



FRANKHAM RMS

Fire Risk Assessment

Hawkhurst House

Cranbrook Road

Hawkhurst

Kent TN18 5EF

7th May 2021

Fire Risk Assessment Report

| | |
|---|---|
| Date of Assessment | 07/05/2021 |
| Fire Risk Assessment strategic review frequency | Annual due 07/05/2022 |
| Name of Assessor | Helen Dillon Tier 3 (NAFRAR) 2021, MIFSM CFPA Europe Dip |
| Building | Hawkhurst House |
| Address | Hawkhurst House, Cranbrook Road, Hawkhurst, Kent TN18 5EF |

** The periodic review is subject to the risk remaining the same as that encountered at the time of this assessment, if the risk changes then a review may be required earlier than the date given above.*



Applicable Fire Safety Legislation:

The Regulatory Reform (Fire Safety) Order 2005 (RRO)

UPRN: NA

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Building Description and Use

| Building Use | |
|--|--|
| What are the premises used for? | Residential Care Home. |
| Type of occupancy (single or multiple) | Single. |
| Days and hours of which building is in use and any out of hours activities that take place? | 24 hours a day, 7 days a week. |
| Approximate maximum number of occupants | 93 bedrooms, registered for 85, currently 30 residents. 13 x live in staff occupying part of the first floor. |
| Approximate maximum number of employees at any one time | 1 clinical lead covering the whole home. 5 and a half care staff covering the ground floor currently during daytime shift. 3 care staff (shortly going up to 4) covering the second floor currently during daytime shift. Night shift is 5 staff members covering the whole home. 1 st floor used only as staff accommodation currently for 13 members of staff. Other employees during daytime/normal working hours – 2 x housekeeping, 1 x laundry, 3 x kitchen staff (also present at weekends), 1 x maintenance, 5 other members of staff/managers Monday to Friday. |
| Approximate maximum number of members of the public at any one time | Number of visitors unknown, currently at low levels due to COVID restrictions. |
| Number of fire wardens / fire marshals on site | All staff have been provided with fire safety training and would carry out appropriate fire warden roles in accordance with the local procedures. |
| Are occupants familiar with the layout? | Staff are familiar, residents would be accompanied if necessary. |
| Is the premises used by people whose mobility/hearing/cognition maybe impaired? | Residents may suffer from physical frailty or dementia/mental illness. The ground floor covers 20 residents with physical disabilities/care needs and cognitive decline as well as early stages dementia. The second floor contains 10 dementia residents. |
| Are the premises used for sleeping accommodation? | Yes. |
| Are young persons employed within the premises? | No. |
| Are there any occupants working in remote areas of the workplace, or working outside normal operating hours? | No. |

Building Use

Evacuation Strategy – e.g. phased, simultaneous etc. Phased Evacuation.

The Responsible Person is the Hawkhurst House Manager (Chris Walton-Turner). The identity of the person who has responsibility for fire safety at the premises and the identity of the competent person appointed by Hawkhurst House to assist them to undertake the preventative and protective measures was Nick Farmer (Maintenance).

Building Description

| | |
|---|--|
| Age of Building | Completed 2017 |
| Brief details of construction | Brick and concrete constructed four storey building with a pitched roof. |
| Approximate area in sqm of building footprint | Unknown |
| Description of layout (include number of fire exits & stairs etc) | <p>The main entrance at ground floor level leads into an entrance lobby with a manager's office, sales office, sitting area, lift 2 and admin office. There is also access from this area into the central lounge/dining area, into the stairs and lift 1 lobby as well as access to compartments containing rooms 1-6 and store cupboards and flue cupboards, rooms 7-11 and assisted bathroom, linen cupboard, store cupboard and medical store and door to stairs (the exit from these stairs is up one level), this also provides access to lift 3 lobby accessing a further compartment containing flats 12-15, store cupboards, sluice cupboard and cleaner's store and access back to the compartment containing bedrooms 7-11. The central lounge also contains 2 nurse in charge offices and two toilets. To the other side of the lounge there are a further 3 compartments containing rooms 16-22; 23, 24, 31, 30 a sitting area, 29, a store and assisted bathroom and a further compartment containing rooms 25-28, linen store, cleaners cupboard, sluice room store room and drugs store and access to a set of stairs with an exit at this level. This compartment leads back through to the compartment containing rooms 23, 24 etc.</p> <p>The first floor contains an atrium above the main entrance lobby with access to the stairs and lift 1 lobby, the hair salon, a sitting area and store and access to the central lounge/dining area. This floor has the same layout as the ground floor with 3 compartments to the left of the lounge containing rooms 101-106; 107-111, a sitting area, assisted bathroom, linen store, store cupboard and drug store with access to the stair with an exit from the stairwell into an entrance lobby on this level and access via lift 3 lobby to a further compartment containing rooms 112-115, which in turn provides access to the compartment containing rooms 107, 108 etc. The rooms on</p> |

Building Description

the other side of this floor are currently being used as staff accommodation.

The second floor has the exact same layout as the first floor with compartments containing rooms 201-206, 207-211 and 212-215 to the left of the lounge and 216-222; 223, 224, 231, 230 & 229 and 225-228 to the right of the lounge (as well as the store/riser cupboards).

The basement contains an electrical store used as an office for maintenance, a plant room, day centre (not currently in use), training room, laundry, kitchen, staff room, kitchen staff changing room, cleaner's stores, changing rooms and the server room.

External medical gases store located away from the building. (not currently in use).

There is also an external bin store and electrical cupboard. Sprinklers are provided throughout this building.

| | |
|--|---|
| Number of floors ground and above | 3 |
| Number of floors below ground | 1 |
| State parts of building assessed – detail areas not assessed/visited and reason(s) | All areas were included. |
| Date of previous FRA and are all actions complete and signed off? | 13 th January 2020, actions completed. |

Findings of the Fire Risk Assessment

Recommendations

This section comments on those aspects of the assessment identified in the main body of the report as requiring attention. It is recommended that the following recommendations are implemented:

| Qu Ref | Priority | Issue and recommendation | Action by whom | Date action taken |
|--------|----------|---|----------------|-------------------|
| 8.5 | P2 | There was some contractor's storage in the loft. <i>Storage in the loft should be removed.</i> | | |
| 12.3 | P2 | The provision of exits from the basement level should be reviewed. The day centre is located at basement level requiring the use of a lift/stairs down to this area. Should an evacuation be required it is not clear if the users of this area would be able to get to a place of ultimate safety. The exit leads into the light well/stairs and users would need to use steps to get back up to ground floor level. <i>Review the provision of fire exits in the basement area to ensure suitable provision for the occupancy type.</i> | | |
| 14.1 | P2 | It could not be confirmed if the compartmentation lines from the floor below have been continued up into the roof area. <i>It should be confirmed that the lines of compartmentation between rooms on the top floor extend through the roof void in a continuous vertical plane to the underside of the roof. This is to prevent fire spread between bedrooms, and fire spread from a bedroom into other areas of the building via the common roof void.</i> | | |
| 14.2 | P2 | Cladding has been provided to the building, understood to be stained timber. <i>It should be confirmed that this has been appropriately treated and will not aid the spread of fire externally.</i> | | |
| 16.1 | P2 | The intumescent strip was missing from the door to the store cupboard near room 6. <i>This should be replaced.</i> | | |

| Qu Ref | Priority | Issue and recommendation | Action by whom | Date action taken |
|--------|----------|---|----------------|-------------------|
| 16.1 | P2 | The intumescent strip and smoke seal was missing from the side of the door to the hairdressing salon. <i>This should be replaced.</i> | | |
| 20.3 | P2 | The fire procedures state that staff report to the fire alarm panel and the nurse in charge dispatches 2 staff members to the location of the fire to carry out an evacuation if necessary. Other homes have adopted slightly different procedures which involve staff in resident's areas reporting to the nurse's offices. Walkie talkies have been provided by the fire alarm panel and to the nurse's offices, kitchen, laundry and any other areas that are remote from the main fire alarm panel. This enables the duty manager/person at the main fire alarm panel to identify the location of the activation from the panel and issue instructions immediately depending on the location of the fire. This is considered to be a very effective way of responding to a fire alarm and allocating appropriate resource to the relevant area quickly. <i>Consideration should be made to adopting a procedure similar to this in this building. (It is understood that walkie talkies have already been ordered and this action is in progress)</i> | | |
| 21.4 | P2 | It is understood that regular fire drills are carried out, however the last recorded date was 2/5/2019. <i>It should be ensured that fire drills are carried out at least annually and at training sessions as per the policy document on the main web site.</i> | | |
| 22.8 | P2 | Last sprinkler service dated 24/2/2021. <i>It should be confirmed that the appropriate weekly tests are carried out for the sprinkler system in accordance with BS EN 12845.</i> | | |

Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

Fire Risk Rating Matrix

The following risk rating matrix is used to enable semi-quantification of the itemised fire safety deficiencies (hazards) that were found during the recent survey of the premise.

| | | | | | | |
|--------------------------|----------|--------------------------------|----------|----------|----------|----------|
| Probability Level | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | Severity Classification | | | | |

The matrix allows the identified significant fire hazards to be classified in terms of the harmful or unwanted consequences (severity) that the hazard would cause, if it were to occur and also the likelihood (probability) that such harm will occur. These factors are considered with due regard to the existing fire safety features and procedures (controlling measures), which are either incorporated within the building design or procedurally implemented within the premise.

| Severity Classification | | |
|-------------------------|--------------|--|
| Class | Degree | Consequence |
| 1 | Minor | No serious injuries; little or no damage to property |
| 2 | Moderate | Injury/s not requiring hospitalisation; remedial work required to property |
| 3 | Serious | Injury/s requiring hospitalisation; significant damage to property |
| 4 | Major | Permanent injury/s or disablement; major damage to property |
| 5 | Catastrophic | One or more fatalities; total loss of property |

| Probability Level | | |
|-------------------|----------------|---|
| Level | Degree | Probability of Exposure to Harm |
| 1 | Improbable | No known instances of such an event occurring |
| 2 | Remote | Unlikely to occur, but still possible |
| 3 | Occasional | Likely to occur at some stage in the foreseeable future |
| 4 | Probable | Likely to occur frequently or within 1 year |
| 5 | Almost certain | Very likely to occur frequently and/or in the near future unless actively prevented |

The product of the severity and probability factors will equate to a specific risk rating for each identified hazard. The following band matrix can then be used to assign a comparative degree of risk (Very Low, Low, Medium High or Very High) to each individual fire safety deficiency. This will assist in determining the extent of any necessary additional controlling measures, as well as the timescale in which an action should be formulated by Graham Care Group to address issues identified.

The table below provides timescales for remedial action proportionate to the risk.

| Degree of Risk | Risk Rating Score | Priority Level for Action | Timescales to Review & Formulate Management Action Plan for Remedial Action |
|------------------|-------------------|---------------------------|---|
| Very High | 20 to 25 | P1X | Immediate |
| High | 12 to 16 | P1 | Within 2 weeks |
| Medium | 8 to 10 | P2 | Within 1 month |
| Low | 5 to 6 | P3 | Within 3 months |
| Very Low | 1 to 4 | P4 | Within 6 months |

Identification of People at Risk

| People at Risk | | | | | | | |
|---|--|---------|-------------------------------------|-----|-------------------------------------|----|-------------------------------------|
| 1.1 | Any particular user group at risk? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.2 | Are there any employees or contractors working in remote areas of the workplace? | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 1.3 | Is the building used for sleeping purposes? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.4 | Are there people whose mobility is impaired? | Unknown | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.5 | Have people been identified to assist mobility impaired people leave the site? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.6 | Are there people who have visual or hearing impairments? | Unknown | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.7 | Are there people with cognitive impairments? | Unknown | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.8 | Are there elderly or young children? | Unknown | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.9 | Is the building occupied by people familiar with the layout? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 1.10 | Is the building occupied by manageable numbers of staff / visitors? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| <p>Comments:</p> <p>As a residential care home the residents would be considered to be at risk. Personal Emergency Evacuation Plans are produced for all residents and are rated red, amber and green. A green rating indicates that the resident would not need any physical support from staff but may just need to be prompted to begin evacuating the building; an amber rating indicates that the resident would require physical assistance from one staff member to begin evacuating and residents rated as red will require two or more staff to support them physically.</p> <p>It is considered that there are sufficient staff present to be able to assist with a phased evacuation should it become necessary.</p> | | | | | | | |

Fire Hazards and their Elimination or Control

| Electrical Sources of Ignition | | | | | |
|--|--|------------------------------|--|---|-----------------------------|
| 2.1 | Reasonable measures taken to prevent fires of electrical origin? | | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2.2 | Suitable policy regarding the use of personal electrical appliances? | N/A <input type="checkbox"/> | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2.3 | Suitable limitation of trailing leads and adapters? | N/A <input type="checkbox"/> | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2.4 | Fixed wiring installation testing undertaken? | | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <p>Comments:</p> <p>Electrical sources of ignition were well maintained, records were provided to confirm that PAT testing had been completed in March 2021.</p> <p>The label on the electrical equipment identified that the last hard wiring installation inspection was undertaken on 29/05/2017.</p> | | | | | |

Smoking

| | | | | | |
|-----|--|-----|--------------------------|----|-------------------------------------|
| 3.1 | Was there evidence of clandestine smoking or disused smoking materials in the public parts of the premise? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 3.2 | Are smoking bins provided externally? If yes are they regularly emptied? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

Comments:

No smoking site, no issues identified with current occupancy profile. No residents smoke.

Portable Heaters and Heating Installations

| | | | | | | | |
|-----|--|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 4.1 | Is there naked flame, portable heaters or radiant heaters in use? If yes, specify | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 4.2 | Are suitable measures taken to minimise the hazard of ignition from the use of portable heaters? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

The use of any portable heaters would be minimised and subject to management control.

Lightning Protection

| | | | | | |
|-----|--|-----|--------------------------|----|-------------------------------------|
| 5.1 | Is there a lightning protection system; if so, are records available to confirm that is routinely checked? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--|-----|--------------------------|----|-------------------------------------|

Comments:

No lightning protection noted.

Cooking

| | | | | | | | |
|-----|--|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 6.1 | Are reasonable measures taken to prevent fires as a result of cooking? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.2 | Are filters changed and ductwork cleaned regularly? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.3 | Suitable extinguishing appliances available? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

The kitchen staff are suitably trained annual deep clean completed 27/4/2021.

Appropriate extinguishers, sprinklers and automatic detection provided in the kitchen.

Fire History & Arson

| | | | | | | | |
|-----|---|---------|--------------------------|-----|-------------------------------------|----|--------------------------|
| 7.1 | Has there been a history of fire incidents in the building? | Unknown | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2 | Does basic security against arson by outsiders appear reasonable? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3 | Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

The only known incident of fire was an external fire in the grounds, the fire service were called and attended site and were happy with the current procedures. They were also called out to a false alarm caused by burning toast on 27/1/2021.

Secure building with no unnecessary fire load in close proximity to the building.

Housekeeping

| | | | | | | | |
|-----|---|-----|-------------------------------------|-----|-------------------------------------|----|-------------------------------------|
| 8.1 | Is the standard of housekeeping adequate? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 8.2 | Combustible materials appear to be separated from ignition sources? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 8.3 | Avoidance of unnecessary accumulation of combustible materials or waste? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 8.4 | Appropriate storage of hazardous/flammable materials? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8.5 | Avoidance of inappropriate storage of combustible materials? | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 8.6 | Are all escape routes clear of combustible materials? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 8.7 | Is there any upholstered furniture located in the premises and if so; is there evidence to indicate that it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993)? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

Most areas were clear at the time of the assessment with no significant issues noted.

8.5 There was some contractor's storage in the loft.

Storage in the loft should be removed.

Hazards Introduced by Outside Contractors and Building Works

| | | | | | | | |
|-----|---|---------|--------------------------|-----|-------------------------------------|----|--------------------------|
| 9.1 | Are fire safety conditions imposed on outside contractors? | Unknown | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 9.2 | Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)? | Unknown | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 9.3 | If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits? | NA | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

Most maintenance carried out internally with any contractors managed appropriately.

Dangerous Substances

| | | | | | | | |
|------|---|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 10.1 | Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 10.2 | If so, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

Medical gases provided however not in use, understood to have been capped off currently.

Other Significant Fire Hazards That Warrant Consideration

| | | | | | | | |
|------|--|--|--|-----|--------------------------|----|--------------------------|
| 11.1 | Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions? | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11.2 | Are processes carried out which give rise to a significant fire risk? | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

None noted.

Fire Protection Measures

| Means of Escape from Fire | | | | | | | |
|---------------------------|---|-----|--------------------------|-----|-------------------------------------|----|-------------------------------------|
| 12.1 | It is considered that the building is provided with reasonable means of escape in case of fire. | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| More specifically: | | | | | | | |
| 12.2 | Adequate design of escape routes? | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 12.3 | Adequate provision of exits? | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 12.4 | Exits easily and immediately openable where necessary? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.5 | Fire exits open in direction of escape where necessary? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.6 | Avoidance of sliding or revolving doors as fire exits where necessary? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.7 | Satisfactory means for securing exits? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.8 | Reasonable distances of travel where there is a single direction of travel? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.9 | Reasonable distances of travel where there are alternative means of escape? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.10 | Suitable protection of escape routes? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.11 | Suitable fire precautions for all inner rooms? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.12 | Escape routes unobstructed? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.13 | Is adequate ventilation provided to secure the means of escape? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.14 | Are excessively long corridors appropriately sub divided with fire resisting construction? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12.15 | It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Means of Escape from Fire

Comments:

The building is divided into different compartments which are used for phased evacuation. Staff will move residents from one compartment to another as necessary to get residents away from an affected area into a safe area in a neighbouring compartment. Should a full evacuation become necessary there are a number of exits available from the main lobby, the three stairs and the separate entrance lobby at first floor level.

Exit doors are on automatic opening push buttons, it is assumed that these will fail safe to open in the event of a power failure.

12.3 The provision of exits from the basement level should be reviewed. The day centre is located at basement level requiring the use of a lift/stairs down to this area. Should an evacuation be required it is not clear if the users of this area would be able to get to a place of ultimate safety. The exit leads into the light well/stairs and users would need to use steps to get back up to ground floor level.

Review the provision of fire exits in the basement area to ensure suitable provision for the occupancy type.

The routes are all protected by fire rated doors.

Emergency Escape Lighting

| | | | | | | | |
|------|---|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 13.1 | Reasonable standard of emergency escape lighting system provided? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 13.2 | Is reasonable external emergency lighting provided? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

Emergency lighting provided throughout, from a visual inspection appeared to conform with BS5266.

Measures to Limit Fire Spread and Development

| Measures to Limit Fire Spread and Development | | | | | |
|---|---|-----|-------------------------------------|-------------------------------------|--|
| 14.1 | Is compartmentation of a reasonable standard? | | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 14.2 | Reasonable limitation of linings that might promote fire spread? | | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 14.3 | 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? | N/A | <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14.4 | From a visual inspection, do structural elements appear to be adequately protected to maintain fire resistance? | | Yes | <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <p>Comments:</p> <p>From a visual inspection compartmentation appeared to be adequate.</p> <p>14.1 It could not be confirmed if the compartmentation lines from the floor below have been continued up into the roof area.</p> <p><i>It should be confirmed that the lines of compartmentation between rooms on the top floor extend through the roof void in a continuous vertical plane to the underside of the roof. This is to prevent fire spread between bedrooms, and fire spread from a bedroom into other areas of the building via the common roof void.</i></p> <p>14.2 Cladding has been provided to the building, understood to be stained timber.</p> <p><i>It should be confirmed that this has been appropriately treated and will not aid the spread of fire externally.</i></p> | | | | | |

Flat entrance Doors

| | | | | | |
|------|---|-----|-------------------------------------|----|-------------------------------------|
| 15.1 | Are existing flat entrance doors adequate? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 15.2 | Are fire resisting self-closing doors functioning correctly? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 15.3 | Are there any security gates/grilles fitted? If so can they be opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

Comments:

All bedroom doors are appropriately fire rated and are provided with self-closing/hold open devices linked into the fire alarm system.

Communal Fire Doors (Cross Corridor and Riser)

| | | | | | | | |
|------|---|-----|--------------------------|-----|-------------------------------------|----|-------------------------------------|
| 16.1 | Are existing fire doors adequate? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 16.2 | Are fire resisting self-closing doors unobstructed and functioning correctly? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 16.3 | Are fire doors held open by devices linked to alarm system? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 16.4 | Are non-self-closing fire doors kept locked when not in use? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

Most communal fire doors (unless stated), including riser cupboards doors provided adequate fire resistance, those on hold open devices are tested weekly to ensure that they close fully into their frames.

16.1 The intumescent strip was missing from the door to the store cupboard near room 6.

This should be replaced.

16.1 The intumescent strip and smoke seal was missing from the side of the door to the hairdressing salon.

This should be replaced.

Fire Safety Signs and Notices

| Fire Safety Signs and Notices | | | | | | | |
|--|--|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 17.1 | Are suitable and sufficient exit and directional signs in place? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 17.2 | Are internal fire doors and escape doors provided with appropriate fire signage? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 17.3 | Is there suitable and sufficient signage to passive and active firefighting systems? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 17.4 | Is there suitable external signage on external exit routes? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 17.5 | Are clear fire action notices displayed and are they in accordance with the recommended evacuation strategy? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| <p>Comments:</p> <p>17.1 Appropriate escape route signage provided.</p> <p>17.2 Appropriate fire door signage provided.</p> <p>17.3 Extinguishers were all appropriately identified.</p> <p>17.5 Fire action notices provided by fire alarm call points.</p> | | | | | | | |

Means of Giving Warning in Case of Fire

| Means of Giving Warning in Case of Fire | | | | | | | |
|--|---|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 18.1 | Reasonable manually operated electrical fire alarm system provided? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 18.2 | Is automatic fire detection provided and if so, is it provided throughout the premises or part of the premises? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 18.3 | Extent of automatic fire detection generally appropriate for the occupancy and fire risk? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 18.4 | Remote transmission of alarm signals | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 18.5 | Is a zone plan displayed adjacent to the fire alarm panel and are the zones in line with compartment lines? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| <p>Comments:</p> <p>An addressable L1 category fire alarm system had been provided which is understood to be linked to a remote monitoring centre.</p> <p>Staff would also call the fire service in the event of a fire occurring.</p> | | | | | | | |

Fire-Fighter Access and Fire-Fighting Equipment

| Fire Fighter Access & Fire-Fighting Equipment | | | | | | | |
|---|--|-----|-------------------------------------|-----|-------------------------------------|----|-------------------------------------|
| 19.1 | Is the building provided with adequate vehicular access for firefighter deployment? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 19.2 | Is the building provided with fire brigade drop key access? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 19.3 | Is the building's drop key access functional? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 19.4 | Reasonable provision of portable fire extinguishers suitable for the purpose? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 19.5 | Are hose reels provided? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 19.6 | Are there sprinklers or other fixed suppression systems? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 19.7 | Is there any other fixed installation? e.g. dry rising mains, ventilation systems etc. | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <p>Comments:</p> <p>Appropriate access for fire fighters into the car park area, appropriate fire extinguishers provided. Sprinkler system provided throughout.</p> | | | | | | | |

Management of Fire Safety

| Procedures and Arrangements | | | | | | | |
|-----------------------------|---|-----|--------------------------|-----|-------------------------------------|----|-------------------------------------|
| 20.1 | Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.2 | Is there a suitable record of the fire safety arrangements? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.3 | Appropriate fire procedures in place? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.4 | Are procedures in the event of fire appropriate and properly documented? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.5 | Are there suitable arrangements for summoning the fire and rescue service? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.6 | Is the building provided with a Premises Information Box (PIB)? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 20.7 | Are there suitable arrangements for ensuring that the premises have been evacuated? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.8 | Is there a suitable fire assembly point(s)? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.9 | Are there adequate procedures for evacuation of any disabled people who are likely to be present? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.10 | Persons nominated and trained to assist with evacuation, including evacuation of disabled people? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.11 | Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.12 | Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20.13 | Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

This property has good fire safety management systems in place. The Manager (Chris Walton-Turner) and Maintenance (Nick Farmer) take a real proactive role in managing fire safety.

The fire procedures state that staff report to the fire alarm panel and the nurse in charge dispatches 2 staff members to the location of the fire to carry out an evacuation if necessary. Other homes have adopted slightly different procedures which involve staff in resident's areas reporting to the nurse's offices. Walkie talkies have been provided by the fire alarm panel and to the nurse's offices, kitchen, laundry and any other areas that are remote from the main fire alarm panel. This enables the duty manager/person at the main fire alarm panel to identify the location of the activation from the panel and issue instructions immediately depending on the location of the fire. This is considered to be a very effective way of responding to a fire alarm and allocating appropriate resource to the relevant area quickly.

Consideration should be made to adopting a procedure similar to this in this building. (It is understood that walkie talkies have already been ordered and this action is in progress)

All residents have been provided with personal emergency evacuation plans which identify whether they are green (able to evacuate without any additional physical support from staff), amber (they will require some form of physical support from one member of staff) or red (they require physical support from two or more staff members). Staff have all been provided with training on the use of the evacuation sledges and evacuation chairs provided.

It is likely that there will be sufficient numbers of staff present to begin the progressive horizontal evacuation process should it become necessary, due to current low numbers of residents and the fact that a sprinkler system has been provided. There are also likely to be other staff members present (in the staff living area within the building) who, although not on duty would assist if present in an emergency.

Regular health and safety inspections are undertaken annually, last inspection August 2020.

Training and Drills

| | | | | | | | |
|--|---|-----|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| 21.1 | Are all staff given adequate fire safety instruction and training on induction? | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | |
| 21.2 | Are all staff given adequate periodic "refresher training" at suitable intervals? | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | |
| 21.3 | Are staff with special responsibilities (e.g. fire wardens) given additional training? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 21.4 | Are fire drills carried out at appropriate intervals? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| <p>Comments:</p> <p>All staff are provided with regular training including using the grab mats/evacuation sledges/chairs.</p> <p>21.4 It is understood that regular fire drills are carried out, however the last recorded date was 2/5/2019.</p> <p><i>It should be ensured that fire drills are carried out at least annually and at training sessions as per the policy document on the main web site.</i></p> | | | | | | | |
| 21.5 | 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 | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 21.6 | When the employees of another employer work in the premises: Is it ensured that the employees are provided with adequate instructions and information? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 21.7 | Are persons nominated and trained to use fire extinguishing appliances? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| <p>Comments:</p> <p>It is understood that extinguisher training is provided as part of the general fire safety training.</p> | | | | | | | |

Testing & Maintenance

| Testing & Maintenance | | | | | | | |
|-----------------------|---|-----|-------------------------------------|-----|-------------------------------------|----|-------------------------------------|
| 22.1 | Weekly testing and periodic servicing of fire detection and alarm system? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.2 | Periodic servicing of fire detection and alarm system? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.3 | Monthly and annual testing routines for emergency lighting? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.4 | Annual maintenance of fire extinguishing appliances? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.5 | Periodic inspection of external escape staircases and gangways? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 22.6 | Six-monthly inspection and annual testing of rising mains? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 22.7 | Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.8 | Weekly testing and periodic inspection of sprinkler installations? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 22.9 | Routine checks on Ventilation and Extraction System | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.10 | Has a 5 year electrical installation check taken place? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.11 | Are portable appliances PAT tested – are records / labels present? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22.12 | Have gas safety checks / boiler inspections taken place? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Testing & Maintenance

Comments:

22.1 Last weekly fire alarm test 3/5/2021, a different call point is tested each week.

22.2 Last servicing of fire alarm undertaken 9/11/2020.

22.3 Last monthly emergency lighting test 9/4/2021. Last annual 3 hour discharge test 10/11/2020.

22.4 Fire extinguishers last serviced November 2020.

22.7 Lifts last serviced 7/5/2021.

22.8 Last sprinkler service dated 24/2/2021.

It should be confirmed that the appropriate weekly tests are carried out for the sprinkler system in accordance with BS EN 12845.

22.9 Last servicing of smoke vents 10/11/2020.

22.10 See 2.4.

22.11 See 2.2.

22.12 Last gas safety check 1/5/2021.

Risk Level Estimator

| Potential consequences of fire ⇒ Likelihood of Fire ⇓ | Slight Harm | Moderate Harm | Extreme Harm |
|--|----------------|------------------|------------------|
| Low | Trivial risk | Tolerable risk | Moderate risk |
| Medium | Tolerable risk | Moderate risk | Substantial risk |
| High | 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 foresee-ably 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

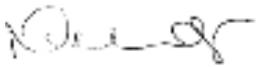
Comments:

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 reasonably practicable improvements that involve minor or limited cost. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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. |

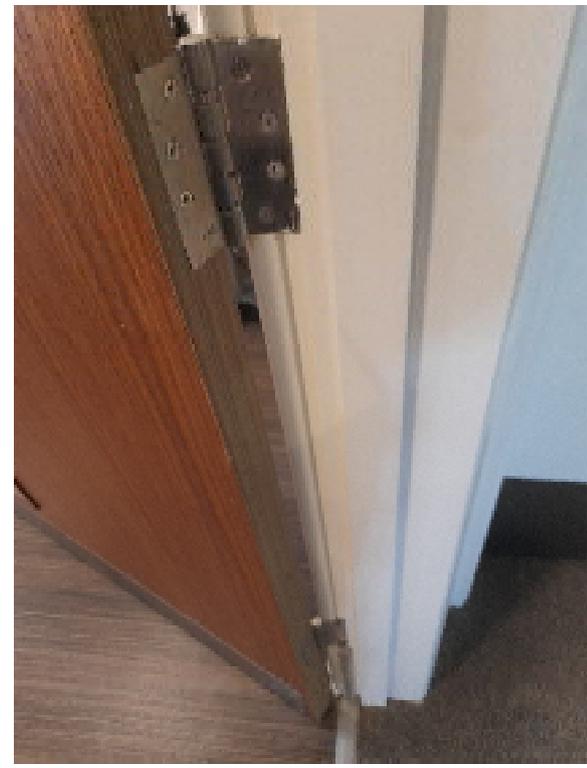
(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following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

Document Control

| | | | |
|-----------------------------|---|-----------------------|---|
| Author | Helen Dillon | Qualifications | Tier 3 (NAFRAR) 2021, MIFSM CFPA Europe Dip |
| Signed |  | Date | 10 th June 2021 |
| Verifier | Nicola Thomson | Qualifications | AIFSM |
| Signed |  | Date | 17 th June 2021 |
| Document Version | FRA LH PAS79 2017 v.1.0 | | |

Appendix A – Photographs (if applicable)

| Photograph | Section | Description |
|---|---------|-----------------------------|
|  | 8.5 | Contractors storage in loft |
|  | 14.1 | Loft area. |
|  | 14.2 | Cladding |

| Photograph | Section | Description |
|---|---------|--|
|  | 16.1 | Missing intumescent strip store cupboard near room 6 |
|  | 16.1 | Strip and seal missing from hairdressing salon door. |



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organization named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organization named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Frankham Risk Management Services

BAFE Registration Number: KENT204

Client: GLD Care

Address: Hawkhurst House, Cranbrook Road, Hawkhurst, Kent TN18 5EF

Applies to all common areas (accessible to the assessor, at the time of the assessment).

The fire risk assessment is for life safety; it is suitable & sufficient and is compliant with the BAFE SP205 scheme.

Assessment Date: 07/05/2021

Review Date: 07/05/2022

Certificate Reference Number: 80338505

We, being currently a 'Certificated Organization' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certificated Organization

Helen Dillon MIFSM CFPA (Europe) Dip – Head of Fire Risk Management

Date of issue 17/06/2021

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