



North West Fire Solutions Ltd

FIRE RISK ASSESSMENT

Avalon School

NORTH WEST FIRE SOLUTIONS LTD | 188 LISCARD ROAD | CH44 5TN

FIRE RISK ASSESSMENT SPECIFICATIONS

ADDRESS OF THE PROPERTY

Caldy Road

West Kirby

Wirral

CH48 2HE

RESPONSIBLE PERSON

Ann Evans

ASSESSOR

Simon Smith

PROPERTY MAINTENANCE INFORMATION

Fire alarm systems maintained by: Atlas Fire & Security (03/03/20)

Fixed suppression systems maintained by: N/A

Emergency lighting maintained by: Unknown

Fire extinguishers maintained by: MH Fire Protection Wrexham (25/11/19)

Fixed electrical systems maintained by: Last inspection carried out (24/07/17)

Boilers or gas certification maintained by: All booked in but due to COVID-19 unable to attend.

FIRE RISK ASSESSMENT DATES

Date of Fire Risk Assessment (Audit): 27th March 2020

Date of Previous Fire Risk Assessment (Audit): 10th Oct 2017

Suggested Date for Review: March 2020

NB This date is based on the findings from the risk assessment conducted by North West Fire Solutions Ltd. Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly; if there is reason to suspect that it is no longer valid; or there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them. If in doubt, North West Fire Solutions Ltd can provide advice and guidance on this matter.

ABOUT THIS FIRE RISK ASSESSMENT

This document records the significant findings of a suitable and sufficient fire risk assessment, required to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005

This fire risk assessment provides an assessment of the risk to life from fire in the premises identified above and, where appropriate includes an agreed Action Plan, setting out the corrective measures required for compliance with relevant fire safety legislation.

This assessment uses the format advocated by British Standard Institute (BSI) Publicly Available Specification (PAS) 79: 2012.

The assessment does not address the risk to property or business continuity from fire.

Any alterations involving means of escape, fire warning systems or structural fire precautions, and any changes to the use of the premises will require the prior approval from the appointed Fire Risk Assessor in conjunction with seeking approval from the relevant Fire Authority.

It is essential that Responsible Persons/Duty Holders or their appointed representatives are informed and fully understand and acknowledge the significance of the findings of all fire risk assessments; and that records are maintained by the nominated responsible person to verify such understanding.

PICTURE OF THE PROPERTY



FIRE SAFETY LEGISLATION

The Responsible Person as defined in Article 3 and has duties in relation to Articles 8-22 of the Regulatory Reform (Fire Safety) Order 2005. In Scotland, the Responsible person as an employer and person in control of the premises, has duties in respect of fire safety imposed by Sections 53 and 54 of the Fire (Scotland) Act 2005. In Northern Ireland, the Responsible person as an employer and person in control of the premises has duties in respect of fire safety imposed by Articles 25 and 26 of the Fire and Rescue Services (Northern Ireland) Order 2006.

The common required outcome of the above legislation is that a fire risk assessment be carried out.

It is important that the person in charge of the premises studies this fire risk assessment and understands its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary to take to satisfy the requirements of the relevant Fire Safety legislation and to protect relevant persons from fire. Relevant persons are primarily those who are, or may be, lawfully in the building, but may also include certain persons near the building. It is particularly important that the person in charge of the premises studies the Action Plan. If any recommendation in the Action Plan is unclear, further advice should be requested from the Fire Risk Assessor direct or in circumstances the relevant Fire Authority within your area of operations.

Fire Safety legislation requires that there are arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions the Responsible Person must take to comply with the Fire Safety Order. These arrangements must be recorded.

This fire risk assessment is not the record of the fire safety arrangements to which the legislation refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. It must be ensured that there is a record of the fire safety arrangements, adequate to comply with legislation, and that it is kept up to date.

In England and Wales, legislation also requires that the Responsible Person appoints one or more competent persons to assist in undertaking the general fire precautions required by the legislation. Legislation in Scotland and Northern Ireland details a similar requirement that the person having control of the premises nominates one or more competent persons.

This fire risk assessment has considered dangerous substances that are used or stored in the premises, only to the extent necessary to determine the adequacy of the general fire precautions. If dangerous substances are used or stored in the premises, it must be ensured that a risk assessment of the relevant work activities has been carried out to enable compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organisational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

THE SITE

- 1.1 **Number of floors above Ground Floor:** Ground Floor, 1st Floor, 2nd Floor (Numerous mezzanine type floors in main building).
- 1.2 **Approximate floor area:** 600 m² per floor
- 1.3 **Total number of staircases:** 4
- 1.4 **Approximate age of the Site:** Unknown
- 1.5 **Hours of operation:** Pre-School and After School
- 1.6 **Exceptional Value:**¹ N/A
- 1.7 **Is the site a heritage risk²?:** N/A
- 1.8 **Community Loss³:** N/A
- 1.9 **Property loss⁴:** N/A
- 1.10 **Brief details of construction:** There are two building within this risk assessment. An office/caretaker building and the main school building. The property has been upgraded numerous times since it was built. Externally it was brick built with numerous areas of entry and exit. Internally, some of the walls appeared dry lined plasterboard others were of original solid brick construction. The roof was pitched with tiles.

Height of Premise: Approximately 10 Metres
- 1.11 **Detailed use of the premise:** The premise is used as school and nursery.

2 THE OCCUPANTS

- 2.1 **Approximate maximum number:** 180
- 2.2 **Approximate maximum number of employees at any one time:** 40 staff
- 2.3 **Maximum number of members of the public at any one time:** 140 pupils

¹ Properties with a value close to or exceeding £100m the value should be included. This approximates to the rebuilding and restocking of a large shopping precinct.

² If the premise is listed on the national monuments record it should be considered a heritage risk. www.english-heritage.org.uk

³ This represents whether the premise if lost would affect the local community i.e. loss of more than 100 jobs and there is not alternative to be sought e.g. if a school was lost, adequate alternatives can be sought from other schools.

⁴ Is the location of the premise being risk assessed in close proximity to local residence that could potentially be lost in the event an uncontrolled fire occurred within the premise?

3 OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 **Sleeping occupants:** NO SLEEPING IS PERMITTED ON SITE.
- 3.2 **Disabled occupants:** None known at the time of inspection.
- 3.3 **Occupants in remote areas and lone workers:** Lone working is not permitted.
- 3.4 **Children/Young Persons:** 140 pupils.
- 3.5 **Others:** N/A

4 FIRE LOSS EXPERIENCE

DATE	BREIF DETAILS	CAUSE	ACTION TAKEN
Nil			

5 OTHER RELEVANT INFORMATION

(E.g. proposed changes in the future, any areas you did not visit or could not get access to, or proposed future work)

- 5.1 During the visit I was unable to access to roof space due to a lack of safe access and health and safety reasons.

6 RELEVANT FIRE SAFETY LEGISLATION

- 6.1 **The following fire safety legislation applies to these premises:**

Regulatory Reform (Fire Safety) Order 2005

- 6.2 **The above legislation is enforced by the following Fire Authority:**

Merseyside Fire and Rescue Service

- 6.3 **Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations or Building Technical Standards):**

Health & Safety at Work Etc Act 1974 - Enforced by HSE

Equality Act 2010 - Enforced by Local Authority

Environmental Protection Act 1990

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7 ELECTRICAL SOURCES OF IGNITION

- 7.1 Reasonable measures taken to prevent fires of electrical origin? Yes
- 7.2 More specifically:
- Fixed installation periodically inspected and tested every 5 years? Portable appliance testing carried out? Unknown. ([See HSG 107](#))
 - Suitable policy and controls regarding the use of personal electrical appliances? Yes
 - Suitable limitation of trailing leads and adapters? Yes
- 7.3 Observations and significant findings: None

8 SMOKING

- 8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes
- 8.2 More specifically:
- Smoking prohibited in the building? Yes
 - Smoking prohibited in appropriate areas? Yes
 - Suitable arrangements for those who wish to smoke? Yes
 - Smoking policy appeared to be observed at time of inspection? Yes
- 8.3 **Comments and hazards observed:** At the time of the assessment no smoking was permitted on the premise and this appeared to be observed.

9 ARSON/WILFUL FIRE RAISING

- 9.1 **Does basic security against arson /wilful fire raising by outsiders appear reasonable⁵?** Yes
- 9.2 **Is there an absence of unnecessary fire load near the premises or available for ignition by outsiders?** Yes
- 9.3 **Comments and hazards observed:** No fire loading was seen outside the premise. The area was secured at night and had a keypad gate to prohibit unauthorised persons.

10 PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 **Is the use of portable heaters avoided as far as practicable?** Yes
- 10.2 **If portable heaters are used:**
- Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? Are suitable measures taken to minimize the hazard of ignition of combustible materials?** Yes
- 10.3 **Are fixed heating installations subject to regular maintenance?** Unknown
- 10.4 **More specifically:**
- If Gas central heating is installed, are the boiler(s) subject to periodic servicing and is their Carbon Monoxide detectors fitted?** Yes
- If gas heated systems are their annual certification available for maintenance of fixed gas supply?** No
- 10.4 **Comments and hazards observed:** No certification was seen at the time of inspection. However a contractor was booked but could not attend due to the recent COVID-19 restrictions. Combi boilers were seen with carbon monoxide detectors placed within.

11 COOKING

- 11.1 **Reasonable measures taken to prevent fires because of cooking?** Yes
- 11.2 **More specifically**
- Filters cleaned or changed and ductwork cleaned regularly?** Unknown
- Suitable extinguishing appliances available?** Yes – Wet Chemical seen.

Are deep fat fryers, ovens and other cooking appliances, cleaned and checked for defect? Unknown

If dedicated kitchen with gas heating, are there suitable emergency stops provided? Yes

- 11.3 Comments and hazards observed:** A dedicated kitchen was present with qualified chefs employed. The area was clean and had a high standard of fire safety. No cleaning documentation was seen.

12 LIGHTNING

12.1 Does the building have a lightning protection system that has been annually inspected? None seen.

12.2 Comments and deficiencies observed: No lightning protection was seen at the time of inspection.

13 HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? No

Avoidance of unnecessary accumulation of combustible materials or waste?
No

Appropriate storage of hazardous materials? No

Avoidance of inappropriate storage of combustible materials? No

13.3 Comments and hazards observed: The standard of housekeeping good apart from the caretaker's room. This is in need of a declutter to say the least and any COSHH materials present are required to be stowed in a lockable, anti-flammable container.



Caretaker's cupboard

14 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORK

- 14.1 Are fire safety conditions imposed on outside contractors? Yes ([See INDG368](#))
- 14.2 Is there satisfactory control over works carried out in the building by outside contractors (including [permits to work](#) i.e. 'hot work' permits)? Yes
- 14.3 If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of 'hot work' permits, where appropriate? Yes
- 14.4 **Comments and hazards observed:** A sign in book is present. Any works that are carried out should be briefed on exit routes, suitable precautions and actions to take in the event of an emergency.

15 DANGEROUS SUBSTANCES

- 15.1 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
- 15.2 **Comments and hazards observed:** No DSEAR Assessment needed.

16 OTHER SIGNIFICANT HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS (I.E COSHH, NON-FLAMMABLE CYLINDERS ETC.)

16.1 Hazards: N/A

16.2 Comments: N/A

FIRE PROTECTION MEASURES

17 MEANS OF ESCAPE

17.1 It is considered that the premises are provided with reasonable means of escape in case of fire? Yes

17.2 More specifically

Adequate design of escape routes? Yes

Fire exits open in direction of escape where necessary? Yes

Avoidance of sliding or revolving doors as fire exits where necessary? Yes

Are arrangements for securing exits satisfactory? Yes

Reasonable distances of travel:

- Where there is escape in a single direction? Yes

- Where there are alternative means of escape? Yes

Suitable protection of escape routes? Yes

Adequate provision of exits? Yes

Exits easily and immediately operable where necessary? Yes

Suitable fire precautions for inner rooms? N/A

All internal Escape routes unobstructed? Yes

Are all external fire escape pathways, stairways, or ramps clear of obstruction? N/A

17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? No

17.4 **Comments and deficiencies observed:** The premise had numerous ways to exit the building. Exits were secured via electro-magnetic strips. In the event of an emergency these will deactivate.

18 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is compartmentation of a reasonable standard? No
(Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.)

18.2 More specifically;

All self-closing fire doors free from obstruction and close under their own effort? Yes

Are fire doors fitted to plant rooms, service cupboards? Yes

Reasonable limitation of linings that may promote fire spread? Yes

Are fire compartment walls, ceilings, floors, or doors breached in any area?
Yes

Do basements have suitable compartmentation to ground floor? Yes – No
sampling carried out.

Disabled Refuges suitably protected? N/A

Internal Staircases have suitable protection? Yes

External staircases have suitable compartmentation and protection? N/A

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

18.4 **Comments and deficiencies observed:** At the time of the assessment, it was noted that the compartmentalisation issues that were found on the previous assessment have been rectified.

19 EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? Yes

(Based on visual inspection, but no test of illumination levels or verification of full compliance with relevant British Standards carried out.)

19.2 **Comments and deficiencies observed:** The assessment was carried out in daytime hours and could not be seen if enough lighting was present to exit the building safely. The Responsible Person is advised to ensure adequate lighting is present.

20 FIRE SAFETY SIGNS AND NOTICES

(General fire safety signs should be positioned preferably at 1.7m, exit signs above doors at 2-2.5m)

20.1 Reasonable standard of fire safety signs and notices? Yes

20.2 More specifically;

All emergency exit signs are clear, visible and positioned to ensure persons can follow the signs to a place of ultimate safety? Yes

Final emergency exit doors were applicable have signage to warn persons; 'FIRE EXIT KEEP CLEAR'? Yes

Final exit doors have operation instructions to operate panic furniture? Yes

All signs have pictograms included and comply with the Health and Safety (Signs and signals) regulations 1996? No

Fire doors have in place mandatory signs i.e. (FIRE DOOR KEEP SHUT, FIRE DOOR KEEP LOCKED SHUT) where required? Yes

NO SMOKING signs are positioned at front entrance to the premise and at areas where flammable products or processes occur? Yes

Fire alarm call points have signage to denote their position? Yes

Fire extinguishers have suitable signage denoting their position? Yes

Fire action notices have correct information and displayed in well-lit suitable locations? Yes – self made

Emergency Stop buttons highlighted with additional signs? Yes

Sprinkler Stop valve clearly identifiable by signs externally to the premise? N/A

Gas shut off valves clearly identifiable by signs? Yes

Electrical main isolation switch / Firefighting switches identified by signs? Yes

All areas where flammable stores are held have in place suitable signage and warning? Yes

20.3 Comments and deficiencies observed: None

21 MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided?** (Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.)
Yes
- 21.2 Automatic fire detection provided?** Yes
- 21.3 Extent of automatic fire detection generally appropriate?** Yes (For the occupancy & fire risk)
- 21.4 Remote transmission of alarm signals?** N/A
- 21.5 Comments and deficiencies observed:** The building had two control panels which controlled numerous Call Points, Smoke Detectors, Heat Detectors and Sounders. This appeared to be an L3 system.

22 MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers?** Yes
- 22.2 More specifically;**
- Is [scaling of extinguishers](#) according to BS 5306 Pt 8? Yes
 - Is the position of extinguishers adequate to ensure travel distances within recommended guidelines? No
 - Are fire extinguishers sited at a safe distance away from the hazard they are covering? Yes
 - Are fire extinguishers sited in the same locations on each floor level? Yes
 - Are they positioned in such a way that persons do not need to travel to a separate floor or through more than two doors to access extinguisher? Yes
 - Are extinguishers clear and visible? Yes
 - Do extinguishers have clear and visible instructions on the body of the extinguisher? Yes
 - Are fire extinguishers mounted on backboards or stored in purpose built fire points so missing extinguishers can be easily identified? Yes
- 22.3 Hose reels provided?** No
- 22.4 Are all fire extinguishing appliances readily accessible?** Yes
- 22.5 Comments and deficiencies observed:** Fire Extinguishers were positioned suitably throughout and had a mixture of Water, CO2 and a Wet Chemical in the kitchen.

23 RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

(Relevant to life safety and this fire risk assessment (as opposed to property protection).)

- 23.1 **Type of fixed system:** N/A
- 23.2 **Comments and deficiencies observed:** N/A

24 OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

(Relevant to life safety and this fire risk assessment (as opposed to property protection).)

- 24.1 **Type of fixed system:** N/A
- 24.2 **Comments and deficiencies observed:** N/A
- 24.3 **Suitable provision of firefighters' switch (es) for high voltage luminous tube signs, etc?** N/A
- 24.4 **Comments and deficiencies observed:** N/A

MANAGEMENT OF FIRE SAFETY

25 PROCEDURES AND ARRANGEMENTS

- 25.1 **Fire safety at the premises is managed by:** Ann Evans

(This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.)

- 25.2 **Is there a suitable record of the fire safety arrangements?** Yes

(This must include comment confirming the existence of documentary evidence (or the absence of) to support that where persons are appointed by Responsible Persons to undertake fire safety duties, the fire safety duties delegated to those Appointed Persons shall be specific and clearly defined with documentary evidence that identifies acceptance by those Appointed Persons.)

- 25.3 **Comments and deficiencies observed:** The school policy was seen and was in depth detailing precautions, actions to take and what preventative measures that can be taken.

- 25.4 **Appropriate fire procedures in place?** Yes

- 25.5 **More specifically:**

Are procedures in the event of fire appropriate and properly documented?
Yes

Are there suitable arrangements for summoning the Fire and Rescue Service? 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 arrangements for ensuring that the premises have been evacuated? Yes

Is there a suitable fire assembly point(s)? Yes – main hard surface playground

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

25.6 Comments and deficiencies observed: At the time of inspection good procedures were in place

25.7 Persons nominated to use fire extinguishing appliances? Yes

25.8 Comments and deficiencies observed: Staff training records seen however no formal third party certificates were present. The Responsible Person is to ensure all employees are fully trained in the use of extinguishers.

25.9 Persons nominated to assist with evacuation, including evacuation of disabled people? Yes

25.10 Comments and deficiencies observed: Please see 25.8.

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

25.12 Comments and deficiencies observed: Visits from the Local Authority are regular.

25.13 Routine in-house inspections of fire precautions (e.g. during health and safety inspections)? Yes

25.14 Comments and deficiencies observed: Caretaker carries out inspections.

26 TRAINING AND DRILLS

26.1 Are all staff & relevant others (contractors/ visitors) given adequate fire safety instruction and training? Yes

26.2 More specifically:

Are they trained on induction? Yes

Are they given periodic refresher training? Yes

Are they given additional training to cover any specific role and responsibilities? Yes

26.3 Comments and deficiencies observed: Please see 25.8.

- 26.4 Does the above training and instruction provide information, instruction or training on the following? Yes**
- Fire risks in the premises? Yes**
 - The general fire precautions 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**
 - Meaning of fire safety signs? Yes**
 - Means for summoning the fire and rescue service? Yes**
 - Identity of persons nominated to assist with evacuation? Yes**
 - Identity of persons nominated to use fire extinguishing appliances? Yes**
- 26.5 Comments and deficiencies observed: Please see 25.8.**
- 26.6 Are fire drills carried out at appropriate intervals? Yes**
- 26.7 Comments and deficiencies observed: Fire Drill documentation seen. These are carried out at the start of each term.**
- 26.8 When the employees of another employer work in the premises: Yes**
- Is their employer given appropriate information (e.g. on fire risks and fire safety measures)? Yes**
 - Is it ensured that the employees are provided with adequate instructions and information? Yes**
- 26.9 Comments and deficiencies observed: Reception staff and Caretaker give full brief.**

27 TESTING AND MAINTENANCE

- 27.1 Adequate maintenance of workplace? Yes**
- 27.2 Comments and deficiencies observed: Caretaker carries out regular maintenance.**
- 27.3 Weekly testing and periodic servicing of fire detection and alarm system? No**
- 27.4 Comments and deficiencies observed: Weekly testing carried out on Call Points and Alarm System. No Annual Testing seen.**
- 27.5 Monthly and annual testing routines for emergency escape lighting? No evidence.**

- 27.6 Comments and deficiencies observed:** Monthly testing carried out on Maintained and Non Maintained lights.. No Annual Testing seen.
- 27.7 Periodic inspection and annual maintenance of fire extinguishing appliances?**
Yes
- 27.8 Comments and deficiencies observed:** Fire Extinguishers are checked monthly and annually by a competent person.
- 27.9 Periodic inspection of external escape staircases and gangways?** N/A
- 27.10 Comments and deficiencies observed:** N/A
- 27.11 Six-monthly inspection and annual testing of rising mains?** N/A
- 27.12 Comments and deficiencies observed:** N/A
- 27.13 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)?** N/A
- 27.14 Comments and deficiencies observed:** N/A
- 27.15 Weekly testing and periodic inspection of sprinkler installations?** N/A
- 27.16 Comments and deficiencies observed:** N/A
- 27.17 Routine checks of final exit doors and/or security fastenings?** Yes
- 27.18 Comments and deficiencies observed:** Final exit doors checked daily before pupils arrive.
- 27.19 Annual inspection and testing of lightning protection system?** N/A
- 27.20 Comments and deficiencies observed:** N/A
- 27.21 Other relevant inspections or tests:** N/A
- 27.22 Comments and deficiencies observed:** N/A

28.1 Appropriate records of:

Fire drills? Yes

Fire training? Yes

Fire alarm tests? Yes

Emergency escape lighting tests? Yes

Maintenance and testing of other fire protection systems? N/A

28.2 Comments and deficiencies observed: None

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire □ Likelihood of fire □	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood / probability of fire) at these premises is:

Medium

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Moderate Harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant; other than an occupant sleeping in a room in which a fire occurs.

Moderate harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants. Accordingly, it is considered that the risk to life from fire at these premises is:

Moderate

Comments: At the time of inspection the Caretaker supervised the assessor round the premise. He was professional and showed his indepth knowledge of the property. However, he was not the Responsible Person, this reason could be why no documentation of the electrical, gas, fire alarm and emergency lighting could be found. The Action Plan below will assist the Responsible Person lower the risk of the premise.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

ACTION PLAN

Guidance to Responsible Person:

Although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following Action Plan. The significant risks have been prioritised from 1 being HIGH priority to 5 being the LOWEST priority. Due to the fire risk assessor, not having an in-depth knowledge of the finances, time and resources available to the company, they will attribute recommended timescales to the priority tasking's formulated by their opinions from observations and assumptions made at the time of inspection. Whether the time scale is Immediate or 'So Far As Reasonably Practicable' it is you the responsible person that is to take ownership of the action plan to ensure you provide suitable and sufficient arrangements for the safeguarding of all employees and relevant persons from fire.

Reminder to Responsible Persons:

Page 1 includes the scheduled review date for this Fire Risk Assessment. This date is based on the findings from the risk assessment conducted by North West Fire Solutions Ltd; any such assessment MUST be reviewed by the responsible person regularly so as to keep it up to date and particularly; if there is reason to suspect that it is no longer valid; or there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them. If in doubt, North West Fire Solutions Ltd can provide advice and guidance on this matter.

It is important you remember to ensure the premise has a suitable and sufficient fire safety policy statement, arrangements and that these policies and arrangements are organised and managed by competent persons.

The policies and arrangements along with the findings from this Fire Risk Assessment are to be communicated to all employees for you to be able to provide the correct information, training and supervision to ensure suitable protection and prevention is applied to all employees and relevant persons to safeguard them from fire.

You should have in place suitable arrangements to measure the performance of your policies and procedures. This can be done by conducting internal audits, meetings, collating data, routine checks etc. When deficiencies are noted, you should have in place a mechanism to be able to review your systems to ensure continuous improvement is applied to guarantee you meet legislative requirements through a proactive preventive system.

Example of Policy Statement:

'It is the policy of (your company) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities within or attributed to the premise.

The company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

The company will ensure they put in place suitable and sufficient arrangements to measure the performance of current fire safety measures and ensure that reviews to comply with currently legislative standards are adhered to'.

It is considered that the following actions should be implemented to reduce fire risk to, or maintain it at, the following level:

Tolerable

Serial	Requirement	Priority	Timescale
10.4	<p>No Gas Certification was witnessed at the time of inspection.</p> <p>The Responsible Person is to ensure a competent person services all gas installation annually and certification is kept for inspection and auditing purposes.</p>	1	IM
11.3	<p>No documentation was seen to ensure the kitchen filters had been cleaned.</p> <p>The Responsible Person is to ensure a competent person cleans the filters and other areas in the kitchen within the recommended time period.</p>	2	IM
13.3	<p>The housekeeping was below standard within:</p> <p>The Responsible Person is to ensure the above areas are sanitised. Flammable materials should also be stored separately.</p>	1	IM

† **Priorities:**

1. Represents a major non-conformity in relation to breaches of legislation and or having the potential for death to employees and relevant persons.
2. Represents a major non-conformity in relation to breaches of legislation having the potential for serious injury (death is unlikely or improbable) to employees and relevant persons.
3. Bad practice which does not breach legislation will be recognised as a major non-conformity as it has a potential to constitute a serious threat to employees and relevant persons.
4. Represents a minor non-conformity as there are breaches of legislation but the breach is not considered to constitute a serious threat to employees and relevant persons or the situation may constitute a potential risk to fires starting on the premise.
5. Observations made by the risk assessor to rectify any bad practices that may in future lead to breaches of legislation. These actions once complete will ensure a higher standard of fire safety is implemented ensuring employees and relevant persons and the premises are safeguarded.

†† **Timescale:**

All actions shall be implemented at the following recommended time scales:

Immediately (IM) – Work is to be conducted straight away and completed within 7 days from acceptance of the risk assessment dependent on the finances and resources available to proceed work.

So Far as Reasonably Practicable (SFRP) – Work is to be conducted straight away and completed within a time of 3 months from acceptance of the risk assessment. This is dependent on finance and resources available to proceed work.