

# 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 221900*

Person(s) consulted: *Mrs K Patterson (Registered Manager)*

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

Date of this fire risk assessment review: *12 December 2016*

Date of last fire risk assessment review: *16 December 2015*

Date of previous fire risk assessment: *2013. Date to be confirmed.*

Suggested date for review<sup>9)</sup>: *12 December 2017*

---

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.

---

<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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates, or if a fire occurs.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):  
*Residents: Registered – 37 (thirty seven)*  
*Staff: Day- 15 (fifteen) Night - 4 (four) Total - 40 (forty)*
  - 1.4 Fire loss experience:  
*None*  
  
*14 March 2016 – Approximately 1530 hours. The fire service were called to an incident involving a fire within a private suite on the second floor.*  
*Fire evacuation procedure implemented.*  
*17 March 2016 – Follow-up visit carried out by Surrey Fire and Rescue Service. No further action taken.*
  - 1.5 Application of fire safety legislation:  
*The Regulatory Reform (Fire Safety) Order 2005 enforced by Surrey 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 inspection/test date by contractor – July 2013.  
Carried out every five years.***

***Portable appliance testing – annual – ongoing. Providing regular checks are carried out this  
may be extended to once every 2 (two) years.***

***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:

***The majority of items raised in the 2013 fire risk assessment have been satisfactorily  
implemented. I am conscious that the current management team were not in place at that  
time. The outstanding matters should however be checked and signed -off as a matter of  
urgency.***

***Refer to Page 8 of the 2014 fire risk assessment audit.***

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? <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 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.***

---

<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:

***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***

---

<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:

*None*

*Fire safety managed by Mrs K Patterson – Registered Manager  
Firesure UK Limited appointed to carry out fire risk assessment.  
Lifetime 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:

*Generally satisfactory however refer to points raised on 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.*

*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:  
*Appropriate evidence of appropriate training was not available to 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.*

*Each member of staff should receive fire safety training from a \*competent person every 6 months.*

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

*Regular fire drills are carried out however records should contain more detail.*

*I will contact Trisha re this matter as this requires attention in other premises within the group.*

*Each member of staff should take 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 and emergency lighting systems – satisfactory records*  
*Staff training and drills – refer to 16.2 above.*  
*Fire doors – satisfactory records. It is important however that the person carrying out these checks understands the features of a fire door and how the door should function in order to be effective.*  
*Means of escape routes including final exit doors – Carried out but not recorded.*  
*Portable fire-fighting equipment –satisfactory records.*  
*It is recommended that all fire safety records be held in one place.*

## 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.*

*The majority of matters raised have been addressed.*

*Matters outstanding that were discussed during the visit should be addressed and signed – off.*

*Should you have any questions regarding the above please feel free to contact me.*

*Reference the 2014 fire risk assessment audit.*

*I would draw your attention to Item 5 on Page 10 regarding computers within the corridors.*

*It should be confirmed that the power to these systems is removed overnight commencing when staffing levels have been reduced to a minimum.*



## 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
<b>Ground Floor</b>			
<b>1. Reference the set of fire doors to the kitchen.</b>			
<i>a) Gaps exist between sections of the cold smoke seals and door frame with the door closed. These should be replaced.</i>	2		
<i>b) The doors should effectively close at all times.</i>	2		
<b>2. Laundry</b>			
<i>Reference the self-closing fire door. The door was found wedged open. Unless fitted with an approved hold-open device linked or activated by the fire alarm the door should be closed at all times.</i>	1		