Surrey Fire & Safety Ltd
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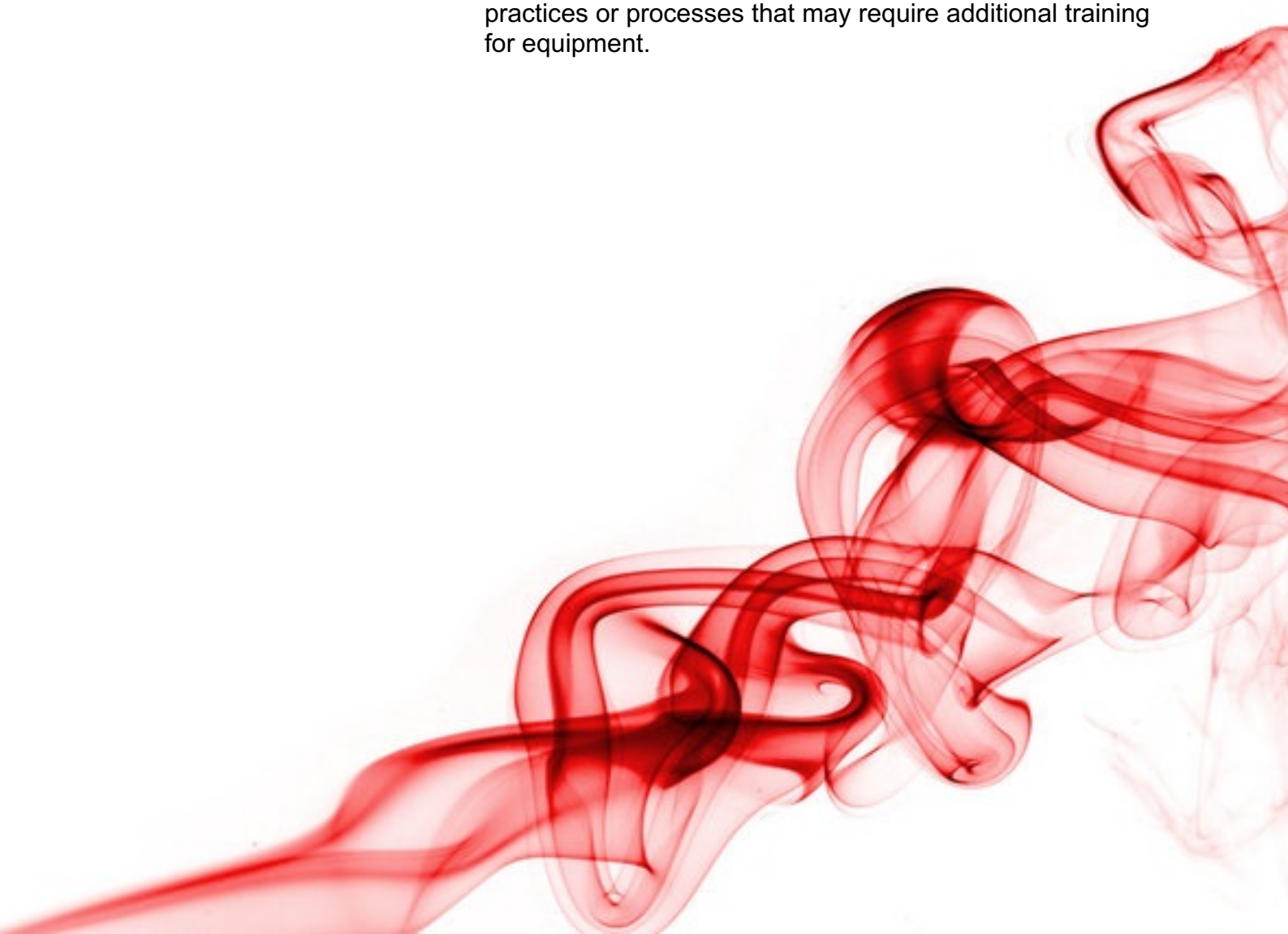
Report

Fire Risk Assessment

In compliance with The Regulatory Reform (Fire Safety) Order 2005

Customer:	**Godalming Baptist Church**
Assessing company:	Surrey Fire and Safety Ltd
Site address:	Queen Street, Godalming, GU7 1BA
Responsible Person(s):	Trustees of the Godalming Baptist Church
Person present at audit	Peter Knottley, Malcolm Bowgett
Surrey Fire Consultant:	Anthony Jones
Date of this assessment:	20th February 2023
Date of previous assessment:	1st assessment
Recommended review period:	The fire risk assessment is live and should be reviewed regularly dependent on risk, normally not less than annually. Review you assessment when required if staff changes, fire loss or near miss, changes of working practices or processes that may require additional training for equipment.



Assessed premises

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Introduction

Purpose of the assessment: Fire risk assessments are undertaken in order to ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

This Fire Risk Assessment will:

- Identify fire hazards and identify people at risk
- Assess risk associated with fire hazards
- Make recommendations to remove or reduce fire hazards and risks to people

Note: The Regulatory Reform Order 2005 requires the Responsible Person to review and, if necessary, modify their risk assessments, since assessment should not be a once-and-for-all activity. Changes are introduced into the premises which have an effect on the fire risks and precautions, e.g. changes to work processes, furniture layout, plant, machinery, substances, buildings, or the number of people likely to be present in the premises. Any of these changes could lead to new hazards or increased risk necessitating the need to review the assessment. The Fire Audit should be reviewed at least annually.

What is a Fire Risk Assessment? A fire risk assessment is an organised look at what in your work activities and workplace could harm people, which people could be harmed, and the steps taken to reduce the risk to those people.

Who has to have an assessment? The Regulatory Reform Order 2005 makes fire risk assessments a legal requirement for all places of work (even one person). If there are more than five employees, then the assessment must be in writing.

Who can carry it out? The fire risk assessment must be carried out by a 'competent' person. 'Competence' is defined as follows:

> *A 'competent person' is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.*

A common method of ensuring competence is through third party accreditation of the assessor.

'Hazard' versus 'risk'.

A 'hazard' is something which has the potential to cause harm.

A 'risk' is the chance or likelihood of that harm occurring.

The purpose of the assessment is to identify any hazards, assess any associated risks, and then aim to reduce or eliminate those risks.

Fire Risk Assessment Methodology

Within this report, a wide range of subjects are reviewed and graded on a scale of A, B, C or D.

Grading scale:

A = **Trivial Risk**, no action is required, and no detailed records need be kept.

B = **Tolerable Risk**, no major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

C = **Moderate Risk**, 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.

D = **Substantial Risk**, considerable resources might have to be allocated to reduce the risk. If the premises (or relevant area) are occupied, urgent action should be taken.

E = **Intolerable Risk**, premises (or relevant area) should not be occupied until the risk is reduced.

Where the assessor has observed a Substantial or Intolerable risk, a notification of serious and imminent danger will be issued as soon as possible.

Fire Risk Assessment Matrix

Likelihood	Classification of Risk		
	Consequence		
	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

Targeted completion dates will be given by color coding each recommendation in accordance with the 'Key' below. In some cases, while it is accepted that works could take longer than the recommended timescale we would expect some action to have been taken in that time and a clear plan of how the identified fire risk will be dealt with to be in place.

Key

Red – *Breaches of legal requirements, which could cause injury and require immediate short term action and matters that can be resolved at minimal cost* - for immediate attention

Blue – *Breaches in legislation that may require medium/long term action to resolve* - for attention within one month

Green - *Items of non-urgent priority or for future consideration* - for attention within three months

Highlighted in Bold the type carried out
Type 1 assessment
Non-destructive assessment of the of the premises.
Completion of the nulogic PAS79+ fire risk assessment template.
Consideration of the external materials of the building.
Consideration of compartmentation between common areas and between occupiers.
Inspection of a sample of service risers on all floors.
Inspection above a sample of readily accessible demountable false ceilings if present.
Inspection of a sample of doors / business.
Comprehensive assessment report to include the significant findings, issues identified and actions required.

Type 2 assessment

Destructive inspection of the common parts of a building. All of the items in a type 1 assessment.
Inspection of areas of construction in the common parts by use of a camera and borescope as appropriate.

Type 3 assessment

Non-destructive inspection of the common parts of a building and the flats / business.
All of the items in a type 1 assessment.
Plus the following in a sample of flats: Consideration of compartmentation between flats / business.
Consideration of the fire resistance of doors between rooms / business.
Consideration of the means of escape from the flat / business.
Consideration of the means of fire detection in the flat / business.
Testing of the smoke alarm (where present) in the flat business.

Type 4 assessment

Destructive inspection of the common parts of a building and the flats.
All of the items in types 1, 2 and 3 assessments and:
Inspection of areas of construction in the business by use of a camera and borescope as appropriate.

Evacuation Strategy	
Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements. **State which strategy (ies) have been adopted.**	
Single Stage Evacuation It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	**Implemented**
Stay Put Should the assessor deem that the safest policy where the accommodation has suitable compartmentation, stay put in your room is advised (Or if the escape becomes impassable)	
Progressive Horizontal Evacuation Relevant persons are dependant on staff to assist with their escape. Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety. **NOTE - Progressive Horizontal Evacuation is subject to the following** Protected areas should be designed to provide: • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. The number and size of the protected areas depends on a number of factors: • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases;	

Procedures for serious and imminent danger and for dangerous areas.

(1) The responsible person must—

. (a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;

. (b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and

. (c) ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.

(2) Without prejudice to the generality of paragraph (1)(a), the procedures referred to in that sub-paragraph must—

. (a) so far as is practicable, require any relevant persons who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it;

. (b) enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal) to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger; and

. (c) save in exceptional cases for reasons duly substantiated (which cases and reasons must be specified in those procedures), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger.

(3) A person is to be regarded as competent for the purposes of paragraph (1) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the evacuation procedures referred to in that paragraph.

Additional emergency measures in respect of dangerous substances

(1) Subject to paragraph (4), in order to safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that—

. (a) information on emergency arrangements is available, including— (i) details of relevant work hazards and hazard identification arrangements; and (ii) specific hazards likely to arise at the time of an accident, incident or emergency;

. (b) suitable warning and other communication systems are established to enable an

appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs;

. (c) where necessary, before any explosion conditions are reached, visual or audible warnings are given, and relevant persons withdrawn; and

. (d) where the risk assessment indicates it is necessary, escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.

(2) Subject to paragraph (4), the responsible person must ensure that the information required by article 15(1)(a) and paragraph (1)(a) of this article, together with information on the matters referred to in paragraph (1)(b) and (d) is—

. (a) made available to relevant accident and emergency services to enable those services, whether internal or external to the premises, to prepare their own response procedures and precautionary measures; and

. (b) displayed at the premises, unless the results of the risk assessment make this unnecessary.

(3) Subject to paragraph (4), in the event of a fire arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that—

(a) immediate steps are taken to— (i) mitigate the effects of the fire;

(ii) restore the situation to normal; and (iii) inform those relevant persons who may be affected; and

(b) only those persons who are essential for the carrying out of repairs and other necessary work are permitted in the affected area and they are provided with—

(i) appropriate personal protective equipment and protective clothing; and (ii) any necessary specialized safety equipment and plant,

which must be used until the situation is restored to normal. (4) Paragraphs (1) to (3) do not apply where—

. (a) the results of the risk assessment show that, because of the quantity of each dangerous substance in or on the premises, there is only a slight risk to relevant persons; and

(b) the measures taken by the responsible person to comply with his duty under these measures are sufficient to control that risk.

At the time of assessment there was no persons in present or immediate danger.

Section 1 Significant findings / Action Plan

Significant findings / Action Plan	Works required / target completion date	Completed action date:
Insufficient information available for fire service upon arrival. Person at risk: staff, visitors.	Document box required to be installed adjacent to fire alarm panel. This should include a budling layout plan and an up to fire logbook. Target start date = within 1 months.	
Fire logbook not available for inspection. Person at risk: staff, visitors.	It is the duty of the responsible person to ensure that the fire logbook is available for inspection on request and up to date with the following information included: Fire alarm weekly bell test and biannual service documentation. Emergency lighting monthly flick tests and annual service documentation. Fire extinguisher weekly gauge checks and annual service documentation. Annual boiler service documentation. PAT testing documentation. Fixed electrical system 5 yearly testing documentation. Staff fire training documentation. Target start date = within 1 month.	
No adequate fire evacuation plan in place. Person at risk: staff, visitors.	It is the duty of the responsible person to ensure that there is a adequate fire evacuation plan in place and that all staff are trained on its use. Target start date = within 1 month.	
There was no evidence of basic fire awareness training or Fire Marshall Training. Person at risk: staff, visitors.	On site staff training is required to be carried out. Fire marshal training, understanding fire, fire risk assessment, fire safety arrangements, evacuation routes / signage, emergency	

	plans, extinguishers, evacuation procedures, fire drills. Target start date = within 3 months.	
Inadequate means of giving warning throughout the premises. Person at risk: staff, visitors.	Detection should be installed in all rooms of the church demise including escape routes / throughfares to Category L2. Sounders to provide at least 65db in all areas. The system should provide a simultaneous evacuation noise throughout the premises on a single activation (manually or automatically). Additional smoke detection required to be installed within the following areas: All open areas. Audio cupboard. Rear Corridor. Lift motor room heat detector to be replaced with a smoke detector. Kitchen requires heat detection and a manual call point. G3 & G4 Offices. Library. 1st floor lift lobby. Splashroom. Sporthall.1st floor kitchenette required heat detection to be installed. Stairwell. Room F4. Link corridor. Target start date = within 3 months.	
External play area on 1st floor does not have an adequate means of escape. Person at risk: staff, visitors.	External staircase required to be installed from the 1st floor play area to ground floor level. If this cannot be installed the sportshall will require a sprinkler system to be installed before the outdoor play area can be used as this is part of the escape route with excessive travel distances from the play area.	

	This area should not be used until either there is an external staircase or sprinkler system installed. Target start date = within 3 months.	
Additional emergency lighting required to be installed. Person at risk: staff, visitors.	Install emergency lighting in the following areas: Ground floor kitchen. Ground floor toilets. G3 & G4 offices. 1st floor splashroom. Externally within the 1st floor play area. 1st floor toilets. 1st floor stair. Target start date = within 3 months.	
Lack of FD30s / compartmentation doors. Person at risk: staff, visitors.	Room G1 / G2 – door required to be replaced as damaged, has gaps and has missing intumescent strips. FD30s door to reception has gaps at the bottom of the door and requires intumescent brush strips to be installed. The following areas require FD30s fire doors with overhead door closers to be installed: Ground floor electrical cupboard. Flower room. Ground floor kitchen. G3 & G4 offices. Library. Sanctuary doors to reception. Target start date = within 3 months.	
Additional fire extinguishers required. Person at risk: staff, visitors.	Additional fire extinguishers required to be installed in the following areas: Rear corridor requires 1 x 6ltr water and 1 x 2kg Co2 to be installed adjacent to the fire exit. Library requires 1 x 6ltr water and 1 x 2kg Co2 to be installed. Target start date = within 3 months.	

Kitchen hatches noted not to be fire rated. Person at risk: staff, visitors.	Kitchen hatches are required to be fire rated for a minimum of 30 minutes. Hatches to be replaced with fire rated shutters. Target start date = within 3 months.	
Breaches of compartmentation found within the lift motor room. Person at risk: staff, visitors.	Fire stopping required to be carried out within the lift motor room to ensure that there is no pathway for smoke or fire travel in the event of fire. Target start date = within 1 months.	
Library has no fire protection. Person at risk: staff, visitors.		

Section 2
Building Information

2.1 **Areas Inspected:**	**Client's demised areas such as ground floor and 1st floor areas.**
2.2 **Areas not inspected:**	**Loft and void spaces, Cavities. (above ceiling tiles)**
2.3 **Brief details of building:**	Purpose built place of worship church built in 1963. Centre which includes a café, function hall – fitness and sports, parties, small / medium gatherings. Built in 1998. Constructed from brick and plaster with a pitched tiled roof, The premises has three floors.
2.4 **Number of Floors and Staircases:**	Church single level / no staircases. Café single level / no staircases. Hall / reception / toilets single level / no staircases. Offices two levels ground / 1st floor / one internal staircase.
2.5 **Use of the Premises:**	Mixed use premises which includes: Purpose built office place of worship church built in 1963. Centre which includes a café, function hall – fitness and sports, parties, small / medium gatherings. Built in 1998.
2.6 **Times in Use:** **(Opening hours)**	Church – Sunday service 0930-1030 Function rooms – ad-hoc times from 1000-2200
2.7 **Means of raising the alarm:**	The means of giving warning is by a BS5839-1 24v conventional fire alarm system.
2.8 **Experience of fire loss:**	There have been no fires recorded since occupancy.
2.9 **Near misses and their reporting:**	It is important that near misses are reported and recorded. Near misses should be recorded in your fire logbook. Near misses include but not limited to: • Small fires (incipient fires) at source only and extinguished. • Any kitchen equipment that caused a fire through carelessness or mistakes. • Electrical overloading of plugs and sockets. • Lithium battery fires.
2.10 **Special risks:**	In May 2004 legislation came into effect which requires duty holders to report the presence of asbestos in non-domestic buildings. This is a requirement of Regulation 4 of the control of Asbestos at

	Work Regulations (2006). This information should be available to the fire brigade on arrival.
2.11 **Asbestos information is held:**	There is asbestos in the premises. Report has been conducted. Action has been raised to provide information to fire brigade.
2.12 **Is there adequate provision for the access of a fire brigade vehicle ?**	Access is provided directly off the main road.
2.13 **Fire fighting facilities ?** **These include but not limited to Dry / wet risers, hydrants, protected staircases, fire fighting lifts.**	Hydrants are present externally and within 90m maximum hose lay. There are no dry risers installed or fire fighting lifts.
2.14 **Any known or pending fire brigade enforcement notices ?**	There is no noted known or pending enforcement notices.

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Section 3
Occupancy

3.1 **People on premises:** **(staff)**	Staff members x 2. Administrator, pastoral assistant. Volunteers (trustees) x ad-hoc.
3.2 **Visitors on premises:**	Church x 200 max (seating) Hirers x 120 function rooms G1 / G2 ground floor. 1st floor sports hall x 60.
3.3 **People with disability: (significant risk)**	There are no staff with disabilities. Potential visitors only.
3.4 **Young people: (significant risk)**	Victors only and accompanied by an adult.
3.5 **People who sleep on the premises: (significant risk)**	There are no sleeping arrangements at the assessed property.
3.6 **Other people sharing demise or escape staircases**	There are no other companies or arrangements that use or share the means of escape.

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Management systems

Occupancy characteristic:

A - Occupants who are awake and familiar with the building
B - Occupants who are awake and unfamiliar with the building
C - Occupants who are likely to be asleep

Fire growth rate:

1 Slow – limited combustible materials
2 Medium – stacked cardboard boxes, wooden pallets
3 Fast – baled clothing, stacked plastic products
4 Ultra-fast – flammable liquids, expanded plastics and foam

The fire risk profile for the building is assessed as: B2 (at the time of assessment)

Management levels (from BS9999):

Level 1 system: Enhanced, anticipates and proactively identifies the impact of any proposed changes, including changes to the occupancy, periods of abnormal occupancy, and fire growth characteristics. The system identifies any alternative protection and management measures that will be required as a result, and ensures that they are implemented – includes A3, B3, C2 and C3.

Level 2 system: Adequate, identifies and reacts to any changes as they occur, including changes to the occupancy, periods of abnormal occupancy, and fire growth characteristics. The system identifies any alternative protection and management measures that will be required as a result, and ensures that they are implemented – includes A2, B1, B2 and C1.

The management level required is assessed as: Level 2.

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Section 4
Fire Audit
Fire Procedures / Management
Rating: A - no action required B - some remedial works required C - insufficient evidence of compliance

Procedures	Rating	Comments / Observations
4.1 Is the 'Responsible Person' confirmed in writing?	A	The Order requires that the responsible person (the person having control of the building, or a degree of control) takes reasonable steps to reduce the risk from fire and makes sure people can safely escape if there is a fire. This includes all people that might visit the premises. The responsible person is as per this this FRA document. (RP referred to in this report)
4.2 Specific emergency information is available to the Fire Brigade on arrival?	C	During operational hours the RP would provide relevant information such as location of fire, occupants still unaccounted for and requires rescuing. Any places of significant risks whereby, asbestos, gas cylinders, electrical distribution boards and any flammable liquids should also be provided. **Please refer to section 1 for action raised to provide an information box to include a building layout and fire log book.**
4.3 The Fire Logbook is up to date and available for inspection?	C	Where someone is accused of committing an offence under the Regulatory Reform (fire safety) Order 2005, the principal defence available to them is one of due diligence. This requires that they prove they "took all reasonable precautions and exercised all due diligence to avoid committing the offence". Written records would be considered extremely important when trying to establish a defence in cases where adequacy of training or maintenance requirements was an issue. Even though written records are not necessarily a legal requirement, they clearly demonstrate that measures are in place to ensure equipment maintenance and staff training is being carried out. **More specifically** **No fire logbook available for inspection for refer to section 1 for action raised.**
4.4 There is an adequate 'Emergency Fire Plan'?	C	The purpose of the Fire Evacuation Plan is to ensure that the people in the premises know what to do if there is a fire and that they can be safely evacuated. In the event of a fire or other emergency, your evacuation strategy helps you gain some control of the situation. It also helps you and the emergency services get an accurate account of everyone who should have left the building and who may still be inside. Every escape plan should include multiple escape routes so there are several options if flames block the desired exit. Clearly mark the building's escape routes with all-important

		signage that provides guidance and reassurance as people make their way to the exits. In the event of a fire, a pre-determined assembly point, clearly marked by a fire assembly point sign, will be the safe place of meeting for everyone in the building. Ensuring everyone is aware of the escape plan is hugely important. People should not only be fully up to date on when and how they can raise the alarm but also confident of where life-saving fire safety equipment can be found. The best way to ascertain whether people understand the procedure is to provide frequent training and hold regular evacuation drills. A fire warden (or marshal) can be appointed to maintain a high standard of fire precautions and oversee aspects including evacuation drill procedure. **More specifically** A written plan has been provided. **The Plan includes all of the following features:** ✓ Action on discovering a fire and or hearing the alarm step by step guide evacuating. Sweeping areas, ✓ Warning if there is a fire; smoke detection / sprinkler activation. ✓ Calling the fire brigade; by dialling 999 ✓ Fire Training required; extinguishers ✓ Place of assembly and roll call; ✓ Liaison with emergency services on their arrival. **If you discover a fire:** • Raise the alarm by pressing the red break glass call point. • Tackle the fire if you have been suitably trained. (but no bigger than an office bin) and if safe to do so and it does not impede or compromise your safe evacuation out. • Evacuate efficiently and swiftly away from the fire to the nearest and safest escape sweeping all areas. • Close all doors behind you. • The most senior fire marshal (person) must ensure all person are accounted for and have assembled at the assembly point. • The most senior person must dial 999 and request fire brigade assistance. **If you hear the fire alarm:** • Check the fire alarm control panel. • Evacuate efficiently and swiftly away from the fire to the nearest and safest escape sweeping all areas. • Tackle the fire if you have been suitably trained. (but no bigger than an office bin) and if safe to do so and it does not impede or compromise your safe evacuation out.

		• Close all doors behind you. • The most senior fire marshal (person) must ensure all person are accounted for and have assembled at the assembly point. • The most senior person must dial 999 and request fire brigade assistance. **Please refer to section 1 for action raised.**
4.5 The plan accounts for all reasonably foreseeable circumstances?	C	The assessor has assessed the premises, considered all potential occupants, current fire protection measures, means of escape and throughfares. **Please refer to section 1 for action raised.**
4.6 The plan accounts for the evacuation of people with disability?	C	Fire safety management should take into account the full range of people who might use the premises, paying particular attention to the needs of disabled people The evacuation plan should not rely on the assistance of the fire and rescue service. Under the Equality Act 2010, if disabled people could realistically expect to use the premises, then the need for reasonable adjustments should be anticipated to make it easier for that right to be exercised. Additional staff training should be considered; Note: training should be reviewed whenever there are changes of staff. Refuge points have not been provided however no management procedures are in place. If an occupant required assistance in the evacuation, staff would aid that customer in the evacuation process. **More specifically** Public premises. **Please refer to section 1 for action raised.**
4.7 All people likely to be present have been considered?	A	The assessor has considered all occupants who would access the assessed areas.
4.8 Anyone sharing the building has been considered?	A	
4.9 Fire safety information is provided to visitors/contractors?	A	Contractors should be inducted and provided with relevant fire safety information to prevent fires from occurring and understanding their role they play in their safe evacuation. **Control measures to be implemented:** Keep all escape routes / throughfares areas and emergency exits clear and free from obstructions or trip hazards. Do not store items behind doors. Fire doors must not be propped or wedged open. If the alarm sounds, you must immediately evacuate the building. If they discover a fire they should know where the break glass call points are located to raise the alarm. All working contractors should be made aware of the means of escape, action on what to do in event of hearing the fire alarm system, action on what to do if they discover a fire.

4.10 Fire safety conditions (including a 'hot works' permit system) are imposed on contractors?	A	A hot work permit is used to prevent fire or explosion and will specifically detail the work to be carried out, how and when it is to be done and the precautions to be taken. The use of a permit system does not, by itself, make the job safe. **Control measures to be implemented:** If there are ANY hot works required within the building, You should always request or carry out specific risk assessment and method statements. You should be satisfied with their assessment and based on their working environment ensure that soft surfaces and furnishings are kept away from the hot works areas. It is the duty of the responsible person to ensure that prior to any **hot work** it will be necessary to carry out a formal risk assessment for the protection of people and to assess the overall consequences of the operation. The following should be considered: • Who or what is at risk in the room? • Could fire spread out of the room? • If the fire were to spread further, what other occupancies could be involved? • Are other people working nearby that needs to be considered? **No RAMS no works the RP must enforce this.**

Section 5
Training: Suitable and appropriate training must be provided for employees. Fire marshals should be appointed where applicable and appropriate to the occupancy.
Fire Wardens:
Rating: A – no action required B – some remedial works required C – insufficient evidence of compliance

Staff Training	Rating	Comments / Observations
5.1 Staff are familiar with the fire plan and trained in its use and testing?	C	Weekly fire alarm tests are a great way of familiarising staff with the evacuation noise. 6 monthly fire drills are another great way of demonstrating that staff react in accordance with the fire policy. **Please refer to section 1 for action raised.**
5.2 Basic fire training is provided on induction?	C	Simply holding staff fire safety training can significantly reduce the risk of a fire breaking out in the first place. Awareness plays a big part in dangers in the workplace, so building up awareness can help avoid fire ever encountering in the workplace. Not to mention, if staff are educated and prepared they may be able to control the fires before they get out of control and become seriously dangerous. Initial fire safety training should be given to all employees in order to inform them of the specific risks, hazards, they may encounter in their workplace. However, the workplace should also include refresher training especially for fire marshals, to remind them of fire safety. Simply by conducting fire safety training, the business is at a significantly lower risk of fire, the first step of any fire safety training should simply be avoidance of ever having to deal with fire in the first place. If every employee is on the same page about keeping the workplace safe and avoiding fires, the chances of one breaking out is reduced. Preventative measures and control measures are the best things to focus on. **More specifically** **Please refer to section 1 for action raised.**
5.3 Fire marshals cover all areas of the building / demise?	C	Fire Marshals are members of staff who have a duty to prevent fires from breaking out and for ensuring that should one occur, everything is in place and everything can be done to minimise its impact on the employees. The fire marshals would carry out and would implement the evacuation. In their absence, the most senior person would step in and take over this duty. The main responsibility of a fire marshal is to ensure that there is a safe evacuation in the event of a fire in the workplace. This begins by ensuring that the evacuation plan in place is effective, and that all staff are familiar with it. In the event of an evacuation taking place, there are several actions that a fire marshal should take to ensure that it runs smoothly. These actions include:

		• Raising the alarm, and directing everyone to leave the area using the safest route. People will often freeze or panic upon hearing a fire alarm, so this may involve assertively asking people and/or helping them to remain calm. They may also attempt to evacuate using a dangerous exit, such as a lift, that they need to be directed away from. • Checking all accessible spaces in the area to ensure that everyone has been evacuated. This is important because people may be stuck in isolated areas, refuge areas or toilets, and be unable to evacuate quickly. • Assisting with evacuations where required. This may be necessary for disabled or vulnerable people who are unable to evacuate safely by themselves. • Taking steps to prevent fire and smoke from spreading, such as closing the doors to a room once it has been evacuated. This should only be done when it is safe to do so. • Fighting the fire if it is safe to do so. Again, this should only be done in situations where it is safe to do so, such as where the fire is small and close to a fire extinguisher or other item of fire fighting equipment. • Attending assembly points and taking roll calls. This will help to ensure that everyone has been evacuated, and that nobody re-enters the building before it is safe to do so. • Coordinating with other fire marshals is important because it will help to identify any missing people more quickly, and ensure that the evacuation was successful. • Liaising with the emergency services and passing on key information, such as the location and type of the fire, will allow them to find anyone who is unaccounted for and tackle the fire more easily. **More specifically** Senior volunteers should have training. **Please refer to section 1 for action raised.**
5.4 Staff (or fire marshals) have been trained in the use of the fire extinguishers?	C	Having an understanding of type and use of the extinguishers It is important because it will help them to locate an extinguisher quickly, giving them a better chance of bringing the fire under control. Trainees should also be taught the skill of identifying whether an extinguisher is sufficiently charged and if there is any damage to prevent it from functioning properly. When a fire is smoldering or in its early stages, it is a lot easier to extinguish. There is less heat energy available for the fire to use to break down fuel, and a quick application of a fire extinguisher could stop it in its tracks completely. Most extinguishers will be quickly depleted when used, so using a fire extinguisher as a first attack will only work on a small fire, or smoldering embers.

		There is also the possibility that you could make things much worse if you use the wrong type of fire extinguisher for the fire. Fire can spread very rapidly throughout a building and if you are prevented from exiting a building by a fire, a fire extinguisher may be your last line of defense. It could extinguish or partially extinguish the fire in the exit area, allowing you to get to safety. A fire extinguisher is not going to put out a large fire, but it can certainly help to buy some time in order to make an exit. Fire extinguishers are used for 1st aid fire fighting only. And only be used to aid in evacuation and to tackle a small fire (no bigger than a waste bin fire) **More specifically** **Fire extinguishers operating procedure:** 1. **Pull (Pin**) Pull pin at the top of the extinguisher, breaking the seal. When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test the extinguisher. (Aiming away from the fire) This is to ensure the extinguisher works and then you can tackle the fire from the safe distance. 2. **Aim** Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire. 3. **Squeeze** Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handle. 4. **Sweep** Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames. After an A Class fire is extinguished, probe for smouldering hot spots that could reignite the fuel. **Please refer to section 1 for action raised.**
5.5 An effective fire drill has been carried out in the last 6 months and has been documented and reviewed?	A	Fire drills allow staff to practice evacuation procedures in a simulated situation to ensure they are fully aware of how to safely exit the building. The more familiar staff are with fire drill procedures, the higher the chance that staff remain safe and well during an emergency. **More specifically** Fire drills are required to be conducted every 6 months.

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Premises Inspection

This is a non-intrusive survey. The assessors have only considered that which is visible and accessible at the time of inspection.

Rating: A - no action required B - some remedial works required C - insufficient evidence of compliance

Section 6: Sources of ignition/ Dangerous substances	Rating	Comments / Observations
6.1 Ignition sources are kept away from combustible and flammable materials and dangerous substances? (List ignition sources and dangerous substances identified)	A	This separation will reduce the spread of any fire to other materials in storage. It will also protect the stored flammable and combustible liquids from exposure to fires in other areas, and accidental contact with incompatible materials. Materials defined as 'flammable' will ignite at a lower temperature than those defined as 'combustible' when exposed to an ignition source. The assessor cannot predict when a fire could occur. See below a list of potential ignition sources and its control measures. At the time of assessment there was no flammable materials or dangerous substances near ignition sources. **Potential Sources of ignition would include:** • Smokers' materials • Candles or naked flames • Fuel (chemicals) • Electrical installations including dental equipment • Portable heating equipment • Cooking equipment and activities • Arson • Lightning **Control measures to be implemented:** • Prohibition of smoking / naked flames in premises (not identified in assessment) • Do not use candles (not identified in assessment) • Ensure fuel is stored away correctly in a designated area away from combustible materials (fuel) and any flammable liquids or chemicals (not identified in assessment) • Periodic inspection and testing of electrical installations (tested and inspected) • Portable appliance testing (tested and inspected) • Limitation on use of trailing electrical leads and adaptors. Always keep extension leads under 13amps (not identified in assessment) • Never leave cooking equipment unattended. (not identified in assessment)

Section 6: Sources of ignition/ Dangerous substances	Rating	Comments / Observations
		• Avoidance of the use of the more hazardous types of portable heating equipment (radiant bar fires or LPG appliances) (not identified in assessment) • Appropriate supervision of cooking activities, and filters in extraction systems changed and ductwork cleaned regularly. (not identified in assessment) • Effective security management in relation to the risk of arson. (Considered arson as low) • Ensure combustible materials are at least 1m from tumble dryers. (not identified in assessment) • Ensure staff are trained and versed in the evacuation planning through carrying out regular fire drills and weekly testing of the fire alarm system. (fire drills to be conducted) • Ensure that soldering works are conducted on a non combustible area/solid area. (working on a solid table) **Dangerous substances:** • At the time of assessment there was no dangerous substances identified.
6.2 Are there any processes on site that could create a source of ignition? (e.g cooking grinding, welding, hot works with naked flames, manufacturing processes that create friction or require heat)	A	At the time of assessment, there were no noted processes on site that could create a source of ignition. **Control measures and recommendations:** There should not be soft combustible materials in the areas whereby heat sources are present.
6.3 Extension leads & adaptors are kept to a minimum and cable management is acceptable? (overloaded sockets greater than 13 amps, daisy chained extension leads)	A	Extension leads, especially under desks, are prone to mechanical damage (kicks) and liquid spills (tea/coffee). Consideration should be given to additional socket outlets where possible and good cable management. Leads and adaptors should be included in PAT testing. **More specifically** At the time of assessment there were no overloaded sockets in use. (identified) **Control measures to be implemented:** Do not overload electrical sockets greater than 13 amps. No daisy chained leads. Do not use damaged sockets or leads.
6.4 There is a no smoking policy in the building?	A	Smoking is permitted externally only.
6.5 There is no evidence of 'inappropriate' smoking?	A	If cigarettes and other smoking materials are not disposed of in an appropriate way, they can create a source of ignition and a fire may occur. A cigarette can smoulder for

Section 6: Sources of ignition/ Dangerous substances	Rating	Comments / Observations
		hours after use if it hasn't been put out fully, and combustible materials within the waste bin are then exposed to the source of heat. **More specifically** At the time of assessment there was no evidence of inappropriate smoking.
6.6 Electrical distribution boards appeared to be good condition with no scorch marks or any evidence of overloading?	A	Electrical malfunctions are one of the main causes of property fires, but the number of fires could be decreased if the appropriate prevention methods were in place, for example looking out for faulty wiring or circuits: • **Flickering lights** - Do not assume your flickering lamp means it needs a new bulb. Flickering or dimming is usually because the wiring connecting to a plug may be faulty or damaged, therefore not being able to successfully transfer the energy. Be careful! The malfunctioning wire could cause electric shocks or a fire, therefore always react when a device is not performing how it is meant to. • **Weird smells** - If your fuse box or breaker panel is producing a strange burning metal odour, do not use it and call an electrician right away. If any appliances are smelling strange, make sure to remove them from the outlet, then turn off and unplug anything connected to it. • **Sparking** - A clear sign that your wiring is at fault. However, it is the way you handle the situation which is key. If a mains electricity is sparking, call a qualified electrician as soon as possible. • **Hot outlets** - Heat is a major sign of damaged wiring. Even if the machine itself is made to produce heat, the plug itself should never get hot. A slight warmth may occur, but anything above a comfortable touch may be a danger. Therefore, unplug the device, let it cool then try it in another outlet. This may show whether it is the plug or the specific outlet which is causing the problem. If the plug gets hot without being plugged in it may be wired incorrectly. • **Blown fuses or tripped breakers** - Circuit breakers and fuses are created with the intent to prevent overloading. If the object's fuse constantly goes regardless of where it is plugged in, the appliance itself is most likely the problem. However, if you are using a single outlet and that causes to blow the same fuse repeatedly, the circuit board is perhaps overloaded. **More specifically**

Section 6: Sources of ignition/ Dangerous substances	Rating	Comments / Observations
		The electrical distribution boards appeared to be in good condition with no scorch marks or any evidence of overloading. **Should any of the above examples be present call a suitably qualified person to investigate further.**
6.7 Cables appear to be in good condition not damaged or faulty?	A	At the time of assessment all cabling appeared to be in good condition. Human error plays a major factor in fires this includes: Improper use of electrical equipment, spilt drinks on electrical equipment. **More specifically** There did not appear to be viable damaged or faulty cabling.
6.8 All portable electrical equipment have been tested and inspected by a competent person?	C	Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment **to ensure they are safe to use**. Most electrical safety defects can be found by visual examination but some types of defect can only be found by testing. **More specifically** All electrical equipment with a plug requires a pat test. **Please refer to section 1 for action raised.**
6.9 There were no naked flames being used or identified?	A	No noted naked flames were being used or identified at the time of assessment. **Control measures to be implemented:** The use of naked flames such as candles should not be used in the premises.
6.10 Boilers are their associated equipment are in or appear to be in good working order?	A	Gas boilers installed and maintained Records available.
6.11 Heating ventilation and air conditioning maintained in accordance with current guidance?	A	Inspection, maintenance and cleaning programmes maintain the ability of the system to provide healthy and comfortable environments for building occupants, limiting the escape of refrigerant gases and ensuring the safety of equipment. Fluorinated greenhouse gases (F-gases) are powerful greenhouse gases, with environmental impacts many times greater than that of carbon dioxide. F-gases replaced ozone depleting substances, which are now entirely banned except in very limited circumstances. The most common types of F-gases are hydrofluorocarbons (HFCs), which are often used as the refrigerant in air conditioning systems. **More specifically** Boiler system installed.

Section 6: Sources of ignition/ Dangerous substances	Rating	Comments / Observations
6.12 There were no portable heaters in use?	A	Heating appliances such as portable electric heaters can increase the risk of fires. Portable electric heaters are high-wattage appliances that have the potential to ignite nearby combustible materials like soft furnishings, curtains, beds, sofas, paper, stationery clothing, and flammable liquids. (readily ignitable fuels class A&B) If ignition results from a heater left on and unattended, a major fire could result. **More specifically** There was no evidence of portable heaters at the time of assessment. **Control measures to be implemented:** Always leave at 1m gap between heater and any objects.
6.13 There were no magnification items near or adjacent to potential sun light ?	A	Be careful of free-standing magnifying mirrors, glass ornaments, magnifying glass or paperweights that may be exposed to direct light because they can catch fire in the sunlight. Do not leave mirrors or glass ornaments on window sills because they are a fire hazard. You will be surprised by the extent of fire damage and smoke they can cause. This is an all year round risk, fires don't just start when it's hot in the summer because sunlight gets into the house all year around. Fires from magnifying glass or mirrors tend to start in the winter when the sun is low in the sky. **More specifically** At the time of assessment there were no magnification equipment used on the premises.
6.14 Kitchen equipment that have gas have been tested and inspected?	N/A	There was no commercial kitchen within the premises.
6.15 Staff / Employees appear to be working in a safe manner?	A	Too many business owners have the "it won't happen to me" mentality when it comes to fire safety in the workplace. But fire safety is a hugely important aspect of risk management, and it's one that needs to be taken seriously. **1: Keep Your Workplace Clean and Tidy** Untidy workplaces contain more health and safety hazards than clean and tidy ones, and many of these hazards are related to fire safety. With more clutter around the workplace, the "fire load" of the area or building increases. In other words, more items in the workplace can catch and fuel fire. Cluttered areas can also prevent swift evacuation, so it's important to make sure corridors, stairs and fire exits are as clear as possible. Making sure any waste is removed from the workplace before it has a chance to build up can also improve fire safety. Waste can be hazardous if it is left and allowed to take up space in workplaces. It can block fire exits, and flammable waste such as cardboard can add to the fire load of the area.

Section 6: Sources of ignition/ Dangerous substances	Rating	Comments / Observations
		2: Make Sure You Have Relevant Fire Safety Equipment **Fire safety equipment** can reduce the risk of a fire occurring. In the event a fire does start in the workplace, the right equipment can alert employees and members of the public, and potentially extinguish the fire before it grows out of control. **3: Carry out Thorough Risk Assessments** You can't effectively safeguard against fire if you're not fully aware of the hazards in your workspace and the risks they pose. So before you begin implementing fire safety control measures, carry out a thorough **risk assessment** of the workplace. **4: Make Sure Employees Are Trained in Fire Safety** For your control measures to be effectively implemented, employees need training in fire safety. They need to know what to do in the event of a fire — from raising the alarm to evacuating the site or building. They should also know who their fire wardens are. If staff aren't prepared for or aware of fire safety procedures, this can make a bad situation worse. However, with the right training and practical experience gained during fire drills, staff will know what to do if there is a fire in the workplace. They can safely escort people out of the building or area and follow the steps outlined in your risk assessment. **5: Don't Forget Electrical Safety** Most businesses will use electrical equipment of some sort — and where there's electrical equipment, there are fire risks. Faulty wiring or overloaded plug sockets can overheat and spark fires that can quickly spread. To **reduce the risk of electrical fires**, repair or get rid of faulty electricals as soon as possible, don't overload plug sockets, and make sure equipment is regularly inspected and PAT tested. **More specifically** At the time of assessment staff was working in a safe and responsible manner.
6.16 Cooking equipment clean and tidy?	A	The kitchen equipment was clean and tidy.

Section 7 Source of fuel	Rating	Comments / Observations
7.1 The standard of housekeeping is acceptable?	A	Good housekeeping will lower reduce the likelihood and impact of a fire. The accumulation of combustible materials in all premises should be monitored carefully. You should prevent fires from developing from incipient (at the source) to a fully developed fire which fully engulfs a room. Combustible materials are not just those generally regarded as highly combustible, such as polystyrene, but all materials that will readily catch fire. By carefully considering the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced. **More specifically.** At the time of assessment, the house keeping was acceptable. **Control measures to be implemented:** Keep all escape routes and throughfares free from combustibles and general storage.
7.2 Are hazardous materials stored on site? (Flammable liquids, gases, chemicals, oxidizing, dangerous substances etc)	A	A small amount of cleaning materials and chemicals but stored appropriately. **More specifically.** At the time of assessment, all hazardous substances were stored appropriately.
7.3 Combustible materials are kept to a minimum?	A	Paper storage adds considerably to the fire load of a building. Consideration could be given to more extensive use of electronic filing and storage. This can also be of help with disaster recovery planning. **Sources of fuel include:** • Furniture (identified) • Fixtures (identified) • Packaging (identified) • Stationery (identified) • Furnishings (identified) • Plastics (identified) • Foams (Not identified) • Seasonal decorations. (Not identified) • Standard Oxygen levels (identified) **More specifically** At the time of assessment there was no excessive combustible materials gathered in the premises. **Control measures to be implemented:** The responsible person should ensure that these potential sources of fuel do not mix with the potential ignition sources.
7.4 Furnishings are in good order?	A	All furniture was in good condition throughout.

7.5 There are no significantly flammable wall/ceiling/display materials?	A	Walls are free from fast flammable wall linings. (Soft furnishings type combustible materials)
7.6 Rubbish and waste are not allowed to accumulate in the building?	A	At the time of assessment, there was no noted rubbish or waste accumulated.
7.7 Rubbish / disposal is not liable to arson/vandalism?	A	The premises would be considered low arson risk.
7.8 Oxygen levels are kept to a minimum? (additional fuel can be provided when open doors and windows, are opened, air conditioning systems and other installed ventilation systems, holes in the structure are provided)	A	As well as fuel and heat, fires also need oxygen to stay alight. Ambient air is made up of approximately 21% oxygen and, as most fires only require at least 16% oxygen to burn, it acts as the oxidising agent in the chemical reaction. This means that when the fuel burns, it reacts with the oxygen to release heat and generate combustion. **More specifically** The level of oxygen is normal. There was no concern of excessive oxygen levels mixed with fire risks or hazards which would add fuel to a fire.

Section 8 Fire Alarm Systems / Smoke clearance systems	Rating	Comments / Observations
8.1 The means of giving warning is adequate and will alert all occupants? This includes means of detecting the fire (early warning) raising the alarm manually, sounders (decibel levels) with appropriate beacons in key areas.	D	Fire protection is not to be confused with fire prevention or other fire precautions, and the provision of a fire detection and fire alarm system can never be regarded as giving the complete protection against fire. A fire detection system is however, an important component in in the defence against fire. Raising the alarm is an important fire safety requirement, and equally important is providing early warning in case of fire in the form of automatic detection. The early detection of fire by automatic means, and rapid summoning of the fire and rescue service in the event of fire, is also important in premises in which people cannot readily be evacuated immediately. In certain premises of this type (e.g. residential care premises), it is also important to give accurate and unambiguous information to staff regarding the location of a fire. **More specifically** There is a 24v conventional fire alarm system to BS5839- **Please refer to section 1 for action raised.**
8.2 Are any fire control panel(s) operational, showing no faults, isolations or disablements?	A	no faults / no isolations / no disablements.
8.3 Where automatic detection is provided are all devices clear of any obstructions such as bags and caps?	A	All devices were clear of obstructions.
8.4 Does the premises have or require remote monitoring?	A	A monitored fire alarm has benefits which are two fold. 1, The monitoring team can action an emergency response in a matter of minutes, much faster than an individual can in the stressful event of a fire. This, therefore, increases the chances of the fire brigade controlling the fire and reducing the damage to your site. 2, Out of hours activations / issues are dealt with promptly. **More specifically** Based on the normal risk there is no requirement for the fire alarm to be monitored.
8.6 A zone chart is present?	A	Zone list provided on the control panel.
8.7 Where a gas boiler is present, a CO detector has been installed?	A	

Section 9 Manual Fire Fighting Equipment / Hose reels Extinguishers Automatic Suppression: Sprinklers, Gas / Ansul	Rating	Comments / Observations
9.1 Are hose reels provided?	N/A	There are no hose reels on the premises.
9.2 Is there sufficient fire extinguishers / blankets for the risks associated and in conjunction with BS5306-8 with appropriate ID signage?	B	Fire extinguishers play a vital role in any fire protection plan in any environment. They are a first aid response to fire and can help prevent catastrophic damage to property and even loss of life. It is important for the fire protection of a building to be considered as a whole. Portable fire extinguishers form an important part of such facilities, although it cannot be assumed that their provision entirely obviates the need for other protection, e.g. internal rising main, hose reels, sprinklers, other automatic or manual extinguishing systems, mobile extinguishing units, and fire alarm systems. Portable fire extinguishers are valuable in the early stages of fire when their portability and immediate availability for use by one person enable a prompt attack to be made. They cannot be expected to deal with a large fire since they are essentially first aid fire-fighting appliances of a limited capacity. The recommendations of this part of BS 5306 are intended to assist the person(s) responsible for the safety of the building in planning to control the consequences of possible fires. It is a legal obligation to ensure that subsequent preventative and protective measures are carried out by a competent person. It is important to note that the carrying out of a fire risk assessment is part of the duty of care legally required of the responsible person having control of a workplace. **More specifically** There was a sufficient amount fire extinguishers for the risks associated and in conjunction with BS5306-8 with appropriate ID signage with the exception to the areas listed within the action raised within section 1. **Please refer to section 1 for action raised.**
9.3 Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	A	The importance of maintaining extinguishers, and, keeping the route clear to quickly access is important. Sometimes extinguishers get forgotten about gathering dust in a corner or some times seen holding doors open. But they remain a critical tool in defending yourself in event of a fire situation. **More specifically** All fire extinguishers were readily accessible and unobstructed.

9.4 Have dry or wet risers been installed in stairwell(s)?	A	Not installed or required.
9.5 Does the property have a sprinkler system installed? If so, what is the coverage?	A	Fire sprinkler systems can significantly reduce the risk to life and mitigate the damage caused by fire. Fire sprinkler systems can significantly reduce the risk to life and mitigate the damage caused by fire. An automatic system is designed to detect a fire and extinguish it in its early stages or hold the fire in check so that extinguishment can be carried out by other means. **The benefits to having a sprinkler system installed are clear:** • Since 1945 no one in the UK has ever died as a result of a fire in a public building with a working sprinkler system. • Fire sprinkler are widely recognised as the single most effective methodology for fighting the spread of class A fires in early stages from incipient to developing fires. • Most fires in sprinkler protected buildings are extinguished by eight or fewer sprinkler heads operating. • Sprinklered buildings prevent fire fighter deaths. • Sprinklers save lives - and property - and are the only devices which can detect a fire, sound the alarm, call the fire brigade and extinguish or control the fire. **More specifically** The premises does not have a sprinkler system installed but require one due to travel distance from the 1st floor play area. **Please refer to section 1 for action raised.**

Section 10 Escape routes / exits / Means of escape / Escape lighting	Rating	Comments / Observations
10.1 Is the means of escape adequate for the type of occupancy, the hazards present and the dimensions of the premises?	C	A “means of escape” can be defined as the structural means whereby a safe route is provided for people to travel from any location in a building or structure to a place of safety without the need of outside assistance. Providing a clear and unambiguous means of escape from buildings in the event of fire is fundamental to life safety and must be incorporated at an early stage in the design of a building. Exit routes and exit doors themselves are kept clear (of obstruction) at all times. Emergency routes and Fire Exits must lead as directly as possible to a place of safety. In the event of danger, it must be possible for persons to evacuate the premises as quickly and safety as possible. This section specifically deals with ASET (available safe escape time) through the minimum fire package including life safety system such as fire alarm(s) . Time line 1 (fire): fire, heat and effluent development . Time line 2 (occupants): means of escape . 3 Ignition . 4 Detection . 5 Occupants become aware of fire . 6 Alarm . 7 Occupants begin life safety strategy . 8 Life safety strategy complete . 9 Tenability limits reached (i.e. danger to life and possibility of secondary ignition) . 10 Fire growth . 11 Time Further to the above, The major stages of occupant response that should be taken into account in determining the provision of means of escape are: . a) time to detect a fire and sound an alarm; . b) pre-movement time which consists of the recognition time and the response time; . c) travel time, including queuing, to a place of relative safety; . d) movement within a place of relative safety (e.g. protected stair or adjacent compartment) **More specifically**

		The means of escape is acceptable if the actions are completed as per section 1 of this report.
10.2 Are all routes classified as means of escape clear of obstructions or any restrictions that could affect the optimum evacuation time?	C	At the time of assessment all routes classified as means of escape were clear from obstruction or any restrictions that could affect the optimum evacuation time. **Please refer to section 1 for action raised.**
10.3 Are escape travel distances within the limits set by the codes of practice for that particular occupancy?	C	**Please refer to section 1 for action raised.**
10.4 Are any 'dead end' situations protected by fire resisting construction throughout their length?	A	There were no dead end situations in the premises.
10.5 Are the premises free from any inner room situations that do not have the accepted compensatory features allowing for this arrangement?	A	An inner room is simply a room that's reached through another room or area, for example. An inner room poses a serious fire risk because, if a fire starts elsewhere in your premises, there's no other escape route available and you could get trapped. Access rooms and their escape routes are of utmost importance as these rooms and corridors can delay fire from spreading into the inner room and provide early warning in case of fire by detection.
10.6 Are there any escape routes that would be classified as unduly complex?	A	Once a fire has started, been detected and a warning given, everyone in your premises should be able to escape to a place of total safety unaided and without the help of the fire and rescue service. However, some people with disabilities and others with special needs may require help and assistance from staff that will need to be designated for the purpose. Escape routes should be designed to ensure, as far as possible, that any person confronted by fire anywhere in the building, should be able to turn away from it and escape to a place of reasonable safety, e.g. a protected stairway. From there they will be able to go directly to a place of total safety away from the building. **More specifically** There were no escape routes that would be classed as unduly complex. Emergency lighting has been installed to illuminate escape routes. **Further emergency lighting to be installed as per section 1.**
10.7 Where there is means of escape through or into an adjoining property is a legally binding agreement in place to ensure it will be available at all material times?	A	There are no adjoining properties / buildings where the customer has to evacuate into or through. The premises is detached.

10.8 All exits are easily identifiable and adequately lit?	C	Emergency lighting can save lives by allowing people to find a safe exit out of a building when lighting has failed, such as in the event of a fire or a power cut. It helps people to escape during an emergency incident. The signs also keep indicating the directions to take until you are in safety. In case you are in an unfamiliar your environment, these signs are very important in guiding you away from harm. There can be a mix of both vinal signage and emergency lighting to guide occupants to the place of ultimate safety. **More specifically** **Please refer to section 1 for action raised.**
10.9 The assembly point is clearly indicated?	A	The assembly point is located at the front of the premises.
10.10 The route to the assembly point is quick and safe to use?	A	Pedestrianised route.
10.11 It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	C	When a fire alarm sounds without warning, and fire starts to spread throughout a building, a sense of panic will often ensue. If the building is plunged into darkness, which is often the case during a fire, disorientation and confusion can arise, increasing the risk of injury, and making it all the more difficult for occupants to find their way out. A clear escape route signalled by lights however, makes it more straightforward to exit the building safely during a fire. Emergency escape lighting is designed to illuminate escape routes such as corridors and stairways and external pathways as well as the location of fire-fighting equipment such as fire extinguishers, together with security equipment such as key boxes that house emergency keys to exit doors. **More specifically** **Please refer to section 1 for action raised.**

Section 11 Measures to limit fire spread and development (passive fire protection)	Rating	Comments / Observations
11.1 All fire doors are compliant and close properly and are kept shut unless held open with approved devices?	C	The most obvious reason is simply that if these fire doors are propped open then the whole purpose of fire safety is compromised – an open fire door cannot prevent the spread of heat, flames or smoke. In order for fire doors to function properly, they should remain closed when the door is not in use. As obvious as this sounds, in a busy building it can be difficult to ensure that fire doors are being closed. Therefore automatic fire doors closers are installed to ensure that, after a door is opened, it naturally returns to a closed position where it can offer the maximum fire safety. **More specifically** **Please refer to section 1 for action raised.**
11.2 Are doors fastened so that they can be easily and immediately opened from the inside without the use of a key?	A	Fire exit doors must not be locked or fastened in a way that prevents them from being easily and immediately opened from the inside in an emergency. **More specifically** All exit doors had a single opening mechanism.
11.3 Any gaps in doors greater than 3mm + where smoke could readily pass through and all doors especially compartmentation doors were fit for purpose ?	C	Fire doors and good fitting fire doors are important because they delay the fire and smoke from spreading from areas to area, when doors are open this can compromise both the escape routes and the occupants use. Therefor all doors should be closed and not wedged open. The compartmentalisation of a building prevents a fire and dangerous smoke from spreading into additional rooms and floors while allowing crucial time for occupants to evacuate and fire services to tackle the fire. A fire door is an engineered passive fire protection system formed by its door frame, door leaf, ironmongery, glazing and seals. Each individual fire door components must fulfil its role in order for the fire door to achieve its function of holding back smoke and fire for a specified time period. If the doors is left open and or has gaps this compromises fire safety. **More specifically** **Please refer to section 1 for action raised.**
11.4 Reasonable installation of fire linings that may prevent rapid fire spread?	A	Passive fire protection (PFP) is an essential component of fire safety plan. It is increasingly importance in safeguarding occupants and minimizing damage to buildings from fire and smoke. Fire linings are important. The wall or floor must remain functional for the duration of the designed fire resistance period. The compartment wall or floor should not crack or develop holes that allow flames, smoke or hot gases to pass through it, and if appropriate, it should maintain a suitable degree of insulation.

		In accordance with the building regulations AD-B it is stated that 'A building or part of a building comprising of one or more rooms, spaces or storeys should be constructed to prevent the spread of fire to or from another part of the same building or an adjoining building' **PFP linings would include:** • Concrete ceilings and walls • Fire rated plasterboard • Ceiling tiles • Fire doors • Glazing or glazed rooms • Fire doors / solid constructed doors **More specifically.** Within the premises it is noted that the outer walls were constructed with brick with inner constructed from plasterboard.
11.5 As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	A	
11.6 Any breaches of fire resisting compartments (penetrations) have been adequately fire stopped?	C	Breaches should be monitored whenever an electrician, plumber or other contractor has worked on site as cabling is a common cause of breaches. They should be fire-stopped with intumescent material. Fire stopping is an incredibly important part of the protection and can help to ensure the safety of people in a building. **More specifically** **Please refer to section 1 for action raised.**
11.7 Kitchen canopy (extract) vents direct to fresh air?	N/A	

Section 12 Fire Safety Signage	Rating	Comments / Observations
12.1 Is it considered there is a reasonable amount of escape signage (running man) for the premises in association with BS5499-4 ?	A	Fire safety signage is essentially to assist people to escape from an emergency incident with reassurance throughout with continued fire escape signage to the exit. These signs are particularly important with for those people whom are not familiar with the building whom may become disorientated and confused. This can of course include the emergency services that may need to enter the building after you have evacuated. **More specifically** There is a reasonable amount of escape signage (running man) for the premises in association with BS5499-4.
12.2 Are there any special instructional signage required? (to instruct how to open doors, push pull, mind the step etc)	A	There is no requirement for special instructional signage.
12.3 Are external fire doors provided with 'fire door keep clear' signs? Are all internal fire doors provided fire door keep shut' signs?	A	
12.4 Are fire action or specific action notices displayed appropriately throughout the premises? (generally located above each call point, and within occupied areas near work processes)	A	There is an adequate provision of fire action signage. Reference "What to do on hearing the fire alarm, what to do if you discover a fire" Fire action signage are required to be placed near manual call points as a reminder of the quick course of action to in event of fire.

Equipment maintenance:

The Responsible Person for the premises must ensure that all safety systems provided are covered by a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

It should be noted that all 'services' listed below be in compliance to all relevant British standards and or relevant manufacturer performance guidelines. Should the competent firm of engineers recommend any such remedial work to rectify as a result of malfunction, faults or non compliance, this should be adhered to and rectified.

You must use a "competent person" who is suitably qualified and received adequate training to carry out these inspections, testing and maintenance.

Rating: A - no action required B - some remedial works required C - insufficient evidence of compliance
Competence: A - approved third party or in-house / staff member B - other approved C - no evidence of competence

In house responsibilities:

Section 13 Internal checks / Type of equipment	Testing	Rating	Comp	Comments / Observations
13.1 Fire extinguishers – Visual check	Weekly	C	A	The fire extinguishers should be subject to a monthly visual inspection. Gauge check, tags and pins are in place. This should be recorded in the fire logbook.
13.2 Fire alarm test (weekly)	Weekly	C	A	The British Standard BS 5839 states that all fire alarm systems in commercial premises need to be tested weekly to ensure that there has not been any major failure and that the fire alarm system is in working order. This is important because it ensures that your fire alarm system is fully operational. This should be recorded in the fire logbook.
13.3 Emergency lighting – function test (monthly)	Monthly	C	A	A failure of the supply to the normal lighting should be simulated once a month, during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. This should be recorded in the fire logbook.
13.5 Fire doors (monthly)	Annually	A	A	There is no requirement for checking doors. This can be checked annually during the fire risk assessment.

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External Contractor responsibilities:

Section 14 Type of equipment	Testing	Rating	Comp	Comments / Observations
14.1 Fire extinguishers (annual)	Annual	A	A	The fire extinguishers should be subject to periodic maintenance and testing. This is normally carried out annually. This test should be recorded within the fire logbook. Records available.
14.2 Fire alarm (6 monthly)	Bi-annual	A	A	The fire alarm should be tested and inspected every 6 months to ensure fully operational whereby all installed devices operate correctly. Records available.
14.3 Emergency lighting – (annual)	Annual	A	A	The emergency lighting should be subject to an annual drain test by a competent person for at least one hour. Records available.
14.4 PAT testing (annual or check HSG107)	Annual	C	A	PAT testing should be carried out bi-annually. This should be recorded within the fire logbook. Records not available.
14.5 Fixed electrical system (5 yearly)	5 years	C	A	The electrical distribution boards should be subject to a 5 yearly test and full inspection of circuits to ensure they are compliant to current standards and working within their limits. Records not available.
14.6 Boiler (annual)	Annual	A	A	The boiler should be subject to periodic maintenance and testing. This is normally carried out annually. Records available.
14.7 Kitchen gas (commercial)	Annual	A	A	Kitchen commercial gas should be subject to periodic maintenance and testing. This is normally carried out annually. Records available.

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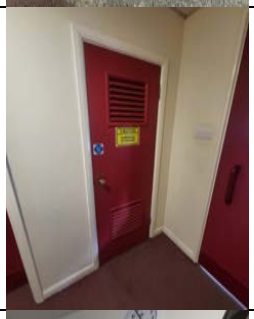
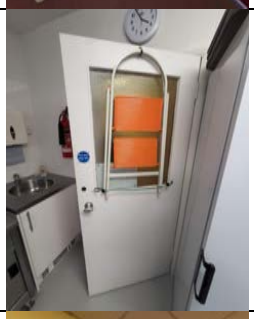
Section 15

Appendix A – Images

Note: Images used are examples only and not to be considered as covering all examples of a particular problem.

Reference	Image	Comment / Observations
0001		Example of damaged smoke strips.
0002		Example of non-compliant door – FD30s door required to be installed.
0003		Example of non-compliant door – FD30s door required to be installed.
0004		Example of non-compliant door – FD30s door required to be installed.
0005		Example of gaps at the bottom of the door.

Reference	Image	Comment / Observations
0006		Example of non-compliant door – FD30s door required to be installed.
0007		Example of non-fire rated hatch.

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READ EVERY SECTION AS EACH SECTION MAY CONTAIN MORE DETAIL.

Call for guidance and assistance if you do not understand all points.

ANNEX A: PRINCIPLES OF FIRE PREVENTION

- **Avoiding risks.**
- **Evaluating the risks which cannot be avoided.**
- **Combating the risks at source.**
- **Adapting to technical progress.**
- **Replacing the dangerous by the non-dangerous or less dangerous.**
- **Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.**
- **Giving collective protective measures priority over individual protective measures; and**
- **Giving appropriate instructions to employees.**

ESSENTIALLY KEEPING SOURCES OF IGNITION SEPARATED FROM COMBUSTIBLE MATERIALS THROUGHOUT.

GENERAL SAFETY MEASURES:

The following are general safety measures in establishing and maintaining fire protection in the workplace:

- **Never pile or lay material in a way that it covers or blocks access to firefighting equipment.**
- **Make sure to use only approved containers for the separation and disposal of combustible refuse. Remember to always replace the lid.**
- **Never store flammable materials within 10 feet of a building or other structure.**
- **Stack and pile all materials in orderly and stable piles.**
- **Never let unnecessary combustible materials get accumulated in any part of your work area.**
- **Make a periodic clean-up of entire work site and keep grass and weeds under control.**
- **Regularly dispose of combustible debris and scrap from your work area.**
- **Use only approved containers and tanks for storage, handling, and transport of combustible and flammable liquid.**
- **Always perform evaluation procedures before performing operations that present fire hazards like welding.**

ANNEX B: A GUIDE TO EMERGENCY PLANNING

An 'emergency plan' must be prepared and its purpose is to ensure that all persons in the premises know what to do in case of any emergency, including a fire, so that the occupants can be safely evacuated.

It is good practice to have a written emergency plan in any case.

The 'emergency plan' should be based with consideration to this fire risk assessment and be available for your employees, their representatives, residents and the enforcing authority.

Note (for example): That although in small premises the emergency plan may be exactly the same as the fire action notices, in residential care premises, the 'emergency plan' will need to be more detailed.

The 'emergency plan' should be appropriate for the premises and may include the following:

1. **The means of warning if there is a fire.**
2. **What action staff/employees/visitors should take if they discover a fire**
3. **Details of how the evacuation of the premises should be carried out.**
4. **All individual/specific needs or risks associated with any individual resident, employee, contractor or visitor.**
5. **Identification and use of protected areas, refuges etc. used for horizontal and progressive evacuation.**
6. **The location of the approved assembly point, plus the procedures required to take a roll call ensuring that all persons are accounted for and for checking that the premises have been evacuated.**
7. **Identification of key escape routes, how people can gain access to them and escape from them in safety.**
8. **Arrangements in place for firefighting.**
9. **The duties and identities of staff/employees who have specific responsibilities e.g. fire wardens, fire marshals etc.**
10. **Arrangements for the safe evacuation of people who are identified as being especially at risk e.g. residents, those with disabilities, employees, contractors or visitors.**
11. **Which machines/processes/appliances/power supplies etc. that may need to be stopped or made safe if there is a fire, and the role of all persons responsible for this.**
12. **Any specific arrangements that have been made especially for high fire risk areas.**
13. **Contingency plans for when any of the safety systems are non-operable.**
14. **Details of how fire and rescue services will be called and the responsible person(s) for doing this.**
15. **Procedures that are in place for meeting the emergency services upon their arrival and passing information to them.**
16. **What training do employees or staff need and what arrangements to ensure that training is given on a regular basis.**
17. **Plan for the accommodation of any residents both during the fire, immediately after and long term and also the storage of any valuables etc.**

ANNEX C: HOT WORK POLICY AND PROCEDURE

Hot Work Policy and Procedure for ……

Preamble

The company is committed to a workplace free of injuries. Given the diverse nature of the operations, each operation will have a Hot Work policy in place which ensures that employees or visitors to the operation are protected from the potential from related injuries and that site property and product is protected. It is required that all employees and visitors to our operations familiarize themselves with our policies and adhere to those policies.

Policy

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame). All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Scope

The provisions set out in this policy apply to any work done on site using a welder, torch, or any other facsimile and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

Responsibilities

Management

- **To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator and Fire Watch).**
- **Conduct periodic audits to ensure compliance with this policy.**
- **EHS are to communicate any changes to this policy with respect to regulation and interpretation.**
- **Ensure that the policy is reviewed annually and is current with all applicable regulations.**

PAI (Permit Authorizing Individual)

- **Assess the work area and sign the Hot Work Permit PRIOR to work commencing.**
- **Post one part of permit at job site and place top copy of permit at the site designated area. (i.e. permit board).**
- **Have a designated Fire Watch during Hot Work. This could be anyone who has been trained as Fire Watch.**
- **Ensure sprinkler systems are in working order monitoring once per hour for minimum of 6 hours or longer as determined.**
- **After completion of Hot Work ensure continuous monitoring for minimum of 30 minutes or longer as determined by the PAI. As well continue by the PAI. This function may be performed by a designated Fire Watch, Plant Security Guard, Machine Operator or maintenance person.**

See Appendix B Sample Hot Work Permit

Person Performing Hot Work

The person doing the Hot Work must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (i.e. adverse environmental condition).

The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

The Fire Watch

- **Assist Hot Work Operator in preparation and clean-up of Hot Work area.**
- **Wet down surrounding areas including lower floors and beams if applicable.**
- **Assess 35' radius for potential fire hazards.**
- **Be alert to any changes and identify changes or concerns to Hot Work Operator.**

The Security Guard or Monitor

- **At the end of the monitoring period, the completed forms are picked up and delivered to the designated area. They are stored according to underwriter's requirements.**

Outside Contractors

- **Will be trained and held to the same Hot Work Standards as the company employees. The supervisor who hires the contractor will ensure that this training has taken place prior to starting Hot Work and audits the process.**

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Appendix B – Sample Hot Work Permit

HOT WORK PERMIT

CAN THIS JOB BE DONE WITHOUT HOT WORK, OR IN THE SHOP?
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.
This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Note: The Required Precautions are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.

Instructions

The Permit-Authorizing Individual must:
a) Verify precautions listed at right (or do not proceed with the work)
b) Complete and retain this page
c) Give the second page to the person doing the work.

Who, When, and Where?

Hot Work Being Done By
☐ Employee
☐ Contractor

Date	**Job/Work Order No.**

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

Permit Expiration

Expiration Date	**Expiration Time**	☐ **AM** ☐ **PM**

Name of Assigned Fire Watch

THIS PERMIT IS GOOD FOR 24 HOURS ONLY!

Required Precautions Checklist

☐ Available Sprinklers in Normal Automatic mode and valve open.
☐ Hot Work equipment in good repair.

Assess 35 ft radial "sphere" of work for potential fire hazards:
☐ Floors, work level and below, cleaned or protected.
☐ All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
- Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
- If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.

☐ Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
- Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
- Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.

☐ Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:
☐ Construction materials verified as noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls relocated or protected.
☐ Enclosed equipment cleaned and protected from all combustibles.
☐ Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:
☐ Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.
☐ Fire watch supplied with suitable extinguishers/hoses.
☐ Fire watch trained in the use of fire equipment and sounding alarm.
☐ Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

Other precautions that may be required:
☐ Fire watch provided for adjoining areas, above, or below.
☐ Confined Space or Lock-Out-Tag-Out required/used.
☐ Area smoke or heat detection disabled to eliminate false trip.

Other: _____

Comments:

_____

_____

_____

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HOT WORK PERMIT

WARNING! HOT WORK IN PROGRESS WATCH FOR FIRE!

Instructions

1. **Person doing hot work**: Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
2. **Fire Watch**: Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
3. **Monitor**: After 6 hours, do final inspection, sign, and return to designated area.

Who, When, and Where?

Hot Work Being Done By
☐ Employee
☐ Contractor

Date	**Job/Work Order No.**

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

Time Started	☐ AM ☐ PM	**Time Finished**	☐ AM ☐ PM
Expiration Date		**Expiration Time**	☐ AM ☐ PM

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature of Fire Watch **Time**

Work area was monitored for a minimum of 6 hours following hot work and found fire safe.

Signature of Monitor **Time**

Required Precautions Checklist
(must be retained as record of hot work activity for 6 months minimum)

☐ Available Sprinklers in Normal Automatic mode and valve open.
☐ Hot Work equipment in good repair.

Assess 35 ft radial "sphere" of work for potential fire hazards:
☐ Floors, work level and below, cleaned or protected.
☐ All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
- Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
- If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.

☐ Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
- Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
- Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.

☐ Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:
☐ Construction materials verified as noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls relocated or protected.
☐ Enclosed equipment cleaned and protected from all combustibles.
☐ Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:
☐ Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.
☐ Fire watch supplied with suitable extinguishers/hoses.
☐ Fire watch trained in the use of fire equipment and sounding alarm.
☐ Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

Other precautions that may be required:
☐ Fire watch provided for adjoining areas, above, or below.
☐ Confined Space or Lock-Out-Tag-Out required/used.
☐ Area smoke or heat detection disabled to eliminate false trip.

Other: _____

Comments:

_____

_____

_____

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