

Fire Risk Assessment

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

136 Pyle Street



Completed by: David Riley DMS DTLLS GFireE
DATE: 19.12.22

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Section 1 - Introduction

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006. It places responsibility on those who are best placed to address fire safety and ensure that risks, which necessarily change over time, are kept under review.

Under the Fire Safety Order, a 'responsible person' must carry out a fire risk assessment. Responsible persons under the order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

It is a requirement for all responsible persons to:

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and all other people who may be affected by a fire in the workplace and to make adequate provision for any disabled people with special needs who use, or may be present in the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, it is a requirement that these significant findings are recorded;
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace

This document identifies how these requirements are currently being met and if there are any further works or actions to achieve compliance by [The HOLT Isle of Wight Ltd.](#). The actions have been recorded in [Section 11](#) and have been given a recommended timescale for completion.

It is your responsibility to read, understand, and take actions as necessary and to own and be responsible for this fire risk assessment. You must inform those necessary of its outcomes and any action that they should take to ensure their safety in case of fire.

You must re-assess this risk assessment at regular periods to ensure that it is still current and undertake a review of this assessment at least every 12 months or following any

significant change or incident. Confirmation must always be sought from the Local Fire Authority and /or Building Regulations before any structural alterations are undertaken. This risk assessment was undertaken and produced on the information present and given at the time of the assessment. This document should be kept in a safe place on the premises and be available for inspection by the enforcing authority inspectors. Fire Safe Training (IW) Ltd. cannot be held responsible for any accidents or incidents which occur within the premises relating to this assessment.

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

Fire Alarm Testing

The alarm should be tested weekly by a competent person. A different call point, or alarm where no call points are fitted, should be tested each week using a purpose made test key. Faults should be reported to someone who can authorise repairs. If the system cannot be repaired immediately a risk assessment should be undertaken to ensure the area can continue to be safely used. The system should be serviced by suitably qualified persons every six months or as agreed by the installers. Further advice can be gained from BS 5839-1:2017.

Emergency Lighting Testing

The emergency lighting should be checked monthly by a competent person to ensure it functions correctly. This may be carried out by purpose made test switches that will require a specific key or by isolating the local lighting sub-circuit. It is important the lighting works when the local lighting circuit fails and does not rely on the failure of the overall circuit. The system should be serviced annually by suitably qualified engineers. Further advice can be gained from BS 5266-1:2011

Fire Fighting Equipment Testing

Firefighting equipment should be hung on purpose made brackets approximately 1 metre off the floor or sat in purpose made floor holders. The equipment should be checked weekly to ensure it is in position and appears undamaged. The equipment should be serviced annually by a competent person. Further advice can be gained from BS 5306-3 2017.

Escape Routes Maintenance

Fire doors should be self-closing or kept locked shut. Fire Doors should only be held open by a device that is designed to release the door on activation of the alarm. Fire doors must not be wedged open. Corridors and fire exits must be kept clear of all combustible material and obstructions.

Portable Electrical Equipment Testing

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. All portable electrical equipment should be subject to a system of maintenance and inspection to ensure it is safe to use and does not present a risk of electrical short or overheating.

Fixed Electrical Equipment Testing

Fixed electrics in the premises should be periodically inspected.

Gas Equipment Testing

All gas burning equipment should be subject to an annual inspection by a technician who is registered on the Gas Safe Register. Emergency shut down valves must be signed accordingly.

Staff Training

All staff must receive training in what to do in the event of discovering a fire or hearing the alarm. This training should be given by a competent person and take place as soon as possible after employment. Staff should receive refresher training periodically. Staff should complete an evacuation drill periodically, not less than once every 12 months. Some staff should be trained in the use of the Fire Fighting Equipment.

Record Keeping

Records should be kept of all testing, maintenance and staff training to enable the responsible person to demonstrate they have taken all reasonable steps to maintain adequate fire safety standards.

Competent Person

A competent person is deemed to be someone who has the relevant training, knowledge and experience.

Further guidance and information: www.communities.gov.uk/firesafety

Section 2 - Premises Particulars

Premises Name: The Holt Isle of Wight Ltd.

Owner: Rented by Juliet Bell

Responsible Person: Juliet Bell

Address: 136 Pyle Street, Newport, Isle of Wight

Post Code: PO30 1JD

Tel No: 07922617383

Date of Assessment: 19.12.22

Date of Previous Assessment: Mar 2017 (Harrison Black)

Suggested Review Date: After fitting of new alarm system

Section 3 - General information related to the premises

3.1 The Building

Use of premises:

Day Centre for Learning Disabled adults/Community Hub

Construction details of premises:

Traditional end of terrace brick built with pitched tiled roof

Approximate age of premises:

Georgian

Building footprint area (m²)

108m²

Number of floors:

2

Total floor area (m²)

216m²

Number of staircases, internal and external:

1 internal, 1 external escape

Times the premises is in use:

8.30-4.30 with an hour either side by manager/staff

Fire loss history:

None

Access for fire service vehicles:

The fire service can access the front from Pyle street and the left and the rear of the premises via the car park.

Nearest fire station (distance & time of response):

The Nearest Fire Station is Newport which is 0.5 miles away with a travel time of 3 minutes.

3.2 The People

Number of persons employed in the premises at any one time

Maximum of 7

Number of the public in the premises at any one time:

Maximum 50

If the premises are licensed, the number of occupants permitted in licensed areas:

n/a

Number of sleeping occupants:

None

Number of disabled occupants:

Maximum 50

Number of remote or lone workers:

None

Number of young persons:

Maximum 18

Others:

Occasional contractors & visitors

Section 4 – Applicable fire related legislation

Fire Safety Legislation:

Regulatory Reform (Fire Safety) Order 2005
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Enforced by:

The Isle of Wight Fire and Rescue Service

Other Legislation:

Building Regulations 2010 Care Standards Act 2015 Construction Design & Management (CDM) Regulations 2015 Control of Substances Hazardous to Health 2002 Electricity at Work Regulations 1989 Fire Safety (Employees _ Capabilities) (England) Regulations 2010 The Health & Safety at Work (etc.) Act 1974 The Management of Health & Safety at Work Regulations 1999 Workplace Health, Safety and Welfare Regulations 1992
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Enforced by:

Isle of Wight County Council

Relevant HM Fire Safety Risk Assessment Guides: Educational premises

Comments:

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Section 5 - Fire Hazards

5.1 Electrical sources of ignition:

- | | | | | | | | |
|--------|--|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| 5.1.1 | Are sockets and switches in good condition | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.2 | Is fixed lighting in good condition | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.3 | Is portable lighting in good condition | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.4 | Are white goods in good condition | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.5 | Is office equipment in good condition | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.6 | Is other portable electrical equipment in good condition | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.7 | Is there an excess of trailing extensions leads | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.8 | Is there a policy regarding use of personal appliances | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.9 | Is there testing of fixed electrical equipment | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.10 | Is there testing of portable electrical equipment | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5.1.11 | Comments on hazards observed | | | | | | |

5.1.11 The building is currently undergoing renovation, answers taken from completed questionnaire. No hazards observed during the assessment.

5.2 Portable and fixed heating:

- | | | | | | | | |
|-------|---|-----|--------------------------|-----|-------------------------------------|----|-------------------------------------|
| 5.2.1 | Is there an excess of portable heaters | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 5.2.2 | Are there any radiant bar heaters | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 5.2.3 | Are there any LPG heaters | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 5.2.4 | Are combustible materials adjacent to any heaters | | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 5.2.5 | Are the portable and fixed heaters maintained | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5.2.6 | Comments on hazards observed | | | | | | |

5.2.6 The building is currently undergoing renovation, answers taken from completed questionnaire. No hazards observed during the assessment.

5.3 Cooking equipment:

- 5.3.1 Are cooking facilities provided for the staff N/A Yes No
- 5.3.2 Are cooking facilities provided for residents N/A Yes No
- 5.3.3 Are deep fat fryers used Yes No
- 5.3.4 Are gas appliances used Yes No
- 5.3.5 Are staff aware of the location of gas isolation valves N/A Yes No
- 5.3.6 Are reasonable measure taken to reduce fires Yes No
- 5.3.7 Are suitable extinguishers provided Yes No
- 5.3.8 Are filters and ducts cleaned regularly N/A Yes No
- 5.3.9 Comments on hazards observed

5.3.9 The building is currently undergoing renovation, answers taken from completed questionnaire. No hazards observed during the assessment.

5.4 Housekeeping:

- 5.4.1 Are there any combustible materials adjacent to ignition sources Yes No
- 5.4.2 Is there an accumulation of waste or combustibles Yes No
- 5.4.3 Are combustible materials stored safely N/A Yes No
- 5.4.4 Is the standard of housekeeping acceptable Yes No
- 5.4.5 Comments on hazards observed

5.4.5 The building is currently undergoing renovation, answers taken from completed questionnaire. No hazards observed during the assessment.

5.5 Process hazards that present a fire risk:

5.5.1 Are there any significant process hazards Yes No

5.5.2 Comments on hazards observed

5.5.2 No hazards observed during the assessment.

5.6 Dangerous Substances¹:

5.6.1 Are there any dangerous substances present Yes No

5.6.2 Are they stored correctly N/A Yes No

5.6.3 Are they being used safely N/A Yes No

5.6.4 Has a specific risk assessment been completed² N/A Yes No

5.6.5 Comments on hazards observed

5.6.5 Answers taken from completed questionnaire. No hazards observed during the assessment.

5.7 Any other significant hazards that present a fire risk:

5.7.1 Are there any other significant hazards Yes No

5.7.2 Comments on hazards observed

5.7.2 No hazards observed during the assessment.

¹ Includes any substance which could cause harm to people from fires and explosions. Examples include: petrol; liquefied petroleum gas (LPG); paints; varnishes; solvents; and dusts from milling and sanding operations

² Required by the Dangerous Substances and Explosive Atmosphere Regulations 2002

5.8 Outside Contractors and building works:

- 5.8.1 Is there fire safety policy for contractors N/A Yes No
- 5.8.2 Is there a permit to work policy N/A Yes No
- 5.8.3 Are suitable precautions taken during 'hot work' N/A Yes No
- 5.8.4 Comments on hazards observed

5.8.4 The building is currently undergoing renovation, answers taken from completed questionnaire. No hazards observed during the assessment.

5.9 Lightning:

- 5.9.1 Does the premises have a lightning protection system Yes No
- 5.9.2 Has the lightning protection system been tested N/A Yes No
- 5.9.3 Comments on hazards observed

5.9.3 Answers taken from completed questionnaire. No hazards observed during the assessment.

5.10 Arson:

- 5.10.1 Is security suitable to prevent arson³ Yes No
- 5.10.2 Are any waste materials stored in proximity to the premises Yes No
- 5.10.3 Comments on hazards observed

5.10.3 No hazards observed during the assessment.

³ Suitable only in the context of this fire risk assessment. If specific advice on premises security is required, you will need the advice of a security specialist

5.11 Smoking:

- 5.11.1 Is smoking prohibited within the building Yes No
- 5.11.2 Is there a defined smoking area N/A Yes No
- 5.11.3 Is the smoking policy adhered to N/A Yes No
- 5.11.4 Comments on hazards observed

5.11.2 There is no designated smoking area.

5.11.4 Answers taken from completed questionnaire. No hazards observed during the assessment.

Section 6 - Control Measures

6.1 Fire Warning Systems:

(BS 5839-1:2017 Fire detection and fire alarm systems for buildings)

6.1.1	Is a manually operated system provided	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.1.2	Is automatic fire detection provided	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.1.3	Is the system suitable to alert all occupants	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.1.4	Is the level of detection appropriate to the risk	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.1.5	Is the system linked to a remote call centre	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.1.6	Is the remote call policy appropriate to the risk	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.1.7	Comments on deficiencies observed						

6.1.3 The detector in the lower corridor is a single point domestic detector, not linked into the main alarm system.

6.1.7 The current alarm system was not tested during the assessment; a new system is to be fitted in Feb 2023.

6.2 Means of Escape:

(Building Regulations 2010 Fire Safety Approved Document B or

BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings)

6.2.1	Are there sufficient exits for the occupancy		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
6.2.2	Are exit widths sufficient for the occupancy		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
6.2.3	Are the travel distances satisfactory		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
6.2.4	Are the escape routes unobstructed		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
6.2.5	Are there any inner room situations		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
6.2.6	Are there any dead-end conditions		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
6.2.7	Do the escape routes need to be protected		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
6.2.8	Can all escape doors be opened without the use of a key		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
6.2.9	Are there provisions for people with disabilities	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.2.10	Are there sufficient stairways	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.2.11	Are the stairways wide enough	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.2.12	Do the stairways need to be a protected route	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.2.13	Are windows within 1.8m of external staircases	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.2.14	Comments on deficiencies observed						

6.2.8 The Fire Escape from Teaching Room 2 has been fitted with a deadlock.

6.3 Fire Doors

(BS 8214:2008 Code of practice for fire door assemblies)

6.3.1	Are fire doors fitted the length of the protected routes	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.3.2	Do they meet the current fire door standards	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.3.3	Do they meet an old standard	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.3.4	Are they fitted with automatic doors releases	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.3.5	Do the doors close on manual activation	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.3.6	Are all fire doors fitted with self-closing devices	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.3.7	Do the doors close fully into their rebates	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.3.8	Are the doors close fitting	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6.3.9	Are any fire doors wedged open	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.3.10	Comments on hazards observed						

6.3.3 The following fire doors do not have intumescent strips or cold smoke seals fitted:

- a) Breakout Room
- b) Common Room
- c) Teaching Room 1
- d) Kitchen
- e) Cross-corridor door adjacent to Hair & Beauty
- f) Door to reception

6.3.7 The following doors did not close fully or had been removed during renovation

- a) Cross-corridor door adjacent to teaching bedroom (removed)
- b) Breakout room
- c) Common Room
- d) Teaching Room 1
- e) Door to hair & beauty wedged on carpet (impossible to close)
- f) Door to Reception

All doors outlined red on the plans should be FD30S fire doors to BS/EN 1634. All fire doors should be fitted with a self-closing device except for fire doors to cupboards or service ducts which are normally kept locked shut.

6.4 Emergency Lighting:

(BS 5266-1:2011 Emergency lighting – Part 1: Code of practice for the emergency escape lighting of premises)

- | | | | | | | | |
|-------|---|-----|-------------------------------------|-----|-------------------------------------|----|-------------------------------------|
| 6.4.1 | Are the premises in use during the hours of darkness | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.4.2 | Is there adjacent street lighting to aid escape | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.4.3 | Are there areas of the premises with no natural light | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 6.4.4 | Are the premises large or complex | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 6.4.5 | Is the emergency lighting appropriate | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 6.4.6 | Comments on hazards observed | | | | | | |

6.4.5

- a) There is no emergency lighting in the lower corridor adjacent to the toilets.
- b) There is no emergency lighting outside the fire exit from teaching room 2.

6.4.6 The emergency lighting was not tested during the assessment.

6.5 Fire Fighting Equipment:

(BS 5306-8:2012 Fire extinguishing installations and equipment on premises)

- | | | | | | | | |
|-------|---|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| 6.5.1 | Is the firefighting equipment appropriate for the risks | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.5.2 | Is there sufficient firefighting equipment provided | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.5.3 | Are the extinguishers in test date | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.5.4 | Are the extinguishers positioned correctly | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.5.5 | Are all extinguishers readily accessible | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.5.6 | Are hose reels fitted within the building | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 6.5.7 | Has a fire blanket been provided in cooking areas | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.5.8 | Comments on deficiencies observed | | | | | | |

6.5.7 The kitchen is in the process of being moved so there is currently no Fire Blanket in the new location.

6.5.8 No deficiencies observed during the assessments.

The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.

6.6 Fire Safety Signage:

(BS 5499-10:2006 Code of practice for the use of safety signs, including fire safety signs)

- | | | | | | | | |
|-------|---|-----|--------------------------|-----|-------------------------------------|----|-------------------------------------|
| 6.6.1 | Do the signs comply with the current standard | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.6.2 | Are there sufficient exit signs on the escape routes | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.6.3 | Are fire-resisting doors provided with suitable signs | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.6.4 | Are fire exit doors marked with suitable signs | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 6.6.5 | Are all call points marked with suitable signs | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 6.6.6 | Are all extinguishers marked with suitable signs | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.6.7 | Is there a 'Zone Plan' adjacent to the alarm panel | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 6.6.8 | Comments on deficiencies observed | | | | | | |

6.6.4 There is no 'Fire Exit Keep Clear' outside the fire exit from Teaching Room 2.

6.6.5

a) There is no 'Fire Action' notice adjacent to the call point in Teaching Room 2.

b) The 'Fire Action' notice on the floor is located above the light switch it should be moved to above the call point.

6.7 Sprinkler System:

(BS 5306-2 Specification for Sprinkler Systems, BS EN 12845:2004+Amendment 2:2009 Fixed firefighting systems. Automatic sprinkler systems. Design, installation and maintenance)

- | | | | | | | | |
|-------|---|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| 6.7.1 | Is there a requirement for a sprinkler system | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 6.7.2 | Is there a sprinkler system fitted | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 6.7.3 | Is the system appropriate to the risk | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6.7.4 | Comments on deficiencies observed | | | | | | |

6.7.4 No deficiencies observed during the assessment.

6.8 Other Fixed Fire Safety Equipment:

6.8.1 Type of System

None

6.8.2 Comments

None

6.9 Limiting Fire Spread:

(Building Regulations 2010 Fire Safety Approved Document B or

BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings)

- | | | | | | | | |
|-------|---|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| 6.9.1 | Is compartmentation of an acceptable standard | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| 6.9.2 | Are linings of an acceptable standard | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.9.3 | Are fire dampers fitted to prevent passage of smoke | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6.9.4 | Are there any suspended ceilings | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 6.9.5 | Are they in good condition | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6.9.6 | Are there any tiles missing or voids present | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6.9.7 | Do compartment walls continue to floor above | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6.9.8 | Comments on deficiencies observed | | | | | | |

6.9.6 There is a small void in the corridor ceiling outside the Teaching Bedroom.

Section 7 - Management Systems

7.1 Policy and Procedures:

- 7.1.1 Fire Safety is managed by:
- 7.1.2 Competent person:
- 7.1.3 Is there a record of fire safety arrangements Yes No
- 7.1.4 Are there arrangements for calling the fire service Yes No
- 7.1.5 Are there suitable arrangements for evacuation Yes No
- 7.1.6 Is there a fire service information pack Yes No
- 7.1.7 Are assembly points clearly identified Yes No
- 7.1.8 Is there a policy for evacuating disabled persons N/A Yes No
- 7.1.9 Are persons nominated to assist in evacuation N/A Yes No
- 7.1.10 Are their appointed fire marshals/wardens N/A Yes No
- 7.1.11 Are there provisions for people with disabilities N/A Yes No
- 7.1.12 Is there liaison with the fire and rescue service Yes No
- 7.1.13 Are safety inspections carried out and recorded Yes No
- 7.1.14 Comments on deficiencies observed

7.1.14 Answers received from completed questionnaire. No deficiencies observed during the assessment.

7.2 Training:

- | | | | | | |
|--------|---|-----|-------------------------------------|-----|-------------------------------------|
| 7.2.1 | Are staff given fire safety induction training | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.2 | Are staff provided with refresher training | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.3 | Are staff aware of fire safety measures | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.4 | Are staff aware of what to do on discovering a fire | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.5 | Do staff know what to do on hearing an alarm | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.6 | Do staff know how to operate call points | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> |
| 7.2.7 | Have staff been trained in the use of extinguishers | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.8 | Do staff know how to call the fire service | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.2.9 | Are staff aware of the nominated fire marshal | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> |
| 7.2.10 | Have fire marshals been given additional training | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> |
| 7.2.11 | Are fire evacuation drills carried out regularly | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> |
| 7.2.12 | Comments on deficiencies observed | | | | |

7.2.12 Answers received from completed questionnaire. No deficiencies observed during the assessment.

7.3 Testing and Maintaining Equipment:

- | | | | | | | | |
|--------|---|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| 7.3.1 | Are alarms tested weekly and serviced periodically | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.2 | Is emergency lighting tested monthly & annually | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.3 | Are extinguishers maintained annually | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.4 | Are external escape stairs inspected regularly | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.5 | Are dry risers inspected and tested | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.6 | Is the smoke ventilation tested weekly | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.7 | Are sprinklers inspected and tested | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.8 | Is there a routine check of final exits | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.9 | Is there an annual inspection of lightning protection | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.10 | Is there a reporting system for faults and defects | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7.3.11 | Comments on deficiencies observed | | | | | | |

7.3.11 Answers received from completed questionnaire. No deficiencies observed during the assessment.

7.4 Records:

Is there a current record of?

- | | | | | | | |
|-------|-----------------------------------|-----|--------------------------|--------------------------|--------------------------|--|
| 7.4.1 | Fire safety arrangements | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 7.4.2 | Fire drills | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.4.3 | Fire Training | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.4.4 | Fire alarm tests | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.4.5 | Fire extinguisher tests | | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 7.4.6 | Emergency lighting tests | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.4.7 | Smoke ventilation tests | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.4.8 | Electrical equipment tests | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.4.9 | Comments on deficiencies observed | | | | | |

7.4.9 Answers received from completed questionnaire.

Section 8 - Emergency Action Plan

Set out below is a generic emergency action plan, it is your duty to ensure that a specific plan is completed for your premises and communicated to all residents.

Action on discovery of a fire:

- On discovering a fire, you should raise the alarm verbally by shouting “Fire, Fire, Fire”
- Proceed toward the exit assisting any person not familiar with the building
- Close doors and windows as you leave, if it is safe to do so
- Alert the rest of the building by pressing the nearest call point
- Tackle small fires only if you have been trained, are confident and it is safe to do so
- Proceed to the Assembly Point identified on the General Fire Notice for your area of the building
- Call the Fire Service
- Do not re-enter the building
- Contact the manager
- The manager will complete a record in the Log Book

Action on hearing alarm:

- Leave the building by the nearest exit
- Close doors and windows as you leave if it is safe to do so
- Proceed to the Assembly Point identified on the Fire Action Notice
- Call the Fire Service
- Do not re-enter the building
- Contact the manager
- The manager will complete a record in the Log Book

Section 9 – Assessment of risk to life

Likelihood of a Fire:

Taking into account the fire prevention measures at the time of this assessment, it is considered that the likelihood of a fire is **MEDIUM**

Low	Low likelihood of fire due to minimal potential sources of ignition
Medium	Expected ignition sources for this type of premises with appropriate controls with some minor concerns
High	Lack of controls to one or more fire hazards which significantly increases the likelihood of a fire

Consequences of a Fire:

Taking into account the nature of the premises 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**

Slight harm	Unlikely to cause serious injury of any occupant other than those working/sleeping in the room of origin
Moderate harm	Could result in serious injury of one or more occupants, but not likely to cause a fatality
Extreme harm	Significant potential for serious injury or fatality of one or more occupants

Fire risk level estimator:

Likelihood of Fire	Possible consequences of a 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

Therefore, from the observations at the time of this risk assessment the risk to life from fire is considered to be **TOLERABLE**

Section 10 – Fire Risk Level

A suitable risk-based action plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks and relates to the findings in section 9.




Fire Risk Level	Action
Trivial	No action is required.
Tolerable	No additional fire precautions required however there could be a need for some improvements that involve minor costs.
Moderate	Efforts must be made to reduce the risks within a defined time period. Where this risk is aligned with extreme harm the control measured must be prioritised.
Substantial	Considerable resources will be required to reduce the risk. If unoccupied the premises must not be occupied until the risk has been reduced. If occupied, urgent action is required.
Intolerable	Premises, or a specified area, should not be occupied until the risk is reduced.

It is our advice that the following recommendations should be implemented in the timescales in order to reduce the fire risk to a **TRIVIAL** level. The time scales identified below are from the date of the initial inspection.

Section 11 – Prioritised list of Actions




Set out below is a list of actions and the timescales to reduce the fire risk to an acceptable level. The reference numbers relate to the location on the attached plans. Each action has been given a nominal time for completion, once they have been completed you should sign, and date to identify when the issue was resolved.



No.	Sec.	Photograph	Action Required	Time	Actioned
1	5.11.2	No photo	Define a smoking area in the car park with a fire-proof bin for discarded smoking materials.	1 month	
2	6.1.3	No photo	The detector in the lower corridor is a single point domestic detector, not linked into the main alarm system. This should be replaced during the alarm upgrade in February.	By Feb 23	



No.	Sec.	Photograph	Action Required	Time	Actioned
3	6.2.8		Remove the deadlock from the Fire Escape from Teaching Room 2.	1 month	
4a	6.3.3		Provide the following fire doors with intumescent strips and cold smoke seals fitted: Breakout Room	2 months	
4b	6.3.3		Common Room	2 months	



No.	Sec.	Photograph	Action Required	Time	Actioned
4c	6.3.3		Teaching Room 1	2 months	
4d	6.3.3	No photo	New Kitchen	2 months	
4e	6.3.3		Cross-corridor door adjacent to Hair & Beauty	2 months	

No.	Sec.	Photograph	Action Required	Time	Actioned
4f	6.3.3		Door to reception (currently removed)	2 months	
5a	6.3.7		<p>Ensure the following doors close fully into their rebates when released from any position:</p> <p>Cross-corridor door adjacent to teaching bedroom (removed)</p>	1 month	
5b	6.3.7		Breakout room	1 month	

No.	Sec.	Photograph	Action Required	Time	Actioned
5c	6.3.7		Common Room	1 month	
5d	6.3.7		Teaching Room 1	1 month	
5e	6.3.7		Trim the door to hair & beauty so it can close, also fit with intumescent strip and cold smoke brushes.	1 month	

No.	Sec.	Photograph	Action Required	Time	Actioned
5f	6.3.7		Door to Reception (currently removed)	1 month	
6a	6.4.5	No photo	Provide emergency lighting in the following locations: In the lower corridor adjacent to the toilets.	2 months	
6b	6.4.5		Outside the fire exit from teaching room 2.	2 months	

No.	Sec.	Photograph	Action Required	Time	Actioned
7	6.5.7	No photo	Provide the new kitchen with a Fire Blanket.	1 month	
8	6.6.4		Provide a 'Fire Exit Keep Clear' outside the fire exit from Teaching Room 2.	1 month	
9a	6.6.5		Provide a 'Fire Action' notice adjacent to the call point in Teaching Room 2.	1 month	

No.	Sec.	Photograph	Action Required	Time	Actioned
9b	6.6.5		The 'Fire Action' notice on the first floor is located above the light switch it should be moved to above the call point.	1 month	
10	6.9.6		Infill the small void in the corridor ceiling outside the Teaching Bedroom.	2 months	
11	7.1.3	No Photo	Ensure records are kept of fire safety arrangements	1 month	

Section 12 – Good will advice

These actions are not required by you to meet any legal requirement under fire safety legislation and are recommendations only; however, they may provide business continuity or a reduction in loss of property or goods in the event of a fire.

Section 13 - Plan Symbols

Extinguishers

Carbon Dioxide		CO ₂
Dry Powder		DP
Foam		F
Water		W
Wet Chemical		WC
Specialist Dry Powder		SDP

Detectors

Smoke		SD
Heat		HD
Aspirating		AD

Fire Warning Systems

Alarm Panel		
Call Point		
Electronic		
Hand Operated		H

Emergency Lighting

Maintained		
Non-maintained		

Sprinklers

Heads		
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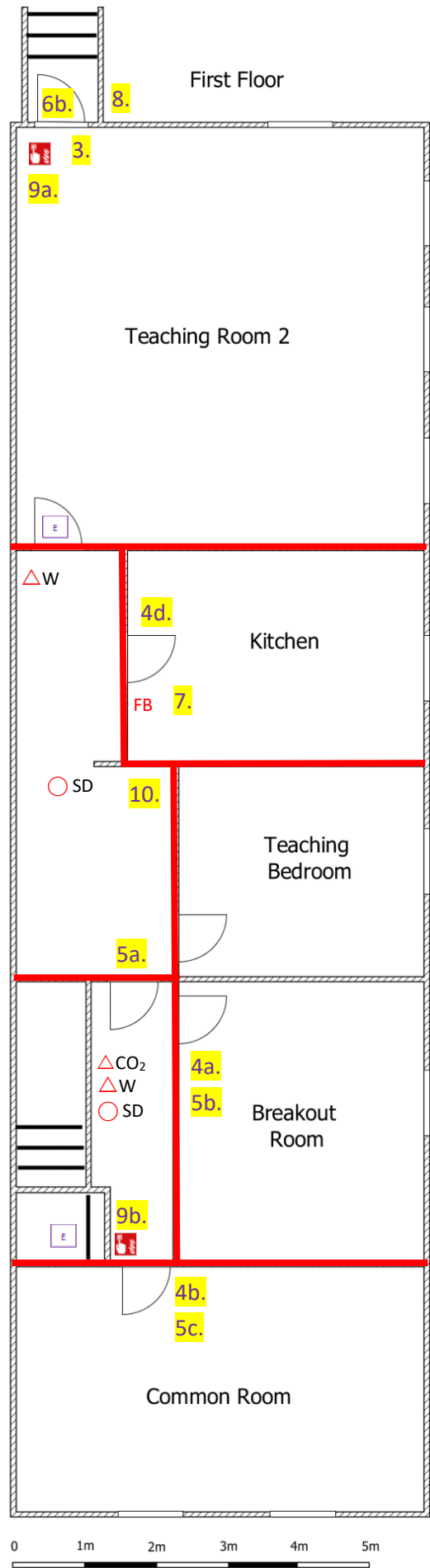
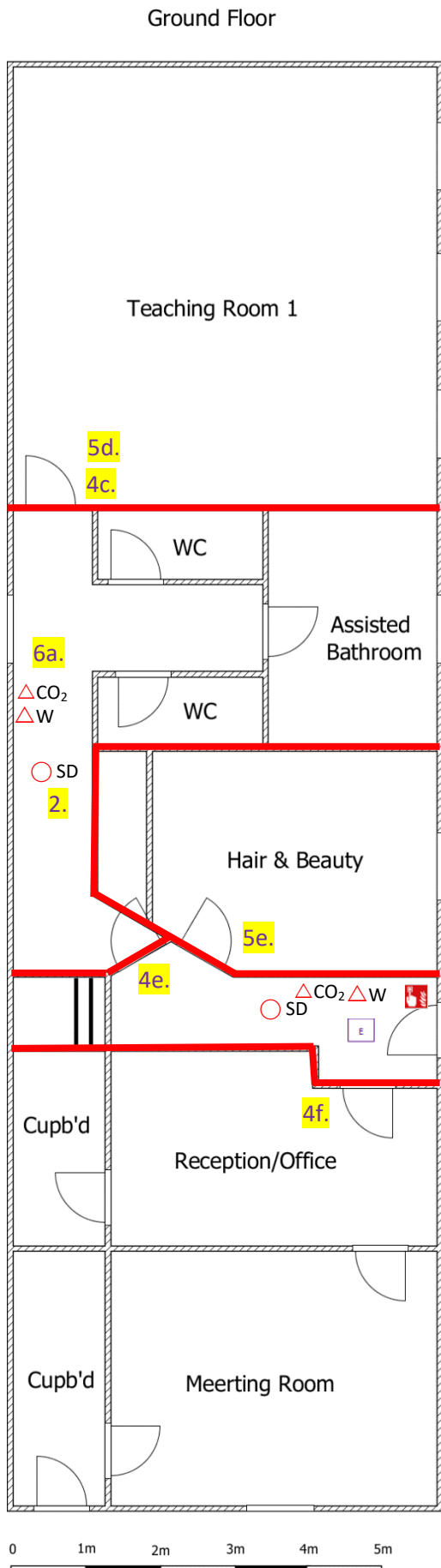
Fire Resistant Construction

30- minute		30
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Signs

Exit		
Fire Door – Keep Locked		
Muster Point		
Refuge		

Section 14 Plans



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