

SJH Consulting

LIFE SAFETY FIRE RISK ASSESSMENT CARRIED OUT FOR

Hailsham House Nursing Home

Covering - Orchard, Willow House, Holly House and Beech House



**New Road, Hellingly, Hailsham, East Sussex, BN27 4EW
Tel: 01323 442050**

For:

**Mr E Graham - Proprietor & Mr Khaled Ghosheh - Manager
Legally Responsible Persons**

**Carried out by
Mr Roger Davey FIFireE for SJH Consulting
UK Reg. 7205464
6 Herbert Rd. BR8 7SD**

On:

6 March 2013

RESPONSIBLE PERSON(S)

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

Names:

Date:

Signatures:

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

RECORD OF FIRE RISK ASSESSMENT REVIEWS

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

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

The suggested date for the annual review is:	March 2014
---	-------------------

Dates of Reviews	Comments and Name of Reviewer. <i>Indicate reason for review (annual or material change). Underline each review.</i>

INDEX

	Page No.
Section 1	Introduction, Methodology & Assessors Notes
	And additional comments 04
Section 2	Action Plan 08
	Part 1 Explanation of Prioritisation
	Table of Action Points
	Part 2 Explanatory Information & Definitions
Section 3	The Building, Premises and Undertaking 15
	General Description of Building
	Details of the Operation
	Information about the occupancy
	Occupants who may be especially at Risk
	Evaluation of risk by areas of the premises
	Evaluation of Risk for the Whole Premises
Section 4	Significant Findings Risk Assessments 22
Section 5	People 26
Section 6	Means of Escape 27
Section 7	Illumination of Escape Routes & Signage 31
Section 8	Existing Fire Detection & Warning 32
Section 9	Fire Fighting, Suppression & Containment 34
Section 10	Fire Safety Training 36
Section 11	Additional Fire Safety Regulation and Documentation 37
Section 12	Security & Arson 38
Section 13	High Risk Areas, Items & Non Routine Activities 39
Section 14	Fire Safety & Premises Management
	& Associated Recording Systems 40
Section 15	Appendix - A Optional space for Building Plan
Section 16	Appendix - B Optional space for the full written Fire Emergency Action Plan.
Section 17	Appendix - C Optional space for list of personnel with special responsibilities for fire safety related matters.
Section 18	Appendix – D Optional space to record Specialist Contractors for fire related matters.

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

On this occasion I have prepared a new consolidated fire risk assessment for the whole site. Previously in 2009 Beech house was separated because it was intended to manage this separately as a block of assisted living flats. This was not, in the end, implemented and the buildings are now being of mixed use and incorporating assisted living care and nursing functions. The differentiation of Beech House as a separate use is no longer appropriate.

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 Florin Duta (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, the action point could reasonably be expected to be completed.
PROGRESS NOTES -	Client uses as appropriate <i>e.g. Order placed with on.....date.... / Work programmed forDate If unable to meet Target date it is recommended that a progress note be made.</i>
(CR) = CUMULATIVE RISK FACTOR	Indicates that the priority rating or time frame may have been adjusted by the assessor to take account of a perceived increased risk from a cumulative effect of a number of relatively minor issues.

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

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

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

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

ACTION POINT	ACTION REQUIRED	PRIORITY LEVEL	TARGET DATE	PROGRESS NOTES	COMPLETED DATE
1	<p>Ensure when visitors sign in that staff ascertain whether they have any special requirements or needs in relation to the fire evacuation procedures. This could be achieved by including a request, on a notice of fire emergency procedures situated near the visitors book e.g. 'Visitors are requested to notify the staff member if they will have difficulties or require assistance in complying with the fire emergency procedures. Special facilities and or assistance can normally be provided'</p> <p>This is an easy safety gain</p>	M	Apr 2013		
2	<p>Formalise and document generic personal emergency evacuation plans (peeeps) for occasional visitors who may have special requirements. Typical generic plans for visitors might include:</p> <ul style="list-style-type: none"> • Mobility impairment. • Hearing impairment. • Visual impairment. • Reduced or impaired mental faculty. • Young children. <p>Staff should be observant and sensitive to these matters when visitors arrive.</p> <p>This is an easy safety gain.</p>	M	Apr 2013		
3	<p>Ensure that all protected escape stairways and external escape routes are cleared of obstructive and or flammable storage. This should be a matter of routine inspection and constant monitoring.</p> <p>During inspection some building materials were noted on a protected escape stairway, Cleaners equipment is routinely stored in a protected stairway (Ivy House) and empty bread delivery plastic containers (baskets) were seen outside of a final exit door.</p>	H	Immediate		



This is an easy safety gain.

4	<p>The following matters in relation to fire doors were noted on inspection and should be remedied.</p> <ol style="list-style-type: none"> 1. Linen Cupboard 1st floor Holly House – remove door prop and fit standard ‘Fire Door Keep Shut’ signage on both sides. Fit cold smoke and intumescent seals and make the door fully and effectively self closing. 2. Double leaf fire doors in general and throughout – ensure that any gap at the meeting stiles is covered by suitable cold smoke seals and that in any case the gaps are kept to the minimum size required for the functioning of the door. 3. Electrical cupboard 2nd floor Holly House – fit standard ‘Fire Door Keep Locked Shut’ signage. 4. Staff room (loft conversion) and corridor nearby 2nd floor Willow House – All cupboards and all access to loft spaces to be fitted with standard ‘Fire Door Keep Locked Shut’ signs. Also and importantly the door from one of the stores to the loft of adjoining house to have standard ‘Fire Door Keep Locked Shut’ signs on both sides. 5. Cleaning cupboard 1st floor Willow House – fit standard ‘Fire Door Keep Locked Shut’ signage. 6. Ground floor lounge Willow House – on double leaf fire door with overlapping meeting stiles fit a commercially available door selector to ensure that the leaves close in the correct sequence. 7. Fire doors to kitchen areas (main kitchen) from corridor to be fitted with standard ‘Fire Door Keep Shut’ signs on both sides. 8. Medicine cupboard in Willow House G floor – fit standard ‘Fire Door Keep locked Shut’ signs. 9. Orchard House Ground floor entrance from link corridor - inner lobby door near nurse’s station and the door to the nurses’ station fit standard ‘Fire Door Keep Shut’ signage on both sides. 10. Orchard House Medicine cupboard – fit standard ‘Fire Door Keep Locked Shut’ sign. 11. Orchard House sluice room is now used as store – fit standard ‘Fire Door Keep Locked Shut’ sign. 12. Cupboard ground floor N.W. stairs of Orchard House fit ‘Fire Door Keep Locked Shut’ sign. 	M	June 2013		
---	---	----------	-----------	--	--

	<p>13. Beech House room 11: repair or replace defective bolt on smaller leaf of entrance door.</p> <p>14. Beech House Hairdresser room fit standard 'Fire Door Keep Locked shut' sign.</p> <p>15. General throughout site – if linen cupboards are not being kept locked shut then they should be self closing and fitted with the appropriate signs 'Fire Door Keep Shut'</p>				
5	<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"> 1. There should be no gaps between the door frame and surrounding structure, 2. Door frame should be secure, 3. General condition of door and frame including any intumescent and cold smoke seals if fitted. 4. Reasonably snug fit of door to frame and note unauthorised modifications, 5. No breaches to the integrity of the door and frame (gaps in and around), 6. Condition and effectiveness of any self closing devices (full self closure without assistance), 7. Correct hinges - usually steel and definitely not a low melting point material, 8. Tightness and fitting of hinge screws, 	M	April 2013		



	<p>9. Free movement of door (no binding),</p> <p>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.</p> <p>11. Double leaf doors with overlapping meeting stiles must always close in correct sequence check any selector device,</p> <p>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,</p> <p>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.</p> <p>14. Doors to flats 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.</p> <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>					
6	<p>Make tidy and wall mount the gang socket in the prep area of the dining room of Orchard House. Ensure that the socket is away from any possible spillages.</p>		H	Apr 2013		
7	<p>The fire Emergency Action Plan (documented) should be reviewed and revised. It was noted that a number of items requiring completion once decided were still outstanding.</p> <p>Wherever lounges at ground floor are used as primary internal assembly points they must be designated as such and furthermore one or more external exits should be indicated as a fire exit by standard pictogram signs and should be kept free from locks requiring keys or codes.</p>		M	Jun 2013		

SECTION TWO –PART 2

EXPLANATORY INFORMATION AND DEFINITIONS

Quality and Standard of Equipment and Workmanship

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

Testing and Maintenance

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

Competent Person

A competent person may be defined as:

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

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

Records

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

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

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

SECTION THREE - THE BUILDING, PREMISES & UNDERTAKING

THE BUILDING

DATE OF CONSTRUCTION	Estimated 19C and various late 20C and 2009 extensions
TYPE OF CONSTRUCTION	Traditional -brick, timber, concrete with pitched and tiled roofs. The site comprises a number of separate buildings which have been conjoined. The latest building (Beech House) remains separate.
APPROXIMATELY OVERALL SIZE OF BUILDING	Complex site
APPROXIMATE FLOOR SIZE OF TYPICAL FLOORS.	Complex site
NUMBER OF FLOORS ABOVE GROUND LEVEL (INCLUDING GROUND AND SEMI -BASEMENTS WITH WINDOWS AND DIRECT ACCESS TO THE OUTSIDE)	2
NUMBER OF FLOORS BELOW GROUND	Nil
LIFTS/SHAFTS	Yes, hydraulic lifts. Those in Beech House are interfaced with the fire alarm and become inoperative on actuation of the alarm.
UNDERGROUND CAR PARKS	No
ANY KNOWN RESTRICTIONS ON USE OF THE BUILDING OR PARTS OF BUILDING	No
OTHER USERS OF BUILDING WAKEFUL	Not applicable this residents are either in some form of care or assisted living arrangement with Hailsham House Ltd.
OTHER USERS OF BUILDING PROVIDING SLEEPING ACCOMMODATION	Not applicable
OWNERS OF WORKPLACE/MANAGING AGENTS	Graham Care Ltd.

THE UNDERTAKING

DESCRIPTION OF THE OPERATION TO WHICH THIS FIRE RISK ASSESSMENT RELATES	Nursing Home with a number of assisted living accommodation units.
LOCATION WITHIN BUILDING / PREMISES	Whole
DAY / NIGHT / SLEEPING RISKS	Day Evening Night Sleeping
APPROXIMATE FLOOR SIZE OF OCCUPANCY IF LESS THAN WHOLE BUILDING	Whole
MANAGEMENT OF UNDERTAKING (PROPRIETOR / OWNER)	Hailsham House Ltd
MANAGEMENT RESPONSIBLE PERSON FOR THE PREMISES	Mr E Graham (Proprietor)
APPOINTED ASSISTANTS TO RESPONSIBLE PERSON(S)	Mr Khaled Ghosheh (Manager)
DO ANY OTHER PERSONS / ORGANISATIONS USE THE OCCUPANCY AND ACT AS TEMPORARY RESPONSIBLE PERSONS	No

THE PEOPLE

APPROXIMATE TOTAL MAXIMUM NUMBER OF PEOPLE IN WORKPLACE	Total staffing number 130 Up to 164 at any one time comprising of: Staff 31 Other people 123 residents (service users) 10 nominal visitors and trades people	
RATIO OF FIRE TRAINED STAFF TO PUBLIC ETC. APPROPRIATE FOR SAFE EVACUATION AT ALL MATERIAL TIMES	Yes. Staffing to service user levels currently about 1 : 4 day duty 1 : 8 night duty	
AMOUNT OF SLEEPING ACCOMMODATION PROVIDED AT THIS WORKPLACE / OCCUPANCY	Staff only Nil	Other people other than service users Nil
IF SLEEPING RISK - NO. OF STAFF <u>ON DUTY</u> AT NIGHT WITHIN WORKPLACE TO FACILITATE EVACUATION AND FIRE PROCEDURES.	Wakeful Varies according to the number of resident service users.	Sleeping Nil
OTHER INTERESTED PARTIES	None identified	

OCCUPANTS OF WORK PLACE ESPECIALLY AT RISK FROM FIRE

SLEEPING	Yes
PEOPLE IN AN ISOLATED POSITION E.G. REMOTE AREAS / LONE WORKERS	No
PEOPLE WHO ARE CHALLENGED IN A PARTICULAR WAY E.G. PHYSICALLY, MENTALLY, VISUALLY, HEARING.	Yes, some service users will require prompting, and some will require physical assistance. This is kept under constant review and monitoring.
PEOPLE WHO ARE UNABLE TO REACT OR BE MOVED QUICKLY E.G. VERY HIGH DEPENDENCY	None in the very high dependency category at the time of inspection.
ELDERLY AND OR FRAIL	Yes
YOUNG PERSONS	Yes, possible but only from time to time among visitors but always accompanied and closely supervised.
PEOPLE WHO ARE UNFAMILIAR WITH THE PREMISES	Yes, occasional visitors and trades people.
OTHER	None identified

RECENT HISTORY

HISTORY OF FIRE LOSSES	No
OTHER RELEVANT INFORMATION	None identified

SUBJECTIVE EVALUATION OF THE RISK BY AREAS OF THE PREMISES

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

EVALUATION OF FIRE RISK FOR THE WHOLE PREMISES

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

LIKELIHOOD OF FIRE OR EVENT

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

Low	✓
------------	---

Medium	
---------------	--

High	
-------------	--

In this context, a definition of the above is:

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

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

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

POTENTIAL CONSEQUENCES OF FIRE OR EVENT

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

Slight harm	✓
--------------------	---

Moderate harm	
----------------------	--

Extreme harm	
---------------------	--

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)).

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

AREA – WHOLE WORKPLACE

SIGNIFICANT FINDINGS	COMMENT AND NOTE OF ANY EXISTING CONTROLS WHICH ARE IN PLACE.	EVALUATION OF RISK	ACTION POINT Refers if further action is required
PEOPLE OR GROUPS CONSIDERED AT RISK - Staff, Visitors/Client/Customers, Contractors			
Unsafe action or inaction	<p>Visitors to the site and signing in are not always specifically asked by staff members receiving them if they have any disabilities or otherwise will require assistance or special provisions in relation to the fire evacuation procedure.</p> <p>It is important to ensure that this is covered because some disabilities or challenges may not be immediately obvious e.g. deafness.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2</p> <p>Anticipated harm to people. 5</p> <p>Risk score. 10</p> <p>Priority for action. Medium</p>	1 ✓
Unsafe condition Unsafe action or inaction	<p>Whilst personal emergency evacuation plans (PEEPs) are in place for regular occupants management have not yet considered developing generic PEEPs to cover occasional visitors to the site for the more common challenges that should be anticipated e.g. mobility, visual, hearing impairment. Loss of mental faculty and young children.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2</p> <p>Anticipated harm to people. 5</p> <p>Risk score. 10</p> <p>Priority for action. Medium</p>	2 ✓

<p>Unsafe condition Unsafe action or inaction</p>	<p>During inspection some building materials were noted on a protected escape stairway, Cleaners equipment is routinely stored in a protected stairway (Ivy House) and empty bread delivery plastic containers (baskets) were seen outside of a final exit door.</p> <p>It is important that escape routes are always kept clear of potential obstructive or flammable items. The fire evacuation strategy is dependent upon these routes remaining viable at all times.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 20 Priority for action. High</p>	<p>3 ✓</p>
<p>Unsafe condition</p>	<p>Whilst generally well maintained a number of double fire doors had excessive gaps at the meeting stiles and other fire doors were in need of minor repair or adjustment or the replacement of signs.</p> <p>Fire doors are used to slow the progress of fire and smoke spread and by this means to buy time to allow the evacuation process to be carried out. In care premises generally and most definitely in establishments using a progressive evacuation system the importance of well maintained and effective fire doors cannot be overstated.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 3 Anticipated harm to people. 3 Risk score. 9 Priority for action. Medium</p>	<p>4 & 5 ✓</p>
<p>Source of ignition Unsafe condition Unsafe action or inaction</p>	<p>It was noted that a gang socket in the prep room of the dining area in Orchard House was in a rather precarious position and could have been damaged by tension and strain on wires and plugs and possibly exposed to water spillages.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 4 Anticipated harm to people. 5 Risk score. 20 Priority for action. High</p>	<p>6 ✓</p>

<p>Unsafe action or inaction</p>	<p>The fire Emergency Action Plan (documented) is due for review and should be revisited. It was noted that a number of items requiring completion once decided were still outstanding.</p> <p>This is an important underpinning document which is live and must be responsive to changes in the building and use and occupants so regular review should be diarised.</p> <p>See action point for details.</p>	<p>Likelihood of harmful event. 2</p> <p>Anticipated harm to people. 3</p> <p>Risk score. 6</p> <p>Priority for action.</p> <p>Medium</p>	<p>7 ✓</p>
---	--	--	------------

SECTION FIVE – PEOPLE

DETAILS	INFORMATION	SIGNIFICANT ✓
STAFF		
Are good working practices observed?	Yes	
Are staff responsible and self disciplined?	Yes	
Is there adequate and effective management & supervision?	Yes	
Is there a register of staff on duty and are on duty staff booked on and off site?	Yes	
VISITORS / PUBLIC		
Booked in and out?	Yes	
Emergency arrangements explained?	Some signage is in place indicating specific action to be taken by visitors. This should be at all entry points and visitor's attention should be drawn to it at sign in.	
Are visitors routinely asked if they will need any special assistance or facilities in relation to emergency evacuations?	Not always.	✓
Adequate supervision by premises staff?	Yes	
Adequate general provision for especially vulnerable or challenged people?	Yes	
Adequate emergency arrangements for vulnerable or challenged people?	Regular occupants have Personal Emergency Evacuation Plans. Not sufficient with respect to non resident visitors.	✓
Appropriate staff action in relation to safety of visitors as observed?	Yes	

SECTION SIX – MEANS OF ESCAPE

DETAILS OF MEANS OF ESCAPE	INFORMATION	SIGNIFICANT ✓
NEIGHBOURING PREMISES / OTHER OCCUPANCIES		
No special concerns that fire in this occupancy will have a significant adverse life safety effect on other occupiers?	Satisfactory	
Is the life safety of this occupancy unlikely to be extraordinarily affected by fire in another occupancy in the building or neighbouring premises?	Not applicable	
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	
MEANS OF ESCAPE WITHIN ROOMS		
Are escape routes within rooms to alternative routes or direct to final exit acceptable?	Yes	
Are there suitable and acceptable provisions for any inner rooms?	Yes	
Satisfactory enhanced fire resistance and protection of any rooms used for 'Very High Dependency' occupants (hospitals / care premises)?	Not applicable to this occupancy No very high dependency residents.	
MEANS OF ESCAPE WITHIN PASSAGEWAYS		
Are escape routes within corridors to alternative routes or direct to final exit acceptable?	Yes	
Are long corridors sub divided where necessary?	Yes	
Are all <u>dead end corridors / locations and corridors serving bedrooms</u> protected routes (all doors except W.C.) fire resisting and self closing or locked shut?	Yes	
Satisfactory location, protection and standard of any refuges (if provided) for mobility impaired occupants?	Yes, see Beech House.	
Are fire lifts used for escape? Locations / identification?	Not applicable. No fire lifts.	

Are other lifts fitted with appropriate signs?	Yes	
MEANS OF ESCAPE WITHIN STAIRWAYS AND / OR TO FINAL EXIT		
Are escape routes within stairways to alternative routes or direct to final exit acceptable?	Yes	
Are protected lobbies (where required) satisfactory?	Not applicable	
Are all internal escape routes including staircases which form part of protected routes suitably protected by fire resisting construction and doors?	Yes	
Do protected routes and other escape routes lead to final exits?	Yes	
Are unenclosed 'accommodation stairways' found in the occupancy? If so are they acceptable?	Yes	
MEANS OF ESCAPE - CONTINUITY OF COMPARTMENTATION OR FIRE SEPARATION OF ROUTES		
Within limitations of non invasive visual inspection escape routes free from deficiencies in fire compartmentation and fire separation?	Yes	
DETAILS OF MEANS OF ESCAPE		
GENERAL		
Escape route details.	<p>The premises are arranged to facilitate progressive horizontal evacuation with a number of compartments which are separated from each other by continuous 30 minute fire resisting construction and doors across corridors. In addition to the use of main corridors the following are the principle escape routes to ultimate safety.</p> <ol style="list-style-type: none"> 1. Holly house first floor via either of two stairs to ground floor and final exits there from. 2. Holly House ground floor corridor using final exits for stairs and final exits direct from each of the 	

	<p>lounges.</p> <ol style="list-style-type: none"> 3. Willow House first floor via stairs near main entrance to final exit or stairs leading to exit near kitchen now through new rear block. 4. Willow house ground floor via final exits as in 3 above. 5. Ivy House ground first floor two directional escape to stairs / final exits 6. Rear block Orchard via stairs and final exits at East and West ends 7. Beech House <p>Whilst an immediate total evacuation protocol is possible if occupants are fully ambulant and able. The building is arranged to facilitate progressive horizontal evacuation with a number of compartments which are separated from each other by continuous 30 minute fire resisting construction and doors across corridors. In addition to the use of main corridors the following are the principle escape routes to ultimate safety.</p> <p>3 stairways each leading to a final exit. There are disabled refuges for this building on all stairways.</p>	
<p>Are all escape routes including external routes, stairways, corridors and passages clear of obstructive or inappropriate combustible items and trip hazards?</p>	<p>No, some builders' materials were noted in stairways. Bread delivery boxes left outside a final exit.</p>	<p>✓</p>
<p>Are all escape routes including within rooms or occupied spaces, stairways, corridors and passages clear of obstructive or inappropriate combustible items?</p>	<p>No, some cleaner's equipment is routinely stored in a protected stairway enclosure.</p>	<p>✓</p>
<p>Are any external stairs and other external escape routes protected from fire, safe and adequate?</p>	<p>Yes</p>	

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?	No some minor adjustments required. Also excessive gaps at meeting stiles.	✓
Fire doors free from wedges, props, ties or maladjustment etc.?	No	✓
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 or replacements needed.	✓
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	Satisfactory	
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?	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 ✓
NORMAL LIGHTING		
Is the normal lighting natural/artificial sufficient for the means of escape routes?	Yes	
EMERGENCY LIGHTING		
Is emergency lighting required?	Yes	
Is Emergency lighting provided in all areas?	Yes	
System installer's compliance / commissioning certificates available?	Not seen	
As far as can be ascertained by non intrusive observation is Emergency Lighting Provision Sufficient and working?	As far as could be ascertained. Not tested during assessment visit.	
Are in house function tests routinely carried out and recorded in accordance with current British / European standards?	Yes	
Are routine discharge tests and servicing arrangements by competent person in place, and carried out to current British / European Standards etc.?	Yes	
Are tests and services documented and recorded with certificates issued in accordance with current BS / ES?	Yes	
EXIT SIGNAGE		
Exit etc. Signage to current British / European Standards	Yes	
Sufficient number, size & location?	No see Willow House ground floor from NW stairway	
OTHER FIRE RELATED SIGNAGE		
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 ✓
SYSTEM		
Do the premises require a fire alarm?	Yes	
Are the premises provided with a satisfactory Fire Warning Arrangement?	Yes Electrical mains (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	
Single stage, two stage or phased system?	Single stage	
Are any door hold device / free swing devices used, linked to the fire alarm system and tested / maintained?	Yes	
System installer's operating instructions, compliance and commissioning certificates available?	Yes	
System weekly test by staff & recorded?	Yes	
System routine test & maintenance by competent person in accordance with current British / European Standards with certificates available?	Yes	
MANUAL CALL POINTS & AUTOMATIC FIRE DETECTORS		
Call Points Provided, visible & accessible at or near all storey & final exits?	Yes No Not applicable	
Call point signage in place?	Satisfies	
Automatic Fire Detectors sufficient in number, location and type?	Yes, as far as could be seen. Yes No Not applicable	
ALARM		
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?	Progressive horizontal evacuation protocol.	
If delayed evacuation procedures is this appropriate and agreed?	Not applicable	

MEANS OF CALLING FIRE BRIGADE		
Manual / Automatic?	Manual by telephone	
Any additional comments relating to the fire detection and or warning provisions?	None	

SECTION NINE - FIRE FIGHTING, SUPPRESSION AND CONTAINMENT

DETAILS OF FIRE FIGHTING EQUIPMENT AND SYSTEMS RELEVANT TO LIFE SAFETY	INFORMATION	SIGNIFICANT ✓
Fire extinguishers (including fire blankets if appropriate) installed?	Yes	
Portable fire fighting equipment Correct type / location, sufficient quantity / sizes?	Yes	
Portable fire fighting equipment Properly mounted?	Yes	
Portable fire fighting equipment correct signage?	Yes	
Portable fire-fighting equipment appears visually in good order and serviceable condition?	Yes	
Portable fire fighting equipment Inspected monthly by staff & recorded?	Yes	
Portable fire fighting equipment Tested annually by competent person & records / certificates kept?	Yes – last 8 Dec 2012	
OTHER FIRE FIGHTING AND SUPPRESSION EQUIPMENT RELEVANT TO LIFE SAFETY		
Other fire suppression systems installed?	No	
Other automatic fire suppression systems maintenance by competent person and documentary record?	Not applicable	
MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT E.G. CONTAINMENT.		
As far as could be ascertained by non-invasive inspection is the fire compartmentation is of a reasonable standard?	Yes	
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	

Manifest of Fire Extinguishers or Location Plan

Optional

May be appended here.

SECTION TEN - FIRE SAFETY TRAINING

ITEM	INFORMATION	SIGNIFICANT ✓
FIRE TRAINING		
Fire safety at induction training (Fire evacuation, fire equipment, fire signs)?	Yes	
Fire safety training carried out for all staff?	Yes	
Fire Marshals / Wardens / Duty Manager's and any persons with special responsibilities for fire procedures, fire safety management and equipment trained?	Yes	
Refresher training carried out at appropriate intervals in relation to risk and workforce profile? (e.g. day staff 6 months night staff 3 months)?	Yes	
Adequate records available?	Yes	
EVACUATION DRILLS		
Carried out on an appropriate routine?	Yes	
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 ✓
PREMISES LICENCE		
Current?	Not applicable	
OTHER RELEVANT STATUTORY REGULATIONS		
Detail -	Health and Social Care Act 2008	
Any additional comments relating to fire safety regulation?	None	

SECTION TWELVE – SECURITY AND ARSON

ITEM	INFORMATION	SIGNIFICANT ✓
SECURITY		
Are all non-public entry points secured?	Yes	
ARSON		
Is there an anti-arson policy and are there appropriate measures in place?	Yes 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?	Security patrols on an ad hoc basis by maintenance manager.	

SECTION THIRTEEN –RISK AREAS, ITEMS & NON ROUTINE ACTIVITIES

ITEM	INFORMATION	SIGNIFICANT ✓
<p>EXCEPTIONAL SOURCES OF IGNITION Excluding normal sources associated with type of undertaking which are properly controlled.</p>		
<p>None identified</p>		
<p>EXCEPTIONAL SOURCES OF FUEL Excluding compliant furniture and furnishings; stationary and non hazardous stock in trade which is kept in appropriate quantities and safe and appropriate locations.</p>		
<p>LPG gas cylinders stored externally.</p>	<p>Used to supplement limited mains gas supply for installation to tumble dryer in laundry.</p> <p>Appears to be in a safe well ventilated area. Not secured but no incidences of tampering in remote location.</p>	
<p>EXCEPTIONAL SOURCES OF OXYGEN Excluding natural ventilation and normal atmospheric oxygen.</p>		
<p>Medical oxygen occasional when required but not routinely kept at site.</p>	<p>When used or stored on site medical oxygen is subject to Risk Assessment by the manager. Staff must be are trained in its use and inherent dangers. Oxygen cylinders, when in us, are removed as part of fire evacuation procedures.</p> <p>Manager is aware of the general requirements in relation to safe handling and storage of oxygen standard hazard signage is used outside any room where oxygen is used or stored.</p>	

KITCHENS AND COOKING ACTIVITY	Industrial Commercial Kitchen	
	Beverages and Reheating facilities	
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 In house staff as there is no significant ductwork.	
Cooking ranges, equipment and ovens maintained in a safe condition?	Yes	
Generally are safe systems of work in place within the kitchen environment?	Yes	
BOILER AND PLANT ROOMS		
Structural separation and fire resistance?	Yes	
Fuel cut off?	Yes	
Boilers and plant routinely serviced in accordance with manufacturer's instructions by competent person with documentary evidence?	Yes	
Free from inappropriate use e.g. storage?	Yes	
OPEN FIRE PLACES		
Do open fire places where installed have suitable fire guards?	No operational open fireplaces identified.	
Does the general construction appear to be free from defects?	Not applicable	
Are chimneys and flues regularly cleaned?	Not applicable	
PORTABLE HEATERS AND HEATING INSTALLATIONS		
Is the use of portable heaters avoided as far as possible?	No portable heaters identified during site visit.	
Where portable heaters are in use – Is the use of the more hazardous types (e.g. exposed radiant elements, LPG appliances) avoided?	Yes, if ever used.	

Where portable heaters are in use – Are suitable measures in place to avoid ignition of combustible materials?	Management are aware of this.	
Are fixed heating installations subject to regular maintenance and testing?	Yes	
ELECTRICAL AND GAS INSTALLATIONS AND RELATED EQUIPMENT		
Is there a valid electrical installation test certificate?	Yes, not seen.	
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?	Generally yes but one gang socket in Orchard House dining room was of concern.	✓
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, but no documentation seen.	
Are all central heating etc. appliances routinely serviced and tested by competent persons with certificates provided?	Yes	
If oil fired equipment and installations are in use are these appropriately maintained serviced and tested?	Not applicable	
LIGHTNING		
Does the building have a lightning protection system?	None seen	
Was the system free of any obvious deficiencies as far as could be seen by non invasive general view?	Not applicable	
HIGH VOLTAGE DISPLAY SIGNS		
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	

SMOKING		
Are reasonable measures taken to prevent fires from smokers' materials or activities?	Yes	
Are there suitable provisions for people who wish to smoke?	Yes	
Absence of any contraventions to policy?	Yes	
DANGEROUS SUBSTANCES		
If dangerous substances are or could be used has a risk assessment been carried out??	Not applicable	
CONTRACTORS & TEMPORARY WORKS		
Impact survey (H&S & Fire) carried out prior to commencement?	Yes	
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 contractors / in house maintenance staff equipment & materials?	Yes, but some evidence of builders' materials left in escape routes.	✓
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	
Any additional comments relating to higher risk areas and non-routine activities?	None	

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

ITEM	INFORMATION	SIGNIFICANT ✓
GENERAL HOUSEKEEPING		
Is the general standard of housekeeping and tidiness of the occupancy adequate?	Yes	
Are combustibles generally separated from sources of ignition?	Yes	
Are unnecessary accumulations of waste avoided?	Yes	
Is the inappropriate storage of combustibles avoided?	Yes	
Is the storage of hazardous material appropriate?	Yes	
PRO-ACTIVE SAFETY MANAGEMENT & GENERAL RECORD KEEPING		
Are pro-active management systems in place to ensure (in house and outside contractor) fire related tests; inspections and training are carried out and recorded?	Yes	
Do routine periodic checks of internal and external escape routes and final exits take place?	Yes, but not fully effective.	✓
Are routine pro-active premises inspection and management systems in place? Condition surveys including fire doors?	Yes, but not fully effective.	✓
Pro-active premises maintenance systems?	Yes	
Dedicated log book or separate log books or files?	Yes	
Records sufficient in detail?	Yes	

WRITTEN FIRE EMERGENCY AND CONTINGENCY PLANS (INCLUDING DYNAMIC ASSESSMENTS AND PERSONAL EMERGENCY EVACUATION PLANS WHERE APPROPRIATE)		
Available / Adequate Documented?	Yes, but it is now due for review.	✓
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, but these have not all been documented.	✓
Arrangements for roll call and identification of missing persons?	Yes	
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 but not fully recorded in the document.	✓

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.

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