

Fire Risk Assessment

Completed by Mark Alderton , 22nd May 2024

Langstone Conservative Club Ltd



Langstone Conservative Club Ltd

Denvilles House
33 Emsworth Road
Havant
Hampshire
PO9 2SN

Fire Risk Assessment

Fire Safety Order 2005

Date of Risk Assessment:	22nd May 2024
Site Type:	Small to Medium Places of Assembly
Client:	Langstone Conservative Club Ltd
Site Address:	Langstone Conservative Club Ltd Denvilles House 33 Emsworth Road Havant PO9 2SN
Unique reference:	FH169461716375600

Assessor:	Mark Alderton
Validator:	Gary Reading (MIFSM, NEBOSH Fire TIER3 NAFRAR)

Suggested Date for Review: 22nd May 2025

The Responsible Person is detailed in section 1.1

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 fire safety legislation. The report does not address the risk of property or business continuity from fire.

User Guide

This Fire Risk Assessment is written and produced in compliance with, and assessed as being based on the Risk Rating set out in PAS 79 2020 Fire Risk Assessment Code of Practice.

This guide is to assist the reader in understanding how to use this document.

A fire risk assessment should be seen as the start of a process; the significant findings should form the basis for an action plan which will help to rectify any deficiencies found in this assessment. The findings action plan of this assessment should be reviewed to ensure items are dealt with within the timescales provided in the findings.

Any such assessment must be reviewed by the responsible person regularly to keep it up to date, particularly if there is reason to suspect that it is no longer valid; or there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or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.

The fire risk assessment is broken down into the following parts:

1. General Information

Comments on the overall risk rating for the site and the findings, including the conclusions of the fire risk assessor have been reached by applying the guidance contained in PAS 79 2020 Fire Risk Assessment Code of Practice guidance and methodology together with various fire related British Standards or national sector specific guidance where applicable.

2. Fire Protection Measures

Provides information regarding the site, its activity, people and the "human risks" present during the survey.

3. Management of Fire Safety

Comments on the physical fire protection that the building is provided with.

4. Fire Risk Assessment Summary

Comments on the management policies and practises in place and their suitability.

5. Significant Findings and Action Plan

Details the issues found that need to be resolved and provides a timetable for each item. This should form the basis of your action plan.

Appendix A (Limitations)

Sets out the limitations of the report.

Appendix B (Certification)

Relevant accreditation or evidence of competency.

Fire Risk Assessment Summary

Likelihood of Fire Starting

The definition of this is defined as follows:

- LOW** Unusually low likelihood of a fire as a result 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.
- HIGH** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking into account the fire prevention measures observed at the time of the Risk Assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MEDIUM

Consequences For Life Safety In The Event Of A Fire

The definition of this is defined as follows:

- LOW** Outbreak of fire unlikely to result in serious injury or death.
- MEDIUM** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- HIGH** Significant potential for serious injury or death of one or more occupants.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of the Fire Risk Assessment it is considered that the consequences for life safety in the event of a fire would be:

MEDIUM

Accordingly it is considered that the risk to life from fire at these premises is:

MODERATE RISK

The risk assessment has determined a moderate classification. There are sufficient controls in place to manage potential sources of ignition and combustible materials. In the event of a fire, the smoke detection system will swiftly notify all inhabitants. Additionally, the seven exits' close proximity will aid awake occupants in evacuating safely and swiftly. However, there is no protected escape route from the flat tailored for the sleeping resident which increases the risk of injury.

Likelihood of Fire Starting	Consequences For Life Safety In The Event Of A Fire		
	LOW	MEDIUM	HIGH
LOW	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
MEDIUM	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
HIGH	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Any defects, deficiencies or significant issues identified in this report should be actioned as soon as possible and within the recommended time frames. It is the client's responsibility to ensure that effective and permanent remedial actions are completed, and the fire risk assessor will not be required to follow up to ensure that they are completed unless specifically requested and agreed in writing with the client

General Information

1. Description of Building

1.1 Responsible Person / Duty Holder / Appropriate Person

Langstone Conservative Club Ltd

1.2 Details of Previous Fire Risk Assessment

✓ YES

The fire risk assessment was completed on the 19th of April 2023 by Mark Alderton.

1.3 General description of building

The property is a detached building situated on its own grounds, featuring two storeys. The front portion of the building is of the original construction, with two additional extensions attached at the rear.

The main entrance is centrally located on the front façade, flanked by two fire exits. Upon entering, there is a small lobby corridor that leads to the main hallway. To the right of the hallway is the panel room, to the left is the restaurant, and straight ahead are the stairs to the first floor. A door beneath the stairs opens into a corridor. This corridor has the kitchen on the left, which is also accessible from the restaurant, the bar on the right and ahead a corridor that contains the WCs, boiler room, bottle store, and card room. From the card room that leads down to the snooker room.

On the first floor, there are five offices and a flat that is used for staff accommodation.

1.4 Number of Floors

Two, plus a cellar and a lower-ground floor snooker room.

1.5 Number of Flats

There is one flat used for staff accommodation.

1.6 Brief detail of construction

The building appears to be constructed of brick under a timber-framed pitched tiled roof with the internal walls being of brick, block work and plasterboard.

1.7 Brief description of external facade

The exterior of the property appears to be comprised of brick. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter.

See Appendix A 9

1.8 Fire safety guidance relating to this type of property

- Fire Safety Risk Assessment Small to Medium Places of Assembly (DCLG)
- Fire Safety Risk Assessment Sleeping Accommodation (DCLG)

1.9 Contemporaneous Notes

The assessor confirms that they have gained access to all areas of the premises under the scope of this risk assessment, with the exception of the staff member's flat, where access was denied.

All bar one of the offices on the first floor and at the rear are let out to tenants.

2. The Occupants

2.1 Total maximum number

One-hundred and fourteen.

2.2 Approximate number of employees at any one time

Nine tenants and five staff.

2.3 Maximum number of members of the public at any one time

One-hundred.

2.4 Associated time/hours of occupation

07.30 to 00.00 midnight Monday to Sunday. Plus one occupant of the flat who has twenty-four hour access.

2.5 Occupancy lower than that prescribed in relevant guidance

Yes.

3. Occupants Especially at Risk from Fire

3.1 Sleeping occupants

There is one sleeping member of staff.

3.2 Disabled occupants

There are no disabled members of staff or tenants.

3.3 Other disabled occupants

There are approximately four disabled club members.

3.4 Occupants in lone areas and lone workers

Yes, and there is a lone worker in place.

3.5 Young persons employed

There are no young persons employed.

3.6 Others

N/A

3.7 Occupancy profile

- Members of staff who are awake and aware of the premises layout.
- Members of public who are awake but may be unaware of the premises layout.
- Members of staff who may be asleep but aware of the premises layout.

4. Fire Hazards From Work Process That Warrant Consideration and May Have An Impact On The General Fire Precautions

4.1 Are there any fire hazards from work processes that warrant consideration and may have an impact on the general fire precautions?

N/A

There are no hazards above and beyond those expected for this type of property.

5. Fire Loss Experience

5.1 No recent fires were highlighted to the assessor.

✓ YES

There was no evidence of a previous fire on site and staff have confirmed to the assessor that they have no knowledge of any recent fires at the premises.

5.2 Other relevant information

N/A

5.3 References

N/A

6. Relevant Fire Safety Legislation

6.1 The following fire safety legislation applies to these premises:

- Fire Safety Order 2005

6.2 The above legislation is enforced by:

Hampshire Fire & Rescue Authority.

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 and any relevant Local Act):

- Health & Safety at Work Act 1974
- The Housing Act 2004

6.4 The other legislation referred to above is enforced by:

- Health & Safety at Work Act 1974 is enforced by the Local Authority & the Health and Safety Executive
- The Housing Act 2004 is enforced by the Local Authority

6.5 There are no alteration notices in force?

✓ YES

6.6 Relevant information and deficiencies observed:

Alterations notices were not highlighted to the assessor.

7. Electrical Sources of Ignition

7.1 Is the fixed electrical wiring test in date?

✓ YES

The electrical fixed wiring test was completed on the 18th of April 2021, the report was reviewed and the C1 & C2 issues are currently being undertaken.

7.2 Is there good management of trailing leads and extension points and are square plug adaptors not in use?

✓ YES

There is good management of trailing leads and extension points, there are no trailing leads that could be caught or trapped, extension leads are all plugged directly into a wall socket and not plugged into one another leading to overloading, and no square plug adaptors are being used.

7.3 Is there a testing and inspection regime for portable electrical appliances?

✓ YES

PAT testing is carried out on all portable electrical appliances and was last carried out on the 4th of January 2024.

7.4 Are there suitable facilities for charging mobility scooters which are away from protected escape routes, behind a fire door with smoke detection and do not pose a hazard are the escape routes clear from the charging of products such as e-bikes and e-scooters that may pose a risk?

N/A

N/A

7.5 Are there suitable control measures in place for tumble dryers?	N/A
N/A	

7.6 Is a Solar Energy System installed and if so is it maintained?	N/A
No Solar Energy System is installed.	

8. Smoking	
8.1 Are there reasonable measures taken to prevent fires as a result of smoking?	<input checked="" type="checkbox"/> YES
Smoking is prohibited within the premises. The policy appears to be observed at the time of the inspection.	

9. Arson	
9.1 Does basic security against arson by outsiders appear reasonable?	<input checked="" type="checkbox"/> YES
The site has reasonable security around the perimeter to deter arsonists.	

See Appendix A 2

9.2 Is there an absence of unnecessary fire load near the premises or available for ignition by outsiders?	<input checked="" type="checkbox"/> YES
There are no readily combustible materials stored close to the building and refuse bins are kept away from the exterior.	

10. Portable Heater and Heating Installations	
10.1 Is the use of portable heaters avoided as far as practicable?	<input checked="" type="checkbox"/> YES
The site is heated via gas central heating and the boiler is located in a locked boiler room in the corridor behind the bar.	

10.2 Are wall-mounted electrical heaters in use?

✘ NO

Wall-mounted electrical heaters are installed but are not subject to their own maintenance regime.

! Significant Findings

3-6 MONTHS

1

10.3 Where radiant bar fires or lpg appliances cannot be avoided, are suitable measures taken to minimise the hazard of ignition of combustible materials?

N/A

These portable heaters are not in use.

10.4 Are fixed heating installations subject to regular maintenance?

✔ YES

The heating system is subject to maintenance in line with the manufacturer's requirements and gas appliances are subject to a Gas Safe inspection which was last carried out on the 3rd of November 2023.

11. Cooking

11.1 Are there staff tea points?

✔ YES

There is a staff tea point which is predominantly used for reheating food and making hot drinks.

11.2 Are reasonable measures taken to prevent fire as a result of cooking?

✔ YES

The site has a commercial kitchen with extraction hoods, the kitchen is located on the left-hand front side of the building. The extraction system is subject to regular maintenance by an external contractor and the staff clean the filters regularly.

11.3 Where extraction ductwork passes through a compartment wall is the ductwork protected on the nonkitchen side?

✔ YES

The kitchen extract ductwork leaves the kitchen via the wall and is protected until it exits the building.

11.4 Suitable extinguishing appliances available?

✔ YES

There are wet chemical extinguishers for the deep fat fryers and CO2 extinguishers for the electrical risk within the kitchen.

12. Lightning

12.1 Do the premises have a lightning protection system?

N/A

The provision of a lightning protection system is not considered essential in the context of this risk assessment. However, if the client deems that the building may be at undue risk or has concerns regarding a lightning strike, then it is recommended that a lightning protection specialist is consulted.

12.2 Is the lightning protection system inspected by a competent person?

N/A

N/A

13. Housekeeping and Storage of Combustible Materials

13.1 Do combustible materials appear to be separated from ignition sources?

✓ YES

There is good management of the separation of combustible materials from potential ignition sources.

13.2 Has the unnecessary accumulation of combustible materials or waste been avoided?

✓ YES

There are no areas with a build-up of unnecessary combustible materials or waste.

13.3 Appropriate storage of hazardous materials in line with COSHH (Control of Substances Hazardous to Health Regulations 2002)

N/A

There are no highly flammable or oxidising COSHH materials stored on site.

See Appendix A 10

13.4 Does the building structure include insulated sandwich panels and are these in a good state of repair?

N/A

N/A

See Appendix A 10

13.5 Overall are general fire precautions adequate to address the hazards, associated with the types of combustible material stored in the premises? ✔ YES

The general fire precautions are adequate to address the hazards associated with the types of combustible material stored on the premises.

14. Hazard Introduced by Outside Contractors and Building Works

14.1 Are fire safety conditions imposed on outside contractors? ✔ YES

Fire safety conditions are imposed on outside contractors, this is communicated via a verbal induction upon arrival.

14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including 'hot work' permits)? ✔ YES

There are satisfactory controls over works carried out on the premises by outside contractors. Risk assessments and method statements are submitted before any task is undertaken which includes a 'hot work' permit if required.

14.3 If there are in-house maintenance personnel, are suitable precautions taken during 'hot work' including the use of 'hot work' permits? N/A

Members of staff do not carry out 'hot works'.

Fire Protection Measures

1. Means of Escape from Fire

1.1 Is the design of the means of escape considered adequate?

✘ NO

The escape routes are adequately designed, there are eight escape routes from the property via the stairs from the first floor, the front entrance door, from the lounge, two from the bar/dining room on the right-hand elevation, one at the rear of the bar/dining room and one adjacent to the kitchen on the left-hand elevation and the stairs from the first floor tenanted office at the rear of the building, which all lead out to an area of total safety. However, there is an issue with the flat being occupied by a staff member, as to escape the resident would have to travel through the club and they don't have their own separate protected escape route.

! Significant Findings

3-6 MONTHS

1

1.2 Reasonable distances of travel:

✔ YES

Travel distances and the direction of travel were checked during this inspection and found not to be excessive or incorrect in accordance with the guidance.

See Appendix A 12

1.3 Is there adequate provision of exits?

✔ YES

There are seven exits from the property. These are in line with the maximum number of occupants currently allowed on the property.

See Appendix A 12

1.4 Do staircase and exit capacities appear to be adequate for the number of occupants?

✔ YES

Staircase and exit capacities are adequate for the number of occupants.

See Appendix A 12

1.5 Are any external escape stairs in a good state of repair and inspected in line with BS8210 - 2020?

N/A

N/A

1.6 Are the premises provided with reasonable arrangements for means of escape for disabled people? N/A

There are currently no disabled occupants, and any disabled visitors would not be able to access any upper or lower floors of the property.

See Appendix A 12

1.7 Do all fire exits open easily, immediately and in the direction of escape where necessary? ✔ YES

All fire exits opened easily, were unblocked and unobstructed on the exterior of the premises and they opened in the direction of escape.

See Appendix A 12

1.8 Has using sliding or revolving doors as fire exits been avoided? ✔ YES

All fire exits are free swing opening doors.

See Appendix A 12

1.9 Is there satisfactory means for securing exit where there is a single direction of travel? ✔ YES

There is a single direction of travel from the premises. This is from the stairs from the first-floor offices at the front and rear.

See Appendix A 12

1.10 Is there satisfactory means for securing exits where there are alternative means of escape? ✔ YES

There are alternate directions of travel from the premises. This is via the five fire exits.

See Appendix A 12

1.11 Is there suitable fire precautions for all inner rooms? ✔ YES

Inner rooms are afforded protection via smoke detection in the outer room.

See Appendix A 12

1.12 Are escape routes unobstructed? ✔ YES

Escape routes are free from any unnecessary clutter and are easily, safely and immediately usable at all times.

See Appendix A 12

1.13 Is the fire-resisting construction which protects escape routes in good condition? ✔ YES

Fire-resisting construction is provided via brick and plasterboard and appears to provide 30 minutes of fire protection. This was in a good state of repair and there were no holes or large cracks in the walls or ceilings.

See Appendix A 13

1.14 Are dead-end corridors afforded appropriate protection? N/A

N/A

See Appendix A 13

2. Measures to Limit Fire Spread and Development

2.1 Are fire doors installed and, if so, what type of fire doors are installed? ✔ YES

Fire doors on this site have no manufacturer identification but present as solid 44mm doors with 3 hinges, and 25mm door stops and can be considered notional 30-minute fire doors.

2.2 Do fire doors close correctly into their rebates and latches? ✔ YES

Of the fire doors that were inspected, the doors opened fully without catching on the flooring and closed correctly into their latch.

2.3 Are fire doors in a reasonable state of repair? ✔ YES

Fire doors are all undamaged and in a good state of repair with no damage to leaves, frames, vision panels, door handles or hinges.

2.4 Do fire doors have edge gaps of 4mm or less? ✔ YES

Of the fire doors that were inspected, the doors have edge gaps of 4mm or less.

2.5 Where fire doors are wedged open, are automatic closers installed? ✘ NO

Some fire doors have been wedged open.

 **Significant Findings** 0-3 MONTHS 1

2.6 Is compartmentation of a reasonable standard?	N/A
The property comprises a single compartment.	

See Appendix A 13

2.7 Is there reasonable limitation of linings that might promote fire spread?	✓ YES
The wall linings appear to be non-combustible. Where there are combustible materials, such as notice boards and displays, these constitute less than 25% of the surface area and are not on escape routes where there is a single direction of travel.	

2.8 Where fire dampers are installed, are they accessible for inspection?	N/A
N/A	

See Appendix A 4

2.9 Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?	✗ NO
All service risers, ducts and cupboards were inspected and the fire resistance was damaged or missing and requires fire-stopping.	
<div style="display: flex; align-items: center; gap: 10px;"> ! Significant Findings 3-6 MONTHS 1 </div>	

See Appendix A 4

3. Emergency Escape Lighting	
3.1 Is a reasonable standard of emergency escape lighting provided?	✓ YES
Emergency lighting is provided adequately via non-maintained and maintained bulkhead fittings and twin spots located; above fire exits, on all escape routes, at intersections in corridors, near emergency exit signs, and near to the fire alarm panel.	

See Appendix A 5

4. Fire Safety Signs and Notices	
4.1 Is there a reasonable standard of no smoking signs?	✓ YES
'No Smoking' signs are installed at all entrances and in communal areas.	

4.2 Is there a reasonable standard of directional fire safety signs? ✔ YES

'Emergency Exit' signs are clear and unambiguous. There are directional arrows in the correct locations or where the exit is not obvious. All signs are the same type and uniformly mounted.

4.3 Is there a reasonable standard of fire safety notices? ✔ YES

Fire action notices are legible, unobstructed, and installed at all exits and level changes.

5. Means of Giving Warning in Case of Fire

5.1 Automatic detection/alarm system details ✔ YES

The fire alarm system is broadly compliant with BS5839 Pt 1 L2 The premises are fitted with an automatic fire alarm and detection system giving local alarm provision, this is installed to the fire control panel on the wall by the side fire exit A zone plan is installed adjacent to the control panel. Automatic detection is installed throughout the building escape routes and rooms off, along with specific risk rooms. Manual call points are installed at all exits and changes of level. The system is linked to the Churches Fire & Security remote monitoring system.

See Appendix A 6

5.2 Is automatic fire protection provided and is the extent of automatic fire detection generally appropriate for the occupancy and fire risk? ✔ YES

Automatic detection is installed to meet the requirements of the site and provide mitigation where required.

5.3 Are smoke control systems installed? N/A

N/A

5.4 Are there connections to secondary shut down or automated systems? N/A

N/A

5.5 Are there connections to fire shutters or curtains? N/A

N/A

5.6 Is the evacuation policy suitable for the premises?

✓ YES

The property has a simultaneous evacuation policy which is suitable for this type of property.

6. Manual Fire Extinguishing Appliances and Facilities for Fire and Rescue Services

6.1 Are there reasonable provisions of portable fire extinguishers?

✓ YES

Portable firefighting equipment is provided throughout the property with Class A, B & electrical which are adequately spaced (minimum class A of 13A per 200M2 & 30-metre travel distance) and adequately provided for the risk.

6.2 Are all fire extinguishing appliances readily accessible?

✓ YES

Portable firefighting equipment is adequately mounted and easily accessible.

6.3 Are hose reels provided?

N/A

Hose reels are not installed or required.

6.4 Are all dry/wet risers installed?

N/A

Dry or wet risers are not installed or required on these premises.

6.5 Are firefighting shafts provided with lobby protection?

N/A

A firefighters' lift is not installed or required on these premises.

6.6 Are fire hydrants installed within the boundary of the site?

N/A

Fire hydrants are not installed or required on these premises.

6.7 Are there relevant automatic fire extinguishing systems?

N/A

Automatic fire extinguishing systems are not installed.

Management of Fire Safety

1. Procedures and Arrangements

1.1 Fire safety at the premises is managed by:

Jayne Cundliffe manages the property and provided the information during the assessment.

See Appendix A 7

1.2 The competent person(s) appointed, under Article 18 of the Fire Safety Order, to assist the Responsible Person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:

Jayne Cundliffe.

1.3 Have all relevant actions from the previous fire risk assessment been completed?

NO

There are actions outstanding. These actions have been included in the significant findings in this report.

1.4 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?

YES

There are documented inspections of general fire precautions.

1.5 Are there suitable records of the fire safety arrangements?

YES

The organisation's policy sets out in writing; the person who holds responsibility for fire safety at the board level, who the responsible person for the premises is, fire wardens nominated for particular tasks in the event of a fire, the proactive arrangements for maintaining and testing life safety systems, and the proactive arrangements to monitor and check that individuals responsible for fire safety are meeting the requirements.

1.6 Are appropriate fire procedures in place?

YES

There is an emergency evacuation plan in place.

See Appendix A 14

1.7 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of the fire safety arrangements? ✘ NO

There are no arrangements in place for cooperation between duty holders.

! **Significant Findings** 3-6 MONTHS 1

See Appendix A 14

1.8 Are the procedures in the event of a fire appropriate and properly documented? ✔ YES

The emergency plan is appropriate to the premises and includes the roles of staff in the event of a fire.

1.9 Are there suitable arrangements for summoning the fire and rescue service? ✔ YES

The emergency plan includes details of how the fire and rescue service, and any other necessary services, will be called and who will be responsible for doing this.

1.10 Are there suitable arrangements to meet the fire and rescue service on arrival? ✔ YES

The emergency plan includes procedures for meeting the fire and rescue service on their arrival.

1.11 Are there suitable arrangements for ensuring the premises have been evacuated? ✔ YES

The emergency plan includes arrangements for the safe evacuation of all people. This is done by the use of staff and members who sweep the building to ensure all occupants have evacuated.

1.12 Is there a suitable fire assembly point? ✔ YES

The fire assembly point is located on the front lawn. This area is a suitable distance from the premises but near enough for the Fire & Rescue services to communicate with the occupants.

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

The emergency plan includes a GEEP (general emergency evacuation plan) for any disabled visitors.

1.14 Is someone nominated and trained to use fire extinguisher appliances? ✔ YES

Staff are provided with additional training in the use of firefighting equipment, including understanding the purpose of all portable and fixed firefighting equipment. This training is. Arrived out at the time of induction and is repeated every year thereafter.

1.15 Is someone nominated and trained to assist with evacuation? (including EVAC chair training if required) ✔ YES

Fire wardens are provided with additional training in the role of the fire warden which includes; helping those in the premises to leave, checking the premises to ensure everyone has left, liaising with the fire and rescue service on arrival, shutting down vital or dangerous equipment and performing a supervisory role.

1.16 If there has been liaison with the local fire and rescue services, have details from enforcement notices been resolved? N/A

There have been no visits by the fire and rescue services.

2. Training and Drills

2.1 Are all staff given adequate refresher training at suitable intervals? ✔ YES

All members of staff have a periodic review which includes a review of the emergency plan and a tour of the building which includes the locations of escape routes and exits, use of the fire alarm system and the location of portable firefighting equipment.

2.2 Does all staff training provide information, instruction or training on the following: fire risk in the premises, fire safety measures on the premises, action in the event of a fire, action on hearing the fire alarm signals, method of operation of manual call points, location and use of extinguishers, means of summoning fire and rescue services, the identity of persons nominated to assist with evacuation, and identity of persons nominated to use fire extinguishing appliances? N/A

The content of staff training courses was not available to view during this assessment.

See Appendix A 15

2.3 Are fire drills carried out at appropriate intervals? ✘ NO

There is no evidence that fire drills are carried out periodically.

 **Significant Findings** 0-3 MONTHS 1

2.4 When the employees of another employer work in the premises is their employer given appropriate information on fire risks and general fire precautions, and have they ensured that the employees are provided with adequate instruction and information?	✔ YES
Staff who do not work directly for the employer are subject to the same training regime as members of staff and are included in all fire drills.	

3. Testing and Maintenance

3.1 Is there adequate maintenance of the workplace?	✔ YES
The workplace is maintained and in a good state of repair.	

3.2 Is there periodic servicing of the smoke detection system/fire detection and the alarm system?	✔ YES
The smoke detection system/fire detection and alarm system is serviced in line with the recommendations set out in BS5839. The last recorded service was on the 5th of October 2023.	

3.3 Is annual discharge testing of emergency escape lighting undertaken?	✔ YES
The emergency lighting is discharge tested annually for 180 minutes in line with the recommendations set out in BS5266. The last recorded service was on the 10th of April 2024.	

3.4 Are fire extinguishing appliances tested annually?	✔ YES
The portable fire extinguishers are serviced annually in line with the recommendations set out in BS5306. The last recorded service was on the 11th of January 2024.	

3.5 Are six-monthly inspections and annual testing of rising mains undertaken?	N/A
Dry/wet risers are not installed within these premises.	

3.6 Is the periodic maintenance of the disabled refuge system undertaken?	N/A
A disabled refuge system is not installed within these premises.	

3.7 Is the periodic maintenance of smoke vents and smoke ventilation systems undertaken?	N/A
Smoke vents or smoke ventilation systems are not installed within these premises.	

3.8 Are periodic checks of final exit doors, security fastenings, and inspection of external escape staircases and gangways recorded?	✓ YES
The escape routes, exits, fastenings and gangways are inspected at least daily by staff.	

3.9 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	✓ YES
The manager of the site has the authority to effect any repairs required to life safety systems.	

3.10 Are relevant automatic fire extinguishing systems adequately maintained?	N/A
N/A	

4. Records

4.1 Are appropriate client records kept of weekly testing for fire detection/alarm systems?	✓ YES
There are records of regular testing of the fire alarm system.	

4.2 Are appropriate client records kept of monthly emergency escape lighting tests?	✓ YES
There are records of regular testing of emergency escape lighting systems.	

4.3 Are appropriate client periodic tests and records kept of other life safety systems?	N/A
There are no fire sprinkler systems installed.	

4.4 Are appropriate client records kept of fire training?	✓ YES
There are records of fire safety training for staff.	

4.5 Are appropriate client records kept of fire drills?

N/A

Fire drills have not taken place, this is recorded in section 23.

Significant Findings Action Plan

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

3-6 MONTHS

Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?



Proposed Action

The ceiling in the electrical cupboard has a hole that should be fire-stopped, to prevent the spread of smoke and flames.

Finding resolved

Portable Heater and Heating Installations

! Portable Heater and Heating Installations

3-6 MONTHS

Are wall-mounted electrical heaters in use?



Proposed Action

Wall-mounted electrical heaters are not covered by either PAT or a fixed wiring system and should be subject to additional maintenance in line with the manufacturer's requirements.

Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

0-3 MONTHS

Where fire doors are wedged open, are automatic closers installed?



Proposed Action

The following fire door to the dining room behind the kitchen should not be wedged open, It should either be kept closed into the latch at all times or an automatic door closer installed.

Finding resolved

Training and Drills

! Training and Drills

0-3 MONTHS

Are fire drills carried out at appropriate intervals?

Proposed Action

Every member of staff should be subjected to a fire drill at least annually and the details should be recorded.

Finding resolved

Means of Escape from Fire

! Means of Escape from Fire

3-6 MONTHS

Is the design of the means of escape considered adequate?

Proposed Action

The staff flat should either have external escape stairs installed or it needs to be confirmed that a window within the flat allows for them to be considered as an escape window. An escape window must meet three main criteria: they must be at an appropriate height for you to be able to safely climb out (between 800-1000mm from your internal floor level), the clear opening must be at least 0.33sqm in size, and the opening must be at least 450mm in both width and height. Consideration needs to be given to the height of the drop and also whether the resident is physically capable of using one in an emergency.

Finding resolved

Procedures and Arrangements

! Procedures and Arrangements

3-6 MONTHS

If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of the fire safety arrangements?

Proposed Action

It is the responsibility of the landlord (Responsible Person) to ensure that there is effective cooperation and coordination between all duty holders, this includes the sharing of fire risk assessments, the arranging of fire drills (if necessary) and ensuring the activities of tenants does not create risks for other duty holders.

Finding resolved

Appendix A (Limitations)

- 1 The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at an earlier date if there is a reason to suspect that it is no longer valid, or if there has been significant change in the matters to which it relates, or if a fire occurs.
- 2 Reasonable only in the context of this Fire Risk Assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.
- 3 Based on a visual inspection of readily accessible areas with a degree of sampling where appropriate.
- 4 A full investigation of the design of the HVAC systems is outside the scope of this Fire Risk Assessment.
- 5 Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.
- 6 The fire alarm category stated is based on a visual observation only, this is not a full compliance with the relevant British Standard. Also, no audibility tests or verification of full compliance with relevant British Standards carried out.
- 7 This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the Fire Risk Assessment.
- 8 Relevant to life safety and this risk assessment (as opposed to property protection).
- 9 Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter (<https://www.fia.uk.com/news/guidance-on-the-issue-of-cladding-and-external-wallconstruction-in-fire-riskassessments-for-multi-occupied-residential-premises.html>).
- 10 For the purpose of this risk assessment, the Fire Safety Order 2005 and Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006, dangerous substances are primarily; explosive, highly flammable or flammable substances and oxidising agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.
- 11 The management of other DSEAR areas is managed under the Health and Safety at Work Act 1974 and this assessment does not constitute compliance.

- 12 Based on current occupancy information provided. Detailed calculations (e.g., using floor space factors to predict maximum occupancy) not carried out.
- 13 This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.
- 14 Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.
- 15 Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.