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This document explains the full scope of your Fire Risk Assessment and gives the Responsible Person a full explanation of the legal, technical and professional position in respect of Fire Safety within the premises. It highlights both good practice and any areas of improvement required to attain full compliance with the relevant legislation and associated technical guidance.

This document is issued along with a separate Remedial Action Plan (RAP) to give the Responsible Person a risk assessed list of Significant Findings to ensure that he/she is able to achieve full legal compliance within risk-appropriate timescales.

The RAP should be read in conjunction with this document. In order to facilitate immediate reference by the Responsible Person, all Significant Findings, have been included at the front of this document. Notwithstanding that methodology, the Fire Risk Assessment Table of Contents lists various aspects of this report in a chronological sequence. Accordingly, the following table sets out both pagination and relevant content:

<u>GYV/cbg</u>	<u>DUJY</u>
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### Significant Findings - Remedial Action Plan

Section e.g. E1(1)	Risk Grading/ Colour	Significant Finding and Action Required	Photo No.	Job No /Date work complete
D3(1)	2 x 3 = 6	Refer to Section H2.	<b>9 &amp; 13.</b>	
B2(8)	2 x 3 = 6	It is recommended that all combustible storage against the workshop building is moved at least 6m away from the building.	<b>29.</b>	Majority material <b>removed</b>

Section e.g. E1(1)	Risk Grading/ Colour	Significant Finding and Action Required	Photo No.	Job No /Date work complete

For a more detailed description of risk assessment scores, cross-reference with the Fire Risk Rating Matrix, as set out below.

**Fire and Rescue Service 'Call Handling Protocols'**

Unwanted fire signals (also known as false alarms) place a large burden on Fire and Rescue Service resources.

Fire engines and firefighters attending a false alarm may be needed at a real emergency such as a real fire or road traffic accident. Accordingly, many Fire and Rescue Services are now adopting a 'Call Challenge' process, whereby, fire crews do not automatically respond to calls generated by automatic fire alarm (AFA) systems installed within 'In Scope' premises during the day (0700-1900) within the working week, unless there is a confirmed report of fire at the premises. 'In Scope' premises may include any of the following:

- Any industrial or commercial premises
- Any office, shop, or licensed premises with no sleeping risk
- Any place of Worship
- Any public building

It may also be the case that the Fire and Rescue Service will remove the time of day and day of the week criteria for premises within an 'In Scope' category. This will mean that premises falling within these groups, will be required to make a confirmation call via 999 once a fire has been confirmed or is perceived to be at the premises, following activation of the AFA system.

In all instances where a 'Responsible Person' engages the service of an alarm receiving centre (ARC), the standpoint of the relevant Fire and Rescue Service should be verified by the 'Responsible Person'.

## Fire Risk Rating Matrix

<b>Fire Risk Scoring Matrix</b> <b>(Likelihood) →</b> <b>(Severity) ↓</b>	<b>RARE = 1</b>	<b>UNLIKELY = 2</b>	<b>LIKELY = 3</b>	<b>VERY LIKELY = 4</b>	<b>CERTAIN = 5</b>
	Controlled Environment. A fire starting would occur under exceptional conditions.	Environment is under managed control. However, occasional events could occur increasing the risk of fire.	Unmanaged control measures in place, a fire situation could develop.	Inadequate control measures in place. If conditions remain unchanged there is a high probability of a fire situation developing.	No control measures. A fire WILL occur. IMMEDIATE INTRODUCTION OF CONTROL MEASURE REQUIRED.
<b>MINOR IMPACT = 1</b> Minor injury, cuts, abrasions, on-site first aid, e.g. plaster	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>HARMFUL = 2</b> Smoke inhalation, first aid needed e.g. oxygen therapy. Possible hospital precautionary check.	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>EXTREMELY HARMFUL = 3</b> Injury that requires hospitalisation, e.g. burns, respiratory damage Lost time accident causing over 3 days absence.	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>MAJOR INJURY = 4</b> E.g. Severe Burns, life-threatening injury, loss of consciousness.	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>DEATH = 5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>

<p><b>Score 1-3 = Tolerable Risk:</b></p> <p>Commence or Resolve in 6-12 months as part of normal planning.</p>	<p><b>Score 4-7 = Moderate Risk:</b></p> <p>Further control measures normally within 3-months.</p>
<p><b>Score 8-14 = Significant Risk:</b></p> <p>Further control measures normally within 1-month.</p>	<p><b>Score 15-25 = Intolerable Risk:</b></p> <p>Further control measures normally within 48-hours.</p>

## **Risk Rating Matrix continued.../**

In order to give a priority to identified risks, the assessor has determined how likely a fire has of occurring and the subsequent severity of the fire using the matrix above. For example, if a fire was **likely** to occur (score 3) and the **severity** of that fire was likely to cause some respiratory damage (score 3), the risk would fall into the amber band (total score:  $3 \times 3 = 9$ ). This would require the timescale for issues to be resolved or at least work commenced, and interim control measures put in place within one month.

**RISK ASSESSMENT RATIONALE /**  
**STANDARDS AND LEGAL COMPLIANCE**

## **Fire Risk Assessment Rationale**

This Fire Risk Assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005. The purpose of this report is to provide a suitable and sufficient assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with Fire Safety Legislation. **This report does not address the risk to the property or business continuity from fire.** The Responsible Person must co-operate with any other relevant persons occupying the building and inform them of any relevant risks. This report reflects the circumstances found at the time of the survey only and does not absolve the 'Responsible Person(s)' from ensuring effective day-to-day fire safety management within the premises, as required by law. It also contains certain information provided by others with on-site responsibility and no liability can be accepted by STK Fire and Risk Management for the correctness or otherwise of such information. A 'Significant Findings – Action Required' section has been provided within the report; it is intended that the 'Responsible Person' will utilise this facility in order to confirm action being taken as individual recommendations are implemented.

The priority ratings stated within the 'Significant Findings – Remedial Action Required' section are given as an indicative guide only and each of the recommendations should be implemented 'as soon as is reasonably practicable', to ensure the risk from fire within the premises remains at a reasonable level. In addition, the Fire Risk Assessment should be made available for the information of employees, employee representatives and where appropriate, the guardians of young persons as well as for inspection by Enforcing Authorities. Any audit enquiries concerning this Fire Risk Assessment should be made, in the first instance, direct to the nominated 'Responsible Person' as identified within Section A.

## **Fire Risk Assessment Review Sheet**

Regular monitoring of the premises is necessary to ensure that the risk is controlled within the premises. If the property has undergone material alterations or changes in the work processes that occur within then it may have an effect on the Fire Risk Assessment. The assessment will need reviewing and possibly revising to reflect these changes. Some examples that may affect the Fire Risk Assessment may be listed as follows:

- Change in activities or the ways that they are organised.
- Change of use to part of the premises e.g. offices now converted to other uses.
- Alterations to the building either internal or external.
- The introduction of substantial fittings and furniture changes.
- The introduction of, increase or change of use of hazardous materials.
- The failure of any fire precautions equipment such as automatic fire detection or sprinklers.
- Significant changes to display materials.
- Significant increase in the number of people within the building.
- The presence of people in the building with some form of additional needs.
- Following any fire incident (or near miss).
- The Fire Risk Assessment should be reviewed at intervals of no more than 12-months.

**The next recommended review date of this Fire Risk Assessment is April 2026**

## **Fire Risk Assessment 'Benchmark Standards'**

As referred to within Section J of this report, judgments have been taking into account guidance given in 'Benchmark Standards' pertinent to the type and use of the building in concern. Although by no means exhaustive, it is felt appropriate to further outline specific aspects of this process. These are listed below in a series of chronological headings corresponding to the Table of Contents Part 1 Fire Risk Assessment.

### **Identification of Hazards**

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) are concerned with protection against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace. They set minimum requirements for the protection of workers from fire and explosion risks related to dangerous substances and potentially explosive atmospheres. The Management of Health and Safety at Work Regulations 1999 (MHSW Regulations) support the general duties in the Health and Safety at Work etc Act 1974. The MHSW Regulations require employers and the self-employed, among other things, to:

- a) Assess the general risks to health and safety arising from their work activity;
- b) Identify the preventive and protective measures that need to be taken to control the identified risks;
- c) Introduce procedures for serious and imminent danger;
- d) Provide information and training for employees.

Where dangerous substances are present or used at the workplace the more specific provisions of the DSEAR will apply to work with those substances. For example, an assessment of the risks from dangerous substances carried out under the DSEAR will not need to be repeated for the MHSW Regulations and in many cases will be incorporated into the more general MHSW Regulations assessment. Similarly, the provisions in the DSEAR concerning arrangements for emergencies involving dangerous substances will cover much of the same ground as the corresponding general requirements for such procedures in the MHSW Regulations.

Article 9(2) of the Regulatory Reform (Fire Safety) Order 2005 requires that, where a dangerous substance is or is liable to be present in or on the premises, the Fire Risk Assessment must include consideration of the matters set out in Part1 of Schedule 1 of the Order. In those instances where the Fire Risk Assessment identifies the need for a separate assessment of risk under the auspices of the DSEAR, this fact is drawn to the attention of the 'Dutyholder' as appropriate.

Individual premises may need to be provided with suitable lightning protection systems. Such systems, where required, can be seen as 'general fire precautions' as they are 'measures to reduce the incidence of fire'. Workplaces in Britain have a duty to ensure the health, safety and welfare of their staff under the Health and Safety at Work Act 1974 Section 2(1). Events must be thoroughly risk assessed, and if there is a risk of being struck by lightning this must be investigated with control measures such as a lightning safety plan being put in place. This may include the installation of building or regional lightning protection systems to create lightning protected areas.

The UK requires structural lightning protection to comply with BS 62305: 2011. This standard addresses the protection of a building structure from lightning strikes and also surge protection; factors which are also required by most insurance companies. Further guidance relating to lightning protection systems can be found in BS 7430: 2011 'Earthing' or CENELEC and IEC Standards for existing systems.

## **People at Risk**

Premise(s) emergency evacuation plans should not rely upon the intervention of the Fire and Rescue Service. Recent equality legislation does not make any change to these requirements; it underpins the current fire safety legislation in England and Wales. Where an employer or service provider does not make provision for the safe evacuation of disabled people from its premises, this may be viewed as discrimination. It may also constitute a failure to comply with the requirements of statutory fire safety legislation. Further guidance as necessary is available within the Department for Communities and Local Government (DCLG) guide Fire Safety Risk Assessment (Means of Escape for Disabled People), or from STK Fire and Risk Management. Such guidance may also include the provision of personal emergency evacuation plans (PEEPs).

In those instances where young persons are employed, it should be ensured that the requirements of the Regulatory Reform (Fire Safety) Order 2005 Article 9(5) and Schedule 1: Part 2. Specifically, due regard should be made to:

- a) The inexperience, lack of awareness of risks and immaturity of young persons;
- b) The fitting out and layout of the premises;
- c) The nature, degree and duration of exposure to physical and chemical agents;
- d) The form, range and use of work equipment and the way in which it is handled;
- e) The organisation of processes and activities;
- f) The extent of the safety training provided or to be provided to young persons; and
- g) Risks from agents, processes and work listed in current guidance regarding the protection of young people at work.

It should be ensured that all young persons who are employed are subject to fire safety related risk assessment, commensurate with their role; where necessary, suitable and sufficient supervision, instruction and training should also be provided.

## **Protective Equipment**

Portable fire extinguishers are now rated according to their ability to extinguish Class A to F risks. For Class A risk, British Standard EN3 and 5306: 2012 Fire Extinguishing Equipment Pt 8 generally prescribes that each floor of a building should have provided a total extinguishing capacity that equates to 0.065 times the floor area (in m<sup>2</sup>).

The Class A test involves extinguishing a burning wooden 'crib' where the rating is based upon the length of crib that can be tackled; e.g. a rating of 13A is given to a 9l water extinguisher because it is Class A and can cope with 13 units of 'crib'. The Class B test rates extinguishers according to the volume of burning flammable liquid that can be extinguished in a range of standard trays. A 2kg carbon di-oxide (CO<sub>2</sub>) extinguisher rates 21B (21l of the test liquid).

BS 5839 Part 1: 2017 Fire Detection and Alarm Systems for Buildings divides fire alarm systems into three principal categories which are further divided into distinct descriptions of Life (L) and Property (P) type systems, these descriptions are listed below:

## **Category P Fire Alarm Systems**

BS 5839 Category P Fire Alarm Systems are designed specifically for protection of property only. Category P systems are split into two classifications; P1 and P2. The main objective of a Category P1 fire alarm system is to provide the earliest possible warning of a fire to minimise the time between ignition and the arrival of the Fire Service.

The difference between a P1 and a P2 system is that a P1 system is designed to protect the whole building, whereas a P2 system is installed in defined parts of the building only. These defined parts of the building may be areas with an extraordinarily high fire risk or hazard.

## **Category L Fire Alarm Systems**

The main objective of a BS 5839 Category L Fire Alarm System is life protection. These systems are split into five classifications; L1, L2, L3, L4 and L5.

## **Category M Fire Alarm Systems**

A Category M fire alarm system consists of manually operated call points positioned at strategic locations within a premises. Distribution of manual Call points (MCPs) should be that no one needs to travel more than 45m (Rule 20.2e the 45m rule is reduced to 25m where a significant proportion of the occupants have limited mobility or 16m in areas of high flammable liquids or gas). Category M only type systems are usually found in buildings such as schools and older office blocks which have had a fire alarm system installed prior to the requirement for automatic fire alarms was made and often were installed to the requirements of CP1019 which was superseded by BS 5839 in 1980. This type of system is only recommended where a site is fully staffed at all times, preferably with clear sight of all areas being available

Suitable and sufficient information (where applicable) in relation to fire alarms is made within Section D1 of this report.

## **Means of Escape**

The basic requirements for means of escape in buildings are set out within the Building Regulations 2010 Approved Document B (ADB). Definitive guidance is further set out within Volume 2 - Buildings Other Than Dwelling Houses Section B1 Means of Warning and Escape. Having regard to means of escape, other relevant guidance documents include:

- a) British Standard 9999 Code of Practice for Fire Safety in the Design, Management and Use of Buildings;
- b) DCLG Fire Safety Risk Assessment Guide (Sleeping Accommodation);
- c) LACoRS – Housing Fire Safety Guide;
- d) Local Government Association – Fire Safety In Purpose Built Blocks Of Flats;
- e) DCLG Fire Safety Risk Assessment Means of Escape for Disabled People;
- f) The Building Regulations 2010 Approved Document K (ADK) Protection from Falling, Collision and Impact.

The requirements of ADB B1 will be met provided the following criteria apply within a building:

1. There are routes of sufficient number and capacity, which are suitably located to enable persons to escape to a place of safety in the event of fire.
2. The routes are sufficiently protected from the effects of fire where necessary.
3. The routes are adequately lit.
4. The exits are suitably signed; and
5. There are appropriate facilities to either limit the ingress of smoke to the escape route(s) or to restrict the fire and remove smoke.

All of these criteria should be to an extent necessary that is dependent upon the use of the building, its size and height and where there is a sufficient means for giving early warning of fire for persons within the building.

All travel distances have been assessed within Section D3 of this report, against the parameters set out within relevant guidance. **In making this judgement (unless stated otherwise) the premises have been classed as of 'normal risk'.** In the case of these premises, recommended travel distances may be taken as:

- a) 18m travel distance in a bedroom (where more than one route is available);
- b) 9m travel distance in a bedroom (where only one route is available);
- c) 35m total single direction of travel;
- d) 45m travel distance where an alternative means of escape is available;

### **Recording, Planning, Informing, Instructing and Training**

The following elements of the Fire Risk Assessment must be communicated by the 'Responsible Person(s)' to all staff in compliance with Article 19(1)(a) and (b) of the Regulatory Reform (Fire Safety) Order 2005:

1. The risks identified by the Fire Risk Assessment.
2. The measures (preventive and protective) taken to keep them safe from fire.
3. The identity of those persons nominated to carry out firefighting measures under Article 13(3)(b).
4. The measures to be taken in case of emergency under Article 15(1)(a).
5. The identity of those persons nominated to carry out the Emergency Plan under Article 15(1)(b).
6. Any risks notified to him by other 'Responsible Person's' under Article 22(1)(c).
7. Any further information that he would need to convey to the employers of external contractors, the contractors themselves and other 'Responsible Person's' to comply with his duties under Articles 20 and 22.

The actions of staff if there is a fire are likely to be crucial to their safety and that of other people in the premises. All staff should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. It should be ensured that all staff and contractors (and, if appropriate, residents and regular visitors) are told about the emergency plan and are shown the escape routes.

The training should take account of the findings of the Fire Risk Assessment and be easily understood by all those attending. It should include the role that those members of staff will be expected to carry out if a fire occurs. This may vary in large premises, with some staff being appointed as Fire Marshals or being given some other particular role for which additional training will be required. As a minimum, all staff should receive training in relation to:

- The items listed in the premises emergency plan.
- The importance of fire doors and other basic fire prevention measures.
- Where relevant, the appropriate use of firefighting equipment.
- The importance of reporting to the assembly area.
- Exit routes and the operation of exit devices, including physically walking these routes; and
- General matters such as permitted smoking areas or restrictions on cooking other than in designated areas.

**Training is necessary:**

- When staff start employment or are transferred into the premises.
- When changes have been made to the Emergency Plan and the preventive and protective measures.
- Where working practices and processes or people's responsibilities change.
- To take account of any changed risks to the safety of staff or other relevant persons; and
- To ensure that staff know what they have to do to safeguard themselves and others on the premises.

Article 11(1) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to make and give effect to such fire safety arrangements that are appropriate, having regard to the size of the undertaking and nature of premise(s) activities. Such arrangements should include:

- a) Effective planning;
- b) Organisation;
- c) Control;
- d) Monitoring and review of the preventative measures.

Where five or more persons are employed, Article 11(2) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to formally record the arrangements. This therefore requires a formal Fire Safety Policy setting out such arrangements as:

- a) Fire Safety General Policy Statement;
- b) Fire Safety Management;
- c) Site Safety Specification;
- d) Fire Safety Risk Assessment;
- e) Fire Emergency Plan;
- f) Fire Safety Training;
- g) Fire Drills;
- h) Fire Precautions;
- i) Maintenance arrangements;
- j) Monitoring and Review;
- k) Fire Safety Records.



### **Fire Risk Assessment Legal Compliance**

RRFSO Articles 8-22	Risk Area/FRA Section	Compliance Methodology
<b>Article 8 (1) (a) and (b)</b>	Duty to take general fire precautions (Premises Survey)	Implementation of relevant recommendations made within the Fire Risk Assessment Premises Survey and any additional applicable appendices.
<b>Article 9 (1) to (8)</b>	Risk assessment (All Sections including Section C People at Risk)	The completion of a suitable and sufficient Fire Risk Assessment by STK Fire and Risk Management Limited. The risk assessment taking into consideration, where appropriate, the matters set out within Part 1 of Schedule 1 of the Order. The establishment of a structured and regular regime of review. The risk assessment taking into consideration, where appropriate, the requirements for young persons to include the matters set out in Part 2 of Schedule 1 of the Order. The appropriate recording of relevant information to include any Significant Findings of the assessment and any groups considered as being especially at risk.
<b>Article 10</b>	Principles of prevention to be applied (Section F Fire Risk Rating Matrix)	Implementation of any preventative and protective measures using the principles of prevention as set out in Part 3 of Schedule 1 of the Order. Applying the principles of as low as is reasonably practicable (ALARP) in respect of risk reduction.
<b>Article 11 (1) and (2)</b>	Fire safety arrangements (Sections E1, E3, D6 and Legal Compliance)	The Fire Risk Assessment has been recorded having regard to the number of persons employed and includes appropriate recommendations/observations for the planning, organisation, control, monitoring and review of the preventative and protective measures.
<b>Article 12 (1) to (4)</b>	Elimination or reduction of risks from Dangerous Substances (Section B Identification of Hazards)	<p>In those instances where Dangerous Substances are present, the Responsible Person should be cognisant of the need to reduce the risk to persons to ALARP.</p> <p>In those instances where it is not possible to eliminate the risks, control measures appropriate to the activity or operation have been recommended or confirmed. These arrangements include reference to the measures specified in Part 4 Schedule 1 of the Order to:</p> <ul style="list-style-type: none"> <li>a) Control the risk; and</li> <li>b) Mitigate the detrimental effects of a fire.</li> </ul>

RRFSO Articles 8-22	Risk Area/FRA Section	Compliance Methodology
<b>Article 13 (1) to (4)</b>	Firefighting and fire detection (Sections D1 Fire Detection and Warning Systems and Section D2 Firefighting Equipment)	Due consideration should be given to those matters set out in Articles 13 (1) and (2) of the Order. Thereafter, appropriate recommendations/observations have been made in relation to the provision and use of firefighting equipment and fire detection and alarm systems. Competent Persons should be nominated by the Responsible Person having regard to implementing any appropriate measures. Appropriate training should be undertaken and where appropriate, contact should be made with the emergency services and other relevant organisations.
<b>Article 14 (1) and (2)</b>	Emergency routes and exits (Section D3 Means of Escape)	The Responsible Person should ensure that fire exits and fire exit routes are maintained clear and available at all times. Section 5 of this Fire Risk Assessment has made due consideration of the requirements of Article 14 (2) (a) to (h) of the Order.
<b>Article 15 (1) to (3)</b>	Procedures for serious and imminent danger and for danger areas (Section E1 Fire Safety Policy and Emergency Plan)	The Responsible Person should make arrangements for the completion of appropriate procedures and safety drills. Sufficient nominated persons should be provided to facilitate the relevant procedures and suitable and sufficient training should be given to those persons needing to access areas ordinarily restricted on the grounds of safety. Due consideration should be given to the requirements of Article 15 (2) (a) to (c) of the Order.
<b>Article 16 (1) to (4)</b>	Additional emergency measures in respect of dangerous substances (Section B Identification of Hazards)	Without prejudice to Article 16 (4) of the Order the Responsible Person should implement any additional measures to safeguard the safety of relevant persons arising from an accident, incident or emergency relating to Dangerous Substances in or on the premises. Where necessary, due consideration should be given to specific hazards, hazard identification, warning, communication, rescue operations and escape. Relevant information will be made available to emergency services.
<b>Article 17 (1) to (6)</b>	Maintenance (Section D6 Testing and Maintenance)	The Responsible Person should maintain the premises, any facilities, equipment and devices provided in respect of the Order or subject to any other enactment, in an efficient state, in efficient working order and in good repair. In those instances where premises are multi-occupied, the Responsible Person should make any arrangements with other occupiers as are required in pursuance of Article (17) (1) of the Order.

RRFSO Articles 8-22	Risk Area/FRA Section	Compliance Methodology
<b>Article 18 (1) to (8)</b>	Safety assistance (Fire Risk Assessment Rationale)	For the purposes of completing the initial Fire Risk Assessment, the Responsible Person was appointed STK Fire and Risk Management Limited as the 'Competent Person' as defined within the Order. The Responsible Person has discharged their relevant duties as set out in Article (18) (4) (a) to (b).
<b>Article 19 (1) to (4)</b> <b>Article 20 (1) to (3)</b> <b>Article 22 (1) (c)</b>	Provision of information to employees  Provision of information to employers and the self-employed from outside undertakings (Section E3 Training)	The following elements of the Fire Risk Assessment should be communicated by the 'Responsible Person' to all staff:  <ol style="list-style-type: none"> <li>1. The risks identified by the risk assessment.</li> <li>2. The measures (preventive and protective) taken to keep them safe from fire.</li> <li>3. The identity of those persons nominated to carry out fire fighting measures under Article 13(3) (b).</li> <li>4. The measures to be taken in case of emergency under Article 15(1)(a).</li> <li>5. The identity of those persons nominated to carry out the Emergency Plan under Article 15(1)(b).</li> <li>6. Any risks notified to him by other 'Responsible Person's' under Article 22(1)(c).</li> <li>7. Any further information that he would need to convey to the employers of external contractors, the contractors themselves and other 'Responsible Person's' to comply with his duties under Articles 20 and 22.</li> </ol>
<b>Article 21 (1) to (2)</b>	Training (Section E3 Training)	Suitable and sufficient staff training should be provided by the Responsible Person during induction and upon their exposure to new or increased risk. The training should take into account the appropriate precautions and action to safeguard the employee and other relevant persons on the premises.
<b>Article 22 (1) to (2)</b>	Co-operation and co-ordination (Various Sections)	Where applicable, the Responsible Person should co-operate and co-ordinate matters as appropriate with other Responsible Persons and in relevant cases assume the responsibility of complying with those requirements as set out within Article (22) (2) of the Order.

## **Fire Risk Assessment Section**

## **Fire Risk Assessment Table of Contents – Part 1 Fire Risk Assessment**

### **Section A: General Information**

### **Section B: Identification of Hazards**

(Article 10 of the Regulatory Reform (Fire Safety) Order 2005 requires the 'Responsible Person(s)' to take general fire precautions to reduce the risk of fire and the risk of fire spread in the premises).

- Section B.1 Sources of Ignition
- Section B.2 Sources of Fuel
- Section B.3 Sources of Oxygen

### **Section C: People at Risk**

### **Section D: Protective Equipment and Arrangements**

- Section D.1 Fire Detection and Warning systems
- Section D.2 Fire Fighting Equipment
- Section D.3 Means of Escape
- Section D.4 Emergency Escape Lighting
- Section D.5 Signs and Notices
- Section D.6 Testing and Maintenance

### **Section E: Recording, Planning, Informing, Instructing and Training**

- Section E.1 Fire Safety Policy and Emergency Plan
- Section E.2 Providing Information for People Visiting the Premises (Including Contractors)
- Section E.3 Training
- Section E.4 Occupation Arrangements
- Section E.5 Miscellaneous Issues

### **Section F: Special Fire Safety Arrangements**

- Section F.1 Statement of Integrity Of Fire Precautions And Fire Safety Arrangements which should not be compromised.

### **Section G: Photographs**

### **Section H: Plan Drawings and Schedules of Works**

### **Section I: Receipt of Risk Assessment**

### **Section J: Regulation and Guidance**

### **Section K: Fire Risk Assessment Terminology**

## **Fire Risk Assessment Table of Contents – Part 2 Fire Safety Log Book/Checklists**

See Part 2 of Folder for specific items included for the 'Responsible Person(s)' considered needs

## **Section A: General Information**

Premises Address	Pioneer Centre Cleobury Mortimer Kidderminster	
Postcode	DY14 8JG	
Identity of Client	Contact Person: Joshua Thompson Position: Head of Centre	
Responsible Person(s)	Responsible Person: Action Centres UK Ltd, Subsidiary of Northamptonshire Association of Youth Clubs Position: Chief Executive Officer. John Whittaker	
Any persons with responsibility for fire safety in the premises (Refer to Article 5 of RRFSO):	Name: Joshua Thompson Position: Head of Centre  Scope of Control: Day to day operations and risk assessments as well as staff fire training.	
	Name: Martin Tomanek Position: Maintenance Manager  Scope of Control: Day to day operations on site, fire safety equipment and health and safety practices.	
	Name: Steve Carter Position: Site Maintenance Team  Scope of Control: Day to day operations on site, testing of fire safety equipment and health and safety practices.	
Any appointed Competent Persons.	Fire Alarm: Bryland Ltd	Emergency Lighting: Bryland Ltd
	Firefighting Equipment: Bryland Ltd  Kitchen Range Suppression systems Bryland Ltd	Other: 5 Yearly Electrical test – Steve Salt Electrical PAT Inhouse. gas certificates – RNA Heating

Telephone Numbers	Client: 01283 795100	Responsible Person: 01283 795100	Premises: 01283 795100
Email Address	Client: <a href="mailto:HOC@pioneercentre.org.uk">HOC@pioneercentre.org.uk</a>	Responsible Person: <a href="mailto:HOC@pioneercentre.org.uk">HOC@pioneercentre.org.uk</a>	Premises: <a href="mailto:HOC@pioneercentre.org.uk">HOC@pioneercentre.org.uk</a>
Identity of persons providing information to assessor	Name: Joshua Thompson Role: Head of Centre	Info Provided: Staff Training, staff and site policies. Maintenance and Fire safety testing Records.	
	Name: Martin Tomanek Role: Maintenance Manager	Info Provided: Site tour and day to day operations on site, testing of fire safety equipment and health and safety practices.	
Additional Information	<p>The site operated by Action Centres UK Ltd, Subsidiary of Northamptonshire Association of Youth Clubs, is open all year round and can be in use 24 hours a day for outward bound activities The centre offers a variety of activities, and these include climbing, abseiling, high ropes, zip wire, caving, raft building etc. The Centre is also available for use as a meeting venue and conference centre.</p> <p>Sleeping accommodation is also available on site, in modern purpose-built accommodation buildings that have enclosed walkways to the main site building.</p> <p>There is also staff accommodation in the separate Canadian named timber huts.</p> <p>The majority of the time the ages range from 8 – 14 year olds with can be older dependent upon group type.</p> <p>The centre occupies a 25 acre site, having a range of 13 standalone buildings.</p> <p>With the exception of the Cottage all other buildings are mainly timber frame and clad.</p> <p>The centre has living facilities to have up to 50 staff supporting up to 400 guests at any one time.</p>		
Building Description (extent of areas included within FRA)	<p>The premises build was started in 1940's with the older timber huts with newer buildings completed to current building regulations from 2000 onwards.</p> <p>The centre comprises of the central core building which houses the main open plan large lounge, meet and greet room. Another further large hall, two smaller lounges one major lounge Off the main reception hall the dining room capable of seating 320 persons at any one time, the kitchen at the far end with access into the dining room and rear exits to the carpark. In the main core there are also offices and WC's.</p> <p>Radiating off the main core there is the sports hall and seven residential buildings linked by short walkways. Some of the more modern accommodation at the entrance road end of the site have brick internal and external walls with lower-level facilities and rooms due to the one end of the buildings being a sloping site.</p>		

Continued.../

Building Description (extent of areas included within FRA) continued

Each of the residential blocks linked to the main block are provided with their own small lounge and drinks making facilities. The main residential accommodation has up to 78 rooms available varying between 2 and 8 beds the majority being 4 bedrooms.

The other two separate blocks each have a larger lounge area with drink facilities in a small kitchenette. Then a fire resisting door enters the corridor at the rear which is lined with bunk rooms down both sides. In the middle of each of these block's corridors are FD30 smoke doors.

The residential blocks all have two directions of travel from the bunk room corridor with the second rear fire exit opening directly to outside.

Additionally there are another 13 buildings on site consisting of staff accommodation, meeting rooms activity rooms , WC's laundry rooms and staff recreation and dining rooms.

there is also a traditionally built early 1900's brick built cottage that is also used for staff accommodation.

Due to its lack of fire resisting construction affecting means of escape and lack of hard wired fire alarm system a docket was issued at time of audit.

All Buildings were built to current building regulations at time of build.

To compensate for lack of fire resistance in some of the buildings being timber all buildings have been treated with a liquid fire retardant coating.

All residential accommodation has been provided with a fire alarm conforming to BS5839 Pt1 Category L2.

The kitchen off the dining hall sits within its own one hour compartment having been separated from the dining hall and rest of the building by insulated fire stud walls that have been plaster boarded and skimmed to achieve one hour fire resistance of both walls and ceilings. The range is also provided with a suppression system with no deep fat frying range.

There are also 3 flats provided for in three of the staff lodges, together with two bungalows recently knocked in to one larger bungalow.

To compensate for lack of fire resistance in some of the buildings being timber all buildings have been treated with a liquid fire-retardant coating.

All residential accommodation has been provided with a fire alarm conforming to BS5839 Pt1 Category L2.

<p>Size of Building</p>	<p>The main block incorporating the dining room, kitchen, office accommodation various sized meeting rooms the 6 attached lodges and the gymnasium is approximately – 3820m<sup>2</sup>.</p> <p>Each of the five staff residential blocks and workshop and archery are approximately – 490m<sup>2</sup> each.</p> <p>The staff cabin approximately 175m<sup>2</sup>.</p> <p>Thunder Bay approximately 330m<sup>2</sup>.</p> <p>Bungalow approximately 180m<sup>2</sup>.</p> <p>Red Deer approximately 490m<sup>2</sup>.</p> <p>Klondike Blackfoot lodge approximately 240m<sup>2</sup>.</p> <p>The Cottage approximately 96m<sup>2</sup>.</p> <p>Trading Post approximately 100m<sup>2</sup>.</p> <p>Total building footprint approximately 8940m<sup>2</sup>.</p>
<p>Approx. Year of Construction</p>	<p>Circa – 1940s with additions and alterations up till 2023.</p>
<p>Number of Floors</p>	<p>Mainly ground with some First floors or lower ground in a small number of buildings only.</p>
<p>Number of Occupants</p>	<p>Staff: 100.</p> <p>Residents mainly school age, up to 320 in the residential lodges. It is then variable throughout the day with day attendees using the outward activities or the meeting rooms. This can be upwards of 400 visitors.</p>
<p>Details of any fire engineered solution which has been adopted</p>	<p>A full fire alarm system to BS5839 Pt 1 Category L2 is provided throughout the residential buildings.</p>
<p>Details of any recently completed and agreed Building Control authorisation, that may be in conflict with this Fire Risk Assessment</p>	<p>None</p>








In the case of non-Code/ Guidance compliant buildings, has the flowchart decision tree in PAS 79-1 Code 2020 been followed?	N/A				
Does Peer-Peer rental accommodation have any applicability to this Fire Risk Assessment?	N/A				
Is there any history of previous fire in or on the premises due to any of the causes listed?	Cause of Fire		Y	N	General Comments
	Arson?			<b>N</b>	Not applicable in this instance
	Electrical faults?			<b>N</b>	Not applicable in this instance
	Smoking or smoking materials?			<b>N</b>	Not applicable in this instance
	Portable heaters etc?			<b>N</b>	Not applicable in this instance
	Cooking?			<b>N</b>	Not applicable in this instance
	Lightning?			<b>N</b>	Not applicable in this instance
	Hot works activity?			<b>N</b>	Not applicable in this instance
	Housekeeping deficiencies?			<b>N</b>	Not applicable in this instance
Other significant ignition sources?			<b>N</b>	Not applicable in this instance	
Date and Time of Inspection	22nd April 2025 12.10				
Date of previous FRA /Review	Last FRA carried out by STK April 2024 10am 23 <sup>rd</sup> & 24 <sup>th</sup> April 2024. Jack Kernohan BEng (hons) Fire Eng. MIFire Eng. MIFSM.				

Reviewer Name	J Thompson		
Validation / Proof Reading	M Tomanek		
Validation / Proof Reading Signature			
STK Contact Information (for Assessor Support)	STK Fire and Risk Management Ltd: Tel: 01902 382114 Email: <a href="mailto:info@stkms.co.uk">info@stkms.co.uk</a>		
Unique Reference Number	1539-MAR24		
Overall Premises Risk Rating	<b>LOW</b>		

## **Section B: Identification of Hazards**

\*  = Positive Comments Apply  = Action Required  = Part Completed  = Not Applicable

### **B.1 Sources of Ignition**












	<b>Potential Sources of Ignition</b> Include items that could get hot enough to ignite material on the premises	   	<b>Issues Found</b> (Either: action needed or positive feedback on good practice)
B1 (1)	Electrical, gas or oil-fired heaters (fixed or portable), room heaters. Central heating boilers.		<p>Domestic type gas-fired boilers supply conventional water radiators throughout the majority of buildings. Supplementary heating is supplied via wall mounted electrical convector heaters. There was no evidence of combustible storage in close proximity to electrical heaters.</p> <p>Each boiler is situated in their own one hour fire compartment</p> <p>The domestic type boilers are not required to have a means of automatically shutting off the fuel supply in the event of a fire. However as the boilers are fed from external LPG tanks additional gas cutoffs can be found outside the majority of buildings.</p> <p>It is understood that the gas installations are maintained in conformity with BS 6644: 2005 Specification for the installation of gas-fired hot water boilers of between 70 kW (net) and 1.8 MW (net) and IGE/UP/11 Gas in educational establishments.</p>
B1 (2)	Use of naked flames, e.g. decorative candles.		There are no facilities within the buildings, other than kitchen equipment, where the use of naked flames is evident. Chemical agents are not stored in any of the buildings.
B1 (3)	Hot processes and work, e.g. by contractors. Are there suitable systems and procedures in place to control work on new buildings and/or alterations, repairs and decoration of premises? Are permit-to-work systems in place for any 'Hot Work' undertaken?		There is a control of contractors policy in place, however due to the buildings construction, hot works are not allowed, cold works only.

B1 (4)	<p>Cooking equipment, hot ducting, flues and filters.</p> <p>Are vending machines provided within the establishment?</p>	<p>✓</p> <p>✓</p>	<p>The Kitchen is at the rear of the Dining Hall, it is a large kitchen which operates to a commercial standard. All cooking equipment appeared to be in good condition with no immediate faults being evident. The relevant appliance extraction units are given a deep clean by a specialist contractor and are cleaned on a regular basis by kitchen staff. The extraction system hood has recently been fitted with a suppression system.</p> <p>Vending machines are provided within one corridor of the main building. They are on the own individual socket and their fuse panels are fitted with RCD's.</p>
B1 (5)	<p>Extract fans for dust and fume removal systems, e.g. by build-up of debris.</p> <p>Lint filters in communal drying machines are cleaned regularly?</p>	<p>✓</p>	<p>Other than the Kitchen extract system commented on above, there is only the workshop using an extraction system which is subject to regular maintenance and replacement of filters</p>
B1 (6)	<p>Poor electrical installations, e.g. overloaded circuits, heating from bunched cables, damaged cables, extension leads, multi-adaptors, Are portable appliance tests (PAT) done?</p>	<p>✓</p> <p>✓</p>	<p>Electrical appliances are tested annually by a responsible person. The PAT is on a rolling program carried out in house all such equipment is in date.</p> <p>Electrical circuits and installations were tested in December 2023 and April 2024.</p> <p>Trailing leads were well managed, and all appeared to being subject to PAT.</p>
B1 (7)	<p>Faulty or misused electrical equipment.</p>	<p>✓</p>	<p>All relevant equipment appeared suitable for purpose with no obvious defects or misuse apparent.</p>
B1 (8)	<p>Light fittings and lighting equipment e.g. halogen lamps or lighting units too close to stored products.</p>	<p>✓</p>	<p>It was noted that adequate clearance was being maintained between stored goods and lighting units.</p>
B1 (9)	<p>Is there evidence of smoking materials?</p> <p>Is suitable and sufficient 'No-Smoking' signage provided in prominent positions within the building/s?</p>	<p>✓</p>	<p>All buildings are classified as 'No-Smoking' areas following the introduction of the Smoke Free (Premises and Enforcement) Regulations 2006. Required compliance is demonstrated by suitable signage. There were no observed instances of surreptitious smoking. This matter should continue to be actively controlled and monitored by management.</p>













## B.2 Sources of Fuel

	Sources of Fuel Some of the most common 'fuels' found in Educational Establishments.	   	Issues Found (Either: action needed or positive feedback on good practice)
B2 (1)	Are there flammable liquids such as cooking oils, cleaning and decorating products, petrol, white spirit, meths, photocopier chemicals, decorating materials? (Use COSHH sheets to obtain information).		The current scale of use/storage of flammable materials does not raise any undue concerns.  All flammable cleaning materials are secured in a secure store where appropriate.
B2 (2)	Are there flammable chemicals, such as certain spray paints, flammable fixatives, cleaning products or photocopier chemicals, etc?		There are no significant amounts of such materials stored or in use within the premises.
B2 (3)	Are there flammable gases such as liquefied petroleum gas (LPG)?		There are LPG Bullets in a secure compound for use in the kitchen and boilers. There is a service regime in place for all equipment using LPG.
B2 (4)	Do displays of decorative materials exceed the recommended amount on vertical surfaces?		There were no problems noted during the assessment which raised any significant concerns.
B2 (5)	Are paper, books, clothing, computer equipment and decorations in danger of igniting (including seasonal items, such as those used during religious festivals)?  This includes inappropriate storage of combustible items near to any ignition source, eg: combustibles in electrical cupboards.		There were no problems noted during the assessment which raised any significant concerns.
B2 (6)	Is polyurethane foam-filled furniture in the common areas considered a fire risk?		No significant concerns were raised during the assessment.
B2 (7)	Do any domestic refuse bin stores present a risk from fire?		No significant concerns were raised during the assessment.

B2 (8)	Materials used to line walls, floors and ceilings, e.g. polystyrene or polypropylene carpet and tiles. Also particular fixtures and fittings, and brought-in materials that might contribute to the spread of fire?	✓	<p>All wall and ceiling linings in circulation spaces and escape routes appear to comply with the following relevant statutory requirements: Class 0 and Class 1 Definitions: The Building Regulations ADB includes requirements for Internal Fire Spread (linings) within Section B2. Specifically;</p> <p>(1) To inhibit the spread of fire within the building, the internal linings shall:</p> <ul style="list-style-type: none"> <li>a) Adequately resist the spread of flame over their surface; and</li> <li>b) Have, if ignited, a rate of heat release or a rate of fire growth, which is reasonable in the circumstances.</li> </ul> <p>(2) Internal linings mean the materials or products used in lining any partition, wall, ceiling or other internal structure.</p> <p>All internal stud and plasterboard walls appear to be one hour fire rated and all exposed timber walls and cladding have been fire retardant treated.</p>
B2 (10)	Is there secure storage of flammable fuels, and gases?	✓	No undue amounts of such materials were being stored or used within the buildings.
B2 (9)	<p>Are any external cladding systems of limited combustibility, so as to prevent excessive fire spread vertically along the outer faces of the building?</p> <p>Consider the effects of external fire spread on any buildings which are in close proximity.</p>	✓	<p>The accommodation is timber clad but made of logs and timber that have been treated with a fire retardant.</p> <p>The residential accommodation buildings are approximately 3/5m apart at their nearest point which is considered an adequate spacing in the event of fire.</p>
B2 (13)	If there is cladding, what type is it (visual only)?	✓	The wooden buildings are timber clad.










Section B2 Overall Risk Rating	<b>LOW</b>		
	<p><b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b></p>		

### B.3 - Sources of Oxygen

	Sources of Oxygen Identify potential O <sub>2</sub> sources	   	Issues Found (Either: action needed or positive feedback on good practice)
B3 (1)	Are there oxidising materials, e.g. rags and oils in Art Departments?		There are no such sources on site.
B3 (2)	Are oxygen supplies from cylinder storage and piped systems safe e.g. oxygen used in welding or Laboratory processes (Correct usage and information)?		There are no such sources on site.
B3 (3)	Is there any evidence of pyrotechnics which contain oxidising materials?		There are no such sources on site.
B3 (4)	Are any oxidising chemicals present in the premises? (Check COSHH sheets for this information.)		There are no such sources on site.

Section B3 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

## Section C: People at Risk

	People at Risk Particular attention to people who may be especially at risk	   	Issues Found (Either: action needed or positive feedback on good practice)
C (1)	Are there people (including regular visitors) with disabilities (including mobility impairment, or hearing or vision impairment, etc.)?		<p>Personal Emergency Evacuation Plans (PEEPS) tailored to their individual needs, will be completed for any person with a disability by their supporting carer or organisation.</p> <p>A generic documents available at the end of the FRA</p>
C (2)	Do these individuals (including visitors) with disabilities in the building require PEEPs (Personal Emergency Evacuation Plans) tailored to their individual needs?		
C (3)	Residents who are unable to escape unaided, through illness, disability, medication, impairment or intoxication.		Any such person(s) would be supported by their carers or organisations staff at all times whilst in the Centre or its grounds.
C (4)	Any people who might panic or react adversely to the fire, the alarm or the excitement.		No significant concerns were raised during the assessment.
C (5)	Employees who regularly work alone, e.g. cleaners, caretakers, concierges and maintenance staff. (Especially at night).		Although there is the potential for some staff to be in lone working situations, the existing provision of automatic smoke detection throughout the buildings will give sufficient early warning to such persons to allow them to make a safe egress from any of the buildings on site.
C (6)	People who are unfamiliar with the premises, e.g. visitors, contractors, cooks, cleaners and members of the public. This will also apply to temporary staff, both teaching and ancillary.		Although there is a likelihood of persons being on site who are not familiar with the premises, no additional fire safety control measures are deemed to be required to allow them to make a safe egress from the premises.
C (7)	Other people in the immediate vicinity of the premises.		No significant concerns were raised during the assessment.

C (8)	Do the fire safety arrangements take into account the needs of new and expectant mothers (employed staff only)?	✓	The Centre has formal guidelines within its overall management of health and safety.
C (9)	Do the fire safety arrangements take into account the needs of Young Persons (employed staff only)?	✓	The Centre has formal guidelines within its overall management of health and safety.
C10	People using the building out of normal daytime hours.	✓	Staff and Management representatives are onsite 24/7.







Section C Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		



D1 (5)	If electrically powered is the system provided with a back-up power supply?	✓	It is understood that the requirements of BS 5839: Part 1 2002 + A2 2008 Clause 25.4 is fully met. It should be noted that a back-up power supply is a direct requirement of the Health and Safety (Safety Signs and Signals) Regulations 1996.
D1 (6)	Are residents and staff aware of the sound of the alarm?	✓	Staff and residents are made aware of the sound of the fire alarm by way of evacuation drills which are conducted through the year. In addition the fire alarm is tested the same day weekly.
D1 (7)	If the fire detection and alarm system is divided into zones, is there a corresponding plan located adjacent to the alarm panel?  <b>It should be noted, that any omission is now classed as a 'Major Variation' from the Standard.</b>	N	An up to date Zone plan can be found adjacent to the main fire alarm panel and also the staff residential repeater panels.
D1 (8)	Does the fire detection and alarm system interface with HVAC systems, magnetic door locks or any other building services?	✓	The system operates the fire shutter on the kitchen to dining room and also releases any security maglock devices.
D1 (9)	Are appointed persons within the establishment familiar with the basic operation and interrogation of the fire detection and alarm system control panel?	✓	It is understood that the majority of staff are familiar with relevant procedures.

Section D1 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

## D.2 Firefighting Equipment

	<b>Fire Fighting Equipment</b> Reducing the risk from fire, and accessibility according to risk	   	<b>Issues Found</b> (Either: action needed or positive feedback on good practice)
D2 (1)	Is fixed firefighting equipment provided and is it suitable for the risks identified? (Consider any Dry Rising/Wet Rising mains or domestic sprinkler systems)?		The kitchen range is fitted with a regularly maintained and serviced suppression system.
D2 (2)	Are there sufficient portable extinguishers sited throughout the premises and are they suitable for the risk (in accordance with BS 5306, Part 8)?		<p>In general, the buildings appear to have been provided with portable fire-fighting equipment commensurate with the recommendations of BS 5306: Part 8, regarding both type and location within the building. Extinguishers are now rated according to their ability to extinguish Class A to F risks. For Class A risk, BS 5306 Pt 3 generally prescribes that each floor of a building should have provided a total extinguishing capacity that equates to 0.065 times the floor area (in m<sup>2</sup>) This may be further equated to one water-based extinguisher for approximately every 200m<sup>2</sup> of floor space.</p> <p>The Class A test involves extinguishing a burning wooden 'crib' where the rating is based upon the length of crib that can be tackled; e.g. a rating of 13A is given to a 9l water extinguisher because it is Class A and can cope with 13 units of 'crib'.</p> <p>The Class B test rates extinguishers according to the volume of burning flammable liquid that can be extinguished in a range of standard trays. A 2kg carbon dioxide (CO<sub>2</sub>) extinguisher rates 21B (21l of the test liquid).</p> <p>All portable extinguishers appeared to be in good condition and have been serviced regularly by a competent person with the last service being recorded in 23.04.24 by Bryland Fire Protection Ltd.</p>

D2 (3)	Are the correct types of extinguishers located close to fire hazards? Are they located in accordance with BS 5306 Part 8?	<input checked="" type="checkbox"/>  <input type="checkbox"/> N	<p>Cross-reference with Section D2(2) above. In general all buildings on-site have been provided with portable fire-fighting appliances that are suited to the prevalent risk.</p> <p>There are no hosereels in any of the buildings.</p>
D2 (4)	Are the extinguishers immediately available for use and visible?	<input checked="" type="checkbox"/>	Those extinguishers that are currently provided were free from obstruction and in locations which were clearly visible and immediately available for use.
D2 (5)	Is firefighting equipment (fixed and portable) serviced and maintained by a Competent Person?	<input checked="" type="checkbox"/>	All portable extinguishers have been serviced regularly by a competent person all are in date and serviced by Bryland Ltd.
D2 (6)	Are fixed firefighting hydrants located within a reasonable proximity to the site and maintained as necessary by either the Fire Authority or the site management team (private hydrants)?	<input checked="" type="checkbox"/>	Two private fire hydrants are provided on site, and both are subject to a regular maintenance regime.
D2 (7)	Outside the premises is there sufficient access for fire appliances (two if possible) and is there sufficient space for these appliances to manoeuvre? Also is there sufficient space to allow a high-reach fire appliance to operate, where required?	<input checked="" type="checkbox"/>	There is access roads and hardstanding to enable access on all sides of the buildings.

Section D2 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'.</b> <b>See Significant Findings Section at Front of Document.</b>		













D3 (3)	Are any holes or gaps in walls, ceilings or floors properly sealed?	✓	No significant concerns were raised during the majority of the assessment.
D3 (4)	<p>Can all occupants escape to a place of complete safety in a reasonable time (i.e. 2-3 minutes)? Does this include occupants/visitors who require PEEPs?</p> <p>Is there a Fire Safety Strategy required/in place under Regulation 38 of the Building Regulations?</p>	✓	Taking into consideration the means of escape strategy which has been designed for the buildings on site it is seen that a full evacuation of the premises should be achievable within acceptable time limits.
D3 (5)	<p>Are the existing numbers of escape routes adequate for the number and type of people that may need to use them, e.g. staff, pupils and students, members of the public, disabled people and young children?</p> <p>Note: This Fire Risk Assessment will supersede any restrictions of occupancy numbers that may have been applied under the Licensing Act 2003.</p>	✓	<p>The means of escape capacity provisions within all buildings on site appear to be, suitable for the estimated already agreed maximum occupancy capacity of each separate area and each meeting room.</p> <p>If the fire alarm actuates then all buildings will be simultaneously evacuation.</p>

D3 (6)	Are exits in the correct positions and lead as directly as possible to a place of safety?	<input checked="" type="checkbox"/>          <input checked="" type="checkbox"/>	<p>No significant concerns were raised during the assessment. In the majority of meeting rooms there appears to be an over provision of final exits as agreed with Building control and Shropshire Fire Brigade when the premises was built.</p> <p>Associated travel distances are minimal and are well within those parameters as set out within the 'Benchmark Standards' section of this report. Due account has been taken of available safe exit time (ASET) and required safe exit time (RESET).</p>
D3 (7)	Are escape routes and final exits kept clear at all times? Are residents and staff who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?	<input checked="" type="checkbox"/>	<p>In normal usage, assuming that none of the passive or active fire safety measures are compromised, it is difficult to envisage a situation whereby a fire could spread throughout the buildings in an uncontrolled fashion.</p> <p>The kitchen is in a one hour fire resisting compartment with access from the dining hall via fire doors.</p>
D3 (8)	Do doors on escape routes open in the direction of escape, where required?	<input checked="" type="checkbox"/>	<p>All doors which serve potential populations in excess of 60 persons open in the direction of escape.</p> <p>This assessment has taken into account the maximum number of people who are likely to be in any part of the premises at any one time and the capacity of the existing escape routes.</p>
D3 (9)	Can final exit doors be opened easily and immediately in the event of an emergency without the use of a key?	<input checked="" type="checkbox"/>	<p>All doors are secured in such a manner as to be immediately opened in an emergency.</p>
D3 (10)	Are any fire doors wedged/held open? If so, are there closure devices linked to the fire detection and alarm system?	<input checked="" type="checkbox"/>	<p>No significant concerns were raised during the assessment.</p>
D3 (11)	Are all storage cupboard doors on protected escape routes kept closed and have signs?	<input checked="" type="checkbox"/>	<p>No significant concerns were raised during the assessment.</p>
D3 (12)	Are any external fire escapes protected (e.g. glazing in vicinity is fire-resistant)?	<input type="checkbox"/>	<p>No such external fire escapes are provided within the premises.</p>

D3 (13)	Does any external wall construction, e.g. possibly cladding, have a material effect on means of escape from the premises?	✓	The whole of the premises walls are clad in fire retardant treated timber. The cladding has no material effect on means of escape from the premises.
D3 (14)	Are any refuges for disabled persons suitably positioned so to enable a safe evacuation to be conducted?	N	No disabled refuges are required within the premises.
D3 (15)	Are there in any inner-rooms present and are suitable provisions in place as control measures? (eg; AFD in access room, Vision Panels, etc)	✓	No significant concerns were raised during the assessment, any such rooms are provided with vision panels looking in to the access room or automatic smoke detection in the access room or both.
D3 (16)	Are any roof or balcony escape routes configured so as to allow persons to eventually reach a place of ultimate safety?	N	No such external fire escapes are provided within the premises.
D3 (17)	Are any escape routes protected by Automatic Opening Vents (AOV) or Openable Vents (OV)?  If so, are all opening mechanisms in good order, smoke detection in place (AOV only) and any manual activation switches accessible and clearly marked?	N	No such items are provided within the premises.
D3 (18)	Are there any kick-through panels provided for means escape into adjoining premises? If so, can these panels still be used effectively?	N	No such items are provided within the premises.
D3 (19)	Does the means of escape strategy for the building rely upon the presence of escape windows in flats?  Where this is the case, is it possible to confirm that the windows are still functional? (consider the retro-fitting of window restrictors or painting-over of frames)	✓	All means of escape routes rely on the normal access and egress routes together with additional final exits where required.













Section D3 Overall Risk Rating			<b>HIGH</b>
			<b>Most Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>

## D.4 Emergency Escape Lighting

	Emergency Escape Lighting	   	Issues Found (Either: action needed or positive feedback on good practice)
D3 (1)	Is it possible that the premises will be used in the hours of darkness and/or low light?		The premises is used and occupied at all times of the day and night.
D4 (2)	Are all escape-routes covered by an acceptable form of emergency escape lighting?		All internal and external areas of the site which are used during the hours of darkness are provided with emergency lighting which is in apparent conformity, as regards scale of provision and location of luminaires, with the recommendations contained within BS 5266, Part 1:2011.
D4 (3)	Is there sufficient and appropriate emergency escape lighting for persons to safely use the escape routes?  A subjective judgement should be made by the Fire Risk Assessor to the adequacy of the existing emergency escape lighting.		Emergency lighting luminaires provided appeared to be in good condition with clean and undamaged diffusers and LED charging indicator lamps where appropriate.  Refer also to Section D4(2)
D4 (4)	Does emergency lighting have a suitable back-up power supply?		It is understood that all emergency lighting luminaires are of the self-contained type with inbuilt battery back-up facilities.
D4 (5)	Are all escape routes provided with adequate <b>artificial lighting</b> at all relevant times of the day and night?  Consider any timer switches which control the length of time that primary lighting remains on within common circulation routes.		All escape routes appear to be provided with a level of lighting compliant with Regulation 8 of the Workplace (Health, Safety and Welfare) Regulations 1992. As the escape routes are predominantly sited within classrooms, corridors and circulation areas, this may be taken as an average illuminance of 20 lux as recommended within HSG 38 Lighting At work. Suitable and sufficient lighting appears to be provided to external escape routes.
D4 (6)	In those instances where public performance events take place, is emergency escape lighting of the maintained type?		No such events take place.

Section D4 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		










## D.5 Signs and Notices

	<b>Signs and Notices</b> Health and Safety (Safety Signs and Signals) Regulations 1996	   	<b>Issues Found</b> (Either: action needed or positive feedback on good practice)
D5 (1)	Where necessary are escape routes and exits indicated with appropriate signage?		No significant concerns were raised during the assessment.
D5 (2)	Where necessary are fire doors fitted with signs stating, 'Fire Door-Keep Shut' or 'Fire Door-Keep Clear'?		All designated fire doors on corridor and lobby escape routes have been provided with signs indicating, 'Fire Door – Keep Shut', Or– Keep Clear' as appropriate.
D5 (3)	Are notices provided to indicate the action to be taken in the event of a fire?		Fire Action notices are displayed prominently throughout the building.
D5 (4)	Are notices provided on how to operate fire safety equipment i.e. fire alarm, fire extinguishers, fire telephone etc.?		No significant concerns were noted during the assessment.
D5 (5)	Are there notices provided on exit doors fitted with security devices?		No significant concerns were noted during the assessment audit.
D5 (6)	Are signs and notices provided for information to the Fire and Rescue Service maintained, legible and correct e.g. fire suppression system, sprinkler stop valves and storage of hazardous substances?		Not applicable in this instance. There are no such signs required by current Fire Safety legislation within the Home.
D5 (7)	Is suitable signage displayed in disabled refuge areas and to indicate locations of refuges? Is the information given suitable and sufficient?		Due to the method of evacuation which is adopted in the building Full evacuation, there are no designated refuges.
D5 (8)	Do all 'Panic Bar' fire exit doors have suitably positioned 'Push Bar to Open' signs, where required?		No significant concerns were noted during the assessment.

D5 (9)	Are any other general fire safety signs required, eg: Fire Door Keep Locked, Gas Isolation Valve Location, Do Not Use Lift In Case Of Fire, Fire Exit-Keep Clear, etc?	✓	No significant concerns were noted during the assessment.
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Section D5 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		









## D.6 Testing and Maintenance

	Testing and Maintenance Competence and periodic checks	   	Issues Found (Either: action needed or positive feedback on good practice)
D6 (1)	Are fire doors, signs and escape routes regularly checked by staff? (checks to ensure escape routes are clear of obstructions and/or combustibles)?		All fire safety provisions are subject to regular checks and any deficiencies are actioned.
D6 (2)	Is the emergency escape lighting checked and maintained by competent staff (monthly test) and by a Competent Person (12-monthly)?		The existing emergency lighting system is subjected to monthly 'flick' testing by on-site staff and on a six monthly basis by Bryland Ltd.
D6 (3)	Is the fire detection and alarm equipment checked weekly by competent staff and maintained/tested 6-monthly by a Competent Person?		The system is tested on a weekly basis by on site staff and on a six monthly basis by Bryland Ltd.
D6 (4)	<p>Is portable firefighting equipment inspected and maintained by a Competent Person (12-monthly)?</p> <p>Are any fixed firefighting installations within the premises being maintained in accordance with any relevant manufacturer's recommendations?</p> <p>Are any fire dampers installed in the premises, inspected and tested on a formalised basis?</p> <p>Are there any formalised in-house fire safety maintenance arrangements?</p>		All portable Fire-fighting equipment in the buildings is tested on an annual basis by a competent person; Bryland Ltd.
D6 (5)	<p>Are records maintained for the testing and maintenance of the Fire Safety equipment listed above and any other such equipment provided within the establishment?</p> <p>Special consideration should be given to the maintenance of any AOV or OV systems which are installed.</p>		Sufficient records of routine maintenance are being recorded and provide an adequate audit trail of compliance.

Section D6 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

## Section E: Recording, Planning, Informing, Instruction and Training











### E.1 Fire Safety Policy and Emergency Plan

	Emergency Plan	   	Issues Found (Either: action needed or positive feedback on good practice)
E1 (1)	<p>Is there a Fire Safety Policy for the premises?</p> <p>Where five or more persons are employed, Article 11(2) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to formally record the arrangements. This requires a formal Fire Safety Policy setting out such arrangements as:</p> <ul style="list-style-type: none"> <li>• Fire Safety General Policy Statement;</li> <li>• Fire Safety Management;</li> <li>• Site Safety Specification;</li> <li>• Fire Safety Risk Assessment;</li> <li>• Fire Emergency Plan;</li> <li>• Fire Safety Training;</li> <li>• Fire Drills;</li> <li>• Fire Precautions;</li> <li>• Maintenance arrangements;</li> <li>• Monitoring and Review and</li> <li>• Fire Safety Records.</li> </ul> <p>(Is this part of the Health and Safety Policy?)</p>		<p>The Centre operates under a suitably robust fire policy.</p> <p>PEEPs to be fulfilled by incoming groups on case by case basis.</p>
E1 (2)	<p>Has an emergency plan for actions in the event of fire been devised and the details recorded? Does it take into consideration any PEEPs required?</p>		<p>A well-established emergency plan is in place for the premises which takes into account the way in which the Centre operates on a daily basis.</p> <p><i>PEEPS documents available at the end of document</i></p>
E1 (3)	<p>Are all residents and staff aware of the emergency plan? Are residents and visitors informed about what to do in an emergency?</p>		<p>The emergency plan is regularly tested by means of fire evacuation drills on a regular basis. All staff are required to understand their specific roles within the plan. The last was 19.10.23 during the day. All evacuated in under one minute.</p>
E1 (4)	<p>Are proposed firefighting measures adequate? Do they include fire extinguisher suitability and numbers, and firefighting water supplies?</p>		<p>Suitable provision of portable fire-fighting equipment has been made and sufficient numbers of staff have received adequate training in its use.</p>

E1 (5)	Where applicable, are there sufficient competent persons nominated for tasks and co-ordinating roles?	✓	Sufficient numbers of trained staff (34) have been nominated to carry out fire-fighting and Fire Marshal duties under the existing emergency plan.
E1 (6)	Are contacts in place with the external emergency services?  (consider Section 7(2)(d) of the Fire & Rescue Services Act 2004)	✓	Yes.
E1 (7)	Is the emergency plan available to the Enforcing Authority (Fire Service)?	✓	The emergency plan is available if required. A copy of which has already been supplied to the Local Fire Authority.
E1 (8)	Is the emergency evacuation plan commensurate with any protection offered by the structure of the building – i.e; if a 'stay put' policy is in place, are all flats configured as separate fire compartments?	✓	Yes – the plan is commensurate with the protection offered by the relevant buildings on site.








Section E1 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

## E.2 Providing Information for Staff and People Visiting the Premises (Including Contractors)

	Provision of Information	   	Issues Found (Either: action needed or positive feedback on good practice)
E2 (1)	Are residents and visitors informed about what to do in an emergency (are reasonably foreseeable language difficulties catered for)?		Safety information is available for visitors, contractors etc.
E2 (2)	Where applicable, are any staff given information about dangerous flammable substances?		Small quantities of flammable materials are stored in a secure cabinet in the exterior store by the workshop. Suitable hazard warning signage has been provided. Relevant staff are aware of the associated hazards.
E2 (3)	Are arrangements in place for informing temporary or agency staff of what to do in an emergency?		All staff receives adequate instruction upon induction when they first start to work in the Centre.
E2 (4)	Are arrangements in place for informing contractors and cleaners of what to do in an emergency?		The existing evacuation arrangements include all staff within the premises.
E2 (5)	Are there co-ordinated fire safety arrangements with other Responsible Persons in the building?		Not applicable in this instance.
E2 (6)	Are details recorded of any information or instructions given and the details of any arrangements for co-operation and co-ordination with others?		Not applicable in this instance.

Section E2 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'.            See Significant Findings Section at Front of Document.</b>		











### E.3 Training

	<b>Fire Safety Training</b> Basic/Fire Marshall/Extinguishers	   	<b>Issues Found</b> (Either: action needed or positive feedback on good practice)
E3 (1)	Have all staff received regular fire safety training and are they aware of action to take in the event of fire?  Has extinguisher training, and more comprehensive fire safety training, been provided for any Fire Marshals/Wardens or staff with specific roles?		It has been confirmed that all staff have received sufficient training in order to allow them to effectively carry out their specific roles. This includes adequate fire-fighting training.
E3 (2)	Have any staff received training against the outcomes of any Fire Risk Assessment and/or Emergency Plan for the premises?		The following elements of this Fire Risk Assessment must be communicated by the 'Responsible Person' to all staff in compliance with Article 19(1)(a) and (b) of the Regulatory Reform (Fire Safety) Order 2005: - <ol style="list-style-type: none"> <li>1. The risks identified by the risk assessment.</li> <li>2. The measures (preventive and protective) taken to keep them safe from fire.</li> <li>3. The identity of those persons nominated to carry out firefighting measures under Article 13(3)(b).</li> <li>4. The measures to be taken in case of emergency under Article 15(1)(a);</li> <li>5. The identity of those persons nominated to carry out the Emergency Plan under Article 15(1)(b).</li> <li>6. Any risks notified to him by other 'Responsible Person's' under Article 22(1)(c).</li> <li>7. Any further information that he would need to convey to the employers of external contractors, the contractors themselves and other 'Responsible Person's' to comply with his duties under Articles 20 and 22.</li> </ol> Any outcomes from the Significant Findings of this Fire Risk Assessment should be included in any training which is included in E3 (1) above.
E3 (3)	Are regular fire drills being carried out (as confirmation of training) and details recorded including learning points?		Fire drills are conducted on a regular basis. The last fire drill was carried out on 19.10.23.

E3 (4)	Is there any policy in place for employees /staff fire-fighting in the premises?	✓	A staff firefighting policy is part of the Fire Marshals documents.
E3 (4)	Have staff received appropriate training for any hazardous or flammable substances?	N	Due to the limited amounts of such materials on site no specific training is required.
E3 (5)	Has joint training and fire drills in multi-occupied buildings been carried out?	N	Not applicable in this instance.










Section E3 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

#### E.4 Occupation Arrangements

	Working with other Tenants in Building(s)	   	Issues Found (Either: action needed or positive feedback on good practice)
E4 (1)	Are the premises occupied by more than one Responsible Person (multi occupied)?		The buildings are under single occupancy.
E4 (2)	If the building is multi-occupied, has a suitable Fire Safety Risk Assessment been carried out by the owner of the premises?		This assessment report carried out by STK Fire and Risk Management is deemed to be sufficient to comply with the relevant sections of the Regulatory Reform (Fire Safety) Order 2005.
E4 (3)	If the building is multi-occupied, have any other tenants been informed of any significant findings identified in the Fire Risk Assessment?		Not applicable in this instance.
E4 (4)	If the building is multi-occupied, was a copy of the owner's Fire Risk Assessment made available at the time of the assessment?		Not applicable in this instance.
E4 (5)	Are there procedures in place to ensure that the Fire Risk Assessment is reviewed periodically or sooner if alternations are made to the premises, processes, etc?		A procedure is in place to ensure the risk assessment is reviewed whenever it is considered no longer valid, i.e. following any fire related incident, or 'near miss', significant changes to layout and or working practices and in any case at intervals not exceeding 12 months.
E4 (6)	Have the relevant parts of the Management of Health and Safety at Work Regulations 1999 been covered?		<p>This assessment by STK Fire and Risk Management took into account the requirements of the Regulations in respect of fire safety risk assessment.</p> <p>Additionally, a robust framework of ongoing Fire Safety management of maintenance is in place to meet with the specific requirements of the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order 2005.</p>

Section E4 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

## E.5 - Miscellaneous Issues

	Miscellaneous Issues	   	Issues Found (Either: action needed or positive feedback on good practice)
E5 (1)	Are the premises provided with luminous tube signs?  If yes, are adequate safety measures in place?		Not applicable in this instance.
E5 (2)	Do any lifts in the building operate correctly in the event of fire?		Not applicable in this instance.
E5 (3)	Are there any facilities, equipment or devices provided for the use of firefighters and are they properly maintained?  Such facilities are those covered by Article 38 of the Regulatory Reform (Fire Safety) Order 2005 and include; firefighting lifts, firefighting shafts and dry/wet risers, etc.		There are no such facilities provided or required other than emergency vehicular access into the site.
E5 (4)	Is there any history of fires (including any arson cases) on the premises and were there any learning outcomes to develop in this assessment?		There was no documented history of fires made known during the assessment.
E5 (5)	Are disabled refuges provided and if so are they provided with two-way communications?		Not applicable in this instance.

Section E5 Overall Risk Rating	<b>LOW</b>		
	<b>All Significant Findings are 'Green'. See Significant Findings Section at Front of Document.</b>		

## **Section F: Special Fire Safety Arrangements**

### **F1: Statements About Integrity Of Fire Precautions And Fire Safety Arrangements Which Should Not Be Compromised.**

Other than the general preventative and protective Fire Safety measures highlighted within this Fire Risk Assessment, there are generally no specific Fire Safety measures that would be considered as having special importance under this Section.

However in the event of fire alarm failure a risk assessment will have to be carried out and any additional fire safety requirements implemented until the system is back operational again.

## Section G: Photographs



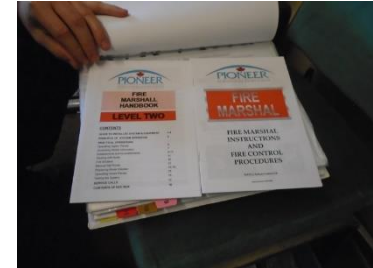
1. Building plans founds adjacent to main fire alarm panel in reception.



2. Building plans founds adjacent to main fire alarm panel in reception.



3. Fire alarm panel and fire marshal point at staff cabin area.



4. Fire Marshal Roles and responsibilities.



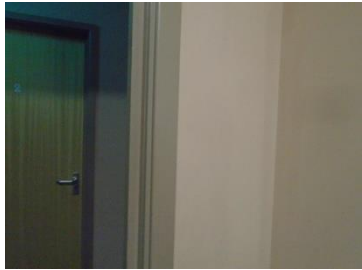
5. Site annual maintenance plan.



6. Fire hydrant maintenance plan.



8. Example of intumescent wood treatment on wall.



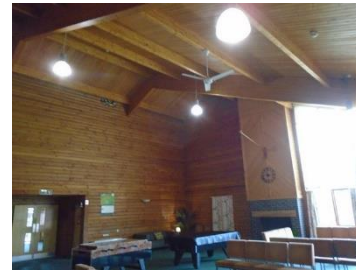
9. Example of corridor fire door with no intumescent strips and cold smoke seals.



13. Example of double door missing central strips.



14. Inside of Gym hall.



15. Inside the main Reception meeting room.



16. Inside the main Reception meeting room.





25. example of one of the staff cabins.



26. Inside of the workshop.

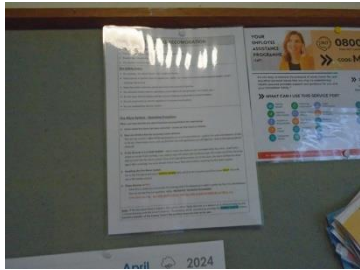


27. Example of workshop flammables store.

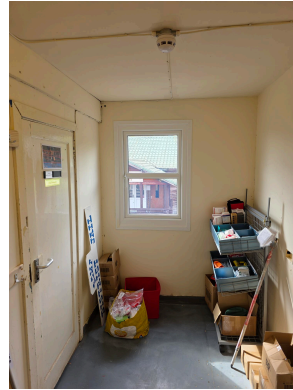


32. Example of building panel linked to main panels.

29. Combustible storage outside workshops in process of removal.



33. Example of sleeping accommodation fire and emergency plan.



34. Short corridor in Red door with fire window exit.



35. Main building entrance fire point.

## **Section H1: Plan Drawings**

This Fire Risk Assessment does not contain any plans.

**Section H2: Fire Doors**

<b>Location of Door</b>	<b>Work Required</b>
Treetops fire doors to bedrooms and corridors.	Provide cold smoke seals they have intumescent strips.
Inn Lounge/Western Lodge double door to staircase.	Provide cold smoke seals they have intumescent strips.
Western Lodge dead end both sets of double doors to staircase either side of the staircase.	Provide intumescent strips and cold smoke seals.
Western Lodge both corridor double doors.	Provide intumescent strips and cold smoke seals in the middle of the leaves as they have it around the top of the frame.
Quebec Girls corridor fire door.	Replace worn top hinge. Provide intumescent strips and cold smoke seals.
Toronto corridor door.	Provide intumescent strips and cold smoke seals.

**Section H3: Fire Signs**

<b>Location of Sign</b>	<b>Signage Required</b>
N/A	N/A

**Section H4: Fire Detection/Fire Alarms**

<b>Location</b>	<b>Detection/Assets Required</b>


**Section H5: Fire Extinguishers**

<b>Location</b>	<b>Extinguisher(s) Required</b>

**Section H6: Emergency Escape Lighting**

<b>Location</b>	<b>Assets Required</b>
N/A	N/A

## **Section I: Receipt of Risk Assessment**

Date Issued	
Name of Risk Assessor	Jack Kernohan BEng (Hons) Fire Eng. MIFire E. MIFSM.
Signature of Risk Assessor	

Name of Recipient	Mr Joshua Thompson
Position	Head of Centre
Company Name	Action Centres UK Ltd, Subsidiary of Northamptonshire Association of Youth Clubs – Pioneer Activity Centre

Date of Delivery	
Delivered by (signature)	
Delivered by (name)	

**Please Note:** In carrying out this Fire Risk Assessment the Assessor has identified the Significant Findings found at the time of the Assessment. STK Fire and Risk Management Ltd and/or the Assessor have had no managerial control over the premises at any time, and items identified in the Significant Findings section of this report remain the responsibility of the 'Responsible Person' of the premises.

STK Fire and Risk Management's Risk Assessors have used their professional expertise and judgement in carrying out this assessment and in preparation of the report. The recommendations made represent our assessment of the standard considered necessary for the safety of persons within the premises.

The assessor has utilised the methods and principles as described in the appropriate sector guide to the Regulatory Reform (Fire Safety) Order 2005. Any variations are for the purposes of the presentation of information to the responsible and relevant persons.

It should be borne in mind that a Fire Risk Assessment is open to interpretation and as such the Fire Authority (the Enforcing Body) may have a different view on certain aspects when they visit the building.

Information for the completion of the assessment was obtained by physical inspection of the work areas, inspection of records and drawings (where available) and discussions with staff. The assessment is limited to those areas to which access was possible at the time of inspection.

### **STK Fire and Risk Management**

## **Section J: Regulation and Guidance**

The following is a list of the reference documentation that may be considered as 'Benchmark Standards' and which have, where relevant, been referred to for the purposes of producing this report:

### **Department for Communities and Local Government (DCLG) guides:**

- Fire Safety Risk Assessment (Sleeping Accommodation)
- Fire Safety Risk Assessment (Means of Escape for Disabled People)

### **General Regulations, Guidance and Standards:**

- LACoRS – Housing Fire Safety Guide
- Local Government Association – Fire Safety In Purpose Built Blocks Of Flats
- Building Regulations 2010 Approved Document B (2006 edition)
- British Standard 9999: 2017 Fire Safety in the Design, Management and Use of Buildings
- British Standard 5839 Part 1: 2017 Fire Detection and Fire Alarm Systems for Buildings Code of Practice for Design, Installation, Commissioning and Maintenance of Systems in Non-Domestic Premises)
- British Standard 5266: 2016 Emergency Lighting Systems
- British Standard EN3 and 5306: 2012 Fire Extinguishing Equipment
- British Standard 5378-1:1980 Safety Signs and Colours
- British Standard 4533-2 1990 Electric Luminaires
- British Standard 5499, Part 10: 2014 Fire Safety Signs
- British Standard 8214: 2016 Fire Door Assemblies
- British Standard 476: 2004 Fire Testing of Structural Elements
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- BS 7176: 2007 + A1: 2011- Fire resistance of non-domestic furniture
- BS 7177: 2008 + A1: 2011 – Resistance to ignition for mattresses
- The Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended 1993)
- The Dangerous Substances and Explosive Atmosphere (DSEAR) Regulations 2002
- BS EN 62305:2011 - Protection of Structures against Lightning
- The Equality Act 2010
- British Standard 25999:2006 Code of Practice for Business Continuity
- British Standard 7671: 2008 + A3: 2015 - 17th Edition IEE Wiring Regulations
- The Construction (Design and Management) Regulations 2015
- Fire and Rescue Services Act 2004

### **Main Legislation Applicable**

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- The Smoke-Free (Premises and Enforcement) Regulations 2006

## **Section K: Fire Risk Assessment Terminology**

### **ACCESS ROOM**

A room through which passes the only escape route from an inner-room.

### **ACCOMMODATION STAIR**

A stair, additional to that required for means of escape purpose, provided for the convenience of occupants.

### **ALTERNATIVE ESCAPE ROUTES**

Escape routes sufficiently separated by either; direction and space, or by fire resisting construction, so as to ensure that one is still available should the other be affected by fire.

### **AUTOMATIC RELEASE MECHANISM**

A device which will allow a door held open by it, to close in the event of operation of the fire detection and alarm system, operation of a hand-operated switch, failure of the electricity supply.

### **CIRCULATION SPACE**

A space (including a protected stairway) mainly used as a means of access, between a room and an exit from the building or compartment.

### **COMPARTMENT WALL AND/OR FLOOR**

A 30-minute or 60-minute fire-resisting wall or floor that separates one fire compartment from another.

### **DANGEROUS SUBSTANCE**

A substance which because of its physico-chemical or chemical properties and the way it is used or present at the workplace creates a risk.

### **DEAD END**

Area from which escape is possible in one direction only.

### **ESCAPE ROUTE**

Route forming that part of the means of escape from any point in a building to a final exit.

### **EMERGENCY ESCAPE LIGHTING**

Escape lighting provided to illuminate escape routes should the normal lighting fail.

### **EMERGENCY SERVICES INFORMATION PACK**

A document containing information for the Fire Service (Simple plan of the premises showing the location of risk areas such as boiler rooms, the main gas and electricity isolation points, copies of COSHH sheets for dangerous chemicals).

## **FALSE ALARM**

A fire signal, usually from a fire detection and warning system, resulting from a cause other than a fire.

## **FINAL EXIT**

The termination of an escape route from a building giving direct access to a street, passageway, walkway or open space and sited to ensure the rapid dispersal from the vicinity of the building, so that they are no longer in danger from fire or smoke.

## **FIRE DOOR**

A door and frame which when closed is designed to resist the passage of fire and also, if on a protected route, the passage of smoke.

## **FIRE EXIT DOOR**

A door, which may or may not be signed as a fire exit, that leads from an escape route to a place of safety in the open air.

## **FIRE RESISTANCE**

The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of relevant Standards; generally described as 30-minutes fire resisting or 60-minutes fire resisting.

## **FIRE SAFETY STRATEGY**

A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.

## **FIRE STOPPING**

A seal provided to close a deficiency of fit or design tolerance between elements or components, to restrict the passage of fire and smoke.

## **FIRE AND SMOKE DAMPER**

Fire damper which, when tested in accordance with BS EN 1366-2: 1999, meets the EN classification requirements defined in BS EN 13501-3: 2005 and achieves the same fire resistance in relation to integrity as the element of the building construction through which the duct passes.

## **HIGH VOLTAGE SIGN**

Luminous discharge tube signs designed to work at a voltage normally exceeding 1000 volts if measured between two conductors or 600 volts if measured between a conductor and earth.

## **INNER ROOM**

A room from which escape is possible only by passing through another room (the access room).

## **MATERIAL CHANGE**

An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises (as defined within Building Regulation ADB).

## **MEANS OF ESCAPE**

Routes provided to ensure safe egress from the premises or other locations to a place of total safety.

## **PLACE OF REASONABLE SAFETY**

A place within a building or structure where for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30-minutes fire resistance and allow people to continue their escape to a place of total safety.

## **PLACE OF ULTIMATE SAFETY**

A place, away from the premises, in which people are at no immediate danger from the effects of fire.

## **PROTECTED STAIRWAY**

A stairway which is adequately protected from the rest of the building by fire resistant construction.

## **PROTECTED ROUTE**

An escape route which is adequately protected from the rest of the building by fire resistant construction.

## **REFUGE**

A place of reasonable safety in which a disabled person and others who may need assistance, may rest or wait for assistance, before reaching a place of total safety. It should lead directly to a fire-resisting escape route.

## **SELF CLOSING DEVICE**

A device that is capable of closing the door from any angle and against any latch fitted to the door.

## **SIGNIFICANT FINDING**

A feature of the premises, from which the fire hazards and persons at risk are identified.

## **STOREY EXIT**

A final exit or a doorway giving direct access into a protected stairway, firefighting lobby or external escape route.

**TRAVEL DISTANCE**

The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of wall, partitions and fixings.

**VISION PANEL**

A transparent panel in a wall or door of an inner room enabling the occupant(s) to become aware of a fire in the access area during the early stages.

**YOUNG PERSON**

Any person who has not attained the age of 18.

## **Appendix 1A: Register of Dockets Issued**

This Appendix relates to any Docket/s which may have been issued by the Assessor during the course of the Fire Risk Assessment audit.

It is important to recognise that the issues raised within the Docket/s reflect very serious breaches of fire safety requirements which are placing relevant persons at risk from fire. Furthermore, these breaches constitute potential offences under Article 32 of the Regulatory Reform (Fire Safety) Order 2005.

The Responsible Person should ensure that any immediate action which has been taken in order to reduce risk, as indicated within the Docket/s, is implemented without delay and recorded in this section so as to provide an audit trail of compliance.

The Assessor has indicated the corresponding Section/s within the Fire Risk Assessment report to which the identified breaches relate. Please note that the recommended remedial actions listed within the relevant Section/s of the main Fire Risk Assessment report may vary with the immediate actions listed in the Docket/s. The element of the Docket which indicates 'Immediate Action Required' is intended to reflect those measures which can be quickly implemented so as to reduce the risk to TOLERABLE levels. However, the remedial actions listed in the Fire Risk Assessment are those measures which need to be implemented in order to achieve full legal compliance with your duties under the Regulatory Reform (Fire Safety) Order 2005.

**Date of Docket issue: 24.04.24**

Relevant Fire Risk Assessment Section reference	Cause for concern	Immediate Action Required	Action Taken	Date Action Taken

# PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name of Company: \_\_\_\_\_

Name of Person who requires PEEP: \_\_\_\_\_

## Reason for PEEP:

No	Task	Responsible Person(s)
1.	(name) _____ to work only on the ground floor:	1. 2. 3.
2.	Action to be taken if _____ discovers a fire (insert details below):	
3.	Action to be taken upon hearing the Fire Alarm (insert details below):	
4.	Assistance required (insert details below):	
5.	Evacuation process (include all probable areas at all times the person is in the premises (insert details below):	
6.	Refuge areas required (insert details below):	
7.	Communications from refuge areas (insert details below):	
8.	Any information to be passed to the Emergency Services if they need to attend the building (insert details below):	
9.	Restrictions (insert details below):	

## PEEP Sign Off:

Signed Assessor:	
Signed (Building User):	
Date:	

## PEEP 1 PERSONAL EMERGENCY EVACUATION PLAN CHECKLIST

### Section 1 – General Information:

Company Name:			
Name of Assessor:			
Name of Person the PEEP is for:			
Assessed Person's Department:			
Date of Assessment:			
Nature of Impairment(s) / Disability:			
Area(s) <sup>(1)</sup> Covered by the assessment:			
What times / days <sup>(2)</sup> are covered by this assessment:			
Does the buildings Fire Risk Assessment <sup>(3)</sup> denote that the proposed building has suitable access / egress:	<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 20px;"><b>YES</b></td> <td style="padding: 0 20px;"><b>NO</b></td> </tr> </table>	<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>		

(1) The PEEP should, as far as practicable, be specific to the individual areas of study / work / residence. However, if, for example, a number of activities are proposed to take place in adjacent areas from which escape will be effected using the same emergency provisions then it may be possible to assess the provisions on one form. Hearing impaired persons will normally be able to be assessed on one form since the provisions made for this class of persons are likely to be the same regardless of location.

(2) It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of "normal" working areas. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered.

(3) If a building assessment deems that a particular area does not meet the general access requirements for person being assessed then alternative management arrangements will need to be identified. Once these arrangement have been identified then a new PEEP will need to be undertaken to ensure that the new location(s) is / are adequate. Additionally, the Assessor should complete form PEEP2 and send to the person in overall control of the building to arrange for an evaluation of possible "reasonable adjustments" to the existing building to permit future access.

**One of the following forms should be completed by the assessor and the assessed person:**

**Form A – Mobility Impairment**

**Form B – Visual Impairment**

**Form C – Hearing Impairment**

**For D – General – For all other disabilities not falling within Forms A-C**

## FORM A – MOBILITY IMPAIRED PERSONS

<b>Name:</b>		<b>Name of Company/Department:</b>		
<b>Building to which this PEEP applies:</b>				
<b>Floors used:</b>				
<b>Personal Emergency Evacuation Plan Checklists</b>				
<b>a) Awareness of Emergency Egress Procedures</b>			<b>Yes</b>	<b>No</b>
1.	Have the general emergency procedures been explained to you?			
2.	Could you raise the alarm if you discovered a fire (operate the call point)?			
3.	Can you open the fire escape door on the floor(s) you will be using?			
4.	Could you use a telephone in the area to call the emergency services?			
5.	If you are (or will be) a resident in any property; has a PEEP been prepared for your accommodation? (if not please ask for one to be prepared):			
6.	Do you use a manual wheelchair?			
7.	What is the approximate width of your wheelchair?			
8.	If you use another type of mobility aid, what is it? – insert details below:			
9.	Could you transfer to an Evacuation Chair in an emergency with assistance?			
<b>b) Activities on the Ground Floor:</b>				
1.	At the intended time of use, how many fire exits are available for disabled use?			
2.	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting the escape?			
3.	How long, approximately, would it take you to evacuate, unaided from the building? (please record a time for each of your available exits up to a maximum of 4)	Mins		
		Mins		
		Mins		
		Mins		
4.	Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?			

**Form A continued.../**

**c) The following questions need to be answered by all "ground floor based" mobility impaired persons that will be assisted by full time "helpers".**

1.	Who will be providing this assistance? (insert the details in the box below):
2.	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc? (insert names in the box below):

**d) Activities based above the Ground Floor (or in a basement with access by stairs)**

**Yes**

**No**

1.	<b>Assessor:</b> Have all the possibilities for relocating the activity or service provision on the ground floor (of this or any other building) been exhausted?		
2.	Is the area to be used above the 5 <sup>th</sup> floor?		
3.	Is there a "fire-lift"?		
4.	At the intended time of use, how many fire exits from the floor to be used are available for use?		
5.	Do any of the escape routes involve escape into an adjoining building allowing horizontal evacuation?		
6.	Have refuges been provided on, or adjacent to, each fire escape route (where applicable)?		
7.	Where refuges have been provided, are these appropriate for use at the intended time of occupancy?		
8.	Where refuges are not provided on all escape routes, does the existing fire escape signage clearly lead you to other refuges that are available?		
9.	Are the refuge doors of the self-closing type and operating correctly?		
10.	Do refuges have communication points that are accessible for you to use i.e. telephone or speaker connected to the building fire control point or security?		
11.	Are you able to use an "Evac" Chair?		
12.	Can you transfer to an "Evac" Chair without being lifted?		
13.	Is there an Evacuation Chair provided in the building?		

**Form A continued.../**

14.	Where are the nearest alternative chairs kept? (Give details in the box below):	
15.	How long, approximately, would it take you, unaided, to reach a place of safety in an emergency? (Please record a time for each of your available exits up to a maximum of 4):	Mins Mins Mins Mins

**e) The following questions need to be answered by all "non-ground floor based" mobility impaired persons that will be using /provided with full time "helpers":**

1.	Who will be providing this assistance? (Please give details in the box below):	
2.	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc.? (Please give details in the box below):	
3.	<b>Are you aware of any other measures that could be introduced in the building under Assessment that could further aid your evacuation in case of an emergency? (Please give details in the box below):</b>	

**ASSESSMENT SIGN-OFF:**

SIGNED (Assessor):	
SIGNED (Building User):	
DATE:	

**Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.**

## FORM B – VISUALLY IMPAIRED PERSONS

<b>Name:</b>		<b>Name of Company/Department</b>	
<b>Building to which this PEEP applies:</b>			
<b>Floors used:</b>			
<b>Personal Emergency Evacuation Plan Checklists</b>			
<b>a) Awareness of Emergency Egress Procedures</b>		<b>Yes</b>	<b>No</b>
1.	Have the general emergency procedures been explained to you?		
2.	Could you raise the alarm if you discovered a fire (operate the call point)?		
3.	Can you open the fire escape door on the floor(s) you will be using?		
4.	Could you use a telephone in the area to call the emergency services?		
5.	If you are (or will be) a resident in any property; has a PEEP been prepared for your accommodation? (if not please ask for one to be prepared):		
6.	Do you require the emergency escape procedure to be on tape?		
7.	Do you require the emergency escape procedures to be in Braille?		
8.	Do you require the emergency escape procedures to be in large print?		
9.	Can you read the fire escape signs?		
10.	How long would you estimate that it would take to evacuate the building under assessment, unaided (other than with the help of any items identified above), in the event of an emergency?	Mins	
11.	How many escape routes are available to you in the event of an emergency?		
12.	Have any hazardous "projections" or other structural components been identified on your escape routes?		
<b>b) The following questions need only be answered by those visually impaired person possessing some degree of visual capacity:</b>		<b>Yes</b>	<b>No</b>
1.	Are all escape routes clearly sign posted to meet YOUR requirements?		
2.	Where applicable, are all escape corridors designed so as to prevent visual confusion in YOUR circumstances?		
3.	Where applicable, are all the escape staircases fitted with adequate colour contrasting nosing and suitable handrail?		

**Form B continued.../**

**c) The following questions need to be answered by all visually impaired persons that will be using /provided with full time "helpers" while in the building for which this PEEP is being prepared:**

1.	Who will be providing this assistance? (Please give details in the box below):
2.	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc.? (Please give details in the box below):
3.	<b>Are you aware of any other measures that could be introduced in the building under Assessment that could further aid your evacuation in case of an emergency? Please give details in the box below:</b>

**ASSESSMENT SIGN-OFF:**

SIGNED (Assessor):	
SIGNED (Building User):	
DATE:	

**Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.**

## FORM C – HEARING IMPAIRED PERSONS

<b>Name:</b>	<b>Name of Company/Department</b>			
<b>Building to which this PEEP applies:</b>				
<b>Floors used:</b>				
<b>Personal Emergency Evacuation Plan Checklists</b>				
<b>a) Awareness of Emergency Egress Procedures</b>			<b>Yes</b>	<b>No</b>
1.	Have the general emergency procedures been explained to you?			
2.	Could you raise the alarm if you discovered a fire (operate the call point)?			
3.	Can you open the fire escape door on the floor(s) you will be using?			
4.	Could you use a telephone in the area to call the emergency services?			
5.	If you are (or will be) a resident in any property; has a PEEP been prepared for your accommodation? (if not please ask for one to be prepared):			
6.	Can you hear the fire alarm in normal circumstances?			
7.	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?			
8.	Do you require written emergency procedures to be supported by BSL interpretation?			
9.	Is your work room fitted with a "hard wired" flashing light, (and a vibrating pillow if a bedroom) which is linked to the fire alarm?			
10.	Is your toilet (or shower / bathroom in halls) fitted with a flashing beacon linked to the fire alarm?			
11.	<b>Are you aware of any other measures that could be introduced in the building under Assessment that could further aid your evacuation in case of an emergency? (Please give details in the box below):</b>			

**ASSESSMENT SIGN-OFF:**

<b>SIGNED (Assessor):</b>	
<b>SIGNED (Building User):</b>	
<b>DATE:</b>	

**FORM D - GENERAL**

<b>Name:</b>		<b>Name of Company/Department</b>	
<b>Building to which this PEEP applies:</b>			
<b>Floors used:</b>			
<b>Personal Emergency Evacuation Plan Checklists</b>			
<b>a) Awareness of Emergency Egress Procedures</b>		<b>Yes</b>	<b>No</b>
1.	Have the general emergency procedures been explained to you?		
2.	Could you raise the alarm if you discovered a fire (operate the call point)?		
3.	Can you open the fire escape door on the floor(s) you will be using?		
4.	Could you use a telephone in the area to call the emergency services?		
5.	If you are (or will be) a resident in any property; has a PEEP been prepared for your accommodation? (if not please ask for one to be prepared):		
6.	Can you hear the fire alarm in normal circumstances?		
7.	Do you need assistance to get out of the room you occupy in the event of an emergency?		
8.	Is anyone designated to assist you to get out in an emergency?		
9.	Is the arrangement with your assistant a formal agreement?		
10.	In an emergency could you contact the person in charge of evacuating the building to tell them where you are located?		
11.	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions (Please give details below):		
12.	Can you move quickly in the event of an emergency?		

**Continued over..../**

**Form D continued.../**

13.	<b>Are you aware of any other measures that could be introduced in the building under Assessment that could further aid your evacuation in case of an emergency? (Please give details in the box below):</b>

**ASSESSMENT SIGN-OFF:**

SIGNED (Assessor):	
SIGNED (Building User):	
DATE:	

**Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.**

# VISITORS' PERSONAL EMERGENCY EVACUATION PLAN QUESTIONNAIRE

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

## 1. ABOUT YOU:

This form should be completed by / on behalf of a visitor with a disability to help with the development of their Personal Emergency Evacuation Plan (PEEP). The PEEP(s) will inform all parties regarding how the person would escape to safety in the event of an emergency or during drills.

You are requested to hand the completed document to the person / department you are visiting and collect it when leaving the building, if there are no changes to your requirements this document can be used for subsequent visits.

First Name:		Surname:	
Destination(s) during visits – this may be more than one destination within the building:	1. 2. 3. 4.		
Mobile Number (if available) for use to assist with the evacuation:			

**This section covers YOUR particular needs in an Evacuation due to an emergency  
Please complete sections 2, 3, 4 or 5; whichever applies to you.**

## 2. MOBILITY IMPAIRMENT (Please circle yes, or no at the end of each question):

Please answer the questions below if you are able to walk		
Can you leave the building unassisted?	Yes	No
Do you have a person / Carer with you who can help you leave the building?	Yes	No
Will it take you longer than a few minutes to leave the building?	Yes	No
If you are slow we will use an Evacuation Chair. Is that OK?	Yes	No



## 5. **VISUAL IMPAIRMENT** (Please Circle Yes, or No at the end of each question)

Can you read the escape instructions?	Yes	No
Do you have a person / Carer with you who can help you leave the building?	Yes	No
Do you require staff to assist you to leave the building in an emergency?	Yes	No
Record any other details:		

### **ACTION:**

If you or your Carer has indicated that you require assistance in the event of an emergency then one of our Fire Marshals or Staff will be assigned to you for the duration of the visit.

### **NOTE TO STAFF:**

This Document is to be taken by the visitor to the person they are visiting. In the event of fire the visitor may need assistance to evacuate the building.