

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

PERIODIC REVIEW OF FIRE RISK ASSESSMENT

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

Address of premises: *Kettlewell House Residential Care Home
Kettlewell Hill
Chobham Road
WOKING
Surrey
GU21 4HX*

Tel: *01483 215153*

Person(s) consulted: *Mrs K Patterson (Registered Manager)
Mr J Timms (Maintenance Manager)*

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

Date of this fire risk assessment review: *9 December 2014*

Date of last fire risk assessment review: *26 February 2013*

Date of previous fire risk assessment: *< >*

Suggested date for review⁹⁾: *9 December 2015*

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.

⁹⁾ 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates, or if a fire occurs.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):
Residents: Registered – 37 (thirty seven) Current Occupancy – 36 (thirty six)
Staff: Day - 15 (fifteen) Night – 4 (four) Total – 40 (forty)
 - 1.4 Fire loss experience:
None.
 - 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.

3.1 Are there adequate measures to prevent fire? Yes No

3.2 Comments and hazards observed:

Mains electrical installation – last test date – July 2013.

Carried out every five years.

Portable appliance testing – date of last test – January 2014. Annual.

Gas fires central heating system and cooker regularly serviced.

4.1 Are housekeeping and maintenance adequate? Yes No

4.2 Comments and deficiencies observed:

Satisfactory.

FIRE PROTECTION MEASURES

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

A number of items raised in the 2013 fire risk assessment have been satisfactorily implemented. The document, however indicates that all work would be completed by February 2014. This has not been achieved.

Refer to Page 8.

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

6.2 Comments and deficiencies observed:

The means of escape arrangements provided are satisfactory however refer to Pages 8 and 9 regarding management and maintenance.

7.1 Are compartmentation and linings satisfactory? Yes No

7.2 Comments and deficiencies observed:
Generally satisfactory however refer to Page 8 and 9 regarding management and maintenance.

8.1 Is there reasonable emergency escape lighting? ¹⁰⁾ 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 the 2013 fire risk assessment regarding the provision of notices.

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

¹⁰⁾ Based on visual inspection only.

10.1 Are the means of giving warning of fire adequate? ¹¹⁾ Yes No

10.2 Comments and deficiencies observed:

The fire alarm system appears to conform to British Standards 5839: Part 1 comprising sounders, manual call points.

It is not confirmed that the system automatic detection coverage meets a Category 1 standard.

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

11.2 Comments and deficiencies observed:

Satisfactory provision.

12.1 Comments on other fixed fire protection systems?

None.

¹¹⁾ 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:

Firesure UK Limited appointed to carry out fire risk assessment.

Fire safety managed by Mrs K Patterson – Registered Manager

J.E.S Training appointed to deliver staff fire safety training.

Boxcom Limited appointed to service and maintain the fire alarm and emergency lighting systems.

Fearl Fire Limited appointed to service and maintain the portable fire fighting equipment.

- 14.1 Are arrangements for management of fire safety adequate?

Yes No

Comments and deficiencies observed:

Refer to Page 7 Item 18.2.

- 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.

Portable evacuation equipment is provided.

I would recommend that you consider replacing the equipment with Albac Mats and Ski Pads. The number required would be based upon the number of residents in each compartment, the level of assistance required and the target evacuation time.

Equipment may be sited within stairs or adjacent the fire alarm control panel.

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.

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

16.2 Comments and deficiencies observed:
Although not available for audit it is understood that all staff receive two levels of training. One delivered by a trainer and the other via an e-learning programme.
Individual members of staff should receive the training at 6 monthly intervals.
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 18.2 below.

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

18.2 Comments and deficiencies observed:
Fire alarm – The system should be tested and examined by a fire alarm engineer every 6 months.
Training - Each member of staff should receive fire safety training every six months.
Drills – No recorded.
Fire drill should be carried out at regular intervals with each member of staff taking part in at least one drill annually.
Fire doors – To be tested and examined at regular intervals. Recommended monthly.
Internal means of escape routes including final exit doors – Weekly
External escape routes – Weekly
A fire safety log book should be provided to record all relevant information.
It is recommended that all fire safety records be held in one place, preferably the fire safety log book.

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.

All matters identified should be addressed and signed-off.

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 |
|--|-----------------------------------|-------------------|----------------------|
| Ground Floor | | | |
| 1. Reference the fire doors to rooms 1 and 5. Gaps exist between sections of the cold smoke seals and door frame with the door closed. These should be replaced. | 2 | | |
| 2. Reference the fire door separating the office from the stair enclosure. | | | |
| a) Notices FIRE DOOR – KEEP SHUT should be provided and sited on both faces of the door. | 3 | | |
| b) The self-closing device requires adjustment so as to close the door effectively on to the stops. | 1 | | |
| c) Gaps exist between sections of the cold smoke seals and door frame with the door closed. These should be replaced. | 2 | | |
| 3. Reference the following fire doors. | 2 | | |
| a) Separating the office referred to in 2 above and the lounge. | | | |
| b) Electrics cupboard. Gaps exist between sections of the cold smoke seals and door frame with the door closed. These should be replaced. | | | |
| First Floor | | | |
| 4. Reference the following fire doors. | 2 | | |
| a) Stair door opposite room 23 | | | |
| b) Sluice room opposite the lift. | | | |
| c) Linen store | | | |
| d) Lounge adjacent room 18 | | | |
| e) Fire door to stair opposite lounge | | | |
| f) Room 12 Gaps exist between sections of the cold smoke seals and door frame with the door closed. These should be replaced. | | | |

| | | |
|--|---|--|
| <p>5. <i>Reference the computer in the corridor adjacent the Pharmacy.</i> <i>This equipment is located in what should be maintained as an area free of potential fire risk.</i> <i>It would be acceptable to retain the equipment providing it is disconnected at the end of the working day.</i></p> | 1 | |
| <p>6. <i>Reference the fire door to the staff room.</i> <i>Gaps exist between sections of the cold smoke seals and door frame with the door closed.</i> <i>These should be replaced.</i></p> | 2 | |
| <i>Second Floor</i> | | |
| <p>7. <i>Reference the letterboxes fitted to the entrance doors to each suite.</i> <i>These should be replaced with units constructed so as to provide both 30 minutes fire resistance and smoke stopping.</i></p> | 3 | |
| <p>8. <i>Reference the fire door to suite 1.</i> <i>a) The latch requires attention so as to operate effectively.</i></p> | 2 | |
| <p><i>b) Gaps exist between sections of the cold smoke seals and door frame with the door closed.</i> <i>These should be replaced.</i></p> | 2 | |
| <p>9) <i>Reference the fire door to suites 3 and 6.</i> <i>Gaps exist between sections of the cold smoke seals and door frame with the door closed.</i> <i>These should be replaced.</i></p> | 2 | |