

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

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Address of premises: *Hawkhurst House  
Cranbrook Road  
HAWKHURST  
Kent  
TN18 5EF*

Tel: *01580 239170*

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

Person(s) consulted: *Mrs D McEwan (Registered Manager)  
Mr R Clayson (Maintenance Manager)*

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

Date of fire risk assessment: *5 December 2018*

Date of previous fire risk assessment: *N/A*

Suggested date for review<sup>1)</sup>: *5 December 2019*

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The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

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<sup>1)</sup> 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

## GENERAL INFORMATION

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### 1. THE PREMISES

### MULTIPLE OCCUPANCY

- 1.1 Number of floors: Building 4 Floors
- 1.2 Approximate floor area:  $Xm^2$  per floor  
 $Xm^2$  gross  
 $<>m^2$  on ground floor  
*[delete units as appropriate]*
- 1.3 Brief details of construction:  
*Brick and timber clad external walls, concrete floors with pitched tile hung roof over*
- 1.4 Use of premises:  
*Nursing care with small community day centre*

### 2. THE OCCUPANTS

- 2.1 Approximate maximum number: *Currently 50 (fifty) including Day Centre*
- 2.2 Approximate number of employees at any one time:  
*Currently*  
*Day 29 (twenty nine)*  
*Night 3 (three)*
- 2.3 Maximum number of members of public at any one time: *Visitors: 10 (ten) max*

### 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: *Residents: Currently - 21 (twenty one)*  
*Registered - 93 (ninety three)*  
*Live-in staff - 10 (ten) max*
- 3.2 Disabled occupants: *All residents will have varying degrees of disability and would require assistance to evacuate.*
- 3.3 Occupants in remote areas and lone workers: *None*
- 3.4 Young persons: *None*
- 3.5 Others: *None*

**4. FIRE LOSS EXPERIENCE**

*None*

**5. OTHER RELEVANT INFORMATION**

*False alarms recorded.*

*01.05.2018 and 16.06.2018 – fire alarm activated by burnt toast.*

*Staff made aware of risk and of the need to monitor the use of the toaster(s).*

*It may be necessary to consider re-locating the toasters.*

*Fire service not called.*

**6. RELEVANT FIRE SAFETY LEGISLATION**

6.1 The following fire safety legislation applies to these premises:

*The Regulatory Reform (Fire Safety) Order 2005*

6.2 The above legislation is enforced by:

*Kent Fire and Rescue Service*

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

*The Health and Social Care Act 2008*

6.4 The legislation to which 6.3 makes reference is enforced by:

*The Care Quality Commission*

6.5 Comments:

*None*

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

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### 7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes  No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes  No

Portable appliance testing carried out? Yes  No

Suitable policy regarding the use of personal electrical appliances? Yes  No

Suitable limitation of trailing leads and adapters? Yes  No

7.3 Comments and hazards observed:

***Fixed mains installation – new installation.***

***It is recommended that the system be inspected by a competent electrical contractor every five years.***

***Portable electrical appliances – Initial testing has been carried out. Future testing will be carried out annually.***

***All personal portable electrical appliances used on the premises should be subject to test prior to use.***

### 8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes  No

8.2 More specifically:

Smoking prohibited in the building? Yes  No

Smoking prohibited in appropriate areas? N/A  Yes  No

Suitable arrangements for those who wish to smoke? Yes  No

This policy appeared to be observed at time of inspection? N/A  Yes  No

8.3 Comments and hazards observed:

***External arrangements in place for staff who wish to smoke.***

## 9. ARSON

- 9.1 Does basic security against arson by outsiders appear reasonable? <sup>2)</sup> Yes  No
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes  No
- 9.3 Comments and hazards observed:  
*Secure premises with restricted access.*  
*External lights provided.*  
*External area covered by CCTV.*

## 10. PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 Is the use of portable heaters avoided as far as practicable? Yes  No
- 10.2 If portable heaters are used:
- Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A  Yes  No
- Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A  Yes  No
- 10.3 Type of fixed heating installation:  
*Gas fired central heating with radiators*
- 10.4 Are fixed heating installations subject to regular maintenance? N/A  Yes  No
- 10.5 Comments and hazards observed:  
*Fixed gas central heating system will be subject to an annual service*

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<sup>2)</sup> Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

## 11. KITCHEN/COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A  Yes  No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A  Yes  No

Suitable extinguishing appliances available? Yes  No

11.3 Comments and hazards observed:

*Filters will be cleaned at regular intervals. A periodic deep clean of duct work as recommended by installing contractor should be carried out.*

*There are emergency gas isolation switches provided.*

## 12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes  No

12.2 Comments and deficiencies observed:

*Refer to Page 23.4 Item 39 regarding servicing*

## 13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes  No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes  No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes  No

Appropriate storage of hazardous materials? N/A  Yes  No

Avoidance of inappropriate storage of combustible materials? Yes  No

13.3 Comments and hazards observed:

*Satisfactory*

**14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

14.1 Are fire safety conditions imposed on outside contractors? Yes  No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes  No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A  Yes  No

14.4 Comments:  
*Only approved contractors with appropriate work method statements and risk assessments will be used*

**15. DANGEROUS SUBSTANCES**

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A  Yes  No

15.2 Comments:  
*N/A*

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**

16.1 Hazards:  
*Oxygen*

16.2 Comments and deficiencies observed:  
*Oxygen is provided to resident's rooms.*  
*Appropriate controls are in place for both storage and use.*



## FIRE PROTECTION MEASURES

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### 17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes  No

17.2 More specifically:

Adequate design of escape routes? Yes  No

Adequate provision of exits? Yes  No

Exits easily and immediately openable where necessary? Yes  No

Fire exits open in direction of escape where necessary? Yes  No

Avoidance of sliding or revolving doors as fire exits where necessary? Yes  No

Satisfactory means for securing exits? Yes  No

Reasonable distances of travel:

• Where there is a single direction of travel? Yes  No

• Where there are alternative means of escape? Yes  No

Suitable protection of escape routes?  
Including doors, screens, and walls. Yes  No

Suitable fire precautions for all inner rooms? Yes  No

Escape routes unobstructed? Yes  No

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes  No

17.4 Comments and deficiencies observed:

***Refer to Page 22 item 3.2 regarding means of securing exits.***

***Ski pads and an evac chair is provided to assist staff in the evacuation of residents.***

## 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard<sup>3)</sup>.

Yes  No

reasonable limitation of linings that might promote fire spread.

Yes  No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? <sup>3)</sup>, <sup>4)</sup>

N/A  Yes  No

18.3 Comments and deficiencies observed:

*None*

## 19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? <sup>5)</sup>

Yes  No

19.2 Comments and deficiencies observed:

*Integral luminaires with self-contained battery conforming to British Standard 5266: Part 1 provided both internally and externally.*

*Refer to Page 22.1 Item 3.3.*

## 20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes  No

20.2 Comments and deficiencies observed:

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

*Refer to Page 22 Item 2.1 to 4 and Page 22.1 Item 3.1 regarding notices and signs.*

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<sup>3)</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>4)</sup> A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

<sup>5)</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

## 21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided? <sup>6)</sup> Yes  No

21.2 Automatic fire detection provided? Yes  Yes  No   
(throughout building) (part of building only)

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A  Yes  No

21.4 Remote transmission of alarm signals? Yes  No

21.5 Satisfactory policy In accordance with CFOA Policy 'Model Agreement for Remotely Monitored Fire Alarm Systems' N/A  Yes  No

21.6 Comments and deficiencies observed:  
***Fully addressable fire alarm system conforming to British Standard 5839: Part 1 comprising sounders, break glass call points, smoke and heat detection (Category L1) that includes all loft spaces.***

***It should be confirmed that the policy referred to in 21.5 above is followed.***

## 22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? Yes  No

22.2 Hose reels provided? Yes  No

22.3 Are all fire extinguishing appliances readily accessible? Yes  No

22.4 Comments and deficiencies observed:  
***It is not considered appropriate to provide hose-reels.***

***It is noted that additional portable fire-fighting equipment is being provided to cover the boiler room.***

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<sup>6)</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

**23. RELEVANT<sup>7)</sup> AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

23.1 Type of system:

*A sprinkler system conforming to British Standard 9251 is provided throughout the building*

23.2 Comment:

*Refer to Page 23.4 Item 38 regarding the management and maintenance of the system*

**24. OTHER RELEVANT <sup>7)</sup> FIXED SYSTEMS AND EQUIPMENT**

24.1 Type of fixed system:

*N/A*

24.2 Comments:

*N/A*

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.

N/A  Yes  No

24.4 Comments:

*N/A*

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

## MANAGEMENT OF FIRE SAFETY

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### 25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: <sup>8)</sup>

*Mrs D Lowe (Registered Manager)*

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes  No

Comments:

*Firesure UK Limited - appointed to carry out fire risk assessment.*

*Lifetime Training - appointed to deliver staff fire safety continuation training.*

*Fire Action Limited - appointed to service and maintain the fire alarm, emergency lighting systems and the portable fire-fighting equipment.*

25.3 Is there a suitable record of the fire safety arrangements? N/A  Yes  No

Comments:

*A policy and procedures document is in place.*

*Additional information is contained within this fire risk assessment.*

25.4 Appropriate fire procedures in place? Yes  No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A  Yes  No

Are there suitable arrangements for summoning the fire and rescue service? Yes  No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A  Yes  No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A  Yes  No

Is there a suitable fire assembly point(s)? N/A  Yes  No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A  Yes  No

<sup>8)</sup> 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.

Comments:

*A PEEP (personal emergency evacuation plan) is in place for all persons who would require assistance in evacuating the premises in a fire emergency.*

*Portable evacuation equipment to assist in the safe evacuation of persons with disabilities is provided.*

- 25.5 Persons nominated and trained to use fire extinguishing appliances? N/A  Yes  No

Comments:

*Selected staff have received training in the use of portable fire-fighting equipment*

- 25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A  Yes  No

Comments:

*Staff receive training in the procedures adopted to assist with the evacuation of occupants using the principle of progressive horizontal.*

- 25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A  Yes  No

Comments:

*It should be confirmed that the fire authority have been provided with details of the premises. Local fire crews have visited the premises in order to familiarise themselves.*

*The fire authority may at any reasonable time audit the premises under the Regulatory Reform (Fire Safety) Order 2005.*

- 25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A  Yes  No

Comments:

*None*

## 26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes  No

Comments:

*Fire safety induction training is carried out and recorded*

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes  No

Comments:

*Each member of staff should receive appropriate training every 6 months. This can take the form of one e-training session and one face to face session from a competent person every twelve months. Details of all training should be recorded.*

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises? Yes  No

The fire safety measures in the building? Yes  No

Action in the event of fire? Yes  No

Action on hearing the fire alarm signal? Yes  No

Method of operation of manual call points? Yes  No

Location and use of fire extinguishers? Yes  No

Means for summoning the fire and rescue service? Yes  No

Identity of persons nominated to assist with evacuation? Yes  No

Procedures for the safe evacuation of all occupants? Yes  No

Comments:

*All staff have received induction fire safety training.*

*On-going training will include all of the above.*

- 26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A  Yes  No

Comments:

*The fire evacuation strategy does not require fire wardens or marshals.*

*Any member of staff with fire related responsibilities should be given appropriate instruction and training in the role.*

- 26.5 Are fire drills carried out at appropriate intervals? Yes  No

Comments:

*A minimum of two fire drills should be carried out annually.*

*This should involve a fire scenario with staff taking the place of residents, as necessary.*

*Each member of staff should take part in at least one fire drill a year.*

*Full details of fire drills including, date, time, numbers involved, scenario, evacuation time, lessons learnt and recommendations should be recorded.*

- 26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A  Yes  No

Is it ensured that the employees are provided with adequate instructions and information? N/A  Yes  No

Comments:

*Fire instruction relating to the premises will be displayed throughout the premises. Refer to Page 22 Item 2.*

*Agency staff if used will be given basic fire instruction relevant to the premises on commencement of shift.*

## 27. TESTING AND MAINTENANCE

- 27.1 Adequate maintenance of premises? Yes  No

Comments and deficiencies observed:

*New build with appropriate system of maintenance in place*

- 27.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes  No

Comments and deficiencies observed:

*A weekly test is carried out by client.*

*Periodic servicing is carried out by contractor in accordance with British Standard 5839: Part 1.*

*Details of all testing and servicing is recorded.*



27.3 Monthly and annual testing routines for emergency escape lighting? Yes  No

Comments and deficiencies observed:

***Monthly function test is carried out by client.***

***Periodic servicing is carried out by contractor in accordance with British Standard 5266: Part 1.***

27.4 Annual maintenance of fire extinguishing appliances? Yes  No

Comments and deficiencies observed:

***Portable fire fighting equipment should be visually examined for operational use at regular intervals.***

***Recommended monthly.***

***Equipment will be serviced and maintained annually by a contractor.***

27.5 Periodic inspection of external escape staircases, paths and gangways? N/A  Yes  No

Comments and deficiencies observed:

***An inspection will be carried out at regular intervals and recorded***

27.6 Six-monthly inspection and annual testing of rising mains? N/A  Yes  No

Comments and deficiencies observed:

***None***

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A  Yes  No

Comments and deficiencies observed:

***None***

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A  Yes  No

Comments:

***Refer to Page 23.4 Item 38.***

27.9 Routine checks of final exit doors and/or security fastenings? Yes  No

Comments:

***An inspection should be carried out at regular intervals and details recorded.  
It is recommended that this be undertaken on a monthly basis.  
Refer to Page 23.1 Item 12.***

27.10 Annual inspection and test of lightning protection system? N/A  Yes  No

Comments:

***The system should be tested and inspected at regular intervals in accordance with British Standard 6651.***

27.11 Other relevant inspections or tests:

***Fire doors.***

Comments:

***An inspection of all fire resisting doors is carried out at regular intervals.  
It is recommended that this be undertaken on a monthly basis.  
Particular attention should be paid to potential damage that could compromise the fire resistance, the self closing device (where fitted) and combined intumescent strips/cold smoke seals.  
Refer to Page 23.1 Item 11.***

## 28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A  Yes  No

Fire training? Yes  No

Fire alarm tests? N/A  Yes  No

Emergency escape lighting tests? N/A  Yes  No

Maintenance and testing of other fire protection systems/ provisions including sprinklers, portable fire fighting equipment, fire doors and exit doors. N/A  Yes  No

28.2 Comments:

***A suitable record of all fire safety matters is recorded***

## FIRE RISK ASSESSMENT

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The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

**Low**                      
 **Medium**                      
 **High**

In this context, a definition of the above terms is as follows:

**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.

Taking into account the nature of the building 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 fire would be:

**Slight harm**                      
 **Moderate harm**                      
 **Extreme harm**

In this context, a definition of the above terms is as follows:

**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 it is unlikely to involve multiple fatalities.

**Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

Comments:

*Although the risk is considered tolerable it is recommended that all matters raised in this fire risk assessment be addressed in order to maintain and where possible reduce the risk.*

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

**(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)**

## ACTION PLAN

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It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Definition of priorities (where applicable):

***Priority 1 – Presenting a significant risk - to be addressed as a matter of urgency.***

***Priority 1 – To be completed as soon as reasonably practicable.***

***Priority 2 – To be completed within 3 months.***

***Priority 3 – To be completed within 6 months.***

***The above time-scales are recommendations only. Should you wish to set alternative completion dates the assessor would be pleased to discuss the matter further.***

PREMISES: Hawkhurst House Nursing Home  
Cranbrook Road Hawkhurst Kent

DATE OF ASSESSMENT: 5 December 2018

ASSESSED BY: S E Woodford

1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>Lower Ground Floor</b>				
3	Community Day Centre	<p>Reference the set of doors to open air.</p> <ol style="list-style-type: none"> <li>1. A FIRE EXIT notice should be provided and sited above or adjacent the door.</li> <li>2. The door should be immediately openable from the inside without the need to use a key.</li> <li>3. The external route from the above door to the car park at ground floor should be provided with either:               <ol style="list-style-type: none"> <li>a) Primary lighting switched from inside the above door or on a sensor or</li> <li>b) The existing external emergency lighting should be replaced with maintained units.</li> </ol> </li> </ol>	<p>1</p> <p>1</p> <p>1</p>	
4	Comms Room	The self-closing device fitted to the fire door to this area requires adjustment so as to close the door effectively.	1	

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4	Comms Room	The self-closing device fitted to the fire door to this area requires adjustment so as to close the door effectively.	1	

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
General				
1	Fire Doors	A significant number of cold smoke seals fitted to fire doors are ineffective and should be replaced. I understand that this matter has been raised with the builder and will be addressed. This is a matter that should have been checked and rectified by the builder prior to the premises being handed over for occupation.	1	
2	Notices and Signs	<ol style="list-style-type: none"> <li>1. General fire action notices relevant to the premises should be provided and sited adjacent each fire alarm call point</li> <li>2. A staff fire action notice should be provided and sited in any staff room.</li> <li>3. It is noted that you have provided fire action notices in each bedroom. It is recommended that these should only advise visitors to evacuate if they consider themselves to be in immediate danger. In all other circumstances it is recommended that they remain where they are and wait for a member of staff. Staff training should refer to this policy.</li> <li>4. Additional FIRE EXIT notices should be provided. As discussed with the maintenance manager occupants including visitors should be guided along not only normal routes but emergency escape routes. This should include notices at right angles to doors opening in to stair enclosures capable of being seen from either direction.</li> <li>5. Reference the location of the evac-chair This should either be re-located so as to be clearly visible or a notice provided so as to clearly identify its location.</li> </ol>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	



## MANAGEMENT ACTION PLAN

<b>FIRE SAFETY MANAGEMENT ITEMS REQUIRING ATTENTION (REFER TO TO PAGE 21 REGARDING PRIORITY)</b>	<b>Priority</b>	<b>Completion Date/ Signature</b>
1. Items identified as significant findings on Pages 22 onwards	1	
2. ALL items identified within previous assessment/audit should have either been actioned or given a date for completion.		N/A
3. The following items identified in previous assessment/audit should now be considered for immediate action.		N/A
4. A member of staff should be nominated to carry out the role of fire safety manager with the responsibility of managing fire safety on a day to day basis. Responsibilities include: a) A clear understanding of all fire regulations applicable to the premises b) The testing and maintenance of fire safety systems – fire alarm, emergency lighting etc. c) The maintenance of structural fire safety provisions – fire doors, walls and ceilings d) Housekeeping where it may adversely affect fire safety e) The monitoring of unavoidable fire hazards f) Enforcing the fire precautions g) Ensuring that all staff are trained in accordance with requirements set out in all regulations applicable to the premises h) Recording the results or detail of all fire equipment tests and staff training i) Assessing the premises for risk from fire on a regular basis j) Consulting staff on matters relating to the fire risk assessment k) Liaison with the local fire authority	1	
5. In order to comply with current fire regulations one or more *competent persons should be appointed to assist in undertaking the measures needed to ensure compliance with the requirements and prohibitions imposed by the regulations. As a company recognised as *competent to undertake fire risk assessment, audit and staff training Firesure UK Limited would be pleased to assist you further in this matter. <i>*A competent person is someone who has the necessary knowledge, training, and experience in the task.</i>		Satisfactory
6a. The results of all fire related provisions including training and drills, tests/inspections of fire safety systems, equipment and structural fire protection should be recorded.	1	
b. Arrangements should be in place for reporting and restoring fire safety matters that fall below the required standard	1	
7. All staff including volunteers should receive fire safety training as follows: Each individual should receive basic fire safety training immediately on employment followed by continuation training at 6 monthly intervals. Training should be appropriate to the role that those members of staff will be expected to carry out should a fire occur. Records should specify: a) The date b) The names of those attending c) The duration and content d) The name of the person giving the training and any professional qualifications held. Training should be carried out by a *competent person <i>*A competent person is someone who has the necessary knowledge, training, experience and abilities to carry out the training.</i>	1	

<p>8. Fire drills should be carried out at regular intervals. Each member of staff or volunteer should take part in at least one fire drill a year. Records should specify:</p> <ul style="list-style-type: none"> <li>a) The date, time and type of drill</li> <li>b) The names of those taking part.</li> <li>c) The number of other occupants taking part (Care and Nursing Only)</li> <li>d) The scenario</li> <li>e) The optimum evacuation time</li> <li>f) The actual evacuation time</li> <li>g) Assessment of the drill</li> <li>h) Any remedial action</li> </ul>	1	
<p>9. Agency staff should receive fire safety instruction appropriate to the premises at commencement of the first shift. An appropriate record should be held in the premises fire records. Confirmation should also be obtained on or prior to commencement of the first shift that the agency staff member has received appropriate fire training in accordance with current fire regulations within the previous six months.</p>	1	
<p>10. Selected staff should be designated and trained to carry out the role of Fire Warden/Marshal Training should be carried out by a *competent person <i>A *competent person is someone who has the necessary knowledge, training, experience and abilities to carry out the training.</i></p>		N/A
<p>11. All fire resisting doors should be tested and examined at regular intervals. Particular attention should be paid to any damage, the effectiveness of any self-closing device, heat and cold smoke seals.</p>	1	
<p>12. All exit doors, external staircases and routes should be checked for availability at regular intervals.</p>	1	
<p>13. All portable fire fighting equipment should be inspected at regular intervals for availability with particular attention being paid to the security tag and pressure gauge, where fitted.</p>	1	
<p>14. All portable fire fighting equipment should be inspected and tested annually by a competent person in accordance with British Standard 5306 - 3.</p>		Satisfactory
<p>15. Arrangements should be in place to consult the building owner(s), employers and other occupants within the relevant building relation to fire safety matters including: Significant findings Evacuation procedures and where necessary drills The testing of fire systems provided within the relevant building.</p>	1	
<p>16. The mains operated electrical fire alarm and detection system should be tested in accordance with British Standard 5839: Part 1 to include: a) A weekly test by the user b) A six monthly and annual test by a competent electrical contractor The system should be tested to ensure compliance with the above British Standard. <b>Comments</b></p>		Satisfactory
<p>17. The mains operated detection system should be tested and examined in accordance with British Standard 5839: Part 6 <b>Comments</b></p>		N/A

<p>18. The single point detection system should be tested and examined monthly. Batteries should be changed every 12 months unless battery manufacturer instructions recommend otherwise. <b>Comments</b></p>		N/A
<p>19. The emergency lighting system should be tested in accordance with British Standard 5266: Part 1 to include: a) A monthly function test by the user b) An annual test by a competent electrical contractor. <b>Particular attention should be made to ensure that the system operates effectively on a sub-circuit failure as specified in the British Standard.</b> <b>Comments</b></p>		Satisfactory
<p>20. Each fire door fitted with a device either linked or activated by the fire alarm system should: a) be closed overnight either manually or on a time switch activated at a pre-arranged time every evening and b) be tested and examined weekly for effective operation. Any door with a defective unit should revert to a conventional self-closing door until the fault has been rectified. All staff should be made aware of the temporary change and of the need to keep the door closed until the fault has been rectified.</p>	1	
<p>21. A plan of the building should be provided and sited at a place accessible by the fire service. The plan would be for information for the fire officer and would indicate: a) Stairways and escape routes b) Location of fire fighting equipment c) Location of gas, electricity, water and oil supply shut off valves d) Details and location of all hazardous or highly flammable materials/liquids stored or used within the building e) Location of the shut-off device for the ventilation system where appropriate.</p>	1	
<p>22. A suitable fire alarm plan should be provided and sited adjacent the fire alarm control panel. It is recommended that the plan be colour coded so as to make identification of the alarm easier for staff.</p>		Satisfactory
<p>23. Occupancy Figures The maximum number of persons permitted to use the following areas at any one time should be as detailed below.</p>		N/A
<p>24. Arrangements should be in place to have the electrical system including all wiring checked by a competent electrician at 5 yearly intervals in accordance with IEE Wiring Regulations BS7671</p>	1	
<p>25. All portable electrical equipment including personal equipment should be examined and tested in accordance with the Electricity at Work Regulations 1989. <b>Comments:</b></p>		Satisfactory
<p>26. Arrangements should be made to ensure compliance with the Disability Discrimination Act 1995 with regard to fire safety. To include: a) The identification of persons requiring specific fire safety needs b) An extension to the fire emergency plan to incorporate measures for the needs of such persons. c) The provision of suitable fire safety measures to ensure that any such person is not disadvantaged should a fire alarm occur. <b>Comments: This should take account of all persons legally on the premises.</b></p>	1	

<p>27. Personal Emergency Evacuation Plans (PEEP) should be in place for all occupants who would be unable to evacuate the building in an emergency, unaided.</p> <p>The aim of a Personal Emergency Evacuation Plan is to provide information on the arrangements to manage their escape to a place of safety. This should take into consideration both horizontal and vertical movement.</p> <p>Employees should be given information, training and as necessary, equipment so as to ensure that the correct level of assistance is always available. The information should also be available for emergency crews attending an incident.</p>		Satisfactory
<p>28. The time taken to evacuate occupants should be assessed. The target should be to evacuate the building, floor or compartment (depending on the principal used) in a reasonable period of time.</p> <p>a) Hospitals, nursing and care premises Using the principles of progressive horizontal evacuation. An assessment should take into account 'worst case' scenario i.e. minimum staffing levels and patients/residents asleep using the principles of progressive horizontal evacuation A reasonable period of time for such premises is between 5-8 minutes</p> <p>b) All other premises Using the principles of full evacuation. An assessment should take into account 'worst case' scenario i.e. minimum staffing levels and maximum occupancy. A reasonable period of time for such premises is 2.5 - 3 minutes Refer to the Fire Evacuation Plan on Page 24). If the above conditions not be met then additional fire safety measures may need to be considered. Firesure UK Limited would be pleased to provide further advice</p>	1	
<p>29. Where fitted all electrical extractor fans should be cleaned regularly and checked to ensure that a thermal cut-off switch is provided.</p>	1	
<p>30. Furniture and furnishings must comply with the Furniture and Furnishings (Fire) Regulations 1988, as amended.</p>	1	
<p>31. A contingency plan should be in place to provide alternative accommodation for occupants following an incident where re-occupation would not be possible.</p>	1	
<p>32. Contractors have a duty under the Construction (Health and Safety and Welfare) 1996 to carry out a risk assessment and inform you of their significant findings and the preventative measures they may employ. This should be supported by the contractor's agreed work method statement. All hot work and work involving hazardous materials should be managed and controlled to ensure that the risk of fire from such work is minimised Hot work should not be undertaken without appropriate safety precautions or permits to work.</p>	1	
<p>33. Information on all highly flammable liquids/gases stored or used on site should be attached to the fire risk assessment. The information should include, quantities, risk, location, safety measures in place to minimise the risk of fire, and company policy with regard to safe use. Further information as regard to storage and use can be obtained in guidance published by the Health and Safety Executive</p>	1	
<p>34. To ensure business continuity arrangements should be in place to ensure that all documents relating to the management of the premises are secure from the possibility of loss following a fire</p>	1	

<p>35. Arrangements should be made for visitors/contractors who may be left unsupervised at any time to sign in and be advised of basic fire procedures to include:</p> <ul style="list-style-type: none"> <li>a) what to do if they discover a fire or hear the fire alarm</li> <li>b) the means of escape provided within the premises</li> <li>c) the location of the Fire Assembly Point</li> </ul> <p>This may be achieved by providing a simple notice covering the above points adjacent the signing-in book located at Reception.</p> <p>An alternative would be to provide the information on a badge issued to all visitors on arrival.</p>	1	
<p>36. In order to reduce false signals from remotely monitored fire alarm system (FMFAS) your fire authority has adopted a policy in which all premises fitted with (RMFAS) are required to register with the local fire authority and receive a unique reference number (URN).</p> <p>The scheme will allow the fire authority to monitor the performance of fire alarm systems. Systems generating an unacceptable high number of false alarms will have the fire service response level to their RMFAS either reduced or withdrawn completely.</p> <p>To assist your fire authority in reducing the number of unwanted fire calls the following points should be addressed.</p> <ul style="list-style-type: none"> <li>a) The type and location of fire detection should take into account the possibility of false alarms.</li> <li>b) Arrangements should be in place to ensure that the fire procedures for the premises are appropriate to the risk.</li> <li>c) The fire alarm system should be managed and maintained in accordance with British Standard 5839 and relevant significant finding identified within the fire risk assessment for the premises.</li> </ul>	1	
<p>37. The dry/wet riser system should be tested managed and maintained in accordance with British Standard 9990 and British Standard 5306</p>		N/A
<p>38. The sprinkler system should be tested, managed and maintained in accordance with BS EN 12845 or British Standard 9251.</p>	1	
<p>39. The lightning protection this should be tested by a competent person in accordance with the guidelines set out in BS6651:1999/BSEN62305.</p>	1	
<p>40. The automatic opening ventilation system should be tested, managed and maintained in accordance with British Standards 7346 and 5588.</p>		N/A

## **FIRE EMERGENCY PLAN**

- **Control of visitors/contractors:**

All visitors/contractors to the premises sign in/out at reception.

Refer to this assessment regarding recommendations on:

- a) Notices and signage throughout the premises to indicate the actions to be taken in the event of an incident.
- b) Notices within resident's bedrooms.

- **Call to the Fire Service and Organisation of Roll Call:**

1. In the event of a fire being located the alarm will be raised immediately by actuating a fire alarm manual break glass call point. The person(s) discovering the fire will, if possible, commence evacuation of residents from the fire area/compartment.

All remaining staff will respond to the muster point adjacent the fire alarm control panel. The person in charge will interrogate the panel and send a minimum of two persons to investigate the cause of the alarm.

The fire alarm remote monitoring centre will immediately call the premises to confirm the reason for the alarm and place an emergency call to the fire service immediately.

Staff will commence evacuation, as necessary using the principles of progressive horizontal evacuation.

Staff trained in the use of portable fire-fighting equipment may consider tackling a small fire with the appropriate equipment however priority will be the safety of residents in the fire area.

2. In the event of an actuation of the fire alarm with no sign of fire staff will respond to the muster point adjacent the fire alarm control panel.

The person in charge will interrogate the panel and send a minimum of two persons to investigate the cause of the alarm.

The fire alarm remote monitoring centre will call the premises to confirm the reason for the alarm.

If a confirmed fire commence procedures as referred in 1 above.

If confirmed a false alarm the fire alarm remoted monitoring centre will be advised, and the cause of the alarm recorded. The cause will be reviewed by the manager with appropriate action taken, as necessary.

In all cases involving a confirmed fire priority will be given to the re-location of residents in immediate danger using the principles of progressive horizontal evacuation.

A roll call will be carried out, as necessary, taking account of staff, residents and any visitors.

At night it would be acceptable to adjust the above procedure by placing an immediate 999 emergency call to the fire service prior to any investigation. I would be pleased to discuss this matter further on request.

- **Procedure for liaison with the Fire Service:**

In the event of an incident, if available a senior member of staff will liaise with the fire service on their arrival and pass any relevant information.

- **Procedure for dealing with occupants that require special arrangements in a fire alarm situation:**

All staff are trained to evacuate residents using the principles of progressive horizontal evacuation.

Personal emergency evacuation plans (PEEP's) are in place for all persons who would not be capable of evacuating the premises in a fire emergency, unaided.

Ski pads and an evac-chair are provided to assist staff in the evacuation of residents.