risk score. 15</p> <p>Priority for action.</p> <p><b>Medium</b></p>	<p>9 ✓</p>

<p><b>Unsafe condition</b> <b>Unsafe action or inaction</b></p>	<p>The engineers test certificates in relation to testing of the fire alarm and fire detection could not be located.</p> <p>These are important reference documents for production to any statutory inspector as they establish any test defect and remedial action required,</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. <b>High</b></p>	<p>10 ✓</p>
<p><b>Unsafe condition</b></p>	<p>The fire blanket in the kitchen is badly positioned being in a dead end corner on the side of the range furthest from the exit.</p> <p>Fire extinguishing equipment should be located in a place from where an attack on a fire can be mounted, whilst maintaining a line of retreat to an exit and safety.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3 Anticipated harm to people. 4 Risk score. 12 Priority for action. <b>Medium</b></p>	<p>11 ✓</p>
<p><b>Unsafe action or inaction</b></p>	<p>Monthly in house visual checks of fire extinguishers have not been recorded.</p> <p>This is necessary in order to manage the safety systems, monitor progress and action on any deficiencies and to be able to demonstrate 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. <b>Low</b></p>	<p>12 ✓</p>

<p><b>Source of oxygen Unsafe condition</b></p>	<p>From time to time oxygen may be kept on site depending on needs of any residents. It is important to ensure that appropriate warning signage is in placed outside any room where oxygen is stored or used.</p> <p>It is also important to ensure that a note of the location of any oxygen is kept in the emergency information pack.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3 Anticipated harm to people. 5 Risk score. 15 Priority for action. <b>Medium</b></p>	<p>13 ✓</p>
<p><b>Source of ignition Unsafe condition</b></p>	<p>It was noted that a portable fan heater is in use in the maintenance shed. This could easily heat and ignite loose materials nearby.</p> <p>If heating is required in this area it is better that a fixed unit is installed in a position that eliminates overheating or igniting combustible items.</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. <b>Medium</b></p>	<p>14 ✓</p>
<p><b>Unsafe condition Unsafe action or inaction</b></p>	<p>The review of proactive safety management systems and associated records is not yet completed.</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. <b>Medium</b></p>	<p>15 ✓</p>

<p><b>Reminder</b></p>	<p>The Fire Emergency Action Plan should be reviewed regularly and it is now due for review. There are some modifications that could be included to bring up to date and in line with good practice</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3  Anticipated harm to people. 2  Risk score. 6  Priority for action.  <b>Medium</b></p>	<p>16 ✓</p>
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## SECTION FIVE – PEOPLE

DETAILS	INFORMATION	SIGNIFICANT ✓
<b>STAFF</b>		
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	
<b>VISITORS / PUBLIC</b>		
Booked in and out?	Yes	
Emergency arrangements explained?	Yes, a notice is in place by the sign in register and all visitors' attention should be drawn to it upon arrival.	
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	
Adequate emergency arrangements for vulnerable or challenged people?	Not sufficient with respect to non resident visitors. Whilst regular occupants have Personal Emergency Evacuation Plans (PEEPs).generic PEEP's for occasional visitors have not yet been fully developed.	✓
Appropriate staff action in relation to safety of visitors as observed?	Yes, apart from matters identified above in relation to arrival of visitors.	



## SECTION SIX – MEANS OF ESCAPE

DETAILS OF MEANS OF ESCAPE	INFORMATION	SIGNIFICANT ✓
<b>NEIGHBOURING PREMISES / OTHER OCCUPANCIES</b>		
No special concerns that fire in this occupancy will have a significant adverse life safety effect on other occupiers?	Satisfactory	
Is the life safety of this occupancy unlikely to be extraordinarily affected by fire in another occupancy in the building or neighbouring premises?	Satisfactory	
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?	No	
<b>MEANS OF ESCAPE WITHIN ROOMS</b>		
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	
Satisfactory enhanced fire resistance and protection of any rooms used for 'Very High Dependency' occupants (hospitals / care premises)?	Sufficient for present population as there are no very high dependency persons on site.	
<b>MEANS OF ESCAPE WITHIN PASSAGEWAYS</b>		
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 and self closing or locked shut?	Yes	
Satisfactory location, protection and standard of any refuges (if provided) for mobility impaired occupants?	Not applicable to occupancy. Progressive evacuation protocol in place.	
Are fire lifts used for escape? Locations / identification?	No	

Are other lifts fitted with appropriate signs?	Yes	
<b>MEANS OF ESCAPE WITHIN STAIRWAYS AND / OR TO FINAL EXIT</b>		
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, on stairway does terminate at ground floor with alternative routes to final exits via corridor and lounge which is itself a primary internal assembly point.	
Are unenclosed 'accommodation stairways' found in the occupancy? If so are they acceptable?	Not applicable	
<b>MEANS OF ESCAPE - CONTINUITY OF COMPARTMENTATION OR FIRE SEPARATION OF ROUTES</b>		
Within limitations of non invasive visual inspection escape routes free from deficiencies in fire compartmentation and fire separation?	Yes, subject to minor maintenance issues which are identified elsewhere.	
<b>DETAILS OF MEANS OF ESCAPE</b>		
<b>GENERAL</b>		
Escape route details.	<ol style="list-style-type: none"> <li>1. Floors 1 and 2 via main stairs near main entrance and exit via main entrance.</li> <li>2. Floors 1 and 2 via stairs near main suite 5 and Bedroom 24 and exit via external steps from half landing between G and 1<sup>st</sup>. floor.</li> <li>3. Ground floor via Main entrance.</li> <li>4. Ground floor via Kitchen corridor to either front or rear final exits.</li> <li>5. Ground floor final exit near Bedrooms 10 &amp; 11.</li> <li>6. Ground floor final exit from Dining Room. Contd.</li> </ol>	

	<p>7. Ground floor final exit from Lounge.</p> <p>8. Ground floor final exit from part of former lounge area partitioned for contractor use.</p> <p>9. Apartment block single stairway to final exit.</p> <p>10. Note: The central staircase main building serves all floors but discharges into corridor at Ground floor rather than to a final exit. This stair has not been designated an escape route and should be regarded as an 'Accommodation Stairway'.</p>	
Are all escape routes including external routes, stairways, corridors and passages clear of obstructive or inappropriate combustible items and trip hazards?	No, the newly acquired evacuation overlay mats were left loose on the stairways.	✓
Are all escape routes including within rooms or occupied spaces, stairways, corridors and passages clear of obstructive or inappropriate combustible items?	Yes	
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?	Generally in good order but some maintenance issues identified during inspection.	✓
Fire doors free from wedges, props, ties or maladjustment etc.?	Yes	
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 additions and some maintenance issues.	✓
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, but some are key lockable and are being modified by maintenance manager.	✓
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 No Not applicable	
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 ✓
<b>NORMAL LIGHTING</b>		
Is the normal lighting natural/artificial sufficient for the means of escape routes?	Yes	
<b>EMERGENCY LIGHTING</b>		
Is emergency lighting required?	Yes	
Is Emergency lighting provided in all areas?	Yes	
System installer's compliance / commissioning certificates available?	Yes	
As far as can be ascertained by non intrusive observation is Emergency Lighting Provision Sufficient and working?	Yes, Not tested during daylight assessment visit.	
Are in house function tests routinely carried out and recorded in accordance with current British / European standards?	Yes, but not recorded.	✓
Are routine discharge tests and servicing arrangements by competent person in place, and carried out to current British / European Standards etc.?	Yes, they have been but are now overdue pending appointment of new contractor. This is in hand.	✓
Are tests and services documented and recorded with certificates issued in accordance with current BS / ES?	Unable to verify as previous records are missing following the departure of previous maintenance manger.	✓
<b>EXIT SIGNAGE</b>		
Exit etc. Signage to current British / European Standards	Yes	
Sufficient number, size & location?	No, see dining room final exit.	✓
<b>OTHER FIRE RELATED SIGNAGE</b>		
Signs sufficient and correct	Yes	
Fire action notices Correct and sufficient?	Yes	
Any additional comments relating to the lighting and signage provisions?	None	

## SECTION EIGHT - EXISTING FIRE DETECTION AND WARNING

FIRE DETECTION & WARNING	INFORMATION	SIGNIFICANT ✓
<b>SYSTEM</b>		
Do the premises require a fire alarm?	Yes	
Are the premises provided with a satisfactory Fire Warning Arrangement?	Yes, there are 2 separate systems serving different buildings which are interlinked. Electrical systems mains powered via trickle charged batteries.	
Zoned?	Yes	
As far as can be ascertained by non intrusive observation is fire alarm / detection provision in working order?	Yes, but not tested during site inspection.	
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. Note: the tests have been conducted weekly but at irregular times. I have verbally recommended that they be at the same time each week.	
System routine test & maintenance by competent person in accordance with current British / European Standards with certificates available?	Yes No test certificate could be located but the engineers visit was recorded in log book on 20 December 2012.	✓
<b>MANUAL CALL POINTS &amp; AUTOMATIC FIRE DETECTORS</b>		
Call Points Provided, visible & accessible at or near all storey & final exits?	Yes	
Call point signage in place?	Acceptable	
Automatic Fire Detectors sufficient in number, location and type?	Yes, as far as could be seen.	
<b>ALARM</b>		
Audible, Visual or Vibration warning / alerting devices?	Audible	
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 protocols.	
If delayed evacuation procedures is this appropriate and agreed?	Yes	
<b>MEANS OF CALLING FIRE BRIGADE</b>		
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, except that the fire blanket in the kitchen should be re sited near to the door. Or on the safe side of the risk of fire on the range.	✓
Portable fire fighting equipment Properly mounted?	Yes	
Portable fire fighting equipment correct signage?	Yes, subject to some routine maintenance issues which are in hand.	
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 Fearle and Walker December 2012	
<b>OTHER FIRE FIGHTING AND SUPPRESSION EQUIPMENT RELEVANT TO LIFE SAFETY</b>		
Automatic / manual service cut-off switch installed for equipment / process which must be shut down in the event of fire alarm?	Yes, in kitchen manual operation.	
Other fire suppression systems installed?	No	
Other automatic fire suppression systems maintenance by competent person and documentary record?	Not applicable	
<b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT E.G. CONTAINMENT.</b>		
As far as could be ascertained by non-invasive inspection is the fire compartmentation is of a reasonable standard?	Yes	
Is there a reasonable limitation of linings that might promote fire spread?	Yes	
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?	Not applicable	



Any additional comments relating to the means of firefighting, suppression and containment provisions?	None
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**Manifest of Fire Extinguishers or Location Plan**

**Optional**

**May be appended here.**

## SECTION TEN - FIRE SAFETY TRAINING

ITEM	INFORMATION	SIGNIFICANT ✓
<b>FIRE TRAINING</b>		
Fire safety at induction training (Fire evacuation, fire equipment, fire signs)?	Yes	
Fire safety training carried out for all staff?	Yes, all staff annual on line. computer training.	
Fire Marshals / Wardens / Duty Manager's and any persons with special responsibilities for fire procedures, fire safety management and equipment trained?	Yes and face to face training including real fire training	
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	
<b>EVACUATION DRILLS</b>		
Carried out on an appropriate routine?	Yes, monthly.	
Adequate records of fire drills?	Yes	
Any additional comments relating to fire training provisions?	None	

**SECTION ELEVEN – OTHER FIRE SAFETY RELATED REGULATION AND DOCUMENTATION**

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

**SECTION TWELVE – SECURITY AND ARSON**

ITEM	INFORMATION	SIGNIFICANT ✓
<b>SECURITY</b>		
Are all non-public entry points secured?	Yes	
<b>ARSON</b>		
Is there an anti-arson policy and are there appropriate measures in place?	Yes Staff vigilance and management close of business procedures and safety 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?	None	

## SECTION THIRTEEN –RISK AREAS, ITEMS & NON ROUTINE ACTIVITIES

ITEM	INFORMATION	SIGNIFICANT ✓
<b>EXCEPTIONAL SOURCES OF IGNITION</b> Excluding normal sources associated with type of undertaking which are properly controlled.		
None identified		
<b>EXCEPTIONAL SOURCES OF FUEL</b> 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		
<b>EXCEPTIONAL SOURCES OF OXYGEN</b> Excluding natural ventilation and normal atmospheric oxygen.		
From time to time small cylinders of medical oxygen are kept in the medicines store.	Need to ensure correct signage is in place and the location and size is noted in the emergency information pack.	✓
<b>KITCHENS AND COOKING ACTIVITY</b>	<b>INDUSTRIAL COMMERCIAL KITCHEN</b>	
Kitchens Fire separation	Satisfactory	
Extract filters/fans/hoods and ducting provided?	Yes	
Shutters and lids in place and working?	Yes	
Adequate routine cleaning staff/contractor?	Yes	
Routine deep cleaning (contractor) including ductwork and outlets?	Yes, annual.	
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.	
<b>BOILER AND PLANT ROOMS</b>		
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, February 2013.	
Free from inappropriate use e.g. storage?	Yes	
<b>OPEN FIRE PLACES</b>		
Do open fire places where installed have suitable fire guards?	No operational open fireplaces identified.	
Does the general construction appear to be free from defects?	Not applicable	
Are chimneys and flues regularly cleaned?	Not applicable	
<b>PORTABLE HEATERS AND HEATING INSTALLATIONS</b>		
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?	No, see maintenance manager's shed. Otherwise satisfactory with electrical oil filled radiator types used for emergency back-up.	✓
Where portable heaters are in use – Are suitable measures in place to avoid ignition of combustible materials?	No, see maintenance manager's shed.	
Are fixed heating installations subject to regular maintenance and testing?	Yes	
<b>ELECTRICAL AND GAS INSTALLATIONS AND RELATED EQUIPMENT</b>		
Is there a valid electrical installation test certificate?	Yes, this is an original commissioning certificate 4 November 2008 and is due for renewal in Nov 2013.	
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 N	
Is there an appropriate policy to control the use of staff personal or contractors electrical appliances brought on to the premises?	Yes	
Is there a routine test of the gas installation by gas safe registered contractor and are correct certificates provided?	Yes, February 2013.	

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	
<b>LIGHTNING</b>		
Does the building have a lightning protection system?	None seen. This building is relatively low lying and not of great height.	
Was the system free of any obvious deficiencies as far as could be seen by non invasive general view?	Not applicable	
<b>HIGH VOLTAGE DISPLAY SIGNS</b>		
Are high voltage display signs installed?	No HV signage identified.	
Transformers in location clear of combustibles?	Not applicable	
Accessible and visible emergency switch with appropriate signage?	Not applicable	
<b>SMOKING</b>		
Are reasonable measures taken to prevent fires from smokers' materials or activities?	Yes	
Are there suitable provisions for people who wish to smoke?	Yes, external covered facility.	
Absence of any contraventions to policy?	Yes	
<b>DANGEROUS SUBSTANCES</b>		
If dangerous substances are or could be used has a risk assessment been carried out??	Not applicable	
<b>CONTRACTORS &amp; TEMPORARY WORKS</b>		
Impact survey (H&S & Fire) carried out prior to commencement?	Yes	
Permits to work used?	Yes	
Control of hot work and hot work permits?	Yes	
Contractors / in house maintenance staff supervised?	Yes	
Contractors booked in and out?	Yes	
Systems to control contractor's / in house maintenance staff equipment & materials?	Yes	
Work areas cordoned off?	Yes	
Suitable precautions to prevent fires?	Yes	

Measures to ensure means of escape are not compromised?	Yes	
Any other significant fire hazards that warrant consideration including process hazards??	None identified	
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 ✓
<b>GENERAL HOUSEKEEPING</b>		
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	
<b>PRO-ACTIVE SAFETY MANAGEMENT &amp; GENERAL RECORD KEEPING</b>		
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?	In progress. Undergoing review and revision.	✓
Do routine periodic checks of internal and external escape routes and final exits take place?	Yes, but this is informal and not adequately recorded.	✓
Are routine pro-active premises inspection and management systems in place? Condition surveys including fire doors?	Yes, but need to record.	✓
Pro-active premises maintenance systems?	Yes	
Dedicated log book or separate log books or files?	Yes, but could be improved.	✓
Records sufficient in detail?	No Not	✓

<b>WRITTEN FIRE EMERGENCY AND CONTINGENCY PLANS (INCLUDING DYNAMIC ASSESSMENTS AND PERSONAL EMERGENCY EVACUATION PLANS WHERE APPROPRIATE)</b>		
Available / Adequate Documented?	Yes, but should be reviewed.	✓
Arrangements to call Fire Service in place?	Yes	
Suitable arrangements to meet F.S. pass relevant hazard information and liaise?	Yes	
Workable arrangements ensure evacuation?	Yes	

Suitable assembly point(s)?	Yes	
Arrangements for roll call and identification of missing persons?	No	<input type="checkbox"/>
Adequate and workable evacuation procedures for any vulnerable persons likely to be present? Consideration of Personal Emergency Evacuation Plans?	Yes	
Nominated persons trained in use of extinguishers?	Yes	
Nominated persons trained to assist evacuation including disabled people?	Yes	
Where appropriate satisfactory arrangements in place for temporary responsible persons?	Not applicable	
Adequate contingency arrangements?	Yes	

## **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>STATE FREQUENCY</p>
	<p>Routine 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>STATE FREQUENCY</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.

<b>CONTRACTOR</b>	<b>ROLE</b>
	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)