

FIRE RISK ASSESSMENT CARRIED OUT FOR

**Rowell Farm Nursing Home
Brox Lane
Row Town
Addlestone
Surrey
KT15 1HH**

Tel: 01932 853 371

**Mr Ernie GRAHAM
Director**

**Mrs Karen RAGGETT
Manager**

**Carried out by Roger Davey FIFireE
of
SJH Consulting**

on:

**Original Fire Risk Assessment 5 March 2007
Reviewed and revised 13 January 2009
Reviewed and revised 4 June 2010
Reviewed and revised 19 October 2010
Reviewed and revised 28 October 2011
Reviewed and revised on 22 October 2012**

RECORD OF FIRE RISK ASSESSMENT REVIEWS

This Fire Risk Assessment should be reviewed annually and whenever there is a material change in the use of the premises or part of the premises (including numbers of occupants) or when significant structural or layout changes to the premises are proposed or carried out. The table below is provided for the 'Responsible Person' at the premises to maintain a record of reviews and provides space for simple comments. If a 'Responsible Person's' review indicates significant change then a new complete or partial Fire Risk Assessment should be carried out and fully documented.

Date of Review	Reason for Review	Results / Comments	Name, Position & Signature of Reviewer
13/01/09	Periodic on behalf of the 'Responsible Person'.	No significant material changes to the occupancy or use. This document is an updated version of original taking account of those previous action points which are now completed.	R J Davey FIFireE for SJH Consulting
4/6/10	Periodic review on behalf of the Responsible Person	No significant material changes to the occupancy or use. This document is an updated version of the original taking account of those previous action points which are now completed.	Stephen Hall MIIRSM. SJH Consulting
19/10/10	Periodic review on behalf of the Responsible Person	No significant material changes to the occupancy or use. This document is an updated version of the original taking account of those previous action points which are now completed.	Stephen Hall SJH Consulting
28/10/11	Periodic review on behalf of the Responsible Person	No significant material changes to the occupancy or use. This document is an updated version of the original taking account of those previous action points which are now completed.	Stephen Hall SJH Consulting
22/10/12	Periodic review on behalf of the Responsible Person	No significant material changes to the occupancy or use. This document is an updated version of the original taking account of those previous action points which are now completed.	Stephen Hall Competent Person 

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SECTION ONE – INTRODUCTION

A fire risk assessment was originally carried out for this undertaking by Roger Davey FIFireE on the 5 March 2007. This document is an updated version prepared following a periodic review which was carried out on 28 October 2011. This version has been amended to reflect the current situation at the time of review following the completion of a number of action points included in the original document.

The assessment was carried out to comply with the conditions placed on businesses by the Regulatory Reform (Fire Safety) Order 2005, SI 2005/1541 and provides an assessment of the risk to life from fire in these premises.

This legislation calls upon the owner, manager or other person who has control of a workplace to carry out a risk assessment based upon the identification of fire hazards in the individual workplace. The assessment process then calls for that person to evaluate the likelihood of fire occurring, identifying those employees or other persons placed at risk, and estimating the adequacy of any control measure or procedure in place within these premises.

The assessment process is carried out to ensure that:

1. Fire hazards are identified.
2. The risk of those hazards causing harm is made as low as reasonably practicable.
3. The necessary physical fire precautions and management arrangements to ensure the safety of all the people in the premises are decided upon.
4. All who use the workplace are able to reach a place of safety quickly and without external aid.
5. Any defects, deficiencies or failures are identified in order to be rectified or overcome.
6. That any risk from the processes within the workplace, or any storage of flammables, are known to those who use the workplace, are properly controlled and information regarding these matters are brought to the attention of all workplace users.

This assessment should be reviewed after any significant changes in material matters affecting the workplace have occurred, or if it is believed to be no longer valid or relevant. However, if neither of the preceding conditions applies then a routine review every 12 months is advisable it should be carried out by the person responsible for the premises and recorded. This will also help to maintain awareness of the contents of the fire risk assessment.

DISCLAIMER

The fire risk assessment carried out has had due regard both to the nature of the business or undertaking and the type of risks noted and likely to be found therein. The assessment is intended to assist you in meeting your legal obligations but does not in itself ensure or confirm compliance.

The assessment does not intend to identify every fire hazard, risk or control but is intended to set a format against which the client can check and confirm the hazards and risks in place and the controls necessary to reduce risk. The client should ensure that all Significant Hazards and People/Groups at Risk are included in the assessment. The assessment is based on good faith and was restricted to those areas, items or information provided by the client or his/her representative. The inspection carried out was of a non-invasive nature therefore certain assumptions, by necessity, have been made. The client should ensure that the assessment is relevant to the business, procedures and practices in place and as recorded represent a reasonable judgment of the foreseeable risks and necessary preventive measures. The controls which have been identified to reduce risk should be checked and confirmed. No liability rests with the assessor for not assessing any Specific Hazard or risk not included in the assessment and not brought to his/her attention. It is the responsibility of the client to implement the action points contained within the report.

The client should note that nothing in this document overrides the need to comply with statutory obligations and in particular the need, where appropriate, to apply for consents from local building control authority and licensing authority.

The client should also note that any new equipment, tasks, alteration to the building or fire precautions or processes added or amended after the completion of the assessments, change in People/Groups at Risk and/or Controls which are used to reduce the risk, should be subject to fire risk assessment and no liability rests with the assessor for this work unless subject to a specific and separate request.

SECTION TWO – SUMMARY

This establishment is a Residential Nursing Care Home with a possibility of high dependency residents, however, at the time of review the manager confirmed that there were no residents in this category (within the strict definition) who could not be moved immediately in the event of a fire evacuation.

The establishment is well managed and well maintained. Any items requiring attention are detailed in section 16, Action Points.

SECTION THREE - METHODOLOGY

The following procedure was adopted in the fire risk assessment:

- An interview was carried out with the proprietor's representative.
- A non-intrusive inspection of the premises / site / plans was carried out.
- Through the above process, the following was achieved;

Identification of fire hazards throughout the premises (sources of ignition, fuels and oxygen supplies).

- Identification of those persons who are at risk in case of fire within the workplace.
- Evaluation of the risks involved and the adequacy of control measures adopted within the workplace.
- Assessment of the fire safety records and procedures.
- The documenting of the findings and recommendations.

SECTION FOUR - DETAILS OF THE BUSINESS OCCUPANCY, BUILDING & PREMISES

THE BUILDING PREMISES

DATE OF CONSTRUCTION	Estimated 1830 original building, later additions.
TYPE OF CONSTRUCTION	Traditional -brick, timber, concrete
OVERALL DIMENSIONS APPROXIMATELY	20m x 40 m Approximately
FLOOR SIZE	800m ² Approximately
NUMBER OF FLOORS INCLUDING AND ABOVE AND GROUND	2
NUMBER OF FLOORS BELOW GROUND	Nil
LIFTS/SHAFTS	Yes
UNDERGROUND CAR PARKS	No
ANY KNOWN RESTRICTIONS ON USE OF THE BUILDING OR PARTS OF BUILDING	No
OTHER USERS OF BUILDING WAKEFUL	No
OTHER USERS OF BUILDING PROVIDING SLEEPING ACCOMMODATION	No
OWNERS OF WORKPLACE/MANAGING AGENTS	Rodwell Farm Nursing Home Ltd

THE OPERATION

DESCRIPTION OF OPERATION TO WHICH THIS FIRE RISK ASSESSMENT RELATES	Residential Care Nursing Home High dependency
OVERALL RISK LEVEL FOR OCCUPANCY	Normal
LOCATION WITHIN BUILDING / PREMISES	Whole
DAY / NIGHT / SLEEPING RISKS	Day Evening Night Sleeping
TOTAL FLOOR AREA APPROXIMATELY	1600m ²
MANAGEMENT OF BUSINESS (PROPRIETOR / OWNER)	Mr E Graham
MANAGEMENT RESPONSIBLE PERSON AT PREMISES	Mrs K Raggett
REPRESENTATIVE FOR SAFETY ISSUES	Mrs K Raggett

THE PEOPLE

TOTAL WORKFORCE AT WORKPLACE	60	
MAX. NUMBER OF WORKERS ON DUTY AT ANY ONE TIME WITHIN WORKPLACE	20 Day 4 Night	
IF SLEEPING ACCOMMODATION PROVIDED AT THIS WORKPLACE / OCCUPANCY	Staff only Nil	Other people 46 Residents
IF SLEEPING RISK - No. STAFF ON DUTY AT NIGHT WITHIN WORKPLACE	Wakeful Normal 4	Sleeping Nil
MAX. NUMBERS OF OTHERS IN WORKPLACE	2 Contractors 12 Visitors	
MAX. NUMBERS OF OTHERS IN BUILDING	Nil	Sleeping Accom' Nil
OTHER INTERESTED PARTIES	No	

AREA – Whole workplace

PEOPLE / GROUPS AT RISK	SIGNIFICANT HAZARDS	EVALUATION OF RISK	RECORD OF CONTROLS WHICH ARE USED to remove or hazards or reduce risk	ACTION POINT
	SOURCES OF IGNITION			
Staff, Visitors/Client/Customers, Contractors	Smoking	Risk of fire occurring Low Risk to people Low	No smoking inside external smoking area.	
Staff, Visitors/Client/Customers, Contractors	Machines Hand tools Floor Cleaners Vacuum cleaners Washing and drying machines Electric beds and mattresses	Risk of fire occurring Low Risk to people Low	All maintained in good order	
Staff, Visitors/Client/Customers, Contractors,	Cooking	Risk of fire occurring Low Risk to people Low	All modern commercial equipment maintained and safe systems of work.	
Staff, Visitors/Client/Customers, Contractors,	Heating Electric portable heaters. Gas central heating	Risk of fire occurring Low Risk to people Low	Serviced tested annually. Documentation.	
Staff, Visitors/Client/Customers, Contractors,	Electrical Fixed wiring Appliances	Risk of fire occurring Low Risk to people Low	Fixed wiring certificate. Items P.A.T. tested within last year. Documentary records issued and kept.	
Staff, Visitors/Client/Customers, Contractors,	Smoothing iron(s) storage and use	Risk of fire occurring Low Risk to people Low	In separate laundry building. Safe stowage and use.	

AREA – Whole workplace

PEOPLE / GROUPS AT RISK	SIGNIFICANT HAZARDS	EVALUATION OF RISK	RECORD OF CONTROLS WHICH ARE USED to remove or hazards or reduce risk	ACTION POINT
	SOURCES OF FUEL			
Staff, Visitors/Client/Customers, Contractors	Furniture, furnishings and bedding.	Risk of fire occurring Low Risk to people Low	Good quality and fairly new. To current standards and replaced frequently. All appropriate to location.	
Staff, Visitors/Client/Customers, Contractors	General storage Including linen and bedding.	Risk of fire occurring Low Risk to people Low	Generally appropriate to size and nature of undertaking and safely stored	
Staff, Visitors/Client/Customers, Contractors,	Waste and refuse	Risk of fire occurring Low Risk to people Low	Removed to outside daily and regularly collected.	
Staff, Visitors/Client/Customers, Contractors,	Highly flammable materials Small quantities of flammable paints and solvents in workshop. Very small quantities of cooking oil and fat. Mains Gas	Risk of fire occurring Low Risk to people Low	Minimal safely stored separate building. Cooking oil minimal amounts. Gas installation checked routinely by GAS SAFE contractor.	

AREA – Whole workplace

PEOPLE / GROUPS AT RISK	SIGNIFICANT HAZARDS	EVALUATION OF RISK	RECORD OF CONTROLS WHICH ARE USED to remove or hazards or reduce risk	ACTION POINT
	SOURCES OF OXYGEN			
Staff, Visitors/Client/Customers, Contractors,	Ventilation Natural ventilation openings normal doors and windows.	Risk of fire occurring Low Risk to people Low	Not required.	
Staff, Visitors/Client/Customers, Contractors,	Pure oxygen Medical gases	Risk of fire occurring Low Risk to people Low	Stocks kept to minimum safe level. Stored outside in locked store when not in use. Staff trained and aware of dangers in fire situation. Cylinders are now only kept for emergency use i.e. power cut, otherwise concentrators are used routinely.	

SECTION SIX - PEOPLE

DETAILS	INFORMATION	ACTION POINT
STAFF		
Are good working practices observed?	Yes	
Are staff responsible and self discipline?	Yes	
Is there adequate and effective management & supervision?	Yes	
VISITORS / PUBLIC		
Booked in and out?	Yes	
Emergency arrangements explained?	Yes	
Adequate supervision by premises staff?	Yes	
General provision for disabled people?	Yes	
Emergency arrangements for disabled people?	Yes	
Staff trained?	Yes	
NEIGHBOURING PREMISES		
Are neighbours likely to be affected by fire in client's premises?	No	
Are the premises likely to be affected by fire in neighbouring premises?	No	
Are any means of escape routes shared?	No	
Do neighbours have emergency access through these premises?	No	
Do occupants of these premises have emergency access through neighbouring premises?	No	
Formal written agreements regarding above item?	N/A	
Any adverse conditions caused by the activities of other occupiers or occupants neighbouring premises?	No	

SECTION SEVEN – MEANS OF ESCAPE

DETAILS OF MEANS OF ESCAPE	INFORMATION	ACTION POINT
WITHIN ROOMS		
Are travel distances and escape routes within rooms to alternative routes or direct to final exit acceptable?	Yes	
Are there suitable and acceptable provisions for any inner rooms?	Yes	
WITHIN PASSAGEWAYS		
Is travel within all two way corridors within acceptable distance?	Yes	
Is travel within all 'dead end' corridors and locations within acceptable distance?	Yes	
Are long corridors sub divided where necessary?	Yes	
Are all <u>dead end corridors / locations and corridors serving bedrooms</u> protected routes (all doors except W.C.) fire resisting and self closing or locked shut?	Yes	
Adequate fire separation of any protected areas used for horizontal evacuation (hospital and residential care premises)?	Yes	
Satisfactory location, protection and standard of any refuges (if provided) for mobility impaired.	Not applicable	
Are fire lifts used for escape? Locations / identification?	No	
Are other lifts fitted with appropriate signs?	Yes	
WITHIN STAIRWAYS AND TO FINAL EXIT		
Are all internal and external escape routes including staircases which form part of protected routes suitably protected by fire resisting construction and doors?	Yes	
Are staircase enclosures or protected routes free from flammable or obstructive materials stored therein?	Yes	
Do protected routes and other escape routes lead to final exits?	Yes	
Are unenclosed 'accommodation stairways' found in the occupancy? If so are they acceptable?	Not applicable	
Are any external stairs and other external escape routes protected from fire, safe and adequate?	Yes	
MEANS OF ESCAPE - CONTINUITY OF COMPARTMENTATION OR FIRE SEPARATION OF ROUTES	INFORMATION	ACTION POINT
Within limitations of non invasive visual inspection premises free from deficiencies in fire compartmentation and fire separation?	Yes	

DETAILS OF MEANS OF ESCAPE	INFORMATION	ACTION POINT
GENERAL	PROGRESSIVE HORIZONTAL EVACUATION STRATEGY	
Escape route details.	<ol style="list-style-type: none"> 1. Internal staircase at NW corner to final exit at side of building 2. Internal staircase at SE via room 1 to final exit. 3. External stairway near Laundry and car park. 4. External stairway near dining room and external route to car park. 5. Ground floor exits near rooms 8, 10, North Lounge, South East Lounge. <p><i>Note: Subject to Manager's dynamic risk assessment rooms 11, 12 and 14 have exits direct to the outside and are considered suitable for very high dependency residents who may not be capable of movement as part of normal evacuation. In such cases a member of staff would remain in attendance in the room.</i></p>	
Is the normal lighting natural/artificial sufficient for the means of escape routes?	Yes	
Are any areas of the premises deemed restricted use for means of escape or other safety reasons?	No	
Are all fire resisting doors (and frames) of adequate construction and effectively self closing or locked shut appropriately?	Yes	
Are any fire resisting doors fitted with electro-magnetic door holders or free swing devices linked to the fire alarm system?	Yes	
Are all the fire resisting doors appropriately indicated (signage)?	Yes	
Fire doors free from wedges, props, ties or maladjustment etc.?	Yes	
Are exit widths and numbers sufficient for maximum occupation level?	Yes	

Are door fastenings and direction of opening acceptable for the type of occupancy and anticipated number of people?	Yes	
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SECTION EIGHT – ILLUMINATION OF ESCAPE ROUTES AND SIGNAGE

DETAILS	INFORMATION	ACTION POINT
EMERGENCY LIGHTING		
Is emergency lighting required?	Yes	
Is Emergency lighting provided in all areas?	Yes	
System installer's compliance / commissioning certificates available?	Yes	
As far as can be ascertained by non intrusive observation is Emergency Lighting Provision Sufficient and working?	Yes	
Are in house monthly lamp tests routinely carried out and recorded?	Yes	
Are six monthly and annual discharge tests and servicing arrangements by competent person in place, and carried out to current British / European Standards etc.?	Yes	
Are tests and services documented and recorded with certificates issued in accordance with current BS / ES?	Yes	
EXIT SIGNAGE		
Exit etc. Signage to current British Standards	Yes	
Sufficient number, size & location?	Yes	
OTHER FIRE RELATED SIGNAGE		
Signs sufficient and correct	Yes	
Fire action notices Correct and sufficient?	Yes	

SECTION NINE - EXISTING FIRE DETECTION AND WARNING

FIRE DETECTION & WARNING	INFORMATION	ACTION POINT
SYSTEM		
Do the premises require a fire alarm?	Yes	
Are the premises provided with a Fire Alarm System/ Zoned?	Yes	
Single stage, two staged or phased system?	Single stage	
Are any magnetic door holders / free swing devices used, linked to the fire alarm system and tested / maintained?	Yes	
System installer's operating instructions, compliance and commissioning certificates available?	Yes	
System weekly test by staff & recorded?	Yes	
System six monthly test & maintenance by competent person & certificates available?	Yes	
Contractor /Competent Person Name?	Box Com	
MANUAL CALL POINTS & AUTOMATIC FIRE DETECTORS		
Call Points Provided, visible & accessible at or near all storey & final exits?	Yes	
Automatic Fire Detectors sufficient in number, location and type?	Yes	
ALARM		
Audible, Visual or Vibration warning / alerting devices?	Audible	
Sounders audible (visible) in all rooms at all times?	Yes	
Are any delayed evacuation procedures used?	No	
If delayed evacuation procedures is this appropriate and agreed?	No	
MEANS OF CALLING FIRE BRIGADE		
Manual / Automatic?	Manual by duty staff using '999' system	

SECTION TEN - FIRE FIGHTING, SUPPRESSION AND CONTAINMENT

DETAILS OF FIRE FIGHTING EQUIPMENT	INFORMATION	ACTION POINT
Fire extinguishers installed?	Yes	
Fire blankets installed?	Yes	
Portable fire fighting equipment Correct type / location?	Yes	
Portable fire fighting equipment Sufficient quantity / size	Yes	
Portable fire fighting equipment Properly mounted?	Yes	
Portable fire fighting equipment correct signage?	Yes	
Portable fire fighting equipment Operating instructions visible and legible?	Yes	
Portable fire fighting equipment Inspected monthly by staff & recorded?	Yes	
Portable fire fighting equipment Tested annually by competent person & records / certificates kept?	Yes	
Automatic / manual service cut-off switch installed for equipment / process which must be shut down in the event of fire alarm?	Yes. Gas emergency shut off valve has been installed.	
DETAILS OF FIRE FIGHTING EQUIPMENT	INFORMATION	ACTION POINT
Other fire suppression systems installed?	No	
Fire dampers in ducts?	None identified	
Fire dampers maintained by competent person documentary record kept?	Not applicable	
MAINTENANCE DETAILS FIRE FIGHTING EQUIPMENT & SYSTEMS	INFORMATION	ACTION POINT
Item	Extinguishers	
Name of maintenance contractor	New contract Box Com	
MAINTENANCE RECORDS		
Date of last inspection	March 2010	

SECTION ELEVEN - FIRE SAFETY TRAINING

ITEM	INFORMATION	ACTION POINT
FIRE TRAINING		
Fire safety at induction training (Fire evacuation, fire equipment, fire signs)?	Yes	
Fire safety training carried out for all staff	Yes	
Fire Marshals / Wardens / Duty Manager's and any persons with special responsibilities for fire procedures, fire safety management and equipment trained/	Yes	
Refresher training?(day staff 6 months night staff 3 months)	Yes, this is carried out annually half day sessions. low staff turnover.	
Adequate records available?	Yes	
EVACUATION DRILLS		
Carried out on an appropriate routine?	Yes	
Adequate records?	Yes	

SECTION TWELVE - ADDITIONAL FIRE SAFETY DOCUMENTATION

ITEM	INFORMATION	ACTION POINT
PREMISES LICENCE		
Current?	Not applicable	
OTHER RELEVANT STATUTORY REGULATIONS		
Detail -	None identified	
WRITTEN FIRE EMERGENCY AND CONTINGENCY PLANS (INCLUDING DYNAMIC ASSESSMENTS WHERE APPROPRIATE)		
Available / Adequate?	Yes	

SECTION THIRTEEN - SECURITY

ITEM	INFORMATION	ACTION POINT
SECURITY		
Are all non-public entry points secured?	Yes	
ARSON		
Is there an anti-arson policy or measures in place?	Yes	
Is there any significant history of arson at the premises?	No	
Are there any obvious arson opportunities?	No	

SECTION FOURTEEN – HIGH RISK AREAS & NON ROUTINE ACTIVITIES

ITEM	INFORMATION	ACTION POINT
KITCHENS	COMMERCIAL KITCHEN	
Kitchens Fire separation	Satisfactory	
Extract filters/fans/hoods and ducting provided?	Yes	
Dampers shutters and lids in place and working?	Yes	
Adequate cleaning routine staff/contractor?	Yes	
Routine deep cleaning (contractor) including ductwork and outlets?	Yes	
Deep cleaning recorded?	Yes	
Thermostats and cut outs tested annually (contractor)?	Yes	
Equipment routinely inspected by staff?	Yes	
Inspection & test records kept?	Yes	
Cooking ranges and ovens routinely serviced in accordance with manufacturers instructions by competent person with documentary evidence?	Yes	
BOILER AND PLANT ROOMS		
Structural separation and fire resistance?	Yes	
Fuel cut off?	Yes	
Boilers and plant routinely serviced in accordance with manufacturers instructions by competent person with documentary evidence?	Yes	
Inappropriate use e.g. storage?	No	
CONTRACTORS & TEMPORARY WORKS		
Impact survey (H&S & Fire) carried out prior to commencement?	Yes	
Permits to work used?	No	
Contractors supervised?	Yes	
Contractors booked in and out?	Yes	
Systems to control contractor's equipment & materials?	Yes	
Work areas cordoned off?	Yes	
Suitable precautions to prevent fires?	Yes	
Measures to ensure means of escape are not compromised?	Yes	

SECTION FIFTEEN – RECORDING & IN HOUSE TESTS AND INSPECTION SYSTEMS

ITEM	INFORMATION	ACTION POINT
GENERAL RECORD KEEPING		
Are pro-active management systems in place to ensure (in house and outside contractor) fire related tests, inspections and training are carried out and recorded?	Yes	
Dedicated log book or separate log books or files?	Yes	
Sufficient in detail?	Yes	

SECTION SIXTEEN – ACTION PLAN

PART 1 TABLE OF ACTION POINTS

PRIORITY LEVELS **1 = HIGHEST PRIORITY - URGENT AND IMPORTANT**
2 = MEDIUM PRIORITY - IMPORTANT BUT LESS URGENT
3 = LOWER PRIORITY - ITEMS THAT ARE MINOR MATTERS OR ARE NOT URGENT
A = ADVISORY ONLY

BY WHEN ENTRIES - EXPRESSED IN NUMBER OF WEEKS FROM DATE OF INSPECTION REFLECTS URGENCY AND TAKES ACCOUNT OF PRACTICAL CONSIDERATIONS AND COMPLETION OF REPORT.

ACTION POINT	FURTHER ACTION REQUIRED	BY WHO	BY WHEN	PRIORITY LEVEL	DATE COMPLETED
	All required actions have been completed				

SECTION SIXTEEN –PART 2

Quality and Standard of Equipment and Workmanship

It is important to ensure that any safety products and equipment are, where appropriate, compliant with recognised British or European Standards. Otherwise industry recognised standard of equipment and materials should be used. All installation and repair work should be carried out by skilled tradespersons who are experienced in the relevant work and where appropriate are deemed ‘Competent Persons’.

Competent Person

A competent person may be defined as:

“A person who has sufficient training and experience or knowledge and other qualities to enable him or her properly to assist in undertaking the measures referred to”

A competent person will have typically received training and job experience supervised by a recognised body, will have passed an examination supervised by an independent body and will have received refresher training at least every five years.

Records

It is important to retain operating instructions, compliance and commissioning certificates issued when equipment is installed. These should be retained for the life of the equipment. Records of routine maintenance and testing should be kept for a reasonable period, say, three years in order to prove ongoing management and diligence. In the case of electrical wiring and gas installation test certificates these should be kept until superseded by subsequent certificate, normally five years.

When making or obtaining records of tests or maintenance in relation to fire safety equipment do ensure that they clearly indicate exactly what has been tested, to what standard, by whom, and the date. In the case of ‘competent persons’ their qualification should be indicated.

APPENDIX A BUILDING PLANS

Management are in possession of a suitable premises plan a copy of which should be inserted here. Include details of the escape routes and fire fighting equipment. Fire resisting doors should be indicated and fire alarm call points should be shown. Areas provided with fire detectors and or emergency lighting should be indicated. It is necessary to show the fire cells used for progressive horizontal evacuation. Simple single line plan drawing is all that is required as a basis but this should be to scale.

Building plans are exhibited at the main entrance to the premises showing the fire alarm zones, the evacuation routes and location of fire fighting equipment.

APPENDIX B

EMERGENCY PLAN

Please insert a copy of the written emergency plan.

APPENDIX C

LIST OF NOMINATED PERSONS / ROLES OF NOMINATED PERSONS

To be completed by Responsible person at premises if delegating..

All nominees to be referred to by job title. Note: persons listed must be informed of responsibilities and receive appropriate instruction or training.

NAMES/JOB TITLES	ROLE
	Daily check of escape routes and recording.
	Weekly testing of the fire alarm and sounders and recording..
	Weekly checking of fire resisting doors and recording.
	Monthly check of fire extinguishers & blankets and recording..
	Monthly checking of emergency lights (bulbs operating) and recording.
	Organisation of induction and other staff fire training / evacuation drills. Recording in log book
	Fire Team members (list of names and details of duties)
	Routine checking and maintenance of fire compartmentation for fire cells used for horizontal evacuation.
	Routine checking and maintenance of internal and external escape routes and final exits.

APPENDIX D
LIST OF RELEVANT SPECIALIST CONTRACTORS

Please enter names and contact details of contractors.

Note: Responsible person should ensure that contractors are competent to carry out work.

CONTRACTOR	ROLE
	Supply, inspection, test of fire extinguishers
	Testing / Servicing of the emergency lighting,
	Testing / Servicing of the fire alarm and detection equipment
	Cleaning and servicing ventilation system.
	Maintenance and deep cleaning of extraction equipment
	Servicing and maintenance of kitchen equipment ovens and cookers
	Testing and servicing of gas or oil fired equipment e.g. boilers and heaters.
	Testing (CORGI) of gas installation in premises
	Testing and certification of wiring and electrical installation
	Testing and certification of portable electrical equipment (PAT test)