

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT**



Address of premises.	Boorley Park Community Centre, 121 Wallace Avenue, Botley, SO32 2RQ.
Responsible Person(s).	Jackson Rowe Ltd - until building handover.
Person(s) having control of the premises.	Jackson Rowe Ltd- until building handover.
Person(s) consulted.	Shaun Horrill – Quantity Surveyor for Jackson Rowe.
Date of Fire Risk Assessment (FRA).	1st October 2020.
Suggested date for a full review of this Assessment ¹	October 2022.
Previous fire risk assessment.	N/A [this is the initial FRA].
Assessor	Bryn Bashford: TIFireE, MIFPO, MIFSM.
Report Forwarded to	23rd October 2020 URN JBL 1222

¹ A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need.
This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs

Purpose

This document represents the results of a fire risk assessment/survey conducted on this property as requested by Janet Morgan, Parish Clerk to Botley Parish Council [the prospective occupiers] and David Lealan Eastleigh Borough Council Senior Asset Manager.

Its purpose is to provide an assessment of the risk to life and property from fire in these premises and to assist the Responsible Person demonstrate compliance with legal fire safety and is an organised and methodical look at:

- a) The buildings.
- b) The activities and processes within.
- c) The potential for a fire to occur.
- d) The potential for harm to relevant persons in and around the premises.

Aimed at clarifying those actions requiring attention, following a comprehensive assessment process conducted in line with current guidance, it is subjective and based upon observations at the time of assessment, the supporting documentation of any statutory testing of the buildings fire precautions, appliance and/or equipment, presented prior to or during the survey and the subsequent questioning of the responsible person or their delegated representative.

However, once the issues raised in this survey regarding, compartmentation, fire doors, the fire alarm system, training, procedures, (where applicable), have been satisfactorily addressed and with a follow up Fire Risk Assessment the risk level should, where applicable become tolerable.

Significant findings noted in this assessment

With the exception of a few minor deficiencies nothing of note was identified.

Risk Rating Justifications

There were a small number of defects noted and a Tolerable risk rating for both Life Safety and Building Preservation is more than reasonable.

The building is currently un-occupied and on completion of handover will be managed by Botley Parish Council.

1. Life Safety (injury or death)	Tolerable
2. Building Preservation (building damaged or destroyed)	Tolerable



Aerial view of property with the MUGA and the car park.

Contents

-	FRA purpose, Significant findings & Risk rating justification	Page 02
-	Profile pictures	Page 03
-	Contents	Page 04
A	Building information & people at risk	Pages 05 - 06
B	Relevant fire safety legislation & guidance documents	Pages 07
C	Fire hazards: Their elimination or control	Pages 08 – 12
D	Fire protection measures	Pages 13 – 18
E	Management of fire safety procedures & arrangements	Pages 19 – 24
F	Fire Risk Assessment Building & Life Preservation	Pages 25 – 26
G	Action Plan & pictures	Pages 27 – 35
Appendix 1	Assembly points	Pages 36
Appendix 2	Fire Safety Order – Regulatory requirements	Pages 37 - 41
Appendix 3	Duties of Responsible Person or the appointed Competent Person	Page 40

This assessment process has been carried out following the general principles set out in PAS79:2012 Fire Risk Assessment–Guidance and a recommended methodology which is considered to be the main benchmark standard for Fire Risk Assessments within the United Kingdom.

Brynmor Bashford

Brynmor Bashford TIFireE, MIFPO, MIFSM



REGISTERED ASSESSOR

LIFE SAFETY



(A) Building information & people at risk.	
A single storey timber framed building with brick cladding, concrete floor under a timber pitched slate covered roof. - Internal walls are a mix of brick and block with plasterboard on studwork and some dry lining. - Ceilings are skimmed plasterboard. - Internal doorsets are FD30 cert fire doors, all are 30-minute fire resisting, intumescent strips and cold smoke seals and where required, fitted with self-closing devices and are all signed "Fire Door Keep Shut/Keep locked".	
Approximate age and / or construction date of the property.	2018
Lifts in the building.	0
Number of floors.	1
Basement(s)?	0
Ground floor area, (approximate).	600 m²
Internal staircases.	0
External staircases.	0
Fire alarm system category – (Addressable)	L2
Approximate building height – (the apex to the pitched roof in the main hall is 8m approx).	3 m
External cladding present?	No
Balconies present?	No
Multi occupancy site?	No
Occupancy and use of the premises.	
A fully inclusive community centre with two halls both with kitchens, a proposed seated café space meeting rooms, office accommodation and toilets.	
Any recorded fire incidents at this address.	
Up to the time of this assessment there were no recorded fire incidents for this site.	
Evacuation strategy for the buildings.	
Simultaneous evacuation of the building upon actuation of the fire alarm.	
Occupants in the buildings.	
Approximate maximum number of persons on site at any one time is going to vary with events and time of day. The café will accommodate 60 persons standing and less when seating and tables are introduced. The small hall (95 m²) will accommodate 181 persons standing (0.5 m² of floor space per person) and less when seating is introduced (1 m² of floor space per person) and then tables etc. The main hall (181 m²) will accommodate 362 persons standing and less when seating is introduced (1 m² of floor space per person) and then tables etc. the overall number is estimated to be 30 > < 400 in the unlikely event that both halls and the café are in use simultaneously.	
Occupants especially at risk from fire.	
As the building is level access and fully inclusive it is reasonable to assume disabled persons/wheelchair users could be in the building. Also, young and small children and there is a possibility that lone working will occur when the building is occupied.	
Scope of this Assessment	
- The office accommodation - Kitchens - Meeting rooms. - Both halls - Toilets - Electrical intake cupboard & plant room - The main entrances & all exits. - External circulation routes, external store, external toilets, landscaped areas, the bin area & the car park. - Loft space and above suspended ceilings.	

Does the property have an accessible loft space
Yes, located in the far store cupboard.
Was the loft space inspected
Yes, inspected from the head of a ladder but not accessed.
Areas not accessed during visit.
All areas were accessed.
Any outstanding issue from the previous FRA?
N/A
Fire brigade water supplies & access
The closest fire hydrant was located within 100 metres of the property, in the shared access road and outside of 133 Wallace Avenue. 
Type of Fire Risk Assessment
The assessment carried out was a Type 1 assessment and did not include areas below normal floor level or above false ceilings unless these areas were readily accessible. Therefore, no 'intrusive' or 'destructive' inspections of compartmentation or voids was carried out. No responsibility, therefore, is accepted by the consultant for issues relating to compartmentation which could not be viewed or identified at the time of the survey. The risk assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons using the building. The nature and design of the building, the occupants, including vulnerable occupants where applicable, the protection afforded, safety provisions and any procedural arrangements observed were taken into account in establishing the final risk analysis. Note: If a greater degree of destructive inspection is deemed to be necessary, this will be noted in the relevant sections of this FRA.
Any Additional Information
No

(B) Relevant fire safety legislation & guidance documents

The Regulatory Reform (Fire Safety) Order 2005 applies to these premises and is enforced by:

Hampshire Fire and Rescue Service
Leigh Road,
Eastleigh,
SO50 9SJ

Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

- The Health & Safety at Work etc. Act 1974.
- The Management of Health & Safety at Work Regulations 1999.
- Workplace (Health, Safety & Welfare) Regulations 1992.
- Health & Safety (Safety Signs & Signals) Regulations 1996.
- Electricity at Work Regulations 1989.
- The Equality Act 2010.

The above legislation is overseen by: The Local Authority & the Health & Safety Executive (HSE).

Guidance available for referencing when compiling this assessment.

Fire Safety Design and Management

- Approved Document B Vol 2, 2019 edition (as amended).
- HM Government Guide to Fire safety risk assessment Large Places of Assembly & Means of Escape for Disabled People.
- BS 9999: 2017. Fire safety in the design, management and use of buildings. Code of practice.
- BS 5839-1: 2017. Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises.

Fire Extinguishing Appliances

- BS 5306-3: 2017. Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice.
- BS 5306-8: 2012. Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.
- BS EN 3. Portable fire extinguishers.
- BS EN 1869: 2019. Fire blankets.

Emergency escape lighting

- BS 5266-1: 2016. Emergency lighting - Code of practice for the emergency lighting of premises.
- BS 5266-8: 2004. (BS EN 50172: 2004). Emergency escape lighting systems.
- BS EN 1838: 2013. Lighting applications – Emergency lighting.

Fire safety signs

- BS 5499-4: 2013. Safety signs. Code of practice for escape route signing.
- BS ISO 3864-1: 2011. Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.
- BS EN ISO 7010: 2012 + A7: 2017. Graphical symbols. Safety colours and safety signs. Registered safety signs.
- BS 5499-10: 2014. Guidance for the selection and use of safety signs and fire safety notices.

Health and Safety (Safety Signs and Signals) Regulations 1996.

(C) Fire hazards, their elimination or control
Electrical

Fixed wiring and other fixed electrical installations periodically inspected and tested in accordance with Electricity at Work Regulations 1989, BS 7671: 2008 (2013) and/or IET guidance?

Yes

Current EICR completed	1st August 2019
Re-Inspection due	Re-test due August 2024
Contractor & certificate	New installation

At the time of this assessment was the electrical intake space secure and accessed as part of this assessment?

Yes

At the time of this assessment were electrical fuse panels in other locations if applicable, secure, or with restricted access and in a state of good repair?

N/A

Portable appliance testing conducted when required?

N/A

Suitable control of extension leads and adapters to ensure they are used in an appropriate manner?

N/A

Flexes and cables run in a manner to prevent them from being damaged?

N/A

External condition of portable electrical appliances, flexes, and plugs considered to be satisfactory? (**visual inspection & a random sampling during assessment**).

N/A

The areas surrounding the vents of electrical appliances maintained clear? (**visual inspection & a random sampling during assessment**).

N/A

Non-essential electrical items switched off and/or unplugged at the end of each working day?

N/A

Is there a suitable policy in place regarding the use of personal electrical appliances?

N/A

Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc?

Yes

Is the building fitted (PV) Photovoltaic panels?

No

If PV panels are fitted are there signed electrical isolation switches available and is the DC supply cable(s) adequately signed?

N/A

Other systems available to supply electricity?

N/A

Does the property have a lightning protection system?

No

Is the lightning protection system tested regularly by a qualified/competent person?

N/A

As far as is reasonable, have all relevant matters regarding the safe use of electrical appliance and systems now been considered?

Yes

Overall are reasonable measures taken to prevent fires of electrical origin?

Yes

Comment and /or recommendations:

See recommendations 1 & 2 at the rear of this document.

Cooking

If applicable are gas appliances serviced regularly by a gas safe engineer?	N/A
If applicable, are Filters/Ductwork/Fans/Canopy(s) cleaned regularly?	N/A
Was proof of cleaning on display and / or available?	N/A
Is there a deep fat fryer in use and is it cleaned on a regular basis?	N/A
Is the deep fat fryer protected by suitable extinguishing appliances? .	N/A
Was a fire blanket available?	N/A
Were there other fire extinguishers available?	N/A
Where appropriate, are emergency electrical isolation switches provided in safe locations?	N/A
Where appropriate, are emergency gas stopcocks provided in safe locations?	N/A
Where appropriate, are extraction fan isolation switches provided in safe locations?	N/A
Where appropriate are cooking fats and oils stored safely?	N/A
Cooking equipment subject to regular cleaning and maintenance?	N/A
As far as is reasonable, have all relevant concerns regarding fire hazards associated with cooking now been considered?	N/A
Overall, are reasonable measures taken to prevent fires as a result of cooking?	N/A

Comment and /or recommendations.

As previously mentioned at the time of the assessment the building was unoccupied and following hand over to Botley Parish Council kitchen appliances machinery etc, will be installed then.

The installation and siting of fire extinguishers and fire blankets will be dealt with later in this assessment.

Portable heaters

Are portable heaters used in the building?

Portable heaters were not evident during the inspection.

No

Are portable heaters used in safe manner?

N/A

If applicable, type of heaters in use and could they be changed for a safer alternative?

N/A

As far as is reasonable, have all relevant concerns relating to the use of portable heaters & equipment been considered?

N/A

Overall are adequate control of portable heaters exercised?

Yes

Comment and /or recommendations.

As the building is currently unoccupied, portable heaters were not noted during the inspection.

Heating in the community centre is provided by an under-floor heating system and potentially this may not be adequate during the winter months in keeping the building warm enough and therefore it's possible that persons occupying the building for a period of time will use portable heaters to supplement the heating system.

The use of fan heaters or radiant heaters is not recommended, fan heaters at floor level are easy to knock and move as are radiant heaters, unless fixed to the wall.

Oil filled radiators fitted with an automatic thermal cut out and an anti-tilt cut out switch would be more suitable.

Fixed Heating Installation

At the time of this assessment was the boiler room free from clutter and stored items?

Yes

Are system controls in place to automatically/or manually shut the system down in the event of a fire?

N/A

Are fixed heating installations subject to regular maintenance by a competent engineer?

No

As far as is reasonable have, all relevant matters regarding the fixed heating system now been considered?

Yes

Overall are reasonable measures taken to prevent fires originating from the fixed heating system/gas/ electric boilers?

Yes

Comment and /or recommendations.

The heating system does not appear to have been checked and / or serviced since installation.

See recommendation 3 at the rear of this document.

Smoking

Is smoking prohibited in the building?

Yes

Is smoking prohibited in appropriate areas?

Yes

Is there a suitable provision of no smoking signage on display?

No

Did this policy appear to be observed at the time of this inspection?

Yes

Are reasonable measures taken to prevent fires as a result of smoking?

Yes

Comment and /or recommendations.

See recommendation 4 at the rear of this document.

Housekeeping

Combustible materials appear to be separated from Ignition sources?

Yes

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes

Appropriate storage of hazardous materials?

N/A

Avoidance of inappropriate storage of combustible materials?

Yes

At the time of this Audit/inspection was the standard of housekeeping adequate?

Yes

Comment and /or recommendations.

None.

Arson

Absence of unnecessary fire load in close proximity to building?

Yes

Is CCTV in use?

No

Is the exterior fencing & security adequate?

Yes

Is anti-social behaviour and /or vandalism a neighbourhood issue?

No

Basic security against arson by outsiders appears reasonable? ²

Yes

Comment and /or recommendations.

None.

² Reasonable only in the context of this fire risk assessment, if specific advice on security, including security against arson, is required, then the advice of a security specialist should be obtained.

Hazards introduced by outside contractors & building works

Are fire safety conditions imposed on outside contractors?	Yes
Are fire safety conditions written / suitably recorded and retained for future reference?	Yes
Will there be satisfactory control & supervision of works conducted within the building?	Yes
Will there be satisfactory control over building works conducted externally to the building?	Yes
Are suitable precautions followed/taken during 'Hot Works', including use of 'hot work' permits?	Yes
If applicable, do in house maintenance personnel understand the hot works process?	N/A

Comment and /or recommendations.

As a responsible organisation, Jackson Rowe Ltd would have only used accredited and approved contractors for this building project as these contractors are expected to have an understanding of the appropriate procedures to employ, how to implement them & how to control all associated risks, including the appropriate permits to work, including a system in place for 'Hot Works'. Upon handover of the building this duty of care shifts to Botley Parish Council, also a responsible organisation and when it comes to general maintenance work and appliance servicing will use accredited & approved contractors.

The 'Responsible Person' or the person with 'Delegated Responsibility' has a duty to ensure contractors understand their responsibilities with regards to fire safety and this would as a matter of course involve due diligence checks of contractors & the implementation of the correct control procedures necessary to keep all persons within the building(s) and close to the building safe from fire, as stated in Article 8 of the Regulatory Reform (Fire Safety) Order 2005.

Dangerous substances

Are cylinders containing flammable gases used or kept on site/within the building?	No
Are there large quantities of aerosol cans including paints stored on site?	No
Are rechargeable battery banks, (car batteries), used on site & if so they are they sealed or unsealed batteries, (potential for flammable gas)?	No
If any of the above are kept on site is the storage facility, appropriate for the task and adequately vented?	No
If applicable are arrangements for the storage of flammable liquids adequate?	N/A
If applicable is heating oil kept on site and is the tank bunded?	N/A
If applicable, has a suitable risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
Are the general fire precautions adequate to address the hazards associated with dangerous substances used in this building?	N/A
Any other significant fire hazards or processes that warrant consideration that could impact on the general fire precautions for the building?	No

Comment and /or recommendations.

None.

(D) Fire Protection Measures

Means of escape

Is there an adequate provision of exits?	Yes
Exits easily and immediately openable where necessary?	Yes
Fire exits open in direction of escape where necessary?	Yes
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
Satisfactory means for securing exits?	Yes
Suitable protection of internal escape routes?	Yes
Is the use of notice boards on corridors controlled, boards no wider than 3 metres with 1-meter gap between other boards and if covered is the cover top hung?	N/A
Are there lockers on the corridor(s) and if so are they made from materials of limited combustibility?	N/A
At the time of the inspection were internal escape routes clear of obstructions?	Yes
Suitable protection of external escape routes?	N/A
At the time of the inspection were external escape routes clear of obstructions.	Yes
Is the building provided with reasonable means of escape in case of fire?	Yes

Comment and /or recommendations.

The building has a main entrance to the front of the premises located on Wallace Avenue
There are a number of alternative exits, 3 from the small hall 2 from the main hall and 1 from the kitchen.

The kitchen door opens against the escape route but given the low number of persons likely to work in this area & use the exit, this is deemed acceptable.

[See recommendation 5 at the rear of this document.](#)

Reasonable travel distances

Where there is a single direction of travel?	Yes
Where there are alternative means of escape?	Yes
Suitable fire precautions for all inner rooms?	Yes

Comment and /or recommendations.

The recommended travel distances for the property as detailed in Approved Document B and the CLG Guide- Fire Safety Risk Assessment-Medium Places of Assembly are 18 & 45 metres;

18 metres for a single direction of travel and 45 metres where an alternative direction is available. Travel distances were checked as part of this assessment and appeared to be reasonable and compliant.

Means of escape for persons with restricted mobility

Are disabled refuges in place on stair landings?	N/A
Are the disabled refuges easily identified and appropriately signed?	N/A
Has each refuge been fitted with an emergency voice communications system?	N/A
Are EVAC chairs or a suitable alternative in use?	N/A
Can wheelchair users access the external escape route/reach the assembly point(s)?	Yes
Is there a suitable number of staff trained in EVAC chair use, including holiday and sick cover?	N/A
Are evacuation lifts available for people with restricted mobility to use in an emergency?	N/A
Is a PEEP system available/in use or an equivalent?	N/A
Are procedures in place to evacuate hearing impaired, visitors, in an emergency?	N/A
Are procedures in place to evacuate sight impaired, visitors in an emergency?	N/A
Reasonable arrangements in place for the escape of disabled people?	Yes

Comment and /or recommendations.

- A PEEP system (Personal Emergency Evacuation Plan) is a bespoke emergency action escape plan for individuals, including members of the public, staff and regular visitors to the premises living with long term medical conditions and who may require assistance to evacuate in the event of an emergency, for example: hearing loss or sight impairment, heart disease, breathlessness and conditions that limit a person's movement.

Temporary medical conditions such as the wearing a leg cast or towards the end of a pregnancy may also require a PEEP if their condition could delay their responding to the alarm preventing them leaving the building in a timely manner.
A PEEP should contain information on the assistance an individual may require, from the use of a disabled refuge to assistance from a colleague, alerting a hearing-impaired person using a buddy system etc.
- The underlying question in deciding whether a PEEP is necessary is "can this person evacuate the building unaided in a prompt manner during an emergency situation?"
If the answer is "no", then it is likely a PEEP is required.
- Procedures for the assistance and considerations provided to wheelchair users or persons requiring help should be considered when adopting a PEEP system and personnel provided with guidance in how to assist persons leave the property in an emergency.
- PEEPS are not necessary and should not be provided for individual members of the public or visitors to the building on a short visit.

Escape lighting

Reasonable standard of escape lighting systems provided? ³

Yes

Comment and /or recommendations.

Non-maintained LED emergency lighting and maintained Fire Exit Signs have been installed.
Compliant with emergency lighting guidance quoted on page 6.

Fire safety signs & notices

Reasonable standard of fire safety signs and notices?

No

Comment and /or recommendations.

See recommendation 6 at the rear of this document.

Manual fire extinguishing appliances

Is there a reasonable provision of portable fire extinguishers and fire blankets suitable for the risk(s) within the building?

TBA

Are fire extinguishers & blankets, maintained by a competent extinguisher contractor?

TBA

Are all fire extinguishers and blankets suitably located?

TBA

Are fire extinguishers wall mounted?

N/A

Are fire extinguishers floor stands in use?

N/A

Where fire extinguishers are wall mounted, are they at the correct height?

N/A

Are all fire extinguishers fitted with appropriate instructions?

N/A

At the time of inspection were fire extinguishers readily accessible?

N/A

Were all extinguisher positions correctly signed?

N/A

At the time of inspection did all fire extinguishers appear to be in good condition?

N/A

Does the building have a fire hose reel system?

No

Comment and /or recommendations.

See recommendation 7 at the rear of this document.

³ Based on a visual inspection only, there is no test of luminance levels or verification of full compliance with the relevant British Standard conducted.

Measures to limit fire spread and development

Is there suitable fire resisting separation and distance between other buildings and between different occupancies?	Yes
Reasonable limitation of external linings that may promote fire spread?	Yes
Reasonable limitation of internal linings that may promote fire spread?	Yes
Are wall and ceiling linings on escape routes provided with the appropriate surface spread of flame rating?	Yes
Are fire dampers provided as necessary to protect critical means of escape against passage of fire & smoke in the early stages of fire? ⁴	Yes
Where services and cables pass through walls, ceilings and floors have all penetrations and gaps in been properly sealed?	No
Is there a suitable level of compartmentation in the building especially between floors?	Yes
Is the basement separated from the remainder of the building to a suitable fire resisting standard?	N/A
Furniture and furnishings in the common areas meets the Furniture and Furnishings (Fire Safety) Regulations 1988?	N/A
Where applicable - does the air circulation system in use shut down if the fire alarm actuates?	N/A
Is it considered that there is compartmentation of reasonable standard? (visual inspection only)? ⁵	Yes

Comment and /or recommendations.

Suspended ceiling tiles were lifted in a number of locations along the compartment walls to inspect the compartmentation, which was found to be to a good standard, however, lack of fire stopping was noted in a small number of areas.

See recommendation 8 at the rear of this document.

⁴ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁵ Based on a visual inspection of the readily accessible areas and with a degree of sampling where possible.

Fire Doors

Are fire doors in good condition and without obvious signs of damage?	Yes
Are fire doors fitted with intumescent strips and cold smoke seals?	Yes
Are fire doors hung with 3 fire rated hinges and where applicable fire rated glazing?	Yes
Where applicable are vision panels and / or side panels fitted with fire rated glazing?	Yes
Are all hinge secure with the correct number of screws in place?	Yes
Do all self-closing fire doors, fully close into their frames, coming to rest against door stops?	Yes
An all-round typical gap of 2 - 4 mm, between a fire door and its frame and between doors is recommended do doors in the premises comply?	Yes
Are threshold gaps below 10 mm?	Yes
Do all fire doors and exits fitted with electromagnetic locks default to the unlock position when the fire alarm actuates?	N/A
If acoustic door hold open devices are in use are they regularly suitably maintained?	N/A
Is there a suitable provision of fire doors, in the premises?	Yes

Comment and /or recommendations.

- The fire doors in use within the building are solid core & 44 mm thick, fitted with intumescent strips and brush type seals and where required, overhead self-closers, all are signed 'fire door keep shut/locked shut and all are fitted with 3, grade 13 CE marked fire rated hinges with all screws in place.
- BS 8214:2016 Timber Based Fire Door Assemblies-Code of Practice, recommends there is an all-round typical gap of 2 - 4 mm, between a fire door and its frame or between doors in a double doorset, the optimum gap, however, is 3 mm.
A doors threshold gap [bottom of door] should be a consistent 6 mm gap, however, to allow for variations in a floors surface an absolute maximum gap of 10mm can be accepted.

Means of giving warning in the event of fire

Automatic fire detection is provided throughout the premises?	Yes
Is the fire alarm panel accessible and in a suitable location?	Yes
Was the fire alarm panel showing a supply LED and the system fully operational at the time of this assessment?	Yes
Is the fire alarm system serviced regularly by a competent fire alarm engineer?	No
Was a fire alarm zone map available?	No
Is the fire alarm system monitored by an ARC? (alarm receiving centre).	No
Are fire alarm call points readily visible, adequately signed & suitably located?	No
Are smoke & heat detectors suitably located, clear of obstructions and a minimum distance of 500mm from a vertical surface?	Yes
Is the extent of automatic fire detection appropriate for the occupancy and fire risk?	Yes
Reasonable manually operated electrical fire alarm system provided? ⁶	Yes

Comment and /or recommendations..

An L2 addressable, 5 zone fire alarm system was installed & commissioned by Prestige Fire and Security Solutions 18th August 2020, the system although BS 5829-1 is not compliant.
See recommendation 10 at the rear of this document.

Relevant automatic fire extinguishing systems ⁷

Is there a fire suppression system in place?	No
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Comment and /or recommendations.

None.

Other relevant fixed systems and equipment

Type of fixed system(s) if applicable?	Yes
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Comment and /or recommendations.

Both kitchens have been fitted with fire shutters

⁶ Visual inspection only, there are no audibility tests conducted or verification of full compliance with the relevant British Standard.

⁷ Relevant to life safety and this risk assessment (as opposed purely to property protection).

(E) Management of fire safety procedures & arrangements

Fire Safety is managed for the Responsible Person by: ⁸

Yet to be decided.

Competent person(s) available to assist in implementation of fire safety legislation?

Yet to be decided.

TBA

Is there a suitable record of the fire safety arrangements?

TBA

Are appropriate fire procedures in place?

TBA

Are procedures in the event of fire appropriate and properly documented?

TBA

Are the procedures updated regularly?

TBA

Are there suitable arrangements in place for summoning the fire and rescue service?

TBA

Suitable arrangements in place to meet the fire and rescue service and provide relevant information, including that relating to hazards to fire-fighters?

TBA

Is an emergency service document case or grab pack in use, or a suitable alternative?

TBA

Is there a suitable fire assembly point or points?

TBA

Comment and /or recommendations.

These details are To Be Arranged in a separate document that will be forwarded at a later date and added to this document.

Are members of staff with special responsibilities [e.g. fire wardens] given additional training regarding their role(s) and duties?

TBA

Comment and /or recommendations.

These details are To Be Arranged in a separate document that will be forwarded at a later date and added to this document.

Are personnel nominated and trained to assist with evacuation, including evacuation of disabled people?

TBA

Comment and /or recommendations.

These details are To Be Arranged in a separate document that will be forwarded at a later date and added to this document.

Are there adequate procedures for the evacuation of any disabled people who are likely to be present?

TBA

Comment and /or recommendations.

These details are To Be Arranged in a separate document that will be forwarded at a later date and added to this document.

⁸ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Persons nominated and trained to use fire-extinguishing appliances?

No

Comment and /or recommendations.

Personnel are not expected to fight fires; however, theoretical training is covered in refresher training all personnel undertake.

In more high-risk areas are the appropriate members of staff given adequate instruction and training on the use of extinguishers, including practical hands-on training?

N/A

Comment and /or recommendations.

None.

Appropriate liaison with the fire and rescue service, (fire and rescue service crews visiting for familiarisation visits)?

TBA

Comment and /or recommendations.

None.

Are routine in-house/local inspections of the buildings fire precautions conducted?

TBA

Comment and /or recommendations.

None.

Contractors

When the employees of another employer work in or on the premises, is their employer given information on fire risks and general fire precautions for the premises?

See below

When the employees of another employer work in or on the premises are the employees provided with adequate site safety instructions and information?

See below

Comment and /or recommendations.

When a contractor or their employee(s) work in or on a property, information on the fire risks and general fire precautions associated with that property must be provided by the responsible person.

This will usually be the local control measures already in place for staff and therefore the same information already documented in the fire evacuation procedure:

- The identification of key escape routes.
- The location of any assembly point(s).
- What the fire alarm sounds like.

and if applicable

- The requirement to shut down and/or isolate any appliances or processes and the location of high risk or hazardous areas.

Training & drills

Is adequate fire safety induction training given to all site personnel?

TBA

Comment and /or recommendations.

Fire safety induction training must be provided for all new starters and volunteers and should be given within the first week of employment.

Are all staff given adequate periodic 'refresher training' at suitable intervals?

Yes

Comment and /or recommendations.

All personnel, full time, part time and volunteers must be given regular fire safety refresher training and by following point 1- 10 below a reasonable site specific, ad-hoc fire safety refresher training session could be provided to all site personnel

If more involved training is required, for example fire warden training or practical extinguisher training then the services of an outside training provider may have to be used.

1. Fire risks in the premises?

Yes

2. The fire safety measures in the building?

Yes

3. Action in the event of fire?

Yes

4. Action on hearing the fire alarm signal?

Yes

5. How to use the manual fire alarm call points?

Yes

6. Location of fire extinguishers?

Yes

7. The identity of persons nominated to use fire extinguishing appliances?

Yes

8. Means for summoning the fire and rescue service?

Yes

9. The identity of those persons nominated to assist with the evacuation?

Yes

10. Personnel with special responsibilities eg: Fire Wardens, given additional training?

Yes

Are fire drills carried out at appropriate intervals?

TBA

Comment and /or recommendations.

The frequency of fire drills for buildings with an electrically operated automatic fire alarm and detection system is a minimum of one drill per year.

Where there is a high turnover of staff, or people using the building, or a building is occupied by different user groups working independently of each other, fire drill frequency may have to be increased, (education building have one fire drill per term).

Fire drills are a useful training tool intended to ensure that:

- Those with responsibilities [fire wardens] are able to carry out their tasks to ensure the safety of all concerned in a controlled environment.
- Escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.
- Personnel will be able to react rationally if an unscheduled alarm activation occurs or confronted another emergency situation.

See recommendation 10 at the rear of this document.

Testing & Maintenance of the buildings fire precautions.

1. Adequate maintenance of premises.	Yes
<u>Comment and /or recommendations.</u> None.	
2. Weekly testing of fire detection and alarm system?	No
<u>Comment and /or recommendations.</u> Although the building has been un-occupied the responsible person still has a duty to ensure the fire alarm is regularly tested, monthly or bi-monthly testing would have been preferable to nothing.	
3. Periodic testing/servicing of the fire alarm system by a competent contractor/engineer?	No
<u>Comment and /or recommendations.</u> The system has not been tested since commissioning and should have had two 6 monthly visits at the time of this assessment.	
4. Monthly routines for emergency escape lighting complied with?	No
<u>Comment and /or recommendations.</u> See comments in 2 & 3	
5. Annual testing routines for emergency escape lighting complied with?	No
<u>Comment and /or recommendations.</u> See comments in 2 & 3	
6. Annual maintenance of fire extinguishing appliances?	N/A
<u>Comment and /or recommendations.</u> None.	
7. Periodic inspection of external escape staircases and gangways?	N/A
<u>Comment and /or recommendations.</u> None.	
8. Are external escape routes regularly inspected?	N/A
<u>Comment and /or recommendations.</u> None.	
9. Routine checks of final exit doors and/or security fastenings?	TBA
<u>Comment and /or recommendations.</u> None.	
10. Six-monthly inspection and annual testing of rising mains?	N/A
<u>Comment and /or recommendations.</u> None.	

11. Periodic inspection of sprinkler installation?

N/A

Weekly inspection of sprinkler installation?

N/A

Comment and /or recommendations.

None.

12. Periodic inspection of smoke extract installations?

N/A

Weekly testing and inspection of smoke extract installations?

N/A

Comment and /or recommendations.

None.

13. Annual inspection and test of the(LPS) lightning protection systems)?

N/A

Comment and /or recommendations.

None.

Other relevant inspections and tests

14. Weekly, monthly testing, six monthly inspection and annual testing of lifts?

N/A

Comment and /or recommendations.

None.

15. Where applicable, routine maintenance of lift(s) & LOLER inspection conducted?

N/A

Comment and /or recommendations.

None.

16. Annual inspection and test of the wind turbine and inverters?

N/A

Comment and /or recommendations.

None.

17. Annual inspection of the PV panels and inverters?

N/A

Comment and /or recommendations.

None.

18. Annual inspection of the Bio-mass boiler and associated equipment?

N/A

Comment and /or recommendations.

None.

19. Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?

TBA

Comment and /or recommendations.

None.

Were the following records available at the time of the inspection

Fire Drills?	TBA
All site staff fire safety refresher training?	TBA
Fire alarm tests, both local and contractors?	TBA
Escape lighting tests, both local and contractors?	TBA
Refuge communications test?	TBA
Fire door testing?	TBA
Extinguishers?	TBA
Emergency generators?	N/A
Evacuation lifts testing?	N/A
Passenger/goods lift(s) testing?	N/A
Electrical system?	Yes
Fire shutter?	N/A
Damper testing?	TBA
Portable electrical equipment testing?	TBA
Lightning protection system?	N/A
Gas equipment/gas safe testing?	TBA
PV panels?	TBA
Fire Safety logbook?	Yes
Evacuation Policy/what to do in the event of a fire?	Yes
How to call the fire Service & documented?	Yes
Hot works permit: Available electronically if required.	TBA
Other permits to work: Available electronically when required.	TBA

Comment and /or recommendations.

See recommendation 11 at the rear of this document.

(F) Fire Risk Assessment: - Building Preservation

Fire Likelihood	→			
	↓			
Low		Slight Damage	Moderate Damage	Extreme Damage
Medium		Trivial risk	Tolerable risk	Moderate risk
High		Tolerable risk	Moderate risk	Substantial risk
		Moderate risk	Substantial risk	Intolerable risk

Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Slight Damage	Fire damage will be limited to a small area within the compartment and/or the room of origin.
Moderate Damage	Fire damage will extend across all areas of the compartment/room of origin and potentially beyond.
Extreme Damage	Fire damage will extend throughout a significant part of the building involved, and viable repair of building will be unlikely.

Considering the nature of the building, its use, and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, **it is considered that the consequences to building preservation in the event of fire would be:**

Trivial Tolerable X Moderate Substantial Intolerable

Risk Level	Actions and Timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, <u>which should take cost into account</u> , should be implemented within a defined period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. - If the premises are unoccupied, it should not be occupied until the risk has been reduced. - If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Fire Risk Assessment: - Life Preservation

Fire Likelihood				
	→			
	↓			
Low		Slight Harm	Moderate Harm	Extreme Harm
Medium		Trivial risk	Tolerable risk	Moderate risk
High		Tolerable risk	Moderate risk	Substantial risk
		Moderate risk	Substantial risk	Intolerable risk
Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.			
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).			
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.			
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 fire occurs (if applicable)).			
Moderate harm:	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to involve multiple fatalities.			
Extreme harm:	Significant potential for serious injury or death of one or more occupants.			

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, **it is considered that the consequences for life safety in the event of fire would be:**

Trivial  Tolerable  Moderate  Substantial  Intolerable 

Although the purpose of this section is to place the fire risk in context the above approach to any fire risk assessment is as already stated on page 2 is subjective based on:

- Observations noted by the assessor during the inspection.
- Supporting documentation available and seen by the assessor at the time of assessment.
- Supporting documentation seen by the assessor post inspection and prior to publishing the FRA.
- Questions asked post assessment.
- Questions posed during the assessment.
- Any questions arising during and following the client feedback session.

Once the issues raised in this FRA regarding, compartmentation, fire doors, the fire alarm system, training, procedures etc, have been satisfactorily addressed the risk level should if not already so, return to a tolerable condition.

This Fire Risk Assessment should be read & checked for its accuracy with any issues notified to the assessor as soon as possible and reviewed regularly by a competent person.
(see footnote 1 on front cover for more information).

(G) Action Plan

Hazards and deficiencies identified as significant findings in this report should be addressed by implementing any recommendations made as it is considered that the implementation of the recommendations will reduce and/or maintain the risks at a tolerable level.

It is accepted that some recommendations will take longer to implement due to cost so to assist in the formulation of an action plan, the following timescales are given below, and all recommendations should have a planned action date. Defects found during the assessment that were considered urgent were brought to the attention of the individual named in the 'Person Consulted' section of the front page for immediate remedial action.

Priority	Definition of priorities
A	Action is required to be completed no later than 1 month from the forwarding date on the cover of this assessment.
B	Action is required to be completed within 6 months from the forwarding date on the cover of this assessment.
C	Manageable risk, actionable within 12 months from the forwarding date on the cover of this assessment.
D	Remedial action should be considered and completed within 24 months from the forwarding date on the cover of this assessment.
E	These actions can be included in any future planned building refurbishments or programmed works etc but no longer than 48 months from the forwarding date on the cover of this assessment.
Advisory	If applicable, action should be considered dependent upon cost.
Ongoing	Action to be monitored regularly.
FI	Further investigation required , (explanation required).
INFO	Information only

	Recommendation	Priority	Action taken	
			whom	Date
1	<u>Electrical</u> There have been concerns raised by fire safety professionals regarding: - The prolonged & unsupervised charging of small electrical items e.g. mobile phones, E-cigarettes & tablets etc, especially overnight. - The use of non-standard chargers not supplied as part of the original manufacturers package. - Electrical appliance being left on or on standby when occupants are absent for any period of time. <u>All of the above have caused fires where charger/appliances have overheated.</u> A buildings fire safety strategy involves the co-operation of the buildings occupants and inevitably this will involve ensuring all personnel understand their responsibility in keeping themselves and others in the building safe. <u>Recommendation</u> Remind all personnel, employees volunteers and private hirers to- - Ensure where possible, genuine chargers supplied by the manufacturer are used. - If using a replacement charger, one that has been sourced from the original manufacturer or a recommended replacement part, carrying a CE mark should be used. - Ensure that all unnecessary electrical appliances when not in use and are not required to be left in stand-by mode should be switched off at the mains and unplugged. - Ensure that when contractors or employees are using their own portable electrical appliances in the building, their equipment is safe to use & where relevant has been PAT tested, (ask for proof). - Where electrical equipment is used for private hire parties it should be ensured it has been PAT tested and proof of testing should be asked for before allowing the equipment to be used and this should be noted in any private hire documentation. - Members of the public should not be allowed to charge electronic items whilst in the building unless they have sought permission. No picture.	Advisory & ongoing		

	Recommendation	Priority	Action taken	
			whom	Date
2	<u>Unsupported extension leads:</u> Where extension leads are allowed to hang unsupported, a strain is placed on the cable, this in turn can stretch the internal protective sheathing around the copper wires eventually causing breaks and, if the wires are not connected properly, loosen the wires within the plug, and are potential fire risks. <u>Overly long extension leads:</u> Should not be allowed and all lead lengths kept to that required to extend between the mains socket and the intended workstation or area. Do not use a 3-metre cable where a 1 metre cable would suffice and ensure furniture never squashes, traps, or pinches appliance supply leads. <u>Daisy chaining: (Not noted during the assessment)</u> Is the practice of plugging multiple extension leads together or plugging a number of multi-socket adaptors into a single electrical socket. The electrical current for an extension lead should not exceed 13 amps which becomes a problem when too many appliances are plugged into an extension cable, (especially high current appliances). As electrical current is drawn above 13 amps, the mostly likely outcome will be a blown fuse, however, where a fuse fails to short there is the potential for the socket to overheat and catch fire. This issue worsens and becomes more dangerous when extension leads are plugged into each other. Allowing multiple appliance to be connected to a single power outlet increases the likelihood of circuit overload and a fire. <u>Bunched cables:</u> Uncoiled or bunched cables produce a magnetic field that creates localised heat, and which will over time cause the breakdown of the internal wire sheathing creating a fire risk. <u>Regular checks:</u> Finally, ensure extension leads have free movement, are not in danger of being covered by paper, books, clothing, or other combustible materials and are not in a position where they can be exposed to liquids. No picture	Information Only.		
3	The gas boilers have been in place for approximately 12 months and since installation appear not to have not been inspected. It is accepted that the building is unoccupied, and the gas if turned on has not been used, however, the equipment should have had an annual inspection albeit cursory and the visit/service date recorded. Records were not available it has to be assumed the equipment has not been checked. <u>Recommendation</u> Prior to hand over and occupation of the building the boilers will require a maintenance visit to confirm they are safe. No picture	A		
4	No smoking signage will be required prior to the buildings use, with signage prominently displayed close to the main entrance and in each locker/changing room and in the externally accessed toilets. No picture.	A		
5	Exit door have been fitted with single action thumb turn locks, and no signage to indicate the direction of turn to unlock. <u>Recommendation</u> Place signage indicating the correct direction, above each lock. Picture 1.	A		

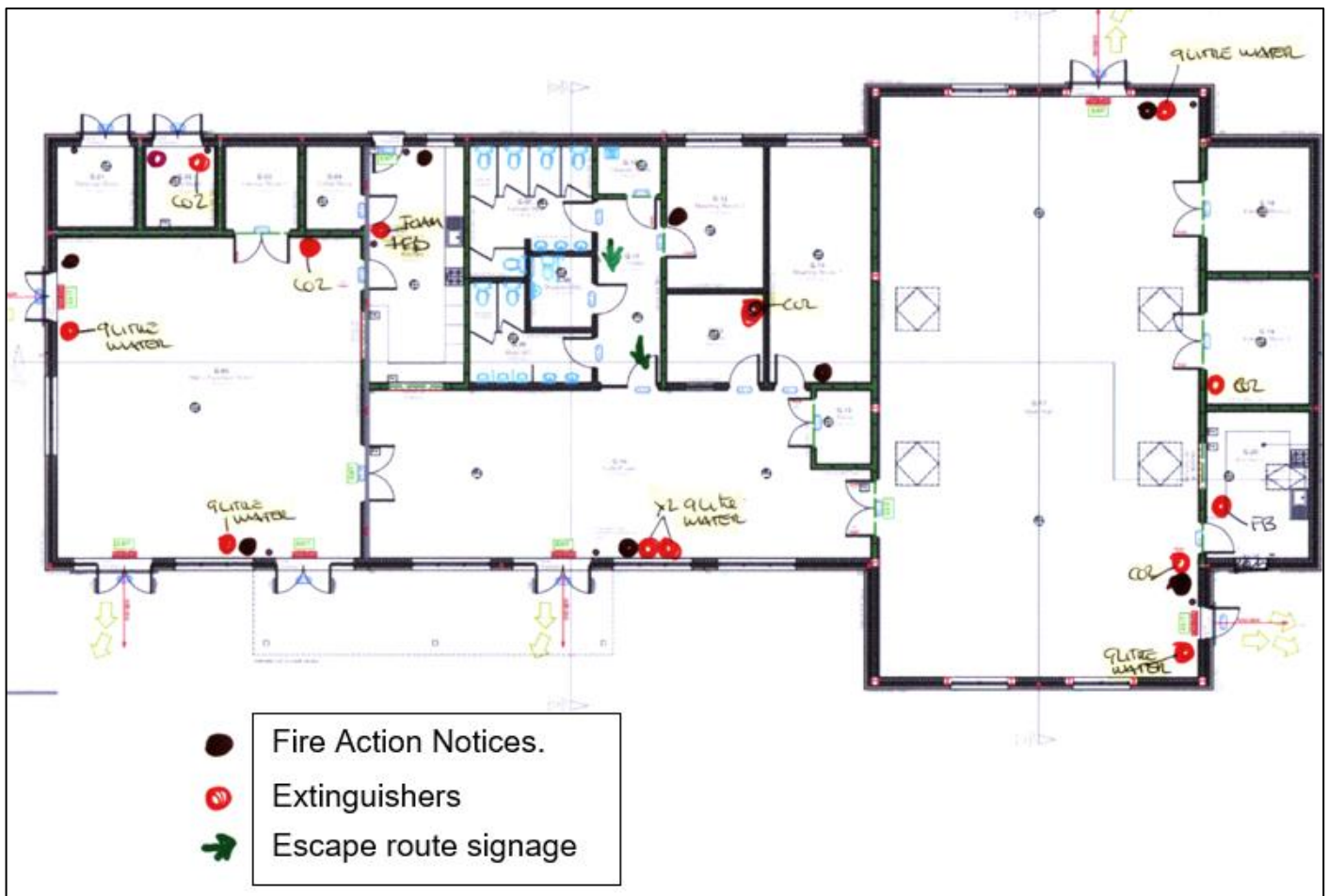
	Recommendation	Priority	Action taken	
			whom	Date
6	The building does not have any fire action notices, call point signage, escape route signage other than the lit exit signs above the doors. <u>Fire Action Notice</u> The Fire Action Notice's purpose is to make sure that anyone working in or visiting the building knows what to do if they discover a fire or if they need to evacuate the building. All premises must display a Fire Action Notice and best practice guidelines recommend that you display a Fire Action Notice next to every Fire Alarm call-point, and at every final exit door, where they are most likely to be seen in the event of fire. <u>Fire Assembly Points</u> A fire assembly point should be far enough away from the building to avoid interference with the fire brigade and danger from falling debris caused by the fire and must be clearly signposted. Consideration should be given to the type of occupants who will need to evacuate the building in the event of fire, making sure that the Fire Assembly Point is suitable for the young, old or disabled. <u>Escape route signage</u> A series of directional signs leading occupants along the shortest route to an exit may be required, this signage is green with a running figure & arrows indicating the direction to the nearest exit. <u>Recommendation</u> Signage should be in place prior to occupation. Pictures 2 – 5.	A		
7	Extinguishers will have to be in place prior to occupation of the property, to be positioned, hung and signed in accordance with the relevant BS notes indicated on page 7 of this document. <u>Recommendation</u> <u>See picture 2 for the positioning of extinguishers.</u> Appliances required: - 6 x 9 litre water 13A extinguishers. - 1 standard 6 litre foam extinguisher for the kitchen unless a deep fat fryer is installed, if so then a wet chemical foam extinguisher will be necessary. - 2 fire blanket for the kitchen. - 5 CO2 A dry powder extinguisher has not been chosen for the plant room as BS 5306-8: 2012 states: <i>"The use of this type of extinguisher should not generally be specified for indoor use unless mitigated by a Health and Safety risk assessment".</i> Discharging this type of extinguisher in doors, especially in a confined space: • Will reduce visibility that could delay an evacuation. • Can impair a person's breathing, especially in those persons living with a respiratory condition, Bronchitis, Asthma etc. Rescue of affected personnel could delay fire fighters from other emergency action. • Dry powder is extremely messy and can take a considerable amount of clearing up which could be potentially very expensive. • Powder also has the potential to penetrate electrical equipment, circuits, computers etc, not directly involved in the incident causing permanent damage necessitating replacement. The advice of a competent extinguisher technician/company should be sought in regard to this matter and to arrange for the installation and regular testing of the equipment. Picture 6.	A		

	Recommendation	Priority	Action taken	
			whom	Date
8	A small number of fire stopping issues were noted. A few unstopped holes were noted in the corridor to the cleaner's cupboard, seal with intumescent mastic. Picture 8 Where dampers have been installed and pass through walls inappropriate fire stopping has been used, replace and then seal with mortar or intumescent sealer/mastic. Picture 9 The boiler room flue requires fire stopping where it passes through the ceiling into the roof space. Picture 10 A hole had been cut in the ceiling above the suspended ceiling in the man hall far corner close to the kitchen door. Picture 11	A A A A		
9	Since being commissioned, the fire alarm system has not been serviced and a zone map was not on display. The following information is taken from the current edition of BS 5839-1 23.2.2 The following recommendations apply to the facilities provided for visual indication of fire signals. e) On or adjacent to indicating equipment, there should be a diagrammatic representation of the building, showing at least the building entrances, the main circulation areas and the division into zones. The diagrammatic representation may comprise any of the following: 1) an illuminated mimic diagram; 2) a VDU with an appropriate back up; or 3) a printed, correctly orientated, zone plan (see 3.68). 46.2 Recommendations for special inspection on appointment of a new servicing organization a) When a servicing organization takes over servicing arrangements for an existing system, a special inspection should be carried out, and existing records (see Clause 40), where available, should be studied, to obtain sufficient information to be documented for effective future servicing of the system. b) Major areas of non-compliance with this standard should be documented and identified to the premises management. The classification of a non-compliance as major is subjective, but the following non-compliances should be regarded as major: 10) the absence of a zone plan or other suitable diagrammatic representation of the premises [see 23.2.2e)]. Recommendations The system is currently not compliant with BS 5839-1 until: 1. The fire alarm system has been serviced by a competent engineer. 2. A zone map, located close to the fire alarm panel has been installed. Additionally 3. Consider appointing an alarm receiving centre for out of hours monitoring of the fire alarm system. 4. And call point signage is required. No picture			

	Recommendation	Priority	Action taken	
			whom	Date
10	A fire drill must be organised as soon after occupation of the building as is possible and should be held so that all personnel & volunteers can participate. If a single drill cannot encompass all personnel then an additional drill or drills will be required, thus ensuring all personnel understand their role and responsibility in an emergency evacuation of the building. No picture	Information Only.		
11	A dedicated site fire safety logbook should be held for each building that has: • Fire alarm system, • Emergency lighting, • Extinguishers/ fire blankets, • Lightning protection systems The list above is not exhaustive and there may be other building systems or appliances that will have some cause and effect on the buildings fire precautions, that require regular maintenance and testing. Upon completion of weekly, monthly, bi-annual, and annual testing be it local testing or contractor lead, all results can be recorded and retained, (contractor's scheduled/statutory testing and maintenance visits but not emergency call outs). Records can be held electronically but they must be accessible to all relevant persons upon request, requiring a note in the fire safety logbook in each section indicating where the information is kept and how it can be accessed. A member of staff would be required to access the relevant documents for inspection and verification. When an audit or assessment is conducted and records are not available it is generally assumed by the inspecting officer, auditor or assessor that testing of equipment, evacuation drills and staff training is not being conducted and this is contrary to the fire safety order summarised on pages 7 & 8 of this document. <i>Also included on page 9 is a short list of the duties the responsible person or their delegated representative should follow to comply with the fire safety order.</i>	A		



Picture: 1



Picture: 2 – positioning of extinguishers, fire action notices and escape route signage.



Picture: 3 – Different types of Fire Action Notice.



Picture: 4 – Different types of assembly point signage



Picture: 5 – Examples of escape route signage with direction arrows to nearest exit

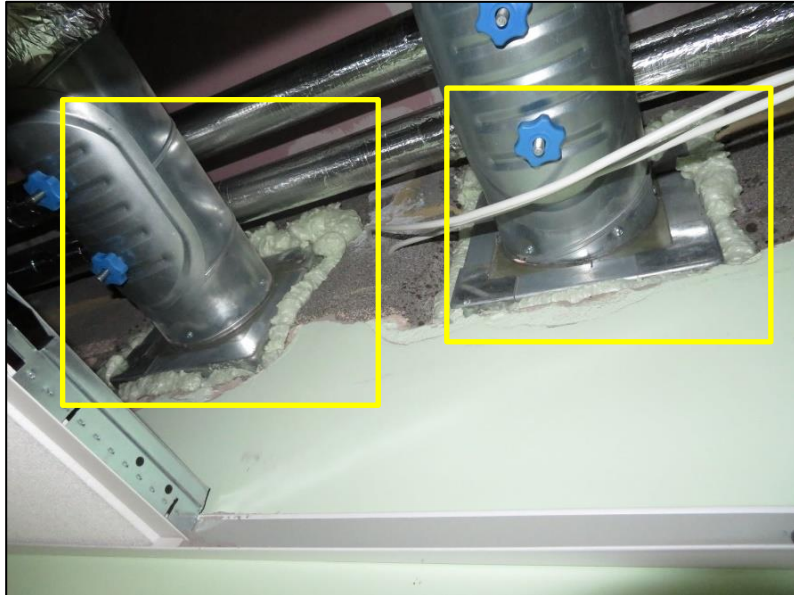


Picture: 6 – Extinguisher ID signage.

Occupants should know where to find fire-fighting equipment and which extinguisher they can use, depending on the type of fire, therefore, all extinguishers whether wall mounted or on stands must have fire extinguisher ID signage



Picture: 8 – the wall between the female toilet & cleaners store.



Picture: 9



Picture: 10



Picture 11

Appendix 1.

1. The preferred assembly point is the MUGA, especially when trying to keep groups of children safe, but this would require the MUGA to be kept unlocked at all times whilst the centre is in use.
2. The only viable alternative is towards the far end of the car park away from the building.

Appendix 2.

Fire Safety Order – Regulatory Requirements.

The Regulatory reform (Fire Safety) Order 2005 (*Fire Safety Order*) replaces most fire safety legislation with one simple order. It means that any person who has some level of control in the premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. Fire safety legislation requires that the Responsible Person, *or Persons*, ensure that those that resort to their premises, whether employed or otherwise, and those within the immediate vicinity of the workplace, are protected from the potentially life-threatening effects of fire.

The Responsible Person, as defined in law, is likely to be the employer or some other person having a degree of control over the premises. A designated employee may be nominated to assist with fire safety management or fire risk assessments, but this will not absolve the Responsible Person from the duty imposed upon them.

The following paragraphs provide a brief outline of the duties placed on the responsible person as a consequence of this Order.

General Fire Precautions

Article 4

Outlines the General Fire Precautions measures that become a duty under Article 8 as follows: to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.

- in relation to the means of escape from the premises.
- for securing that, at all material times, the means of escape can be safely and effectively used.
- in relation to the means for fighting fires on the premises; in relation to the means for detecting fire on the premises and giving warning in case of fire.
- in relation to the arrangements for action to be taken in the event of fire on the premises, including
- measures relating to the instruction and training of employees; and measures to mitigate the effects of fire.

Article 8

Imposes a duty on the Responsible Person to take such general fire precautions (described in Article 4 above) as may be necessary to safeguard the safety of employees and other relevant persons while they are in, or in close proximity to, the premises. Included amongst the general fire precautions described in the Article are requirements to:

Carry out a fire risk assessment identifying any possible dangers and risks.

Consider who may be especially at risk.

Get rid of or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any remaining risk.

Take other measures to make sure there is protection if flammable or explosive materials are used or stored.

Create a plan to deal with any emergency and, in most cases, keep a record of your findings; *and*

Review your findings when necessary.

Fire Risk Assessment

Article 9

Requires the responsible person for a property to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed and to take steps to remedy any findings of the assessment. Risk assessment should be an ongoing exercise to identify changes in risk.

People Especially at Risk

Articles 9 and 19

Require that people especially at risk are identified and that the information is recorded. Persons especially at risk may include children or young people who are employed, people who work in isolated locations or those with mobility difficulties. People who are sedated, taking medication or likely to be under the influence of drink or drugs to such an extent that it will impair their awareness or ability to respond to an emergency alarm would also be included.

Preventative and Protective Measures

Article 10

Requires the responsible person to implement any preventative or protective measures on the basis of:

- a) avoiding risks where possible.
- b) reducing risks that cannot be avoided.
- c) replacing the dangerous with the less dangerous.
- d) adapting to technical progress.
- e) developing a coherent overall prevention policy.
- f) giving priority to collective protective measures over the protection of the individual; *and*
- g) giving appropriate instruction to staff.

Article 11

Requires that effective arrangements are in place for planning, organisation, control, and review of the preventative and protective measures. Those arrangements must be recorded in writing where there are 5 or more employees or where there is a licence or alterations notice in force.

Dangerous Substances

Article 12

Deals with the elimination or reduction of risks from dangerous substances. If the risk from dangerous substances cannot be eliminated it must be reduced and controlled. The detrimental effects of fire must be mitigated.

Article 16

Requires that information on emergency arrangements must be available to relevant persons, *except* where the risk assessment indicates that, because of the quantity of dangerous substances and the control measures in place, there is only a slight risk to them.

Fire Fighting and Detection

Article 13

Requires that the premises are, to the extent that is appropriate, equipped with a means for detecting and giving warning of fire and that appropriate firefighting equipment is provided where it is necessary to safeguard the safety of relevant persons.

Means of escape

Article 14

Requires the provision of an adequate number of exits of a suitable size and distribution. Exits must lead directly to a place of safety and be kept clear and available for use. Emergency routes and exits must be indicated by signs and those that require illumination must also be provided with emergency lighting.

Procedures for serious and imminent danger

Article 15

Requires that safety procedures, including fire drills, must be established to be followed in the event of serious and imminent danger and that a sufficient number of people are nominated to assist in the evacuation of the premises.

Maintenance and Testing

Article 17

Requires that, wherever necessary to safeguard the safety of relevant persons, the premises and any facilities, devices and equipment provided in connection with them must be subject to a suitable system of maintenance and be maintained in efficient working order and good repair.

Safety Assistance

Article 18

Requires the responsible person to appoint a sufficient number of competent people to assist in the undertaking and monitoring of the preventative and protective measures in the premises and to make arrangements for adequate co-operation between them. They must also be given sufficient time to fulfil their function in this respect.

Provision of Information to Employees**Article 19**

Requires that employees are provided with comprehensive and relevant information on risks, preventative and protective measures and the names of persons nominated to assist with the evacuation of the premises.

Provision of Information to External Employees and the Self-Employed**Article 20**

Imposes a requirement to provide comprehensive and relevant information to employers of employees from other undertakings, and to self-employed persons, on the risks to those employees and the preventative and protective measures that have been taken to safeguard them.

Training**Article 21**

Requires that employees are provided with adequate safety training at the time that they are first employed and when there is a change in work equipment, technology, or system of work. It also requires that such training is repeated periodically.

Co-operation and Co-ordination**Article 22**

Requires that where two or more responsible persons share premises, they must co-operate with each other, co-ordinate their measures and inform each other of risks arising out of the conduct of the undertaking.

Appendix 3.

The Responsible Person or the appointed Competent Person

Must ensure that:

- a. Records kept for testing, servicing & maintenance on fire preventative and fire protection measures are accurate, up to date, clear & concise.
- b. Weekly tests are carried out on the fire alarm system using a different call point each week, so that all call points are tested, and an accurate record kept of such tests, with any remedial actions taken where shortfalls have been highlighted.
- c. Periodical testing, inspection and maintenance is carried out on the fire alarm & detection system with clear records, with any remedial action taken where shortfalls have been highlighted.
- d. Monthly tests are carried out on the emergency lighting system, and an accurate record kept of such tests, with any remedial actions taken where shortfalls have been highlighted.
- e. An annual test, inspection & maintenance is carried out on the emergency lighting system, and an accurate record kept of such tests, with any remedial actions taken where shortfalls have been highlighted.
- f. An annual inspection, testing & maintenance is conducted on all fire extinguishers at this site, and an accurate record kept of such tests, with any remedial actions taken where shortfalls have been highlighted.
- g. Where external escape staircases exist and are to be used for such purposes, that they are subject to appropriate periodical inspections, and records kept of such activities. Shortfalls and remedial actions must also be recorded. Recommended intervals should be annually.
- h. Weekly checks are conducted on final exit doors, and their security fastenings, with records kept of such activities. Shortfalls and remedial actions must also be recorded.
- i. An annual test & inspection is conducted on the lightning protection system, with records kept of such activities. Shortfalls and remedial actions must also be recorded, 11 or 13 months