



Fire Risk Assessment – Stavordale House

Premises: Stavordale House (Respite provision for adults with learning difficulties)

Date of Assessment: 1/9/25

Assessor: Vicky Gordge

Review Date: September 2026

Section	Details
1. Identify the Fire Hazards	Ignition Sources: Electrical appliances, kitchen cooking equipment, heating systems, matches/lighters, smoking materials. Fuel Sources: Soft furnishings, bedding, paper/documents, kitchen oils, cleaning products, waste materials. Oxygen Sources: Natural ventilation, mechanical systems, medical oxygen (if in use).
2. Identify the People at Risk	Service Users: Adults with learning difficulties (may have reduced mobility, sensory impairments, or difficulties understanding instructions), overnight guests. Staff: Day & Night Visitors: Families, carers, contractors, professionals.
3. Evaluate, Remove, Reduce, Protect from Risk	Reducing Ignition Sources: Annual PAT testing, servicing of appliances, no candles/smoking indoors, restrictions on heaters in bedrooms. Reducing Fuel Sources: Safe storage of cleaning products, prompt disposal of waste, use of fire-retardant furnishings. Protective Measures: Smoke/heat detectors linked to alarm, weekly alarm testing, extinguishers/fire blankets, annual servicing, emergency lighting, clear fire exits, evacuation aids, Personal Emergency Evacuation Plans (PEEPs).
4. Record Findings, Emergency Planning & Training	Findings: Fire risks identified but managed with prevention, detection, and evacuation systems. Emergency Planning: Fire action plans displayed, designated fire assembly point (e.g., church gate), fire drills held 3 times per month (day/night scenarios), roll call carried out at assembly point. Training Provision: All staff receive fire safety and extinguisher training, fire induction for new staff, refresher training every 12 months, scenario-based training for supporting members with additional needs.
5. Review & Update	Frequency: Annually, after any fire/near miss, or following significant changes (building layout, equipment, or service user needs). Records: All updates and actions logged in fire safety logbook.