

The Regulatory Reform
(Fire Safety) Order 2005
Fire Risk Assessment

Ref: NFS/RA/RURAFF/R5
Welsh Government

Rural Affairs Facility
Unit 5, Cillefwr Industrial Estate,
Johnstown, Carmarthen, SA31 3RB



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**The Regulatory Reform
(Fire Safety) Order 2005
Fire Risk Assessment**

Responsible person e.g. (employer) or person having control of the premises	Jackie Huzzey – Regional Facilities Advisor
Address of building	Unit 5, Cillefwr Ind. Est., Johnstown, Carmarthen.
Person consulted	John Morris – Project Manager 07775 922677
Assessor	Rob Nesbitt BSc MIFSM PG Cert. Ed. I.F.E. Approved Life Safety Risk Assessor
Date of fire risk assessment	23 rd March 2020
Date of previous risk assessment/s	18 th March 2019
Suggested date for review	March 2021

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

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change to the matters to which it relates, or if a fire occurs.

1. Introduction

Report Provision	This report has been prepared as a written record of the fire risk assessment, carried out on behalf of the Welsh Government, under the requirements of the Regulatory Reform (Fire Safety) Order 2005.
Objectives	<p>The objectives of this Fire Risk Assessment are :-</p> <p>To identify all current significant fire hazards to which relevant persons on the premises, or in the immediate vicinity of the premises, will be exposed.</p> <p>To reasonably quantify the level of residual fire risk that is attributed to the premises and its use, with regard to existing (preventative and protective) controlling measures.</p> <p>To advise on the nature and extent of any additional (preventative and protective) controlling measures which should be implemented in order to counteract this residual risk, in accordance with the 'Principles of Prevention' as defined in Article 10 of The Regulatory Reform (Fire Safety) Order 2005.</p>
Review Requirement	<p>Risk Assessment is not a 'one off' activity, and is part of a dynamic process. It is thus a requirement under Article 9(3) of The Regulatory Reform (Fire Safety) Order 2005 to review and modify the risk assessment when either :-</p> <p>There is reason to suspect that it is no longer valid, perhaps due to a gradual change in the nature of the tenancy numbers or type, wear and tear on facilities, a large number of small changes, an appreciation of a hazard (e.g. highlighted by a routine fire evacuation drill), or the occurrence of an incident (e.g. actual fire or near miss), which triggers a need to review; or</p> <p>There is a significant change in the matters to which it relates, (i.e. following major organisational changes or any refurbishment, alterations or extension).</p>
Review Frequency	This risk assessment is a 'dynamic' working document that should be used as a guide to planning future actions aimed at improving Health and Safety for tenants and others who may be affected by a potential fire at the premises. Notwithstanding the requirements noted above, it is recommended that this Fire Risk Assessment be reviewed in accordance with Welsh Government review policy and in accordance with current National Guidance Documents.

2. Scope of Assessment and Methodology

Statutory Requirement

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 requires every responsible person to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, with respect to premises within their control. This is for the purpose of identifying the general fire precautions that are needed to comply with the requirements and prohibitions imposed by the Order.

The responsible person, or any other person who has to any extent control of the premises, must ensure that the duties imposed by the relevant articles of The Regulatory Reform (Fire Safety) Order 2005 are complied with in respect of those premises, so far as the requirements relate to matters within their control.

Where the premises are licensed, an alterations notice is in force or the responsible person has five or more employees, it is a requirement to record the significant findings of the fire risk assessment including the measures which have been or will be taken as a result of the assessment, and details of any group of persons identified by the assessment as being especially at risk.

This report therefore incorporates such relevant information, significant findings and recommended actions that are considered necessary to demonstrate compliance with The Regulatory Reform (Fire Safety) Order 2005.

Identification of Fire Hazards

In order to identify the significant fire hazards within the premises this section considers the particular fire hazards associated with this type of building and the nature of the occupancy.

The hazard identification process will consider each item with due regard to the existing 'control measures', which are either already inherent within the building fabric design or are implemented through the management policy procedures for the premises.

Assessment of Fire Risk

Each identified hazard is assessed in accordance with the fire risk-rating matrix detailed in Section 7 of this report. This matrix has due regard to the person or group of persons who are likely to be affected by each hazard, by considering the hazards in terms of their potential to harm (severity) and their likelihood (probability) of actually occurring.

The matrix allows the assignment of a specific risk rating for each perceived hazard, which subsequently assists in determining the nature and extent of any necessary additional controlling measures, (both physical and procedural deficiencies), as well as

the timescale in which these measures should be reasonably implemented.

The Fire Risk Assessment Action Schedule

This Significant Findings Schedule details the blend of technical and procedural measures, which are considered necessary to adequately address the residual risk that has been previously identified, semi-quantified and assigned a 'risk-rating'. This risk control plan is essentially an inventory of remedial / advisory actions which should be carried out by the Client or his appointed representative, within the recommended timescales. These timescales are suggested purely to aid reasonable implementation of the Significant Findings, but for the residual risk to be reduced to an acceptable level, it will be necessary to implement all Action Items in the Fire Risk Assessment Action Schedule.

Information Source

Information for the completion of this assessment was obtained by a non-invasive physical inspection of the premises, interview with organisational representatives (where available), and inspection of records and drawings (where available). For accurate identification of hazard location, digital photographs are enclosed to 'pin-point' the specified hazard.

3. General Information

The Premises

Number of floors 1 (Ground)

Approximate floor area 550m²

Brief details of construction (to be read in conjunction with floor plans – see Appendix 1) Detached industrial unit approx. 30m x 18m constructed of part block and concrete half external walls with steel joist frame walls and roof over-clad with steel sheet. The building appears to have been two smaller units which have been opened up to form a larger single building.

The internal layout is open plan with a small office at the rear and W.C./stores to the front. There are some separating partitions with door links from front to rear. However, the partition walls do not extend to full roof height. There are exit doors on both sides and rear and two large roller shutter doors to the front.

Externally:

The building is set in a large compound with secure fencing around the perimeter and a lockable gate onto the road network of the estate. There is a path around the rear and sides of the building and some secure metal cargo type storage containers set well away from the main building.

Use of Premises Store

Occupants

Approximate total number at any one time: 2

Approximate number of employees at any one time: 2

Maximum number of members of the public at any one time: 0

Comments	<ul style="list-style-type: none"> • The building is in part time operation only with staff based at other offices. • Generally, only one or two staff members on site at any one time. • Public are not permitted on site. • Hours of operation vary as the building is presently used on an occasional basis only.
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Occupants especially at risk from fire

Sleeping: N/A

Disabled: N/A

Occupants in remote areas and lone working: Yes

Young Persons: N/A

Others: N/A

Comments:	<ul style="list-style-type: none"> • There are currently no disabled members of staff and this is likely to remain the case due to the nature of the work involved. • Staff often visit unaccompanied but carry mobile phones and there is a land line within the building. The layout and contents of the building and fire alarm system installed is such that lone working does not pose a significant risk.
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Fire loss experience None declared.

Other relevant information N/A

Relevant fire safety legislation The Regulatory Reform (Fire Safety) Order 2005.

The following fire safety legislation applies to these premises: Mid & West Wales Fire and Rescue Service.

The above legislation is enforced by: N/A

Other legislation that makes significant requirements for fire precautions in these premises (other than Building Regulations 2000): N/A

The above legislation is enforced by:

Comments:

4. Fire Hazards and Their Elimination or Control

Electrical Sources of Ignition

Reasonable measures taken to prevent fire of electrical origin? Yes

More Specifically:
Fixed installations inspected and tested? Yes

Portable Appliance Testing (PAT) carried out? Yes

Suitable policy regarding the use of personal electrical appliances? N/A

Suitable limitation of trailing leads and adaptors? Yes

Comments and hazards observed:

- There was some evidence of current PAT (1/10/18 36-month test). However, the 12-month test appears overdue.
- It was confirmed that no personal portable electrical equipment is brought in. Due to the specialised nature of the building all portable electrical items are supplied by the Welsh Government.
- MITIE confirmed that electrical services are maintained/ tested to current standards (5 Year test 5/2/19 – next due 5/2/24).
- Under desk wiring/cables appeared satisfactory.

Smoking

Reasonable measures taken to prevent fires as a result of smoking? Yes

More Specifically:

Smoking prohibited in the building? Yes

Smoking prohibited in appropriate areas? N/A

Suitable arrangements made for those who wish to smoke? N/A

This policy appears to be observed at the time of the inspection? Yes

Comments and hazards observed:

- 'No Smoking' signs are displayed.
- No smoking is permitted on site.

Arson

Does basic security against arson appear reasonable? Yes

Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes

Comments and hazards observed:

- Secure perimeter fence and gate.
- Secure access doors and under observation due to open plan nature of building.
- There is an intruder alarm installed.
- Security beam detection in the compound.
- CCTV throughout linked to security at CP2 Cardiff.

- No combustible materials stored close to the building.

Portable heating appliances

Is the use of portable heaters avoided as far as practicable? Yes

If Portable heaters are used:

Is the use of a more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? No

Are fixed heating installations subject to regular maintenance? Yes

Comments and hazards observed:

- LPG Gas space heater provided for the main warehouse area which is in occasional use only and appears to be used in a safe manner away from combustible materials and maintained by MITIE.
- Wall mounter electric convector heater in the rear office – maintained by MITIE.

Cooking

Are reasonable measures taken to prevent fires as a result of cooking? Yes

More specifically:
Are filters changes and ductwork cleaned regularly? N/A

Are suitable extinguishing appliances available? Yes

Comments and hazards observed:	<ul style="list-style-type: none"> • There are adequate fire extinguishers. • Cooking facilities are within the warehouse and consist of food warming and beverage preparation only (no oven/hob or grill in use).
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Lightning

Does the building have a lightning protection system? N/A

Comments and deficiencies observed:

Housekeeping

Is the standard of housekeeping adequate? Yes

More specifically:
Combustible materials appear to be separated from ignition sources? Yes

Avoidance of unnecessary accumulation of combustible materials or waste? Yes

Appropriate storage of hazardous materials? N/A

Avoidance of inappropriate storage of combustible materials? Yes

Comments and hazards observed:	<ul style="list-style-type: none"> • The standard of housekeeping was found to be satisfactory.
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Hazards introduced by outside contractors and building works

Are safety conditions imposed on outside contractors? Yes

Is there satisfactory control over works carried out in the building by outside contractors (including “Hot Work” permits?) Yes

If there are in-house maintenance personnel, are suitable precautions taken during “Hot Work”, (including use of hot work permits?) Yes

Comments:

- Contractors are generally from MITIE or managed by MITIE who are conversant with safety conditions.
- Hot work/ permits are controlled by MITIE.

Dangerous substances

If dangerous substances are, or could be used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A

Comments:

Other significant hazards that warrant consideration including process hazards that impact on general fire precautions

Hazards N/A

Comments and deficiencies observed:

5. Fire Protection Measures

Means of escape from fire

Is it considered that the building is provided with reasonable means of escape in case of fire?

Yes

More specifically:

Adequate design of routes?

Yes

Adequate provision of exits?

Yes

Exits easily and immediately openable where necessary?

No

Fire exits open in the direction of escape where necessary?

Yes

Avoidance of sliding or revolving doors where necessary?

Yes

Satisfactory means for securing exits?

Yes

Reasonable distances of travel:

Where there is a single direction of travel?

Yes

Where there are alternative means of escape?

Yes

Suitable protection of escape routes? Yes

Escape routes obstructed? Yes

Is it considered that the building is provided with reasonable means of escape for disabled people? N/A

Comments and deficiencies observed:

- Final exit doors (two to the rear and one on each side) are fitted with appropriate door furniture and green override buttons to ensure immediate egress in the event of fire.
- Rear external exit route is overgrown with vegetation.
- There is a choice of escape route from the warehouse areas.
- The office has its own independent final exit within the office and more than adequate vision panels in the office walls into the warehouse.
- The building population is acceptable in terms of available means of escape.

Is it considered that there is:

Compartmentation of a reasonable standard? Yes

Limitations on linings that might promote fire spread? Yes

As far as can be reasonably ascertained, fire dampers are provided as necessary to protect critical means of escape against the passage of fire, smoke and combustion products in the early stages of fire? N/A

Comments and deficiencies observed:

- All wall/ceiling linings appear to be to National Class 'O' standard.
- The building is a large open warehouse with inner toilets/stores and a rear office. As such it can be considered 'open plan'.

Emergency escape lighting

Reasonable standard of emergency escape lighting system provided? Yes

Comments and deficiencies observed:

- Emergency lighting appears to be installed to BS5266: Part 1 with appropriate provision (including four sets of double headed halogen units covering the warehouse areas). There is adequate borrowed light available externally from independent sources such as street lighting to the front/side and there is emergency lighting around the rear pathways.

Fire safety signs and notices

Reasonable standard of fire safety signs and notices provided? Yes

Comments and deficiencies observed:

- There is a reasonable provision of signage.
- MITIE have confirmed that signs and notices form part of Building Fabric inspections.
- Fire routine notices are provided. Some require filling out.

Means for giving warning in case of fire

Reasonable standard of fire alarm system provided? Yes

Automatic detection provided? Yes

Extent of automatic fire detection generally appropriate for the occupancy and risk?

Yes

Remote transmission of alarm signals?

Yes

Comments and deficiencies observed:

- System appears to be to BS5839: Part 1 with automatic heat detection.
- Remote receiving station for fire alarm signal confirmed (Ceatons).
- Fire alarm panel located near main front entrance indicating normal function.
- Due to the open plan nature of the building a fire alarm system would not be required in this case. However, it is regarded as the means for giving warning in the building and as such should be maintained and tested correctly to BS5839: Part 1.

Manual fire extinguishing appliances

Reasonable provision of portable fire extinguishers?

Yes

Hose reels provided?

No

Are all fire extinguishing appliances readily accessible?

Yes

Comments and deficiencies observed:

- The provision of fire extinguishers is satisfactory.
- All extinguishers bracketed to walls/ mounted on plinths.

Relevant automatic fire extinguishing systems

N/A

Comments:

Fixed systems and equipment N/A

Type of fixed system:

Comments:

Suitable provision of fire-fighters switches for high voltage luminous tube signs etc. N/A

Comments:

Fire service access

Comments:

- There is adequate fire service vehicle and personnel access to the building. There are fire hydrants in adjacent streets for fire-fighting.

6. Management of Fire Safety

Procedures and arrangements

Fire safety managed by: Jackie Huzzey – Regional Facilities Advisor

Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions). John Morris – Project Manager

Comments:

Is there a suitable record of fire safety arrangements? Yes

Comments:

- Welsh Government Fire safety policy and procedures located on the Welsh Government intranet.

Appropriate fire procedure in place? Yes

More specifically:

Any procedures in the event of fire appropriate and documented? Yes

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information including that relating to hazards to fire fighters? Yes

Are there suitable fire assembly points? Yes

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A

Comments:

- There are an adequate number of fire action notices, although some are missing detail.

Persons nominated and trained to use fire extinguishing appliances?

Yes

Comments:

- One trained. (John Morris 12/18)

Persons nominated and trained to assist with evacuation, including evacuation of disabled people?

N/A

Comments:

Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?

Yes

Comments:

- Fire service visited in approx. 2010 when Rural Affairs first took occupancy.
- The building is simple in layout and should have no major concerns for fire-fighters attending an incident in terms of layout and risk.

Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?

Yes

Comments:

- In house inspections are carried out and recorded.

Training and drills

Are staff given adequate fire safety instruction and training on induction? Yes

Comments: • Staff receive training at their usual place of work.

Are staff given adequate periodic refresher training at suitable levels? Yes

Comments: • Staff receive training at their usual place of work.

Does all staff training provide information, instruction or training in the following:

Fire risk in the premises? Yes

The safety measures in the building? Yes

Action in the event of fire? Yes

Action on hearing the fire alarm signal? Yes

Method of operation of manual call points? Yes

Location and use of fire extinguishers? Yes

Identity of persons nominated to use fire extinguishing appliances? N/A

Comments: • One trained. (John Morris 12/18)

Are staff with special responsibilities (e.g. fire wardens) given additional training?

N/A

Comments:

N/A

Are fire drills carried out at appropriate intervals?

No

Comments:

- It was confirmed that fire drills are not carried out due to the occasional use of the building. The building is simple in layout and there is generally only one member of staff on site at any one time. Staff members are familiar with evacuation procedures from carrying out fire drills at their own usual place of work. As such fire drills are not considered essential in this case.

When employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general precautions)?

Yes

Is it ensured that employees are provided with adequate instructions and information?

Yes

Comments:

- Contractors are from MITIE or managed by MITIE who are conversant with fire procedures.

Testing and Maintenance

Adequate maintenance of premises? Yes

Comments and deficiencies observed

- It was confirmed that occasional building/ safety fire inspections are carried out in house when staff are occasionally present. However, site specific fire safety checks e.g. external escape routes and doors are monitored and recorded. There are some deficiencies that need to be improved.

Weekly testing and periodic maintenance of fire detection and alarm system? Yes

Comments and deficiencies observed

- Fire alarm is tested annually (over quarterly inspections by Ceatons – 11/6/19).
- It was confirmed that the weekly test prescribed in BS 5839: Part 1 is not being carried out. It is appreciated that the building does not require a fire alarm system due to the open nature and size of the building, however the manual electrical fire alarm system is the recognised method of raising the alarm and as such should be maintained correctly to BS5839:Part1.

Monthly and annual testing routines for emergency lighting? Yes

Comments and deficiencies observed

- All tests carried out/ managed by MITIE (Annual test – 25/7/19).

Annual maintenance of fire extinguishing appliances? Yes

Comments and deficiencies observed

- All tests carried out/ managed by Morris Churchfield (Annual test 3/20).

- Specific monthly checks of fire extinguishers are carried out and signed for as recommended in BS5306: Part 3.

Periodic inspection of external staircases and gangways? Yes

Comments and deficiencies observed • Stated as carried out and recorded.

Six monthly inspection and annual testing of rising mains? N/A

Comments and deficiencies observed

Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A

Comments and deficiencies observed

Weekly testing and periodic inspection of sprinkler installations? N/A

Routine checks of final exit doors and/or security fastenings? Yes

Comments:

Annual inspection and test of lightning protection system? N/A

Comments:

Other relevant inspections or tests N/A

Comments:

Records

Appropriate records of:

Fire risk in the premises?	Yes
Fire drills?	N/A
Fire training?	Yes
Fire alarm tests?	Yes
Emergency escape lighting tests?	Yes
Maintenance of other fire protection systems?	N/A

Comments:

- Fire risk assessment carried out on an annual basis.
- Fire drills are not carried out or recorded.
- Fire training records were stated as maintained at individual staff main place of work.
- Fire alarm test records maintained by Ceatons/ MITIE.
- Fire alarm tests carried out sporadically (weekly tests required).
- Emergency lighting test records are maintained by MITIE.
- Monthly extinguisher checks were confirmed as not being specifically carried out. Annual tests are recorded by MITIE/Morris Churchfield.

7. Risk Rating Matrix

The risk rating matrix is used to enable quantification of the individual fire safety deficiencies (hazards) that were found during the survey of the premises.

Probability Level	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity Classification				

The matrix allows the identified significant fire hazards to be classified in terms of the consequences (severity) that the hazard would cause and the likelihood (probability) that such harm will occur. These factors are considered with due regard to the existing fire safety features and procedures (controlling measures), which are either incorporated / implemented.

Severity Classification		
Class	Degree	Consequence
1	Minor	No serious injuries; little or no damage to property
2	Moderate	Injury ; remedial work required to property
3	Serious	Serious injury; serious damage to property
4	Major	Permanent injury; permanent damage to property
5	Catastrophic	Fatality or severe disablement; total loss of property

Probability Level		
Level	Degree	Probability of Exposure to Harm
1	Improbable	No known instances of such an event occurring
2	Remote	Unlikely to occur, but still possible
3	Occasional	Likely to occur at some stage
4	Probable	Event will occur frequently
5	Frequent	Very likely to occur frequently unless actively prevented
<p>The product of the severity and probability factors will equate to a specific risk rating for each identified hazard. The following action/priority matrix can then be used to assign a comparative degree of risk (Very Low, Low, Medium, High and Immediate) to each individual fire safety deficiency. This will assist in determining the extent of any necessary additional controlling measures, as well as the timescale in which these measures should be implemented.</p>		

Action /Priority Matrix

Degree of Risk	Risk Rating Score	Priority Level for Action	Timescale for Action
High Risk	15 to 25*	P1	1 Month
Medium Risk	8 to 12	P2	2 to 6 months
Low Risk	2 to 6	P3	6 to 12 months
Very Low Risk	1 to 2	P4	12months+/ Next Refurbishment (will be defined)

*There is a level of discretion available with high risk where it is felt necessary to take immediate/priority action. An immediate/priority action notice will be issued at the time of survey to ensure that the issue is given attention without delay i.e. before the finalised fire risk assessment is produced and will be stated as issued in the significant findings of this report.

8. Assessment of Fire Risk

The following table details the systematic approach that has been taken to assess the individual level of risk that is inherent in each identified hazard / fire safety deficiency, recorded during the inspection of this premises. Each hazard has been considered with regard to the specific group of people that it threatens, its potential severity and its probability of being realised. Existing control measures are taken into account before determining the nature and extent of any additional control measures deemed necessary to contend with the residual fire risk that remains.

Activity / Fire Safety Feature	Identified Significant Hazard	Persons at Risk	Level of Risk Severity x Probability			Action Level Priority	Control Measures Required
			S	P	Rating		
Means of escape	External escape routes/ Maintenance	Occupants	5	3	15	P1	Significant finding Item 1
Signs and notices	Provision	Occupants	3	3	9	P2	Significant finding Item 2
Fire alarm and detection	Maintenance /weekly tests	Occupants	3	3	9	P2	Significant finding Item 3
Electrical services	Maintenance	Occupants	3	3	9	P2	Significant finding Item 4

9. Significant Findings (Guidance)

Each recommendation identified is numbered at the head of each page. Recommendations numbered in red are statutory i.e. will need to be carried out in order to comply with the regulations. Recommendations numbered in green are non-statutory i.e. desirable to improve the fire safety (or other safety issues).

5

Statutory Requirements

5

Non-Statutory Requirements

Photographic evidence will be included where there is a greater need for clarity.

The specific risk rating derived from the band matrix can then be used to assign a comparative degree of risk (Very Low, Low, Medium & High) which will appear on each page within the recommended completion date. There is a target date included for each recommendation to improve the risk controls or to address the issues stipulated i.e. to a satisfactory conclusion. The target dates, resulting from the action priority matrix are designed to give a realistic timescale to carry out the work from both the practicality of carrying out the work required and to provide the enforcing authority (fire authority) with evidence of realistic compliance.

On completion of each recommendation the responsible person (or person/s nominated by the responsible person) should sign and date the appropriate section. It is vital that this area of the action plan is completed as it provides evidence to the enforcing authority that work is progressing, it demonstrates a commitment to reducing risk and highlights the measures being taken to protect persons on the premises.

Example

Completion Date Signature of responsible person

21/8/19

J Smith.

Recommended completion date				
Immediately	1 Month	2-6 Months	6-12 Months	12 Months+ / On Refurbishment

Where a significant finding cannot be actioned within the recommended timescale a reason for the delay should be entered on the page and signed/dated e.g. 'delayed as fire signs are on order but currently out of stock – expected within 2 months'. In this way the enforcing authority can clearly see that there is commitment to comply with the Fire Safety Order.

Example

Completion Date Signature of responsible person

21/8/19

J Smith - CONTRACTOR AWAITING SPARE PARTS - ESTIMATED COMPLETION


21/12/19

Recommended completion date				
Immediately	1 Month	2-6 Months	6-12 Months	12 Months+ / On Refurbishment

A page with a significant finding that has exceeded the recommended completion date with no explanation as to why there has been no action implies non-compliance.

10. Significant Findings

1

Floor	Location	Factor	Photographic Evidence
Ground	External walkway	Means of escape: <i>Maintenance</i>	

Deficiency

Rear means of escape path overgrown and partially obstructed.

Recommendation

Rear external means of escape to be maintained clear of overgrown vegetation at all times. Path to be checked more frequently.

Discussed with site manager at the time of the survey.


Completion Date

Signature of responsible person

Recommended completion date				
Immediately	1 Month	2-6 Months	6-12 Months	12 Months+/ On Refurbishment

10. Significant Findings

2

Floor	Location	Factor	Photographic Evidence
Ground	Throughout	Signs and notices: <i>Provision</i>	

Deficiency

Not all fire action notices have been filled out with method of calling the fire service and location of the fire assembly point.

Recommendation

All fire action notices to be correctly filled out with all detail.

Completion Date

Signature of responsible person

Recommended completion date				
Immediately	1 Month	2-6 Months	6-12 Months	12 Months+/- On Refurbishment

10. Significant Findings

3

Floor	Location	Factor	Photographic Evidence
Ground	Throughout	Fire alarm and detection system: <i>Maintenance</i>	N/A

Deficiency

The fire alarm system is not tested weekly as recommended in BS5839: Part 1 (currently tested monthly).

Recommendation

Although a fire alarm system would not be necessary for this layout of building it is recommended that the system should comply with the recommended weekly test as it is the recognised method of raising the alarm in the building as detailed on the fire action notices.

Completion Date

Signature of responsible person

Recommended completion date				
Immediately	1 Month	2-6 Months	6-12 Months	12 Months+ / On Refurbishment

10. Significant Findings

4

Floor	Location	Factor	Photographic Evidence
Ground	Throughout	Electrical services: <i>Maintenance</i>	N/A

Deficiency

Electrical appliances requiring an annual test do not appear to have been subject to a current PAT test.

Recommendation

Confirmation required that all electrical appliances requiring an annual test have been subject to a current PAT test.

Completion Date

Signature of responsible person

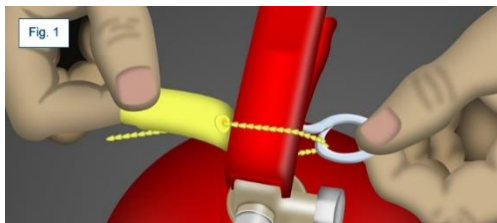
Recommended completion date				
Immediately	1 Month	2-6 Months	6-12 Months	12 Months+/ On Refurbishment

Recommended in house fire safety checks

Portable fire-fighting equipment (Monthly)

Monthly checks of all portable firefighting equipment, to accord with BS5306 are to be carried out 'in-house' and recorded i.e.

- Equipment and signs are unobstructed and immediately accessible.
- Fire extinguishers are in their correct location & show no signs of damage or use.
- The operating instructions are visible.
- The seals and tamper indicators are not broken or missing (Figure 1).
- The gauge pressure is indicating in the correct pressure zone (the green zone of the pressure gauge - Figure 2). N.B. Carbon dioxide extinguishers do not have gauges fitted.



The following fire safety checks are recommended:

It is appreciated that there may be variations in building layout and ownership e.g. landlord owned buildings where the scope of responsibility may vary e.g. communal areas such as shared escape routes, walkways and car parking areas are generally under the landlords control and responsibility. Areas used by staff to evacuate are to be included in the checks.

There will be seasonal variations where certain features may require more frequent checks such as external means of escape during winter periods (e.g. snow, ice, algae build up) and external vegetation during spring/ summer (e.g. growth over escape routes).

Means of Escape

- Escape routes including corridors, lobbies and staircases are to be maintained free from obstruction and combustible materials.
- Escape routes to be maintained in a good condition and any damage or deterioration such as:

- Damage to walls and solid ceilings
- Dislodged flooring
- Broken floor tiles
- Damaged or missing step edging
- Torn or dislodged carpeting
- External routes to be maintained free from obstruction and free from trip/slip hazards such as vegetation moss and algae.
External escape routes include:
 - All walkways around and from the building to the assembly point which are designated for means of escape e.g. from a final exit door to the fire assembly point.
 - External roof, basement or external walkways on any other upper floor or lower ground/ sub-basement floor.
- Escape routes through storage areas and plant rooms to have clear unobstructed gangways of at least 800mm wherever possible.
- Final exit doors must be immediately available without the use of a key/code/card swipe on actuation of the fire alarm. Final exit doors to be checked to ensure that the door operating mechanism is functioning correctly and the door opens fully.
- Any external doors or gates which are on the external escape route must be immediately available for escape on actuation of the fire alarm and should be checked for deterioration e.g. corrosion and must open fully. Any door or gate such as a push bar/ push pad to operate correctly.
- Fire safety signs installed to be maintained clearly visible, unobstructed, damage free, fixed securely and legible. Fire safety signs include:
 - Fire action notices – detailing the actions to be taken in the event of fire. Check that all information, including the method of calling the fire service and the location of the fire assembly point are clearly visible.
 - Fire escape signs.
 - Fire assembly point signs (where installed).

- Fire door signs e.g. 'Fire Door Keep Closed', 'Fire Door – Keep Locked' and 'Fire Door – Keep Clear' (where installed - usually on external face of final exit doors).
- Push bar/ push pad signs on doors (where installed).
- Fire point and fire extinguisher signs (where installed).
- Refuge point signs and notices (where installed).
- **Fire doors to be checked for the following:**
 - The doors fit correctly in frame.
 - The doors close fully onto the rebate.
 - Self-closing device (where fitted) operates correctly and closes the door fully.
 - Fire door signs (see previous section).
 - Intumescent strips and cold smoke seals (where installed are in place and undamaged). Intumescent strips are the small strips located in the edge of fire doors on each side and top of the door or frame (not in the bottom of the door). See figure 3.
 - Door wedges in fire doors fitted with self-closing devices should be removed and the door maintained closed when not in immediate use.
 - Fire doors indicated 'Fire Door- Keep Locked' to be maintained locked shut when not in immediate use.

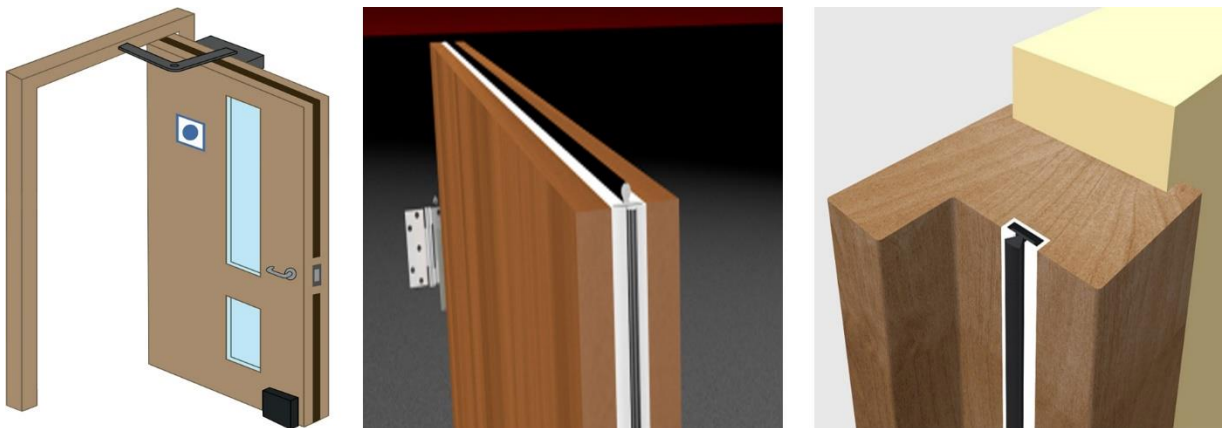


Figure 3 Intumescent strips and cold smoke seals can be found in the sides and top of fire doors. Alternatively, they may also be positioned in the door frame

- **House keeping**
 - Inappropriate storage of combustible materials e.g. waste materials such as boxes from a kitchen located on escape routes or externally too close to the building to be removed/relocated. If waste skips are located on site, they should ideally be located at least 10m from the building to prevent a spread of fire from the skip to the building.
 - Waste bins to be located securely at an ideal distance of at least 6m from the building or in a position where fire spread from the bin to the building is not possible. Where this is not achievable bins should have a locking device fitted to the lid (check that they are locked when not in immediate use).
 - Build-up of combustibles that adversely increases fire loading e.g. excessive confidential waste awaiting collection.
- **Other:**
 - Fire alarm break glass points to be clearly visible, unobstructed and immediately accessible.
 - Under desk wiring, connectors and extension leads to be maintained in the cable trays/ harnesses provided.
 - Any electrical equipment that does not appear to be official issue/approved e.g. Coffee maker or portable CD player that may have been brought in by staff and not approved/ PAT tested.