

**Fire Risk Assessment**





**The Peaceful Pony Therapy Centre**

**Brocklands**

**Units 2 & 3**

**Ingatestone Road**

**Essex**

**CM4 9PB**

**7th September 2024**

**By: Alan Harmond**

**AMENDED 8TH OCTOBER 2024**

**Amendments in Blue**

This fire risk assessment is carried out under the requirements of the Regulatory Reform (Fire Safety) Order 2005 and in line with P.A.S. 79 Fire risk assessment.

guidance and the recommended methodology.

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1. **Assessed Fire Safety Risk Level**

**Having considered the fire safety risk on this site together with the nature, operation and management of those risks, the assessor is in the opinion that on the date of this risk assessment survey the overall level of Fire Safety Risk and frequency of routine review is as follows.**

| **Overall Risk Level** | **Explanation** | **Suggested Review date** |
| --- | --- | --- |
| **Moderate risk** | Minor efforts required to complete actions and improve rating | 6th September 2025 |

This risk assessment should be routinely reviewed.

It is also essential to carry out a formal review whenever significant changes (material change) take place on the site.

This could include refurbishment of whole or part of the premises, a change of on-site contractor or management, new tenants, or a new process. It could also include new external influences such as change in the road layout, neighbouring business activities etc.

If in doubt about the significance of a change, please consult with your risk assessor.

## Fire Executive Summary and Site Details.

**Survey details**

| **Survey Commissioned by** | The Peaceful Pony Therapy Centre |
| --- | --- |
| **Scope of the Survey** | Fire Risk assessment survey to identify hazards, assess risks and recommend risk controls to comply with the requirements of current fire safety legislation, notably Regulatory Reform (Fire Safety) Order 2005. |
| **Limitations / Exclusions** | Survey finding based on information provided by the client and on the evidence seen by the assessor at the time of the Survey.  The survey is limited to areas of the site under the client’s controls and addressed those parts of the property which were safely accessible at the time of the assessor’s visit. |
| **Special Instructions** | None |
| **Inaccessible areas** | None |

**Risk Assessment Details**

| **Business operator**  **/ Business name** | The Peaceful Pony Therapy Centre |
| --- | --- |
| **Site address** | Brocklands  Units 2 & 3  Ingatestone Road  Essex  CM4 9PB |
| **Responsible persons** | Holly Lockwood-Waduge |
| **Risk Assessor** | Alan Harmond |
| **Date of assessment** | 7th September 2024 |
| **Accompanied / Unaccompanied.** | Unaccompanied |
| **Date of previous assessment** | 23rd August 2023 |
| **Site profile / classification** | 4 x self-contained Units, Paddocks and Ménage area |
| **Assembly Point** | Main Car park Entrance for Humans / Paddocks for Livestock |
| **Methodology and guidance used for this assessment.** | The assessment of the fire safety risk was undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and associated official guidance. DB (vol2) BS9999 BS5839 BS5266 BS5306 BS7974 BS ISO 3864 |

**Site Details**

| **Number of floors / units** | All units are on ground level  3 x Office storage units and 1 x Hay food storage unit |
| --- | --- |
| **Approximate floor area** | Situated on approx. 2 .5 Acres of Grass land  3 x self-contained units each approx. 48 m² |
| **Brief details of construction** | Each unit steel framed with metal corrugated sheeting for walls and roof also concrete floors. |
| **Special / Unusual features** | None |
| **Type and nature of occupancy** | Horse riding Therapy centre with office storage area, therapy area for children |
| **Remote areas / Inner rooms**  **Other special areas** | Not applicable |
| **Travel Distances** | Within regulation for given use and numbers expected with additional works completed to protect shared escape routes |
| **Number of protected stairwells** | None |
| **Number of accommodation stairwells** | None |
| **Number of external staircases** | None |
| **Fire Doors** | Not applicable |

**Fire History and other relevant information**

| **Brief history of any previous fire incidents / loss** | None Known |
| --- | --- |
| **Alteration notices** | None Known |
| **Any other relevant information** | No |

**Occupancy Information**

| **Approximate maximum number**  **of occupants / staff** | Maximum of 10 staff at any one time  Combination total of 6 to 7 Horses or Ponies.  Small area to be used for storage of Snake, Spiders, Guinea pigs, rats, tortoise and Hamsters |
| --- | --- |
| **Number of Disabled requiring**  **assistance with evacuation.** | Some of casual day staff or clients have misc. disabilities Total numbers not known  Each Individual will need to have PEEP (Personal Emergency Evacuation Plan completed to assess needs)  PEEP completed for staff that require assistance |
| **Number in Remote Areas** | None |
| **Number of sleeping overnight** | None |
| **Number of members of the**  **public / visitors** | Expectation of approx. 20 persons on site at any one time. For lessons therapy, this does not include parents or drivers who may drop off participants at car park at entrance to site. |
| **Contractors on site** | None, only via pre-agreement if work required |
| **Lone working** | Not applicable |

**Existing Fire Safety measures**

| **Fire Alarm System & Fire Detection** | Short term is to raise alarm by verbal instructions or use of whistle / AirHorn.  Smoke detectors installed to two of the three units, no records these are tested. |
| --- | --- |
| **LAST SERVICE** | Not Applicable |
| **LAST TEST** | Not Applicable |
| **Sprinklers:** | Not applicable |
| **Fire suppression systems** | Not applicable |
| **Emergency Lighting Systems** | Not in place |
| **Maintained or non-maintained** |  |
| **Self-contained Y/N** |  |
| **LAST SERVICE** | Not Applicable |
| **LAST TEST** | Not Applicable |
| **Power Generators** | Not applicable |
| **Raising Mains** | Not applicable |
| **LAST INSPECTION** |  |
| **Fire Extinguishers** | In place |
| **LAST INSPECTION** | September 2024 |
| **Fire Hose Reels** | Not applicable |
| **LAST INSPECTION** |  |
| **Lighting Protection** | Not applicable |
| **LAST INSPECTION** |  |
| **Access / Security** | Locked Gates at entrance to site leading to Car park area, with additional gates inside leading to Paddock areas and locked doors on units |
| **CCTV** | In place, |
| **PAT testing**  **LAST TEST** | No records to confirm PAT testing inspections carried out. |
| **Fix Electrical Installation**  **LAST TEST** | Not known, no records |
| **Gas Safety Inspection**  **LAST INSPECTION** | Not Applicable. |

**Fire Safety Arrangements**

| **Means of Escape.** | Through walkway around paddock areas to gates at front Entrance.  From Office storage unit’s walkway to front entrance gate. | |
| --- | --- | --- |
| **Disabled Access / Egress** | Unknow at present, should this become an issue, suitable measures would have to be taken to ensure the safe evacuation of such individuals as required under the Equalities Act and the Fire Safety Order, this may include completion of a personal emergency evacuation plan (PEEP) if required and shared with parties involved.  *PEEP completed for members of staff that require assistance* | |
| **Compartmentation** | Each unit is detached and are open plan lay out and separated from other units by walls and doors. | |
| **Fire Wardens / Marshals**  **DATE OF LAST TRAINING** | 3 people trained at other site, no records of certification.  July 2021 *New training rebooked* | First aiders No records of first aiders.  *First Aiders Certificates in Folder in Office* |
| **Waste management** | Waste contract set up with Local waste Company to have weekly collection. Waste stored away from units and paddocks, may need to make storages area more secure as close to road and could be used by arsonist | |
| **Environmental impact** | No known concerns raised from assessment | |
| **Housekeeping** | Fair general appearance  *To make improvements of general appearance of site* | |
| **Fire Service Details** | Nearest Fire stations Ingatestone, Billericay, and Brentwood Fire and Rescue Service | |
| **Methods of calling fire service.** | Manual call in by phone using 999 or 112 | |
| **Fire Logbook** | Still in process of setting up ready to open and compiling, gathering all required information, Not available to check at time of this assessment.  *Fire Log book now in situ and regular updates carried out* | |

1. **Fire Safety Action Plan**

**Prioritising the fire action plan**

| **Priority** | **Comments.** |
| --- | --- |
| 1. **(High)** | **Requires Immediate Remedial Action (For Intolerable / Substantial Risks)**  The fire safety issue requires immediate action. If it is not possible to reduce the risk, then work / access must be prohibited |
| 1. **(Medium)** | **Requires Remedial Action Within 3 Months (For Moderate Risks)**  Some additional fire safety controls are necessary within the defined timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. |
| 1. **(Low)** | **Requires Remedial Action Within 6 Months (For Low Risks)**  Some additional fire safety controls are necessary within the defined timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. |
| 1. **(Advisory)** | **Requires Additional Controls In Due Course (For Tolerable / Risks)**  Some additional fire safety controls are necessary.  Consideration may be given to a more cost-effective risk reducing solution. Regular monitoring of existing fire safety controls is essential. |

| **Ref** | **Missing Controls / Non-Compliance** | **Recommended Controls** | **Priority** | **Photo Ref.** | **Comments** | **Date Completed** | **Signature** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sources of Ignition** | | | | | | | |
| 1 | At Time of assessment no records for inspection testing for fixed electrical installation completed by competent person.  This is required to be completed every 5 years under regulations. | Arrange to have all required Inspections testing completed required under regulation requirements for installation and commissioning and set up ongoing Inspection testing program.  Add records for inspection completed to Fire logbook. | **2** | 4.1 | To review |  |  |
| 2 | At time of assessment no records seen for inspection testing of portable electrical appliance used at site by competent person.  Current best practices are to have completed annually.  Informed engineer booked to attend site to complete | Confirm engineer attends site and completes inspections testing, as no labels on the appliances  Ensure all appliances have PAT testing completed at required frequency (Portable appliance testing) by competent person, best practices are annually tested  And records for all equipment tested is saved in Fire logbook. | **2** | 4.2 | To review |  |  |
| **Sources of fuel** | | | | | | | |
| 3 | Propane gas cylinder needs to be stored outside in a secure area and not in an office space. | Move the gas cylinder and store in a secure outside location away from direct sunlight. | **2** | 4.12 | **Removed to outside secure location** | **08/09/24** |  |
| **Sources of oxygen** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Fire and smoke spread in the workplace** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Fire and smoke spread to adjacent properties** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Fire detection and warning** | | | | | | | |
| 4 | At time of assessment only smoke detection system in the last two buildings. | Long term look at putting in place detection system to raise alarm in event of fire in all areas occupied by persons or livestock.  Due to premises not being manned between 19.00 and 07.00 consider when installing having connected to monitoring station.  Short term Ensure contact details and procedures to follow in event of fire for evacuation of persons and livestock is clearly visible at entrance to site.  Also fit smoke detection in new building as none present at the time of the assessment. | **2** | 4.3 | smoke alarm now in situ in 3rd unit  Fire evacuation procedure being reviewed, copied into Fire Log book and displayed on entrance of site | 10/09/24 |  |
| 5 | No smoke detection system fitted in building three and no weekly testing carried out.  Type of system to be used to consider potential frightening of animals if alarms sound and possibility of disabled persons using premises. | Set up regular inspection and testing of system by competent person and include weekly internal checks and record information.  Ensure all personnel informed of means of raising alarm and look at use of flashing beacons to help those who may have hearing defect and reduce effect of frightening livestock  Short term agreed procedure to be used is Verbal shouting to everyone or use of Whistle or Airhorn to raise the alarm and fitting of smoke detectors to occupied areas | **2** | 4.4 | Regular fire drills and inspections to be put in place and Fire Log book updated |  |  |
| 6 | If decision to have Fire detection system installed, make sure zonal drawing include and in place next to alarm panel | Seek advice from Fire alarm installation company when looking at options for types of alarm systems available. | **3** | 4.5 |  |  |  |
| **Means of escape** | | | | | | | |
| 7 | At Time of assessment evidence seen of lights fitted to some of the premises none of which are Emergency lights  Standard lighting which in event of power failure leaves no lighting. | Once system installed set up regular inspection testing program by competent person.  Short term Solar powered lighting seen fixed to occupied areas complete regular checks to confirm in good working order | **2** | 4.6 | Solar lights now on site  awaiting fixture to occupied areas |  |  |
| 8 | Site open normally between 07,00 and 19.00 and not an issue.  However, during autumn and winter months when lighting is poor means of emergency lighting will be required from premises to assembly point in event of power failure | Once system installed set up regular inspection testing program see attached appendix 4 and 5 for guidance | **3** | 4.7 |  |  |  |
| **Signage and Notices** | | | | | | | |
| 9 | Emergency exit signs required above exits signs in buildings above doors in a couple of rooms.  Emergency directional exits signs pointing towards final emergency exit point either side of walkway | Purchase and fit signage | **3** | 4.8 | Installed by fire risk inspector | **20/09/24** |  |
| 10 | Some fire action notices in place required at emergency exits need to have details listed of assembly point. | Purchase and fit signage  See attached photos of example. | **3** | 4.9 | Installed by fire risk inspector |  |  |
| 10 | Operation signage required for turn locks. | Purchase and fit signage  See attached photos of example. | **3** | 4.10 | Installed by fire risk inspector |  |  |
| 11 | Operational signage required for new extinguishers. | Purchase and fit signage  See attached photos of example. | **3** | 4.11 | Installed by fire risk inspector |  |  |
| **Firefighting systems and equipment** | | | | | | | |
| 12 | Insufficient number of extinguishers for size of premises and lay out, at time of two of the building have fire extinguisher protection in them. | Purchase and fit new extinguishers to cover all possible type of fire that could occur  Recommendations to have   * + - 1. x 2 Kg CO² extinguisher and 1 x 6 Litre Foam extinguisher by exit at each of Four buildings. | **2** | 4.12 | Installed by fire risk inspector |  |  |
| **Fire safety management** | | | | | | | |
| 13 | Existing Fire policy evacuation plan for old premises not seen Fire Policy in place for other premises run by The Peaceful Pony Therapy Centre  Informed this is being updated to meet requirements of new site this should include planning, organisation, control, monitoring and review of preventative and protective measures | Confirm Completed update of policy and evacuation plan and put into Fire logbook and share with all members of staff | **2** |  | Fire log book now in situ and new Evacuation plan being updated for this site |  |  |
| 14 | No fire logbook or records seen to confirm, or check inspections are being completed | Put in place Fire logbook / safety folder with all relevant records required  Recommend using Index at front of logbook with all required checks and frequency to be completed along with all required training records | **2** |  | Fire log book now in situ and inspections carried out regularly |  |  |
| 15 | No records seen for internals safety checks required to be completed | Set up system to complete checks and record results see attached appendix as example | **3** |  | Fire log book now in situ and inspections carried out regularly |  |  |
| 16 | No records of any trained fire wardens  Member of staff trained but working at other site at time of assessment. | Check and confirm once staff in place they have adequate number of trained fire wardens for each of their premises | **2** |  | Fire warden training booked for staff to update fire log book on completion |  |  |
| 17 | At time of assessment unable to confirm fire evacuation drill have been completed, these should be completed every 6 months with all staff being involved in at least one drill per year. | Arrange to complete fire evacuation drill and store records in fire logbook | **3** |  | Fire drills to be carried out every 4-6 months and relevant forms completed and entered into Fire Log Book |  |  |

**This section can be used if additional description is required to detail corrective actions taken**

| **Ref.** | **Missing Controls / Non- Compliance** | **Comments** | **Document Reference**  **(if present)** | **Document Location** |
| --- | --- | --- | --- | --- |
|  | Only recently moved into premises and still in process of getting ready prior to opening  In most case documentation not available to check or confirm if tests or inspections completed  Evidence found in some places by seeing inspections tags signed on extinguisher, no central point for storing or gathering information required  Put in place system to inspect and test system to required standard | Follow up with responsible contractors where in place to ensure all relevant information and inspections test are completed and recorded with records available in one place for easy access.  See appendix 1, 4 and 5 attached for guidance on requirement  Further information if required can be seen in the Regulatory Reform (Fire Safety) Order 2005. Link attached  <https://www.gov.uk/government/publications/regulatory-reform-fire-safety-order-2005-guidance-note-enforcement> | All documentation for Fire Risk Assessment and staff compliances are kept in unit 3 on entrance desk |  |

1. **Photographs**

| **Ref.** | **Photograph** |
| --- | --- |
| 4.1 |  |
| 4.2 | Actioned |
| 4.3 | Actioned |
| 4.4 |  |
| 4.5 |  |
| 4.6 |  |
| 4.7 |  |
| 4.8 |  |
| 4.9 |  |
| 4.10 |  |
| 4.11 |  |
| 4.12 | Actioned |

1. **Risk Assessment**

**HAZARD**

1. **Sources of ignition allowing** fire to start.

|  | **Compliant** | |
| --- | --- | --- |
| Yes | No | **Action Plan Ref.** |
| **Fixed electrical installation has been regularly examined and tested by a competent person in line with the current regulations** |  | No | 1 |
| **Portable electrical appliances have been regularly examined and tested by a competent person in line with the current regulations (PAT)** |  | No | 2 |
| **The electrical circuits are not overloaded and are free from scorch marks.** | Yes |  |  |
| **Gas / oil fired / solid fuel heating systems are maintained by competent person as per current regulations and manufacturers recommendation.** | N/A |  | No Gas feed supply to site |
| **Flame failure devices have been fitted to gas appliances.** | N/A |  |  |
| **Adequate contractor controls are in place including hot works controls.** | N/A |  |  |
| **No naked flame heaters** | N/A |  |  |
| **Adequate control measures to reduce the risk of arson.** | Yes |  | No Smoking Policy regular clean up completed |
| **All kitchen equipment in good condition and regularly maintained as per regulations and manufacturers recommendation.** | Yes |  |  |
| **High output / high temperature lighting equipment located away from combustibles.** | N/A |  |  |
| **High temperature equipment located and operated away from combustibles; sufficient control measures are in place.** | N/A |  |  |
| **Sufficient equipment ventilation, vents not obstructed.** | N/A |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Sources of fuel –** potentiallyassisting fire growth.

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **Combustible materials stored away from sources of ignition. And not in excessive quantities.** |  | No | 3 |
| **Service ducts, risers and voids are not used for storage of combustible materials.** | N/A |  |  |
| **Furniture in good condition no foam filling exposed.** | N/A |  |  |
| **Flammable materials stored in dedicated well-ventilated and secured storage units.** | Yes |  | Hay storage area remote from occupied units |
| **Quantities of flammable materials kept to a minimum.** | Yes |  |  |
| **Only flame-retardant materials used in floor, wall and ceiling linings.** | Yes |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Sources of oxygen -** Inadequate management & control of sources of oxygen

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **Oxygen cylinders stored in secured and well-ventilated storage.** | N/A |  |  |
| **Appliances using oxygen are stored securely and maintained as per current regulations and manufacturers’ recommendation.** | N/A |  |  |
| **All oxidising materials stored in secured storage and away from sources of ignition.** | N/A |  |  |
| **Doors and windows and other openings are kept shut outside of working hours.** | Yes |  |  |
| **Non-essential ventilation systems are shut down outside of working hours.** | N/A |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Fire and Smoke spread in the workplace.**

Inadequate structural & other measures to limit the spread of fire & smoke.

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **Floors, walls and ceilings are fire resisting where necessary and without holes penetrating across fire compartments.** | Yes |  |  |
| **All penetrations to walls, ceilings and floors are properly sealed to maintain adequate fire protection.** | Yes |  |  |
| **Service risers are fire stopped at each level or the enclosure of the shaft is at least one-hour fire resisting.** | N/A |  |  |
| **Adequate fire protection in fire escape routes and corridors.** | Yes |  |  |
| **Fire doors to cupboards, service ducts and risers, plant rooms and other higher risk areas are kept locked shut when not in use.** | N/A |  |  |
| **Fire doors are not held open for prolonged periods unless they are fitted with door holding devices that release upon actuation of a fire alarm system or power failure.** | N/A |  |  |
| **The provision and location of fire resisting doors is adequate.** | Yes |  |  |
| **All fire doors:**   * **are fitted with self-closure devices where necessary.** * **close in a reasonable time unaided.** * **close/latch fully into the frame.** * **Have no gaps in excess of 4mm around/between them.** * **Have all seals in good repair.** * **Have no visible damage.** | Yes |  |  |
| **Fire doors that open in both directions and/or leading from inner rooms are fitted with vision panels of fire resisting glazing.** | N/A |  |  |
| **Surface coverings and fittings will not unduly assist in the spread of fire or fire development.** | Yes |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Fire and smoke spread to adjacent properties.**

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **There is adequate fire separation between building occupiers.** | Yes |  |  |
| **There are adequate controls in place to prevent waste building up externally** | Yes |  | Weekly collection in place and waste stored away from out building |

**Fire Risk Assessment**

**HAZARD**

1. **Fire detection and warning –** people might be unaware of fire, inadequate arrangements for detection & alarm in case of fire.

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **A suitable and sufficient automatic fire detection and alarm are provided were necessary especially in remote parts where fire could start and not be detected for some time.** | smoke alarms in all units | No | 3 |
| **The fire alarm meets current regulation and standards and is regularly and adequately maintained and tested by a competent person, with records kept on site.** |  | No | 4 |
| **The fire alarm system is checked weekly by activating break glass call points in rotation.** | N/A |  |  |
| **The fire alarm allows for prompt identification of location of any activation. (fully addressable system or zonal system)** |  | No | 5 |
| **The fire alarm is likely to be adequately audible in all parts of the premises.** | N/A |  |  |
| **Where it is unlikely that the fire alarm would be adequately audible due to background noise levels, coloured flashing lights are provided.** | N/A |  |  |
| **Hearing impaired staff and visitors are aware of the means of alarm, and there are sufficient means to alert them.** | Yes |  |  |
| **Automatic smoke detectors are not covered /obstructed.** | N/A |  |  |
| **Fire call points are not obstructed.** | N/A |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Means of escape –** people cannot safely evacuate in the event of the fire, inadequate provision of means of escape.

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **The number and widths of escape routes are adequate for the design and occupancy of the building.** | Yes |  |  |
| **All fire escape routes, and fire exits are not restricted and remain free from permanent or temporary obstructions, slip or trip hazards at all times.** | Yes |  |  |
| **The number and location of fire exits is adequate** | Yes |  |  |
| **Stairwells linking basement to upper floors offers adequate separation between basement and Ground Floor level.** | N/A |  |  |
| **The travel distances to storey/final exits are within recommended limits, corridors more than 30m long are subdivided by fire doors.** | N/A |  | All escape routes are in open air |
| **External staircases and fire escape routes are in good condition and free from slip/trip hazards.** | N/A |  |  |
| **External escape staircases are protected from the effects of the fire.** | N/A |  |  |
| **External staircases are inspected in required intervals (3years) by structural engineer.** | N/A |  |  |
| **If inner rooms are present adequate fire safety controls are in place.** | N/A |  |  |
| **Sufficient Emergency lighting is provided to allow for safe evacuation in the event of power failure.** | solar lights in situ | No | 6 |
| **Suitable artificial lighting is provided on external escape routes and is checked regularly and is in working order.** |  | No | 7 |
| **Emergency lighting is regularly maintained by a competent engineer** | N/A |  |  |
| **No evident problems/faults with Emergency Lighting witnessed.** | N/A |  |  |
| **Emergency lighting is regularly tested in accordance with current guidance and regulations and records are kept.**   * Monthly operation test * 6 Monthly 1-hour test * Annually **3 hours test** | N/A |  |  |
| **Roof exits are flat, non-slip and provided with sufficient artificial lighting.** | N/A |  |  |
| **Smoke control systems are maintained by a competent person** | N/A |  |  |
| **Disable people can use the existing means of escape or other suitable arrangements are in place.** | Yes |  |  |
| **All fire exit route doors can be opened without the use of a key and where necessary are fitted with simple fastenings, i.e., panic bolt, push bar, etc.** | Yes |  |  |
| **There are no inappropriate means of escape.** | Yes |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Signage and notices –** Inadequate provision of fire safety signage

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **Fire doors that are kept closed when not in use are not clearly marked ‘Fire Door Keep Shut.’** | N/A |  |  |
| **Conspicuous and unobstructed fire exit signs that comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 should be provided where necessary.** | New signs installed | No | 8 |
| **All signage in good repair order, clean, visible, and not faded.** | Yes |  |  |
| **Correctly completed ‘Fire Action’ notices are provided.** | installed | No | 9 |
| **Fire doors that are held open by devices that automatically release upon actuation of the fire alarm have ‘Automatic Fire Door – Keep Clear’ signs affixed.** | N/A |  |  |
| **Fire doors which are fitted with push or turn locks have sufficient, clear instructions clearly displayed in conspicuous location.** | new signs installed | No | 10 |
| **Fire doors to cupboards and service ducts and risers that are locked are labelled ‘Fire Door – Keep Locked Shut’.** | N/A |  |  |
| **Fire exit doors that open onto the street should have notices posted on the external side indicating ‘Fire Exit Keep Clear’.** | N/A |  |  |
| **All fire extinguishers provided with correct information labels.** | Updated | No | 11 |

**Fire Risk Assessment**

**HAZARD**

1. **Firefighting systems and equipment –**

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **Sufficient number and correct type of fire extinguishers provided throughout.** | Yes  Installed | No | 12 |
| **Fire extinguishers are wall mounted or placed on stands at easily identified, suitably designated and spaced fire points, at correct locations.** | Yes |  |  |
| **Fire extinguishers are maintained annually by a competent engineer and test labels correctly completed and affixed.** | Yes |  |  |
| **Fire extinguisher points are easily accessible and unobstructed.** | Yes |  |  |
| **All fire extinguishers are in their designated locations, and none is missing.** | Yes |  |  |
| **No obvious signs of damage or tampering to fire extinguishers.** | Yes |  |  |
| **Fire Extinguishers are regularly checked to ensure none are missing or are misplaced.** | Yes |  |  |
| **Fire hose reels are maintained, inspected, and tested as per current regulations by a competent person.** | N/A |  |  |
| **Sprinkler systems are regularly maintained and tested by a competent person.**  **The sprinkler heads are not obstructed, and all are operational.** | N/A |  |  |
| **Fire suppression system is maintained and tested regularly** | N/A |  |  |
| **Server rooms or other sealed rooms fitted with suppression system are subject to annual integrity test.** | N/A |  |  |
| **Fire blankets are provided and tested.** | N/A |  |  |

**Fire Risk Assessment**

**HAZARD**

1. **Fire safety management –** inadequate management systems & procedures for fire safety

|  | **Compliant** | |
| --- | --- | --- |
| **Yes** | **No** | **Action Plan Ref.** |
| **Adequate arrangements are in place for the fire policy that should include the planning, organisation, control, monitoring and review of preventative and protective measures.** | Yes  New Fire Log book in situ | No | 13 |
| **A fire logbook or other suitable arrangements are in place for the maintenance of records relating to fire safety and kept up to date.** | Yes  In Situ | No | 14 |
| **Sufficient safety checks are regularly conducted, the process is documented. All findings recorded, and all remedial actions are undertaken in timely manner.** | Yes | No | 15 |
| **There is sufficient number of trained fire wardens.**  **Training records are kept and available.** | Training has been booked and will be updated | No | 16 |
| **All staff and necessary contractors have received appropriate fire safety training at induction and are required to undergo periodic fire safety training.** | Yes |  |  |
| **Fire evacuation drills carried out at 6-monthly intervals.** | fire evacuation drills carried out 6 monthly intervals | No | 17 |
| **There is adequate means of summoning the Fire Service.** | Yes |  |  |
| **There is a system in place to communicate with Fire Services in the event of a fire, and to pass all relevant information to Fire Services.** | Yes |  |  |
| **There is designated assembly point in suitable and safe location.** | Yes |  |  |
| **Other** |  |  |  |

**Appendix 1 - Documentation Schedule**

| **Item** | **Frequency** | **Last Done** | **Due** |
| --- | --- | --- | --- |
| **Fire detection and alarm:** | 6 Monthly | September 2024 | September 2025 |
| **Emergency and escape lighting:** | Annual. | Not Applicable |  |
| **Fire extinguishers:** | Annual. | September 2024 | September 2025 |
| **Fire safety awareness training:** | As appropriate. | Complete staff training  Records not seen  Staff to print certificates on completion | Confirm completed |
| **Fire warden training:** | As appropriate. | July 2021 | July 2024  New training course booked |
| **Fire evacuation drill:** | 6 Monthly | Not Known  Records not seen  Records updated in Fire Log Book | Confirm completed  Or arrange to complete |
| **Fixed electrical installation:** | 5 Yearly | Not Known  Not Completed | Now |
| **Portable appliance testing:** | Annual | Not Known  Not Completed | Now |

## Notes

* Information correct as of date of last DGH Safety Consultancy visit, as stated in Site Information.
* Dates will only be included where the documentation is available for verification. Where such documentation is not available for audit, the relevant section will be marked as “Not Known”.
* Frequency of inspection relates to statutory requirements or available guidance standards.

## Appendix 2 – Risk Estimation Methodology

The following risk level estimator is based on a general health and safety risk level estimator contained within BS 18004: 2004 Guide to occupational health and safety management systems.

1. Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (the probability of ignition) at this building is:

| Medium | √ | High |  |
| --- | --- | --- | --- |

Low

1. Taking into account the nature of the building, the occupants, the fire protection afforded, and any procedural arrangements observed at the time of the assessment, it is considered that the consequences for life safety in the event of a fire would be:

|  | Major | √ | Critical |  |
| --- | --- | --- | --- | --- |

Minor

The definition of the above terms is as follows:

**Minor:** Outbreak of fire is unlikely to result in serious injury or death of any occupant

**Major:** An outbreak of fire could result in injury of one or more occupants, but it is unlikely to lead to fatalities.

**Critical:** There is significant potential for serious injury or the death of one or more occupants

1. The above estimates are then read into the following matrix table to give the overall risk level for the site:

| Potential Consequences of Fire  →  Likelihood of Fire ↓ | **Minor** | **Major** | **Critical** |
| --- | --- | --- | --- |
| **Low** | **Trivial risk** | **Tolerable risk** | **Moderate risk** |
| **Medium** | **Tolerable risk** | **Moderate risk** | **Substantial risk** |
| **High** | **Moderate risk** | **Substantial risk** | **Intolerable risk** |

When the risk level is established, the action level can be read from the table below:

| **Risk level** | **Guide to actions and appropriate timescales** |
| --- | --- |
| **Trivial** | No action is required. |
| **Tolerable** | No additional major controls are required although there may be a need for minor improvements that involve limited costs. |
| **Moderate** | Efforts should be made to reduce the risk level, and this should be carried out within the specified time periods.  If the Moderate risk level is associated with the Extreme harm consequences the timescale for the remedial action will be fairly short. |
| **Substantial** | Considerable resources may have to be allocated to reduce the risk level. It may be necessary to limit the occupation of some parts until urgent remedial action is taken. |
| **Intolerable** | The building (or the relevant area) should not be occupied until the risk is reduced. |

## Appendix 3 – Protocol

1. This report forms part of a structured assessment of the fire risk at the site for the purpose of expressing the current level of fire risk, determining the adequacy of existing fire precautions, and determining the need for, and nature of, any additional fire precautions. Any such additional fire precautions required are set out in the Action Plan, which forms part of this documented fire risk assessment. The objective of the Action Plan is to set out measures that will ensure that the fire risk is reduced to, or maintained at, a tolerable or trivial level.

1. Where the original design of the building has been based on fire safety engineering and approved under relevant building regulations it is not generally necessary to check the design from first principles in the course of fire risk assessment. The management and maintenance of the features and facilities will be considered.

1. This documented fire risk assessment report should be studied carefully by the responsible person and/or nominated competent person and the action plan implemented.

1. The purpose of this report is to:

* + Highlight those additional control measures that require immediate action to ensure the safety of those relevant persons on and in the vicinity of the site. If the appropriate control measures cannot be fully implemented immediately, temporary controls should be put in place.

* + Detail those additional control measures required to ensure that the site complies with current fire safety legislation and associated guidance.

* + Detail those additional measures that are not legal requirements but would prove beneficial and enhance levels of site safety as a best practice issue.

1. Additional control measures requiring immediate actionwill be recommended for the following:

* + Items that contravene fire safety legislation and that present an imminent risk to relevant persons as identified in the Regulatory Reform (Fire Safety) Order 2005.

* + Items that are likely to result in prosecution or the issue of a statutory notice under the Regulatory Reform (Fire Safety) Order 2005.

1. Details of observations and additional control measures with a priority 2 rating would be defined as legal requirements and should be addressed as soon as reasonably practicable. These actions will be recommended for the following:

* + Items that contravene fire safety legislation or associated guidance and present a significant but not imminent risk.

* + Items that are likely to result in formal action by an enforcement officer under the Regulatory Reform (Fire Safety) Order 2005.

1. Details of non-compliances and summary of recommendations with a Priority 3 rating will be those matters that would be defined within the industry as good practice.
2. Fire Risk Assessment

This fire risk assessment fully complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005, Fire (Scotland) Act 2005. DGH Safety Consultancy have been appointed as competent persons to carry out Fire Risk Assessments on the clients’ behalf at the site detailed within this report.

1. Contact your Fire Safety Consultant if you require clarification of any matter raised in this report.

1. The recommendations contained within the Fire Risk Assessment and the Action Plan is based on the areas/activities shown to the Fire Consultant during their visit. DGH Safety Consultancy cannot be held liable for any areas or activities not shown to the Fire Consultant.

## Appendix 4 – Test checks and Inspections

**Fire Alarm and Emergency Systems**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| **Fire Alarm** |  |  |
| Servicing | 6-monthly | By a competent engineer |
| Smoke heads tested. | Annual | By a competent engineer |
| Testing | Weekly | Test the break glasses in rotation different each week |
| **Emergency Lights** |  |  |
| Servicing | Annual | 3-hours test |
| Testing | Monthly | Flick test |
| **Fire Extinguishers** |  |  |
| Servicing | Annual | By a competent engineer |

**Electricity**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| Fixed Wiring Installation Test | 5 Yearly | By a qualified engineer |
| **PAT** (Portable Appliance Testing) | Best practice every year. | By a qualified engineer  Items should be re-tested after office moves/relocations. |

**Passenger Lifts**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| LOLER inspection | 6-Monthly | LOLER regulations 1998 |
| Servicing | As per manufacturers recommendation |  |

**Water**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| L8 Legionella risk assessment | Initial assessment and then frequency as per assessment recommendation. | By a competent assessor |
| Water Temperature monitoring | Monthly |  |
| Unused or low usage outlets – flushing | Weekly |  |

**Asbestos**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| Asbestos Survey | Initial survey – once only | Required for all buildings build or refurbished before year 2000 |
| Asbestos Monitoring | Every 6-12 Months refer to recommendation on the initial survey. | Only if asbestos found or presumed and left in place. |

**Gas/Kitchens**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| Gas Safety Certificate | Yearly | By Gas Safe Registered engineer |
| Appliance servicing | As per manufacturers recommendation | By a competent engineer |
| Extract/Canopy cleaning | Dependant on daily usage.  2-4 hours/day - Annually  6-12 hours/day – 6 Monthly  12-16 hours/day - Quarterly | By a professional company.  **Where cooking processes involve fat frying or wood/charcoal burning, cleaning may need to be more frequent**. |

**Personnel**

| **Item** | **Frequency** | **Notes** |
| --- | --- | --- |
| H&S Induction including Fire Awareness | Upon hire as soon as possible |  |
| Fire Awareness refresher | Recommended every 3 years. |  |
| Fire Warden training | Recommended every 2 years. |  |
| First Aider | Every 3 years |  |
| Fire Evacuation Drill | Every 6 Months  Every term for Schools. |  |

## Appendix 5 – Checklist template

| **CHECK LIST** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | |
| **SUBJECT WEEKLY** | **Y/N/NA** | **COMMENTS** | | | **ACTION BY** |
|  |  |  |  |  | |
| **Fire** |  |  |  |  | |
| Extinguishers are in place and stationed appropriately. Water extinguishers charge level ok |  | location |  |  | |
|  | location |  |
|  | location |  |
|  | location |  |
|  | location |  |
|  | location |  |
|  | location |  |
| Fire doors in good order and not wedged open |  | location |  |  | |
|  | location |  |
|  | location |  |
|  | location |  |
|  | location |  |
|  | location |  |
|  | location |  |
| All retainer devices and self-closing devices operate correctly. |  |  |  |  | |
| All electrical and service risers free from combustible storage |  |  |  |  | |
| **Hazards** |  |  |  |  | |
| Fire Exits and walkways are free of obstruction |  |  | | |  |
| Any permanent trip hazards have been repaired / removed or identified |  |  | | |  |
| Absence of obvious electrical hazards |  |  | | |  |
| **Signage / Display** |  |  |  |  | |
| Notices are not missing and are in good condition |  |  | | |  |
| Fire signs - pictorial signs provided and in good repair |  |  | | |  |
| Fire Action Notices in place |  |  | | |  |
| All chemicals provided with the COSHH sheets and stored correctly |  |  | | |  |
| **People / Security Issues** |  |  |  |  | |
| First Aid kits checked and stocked as per contents list |  |  | | |  |
|  |  |  |  |  | |
| **Special Areas\*** | **Y/N/NA** | **COMMENTS** | **ACTION BY** |  | |
| **Boilers** | N/A |  |  |  | |
| **Wash stations** | Yes |  |  |  | |
| **Vending Machines** | N/A |  |  |  | |
| **Kitchens** | N/A |  |  |  | |
| **Plant Room** | N/A |  |  |  | |
| **Comms Room** | N/A |  |  |  | |
| \*No leaks, spills, free from fire hazards, good housekeeping, no combustible storage all systems ok | | |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| **Maintenance** |  |  |  |  | |
| All ladders and tools checked | N/A |  | | |  |
| All substances stored accordingly, no leaks or spills | Yes |  | | |  |

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