

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Address of premises: *Woodchurch House
Brook Street
WOODCHURCH
Ashford
Kent TN26 3SN*

Tel: *01233 861600*

Responsible person (e.g. employer) or person having control of the premises: *Graham Care Group.*

Person(s) consulted: *Ms G Burnham (Registered Manager)
Mr D Stepiniski (Maintenance Manager)*

Assessor: *Steve Woodford GFireE MIFPO MCMI
Institution of Fire Engineers
Registered Fire Risk Assessors*

Date of fire risk assessment: *27 November 2014*

Date of previous fire risk assessment: *N/A*

Suggested date for review¹⁾: *27 November 2015*

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 to property or business continuity from fire.

¹⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

SINGLE OCCUPANCY

- 1.1 Number of floors: Building 2 Floors
- 1.2 Approximate floor area: Xm^2 per floor
 Xm^2 gross
2000 m² on ground floor
[delete units as appropriate]
- 1.3 Brief details of construction:
Traditional concrete block and brick construction with pitched roof over.
- 1.4 Use of premises:
Nursing Care.

2. THE OCCUPANTS

- 2.1 Approximate maximum number: *118 (one hundred and eighteen)*
- 2.2 Approximate number of employees at any one time: *Day: 30 (thirty)*
Night: 9 (nine)
- 2.3 Maximum number of members of public at any one time: *Visitors:10 (ten)*

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: *Residents: 78 (seventy eight)*
- 3.2 Disabled occupants: *All residents will have varying degrees of disability and would require assistance to evacuate.*
- 3.3 Occupants in remote areas and lone workers: *None.*
- 3.4 Young persons: *None.*
- 3.5 Others: *None.*

4. FIRE LOSS EXPERIENCE

None.

5. OTHER RELEVANT INFORMATION

None.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005.

6.2 The above legislation is enforced by:

Kent Fire and Rescue Service.

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

The Health and Social Care Act 2008.

6.4 The legislation to which 6.3 makes reference is enforced by:

The Care Quality Commission.

6.5 Comments:

None.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? Yes No

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:

Fixed mains installation – new installation in 2012.

It is recommended that the system be inspected by a competent electrical contractor every five years.

Portable electrical appliances – tested and inspected annually.

All personal portable electrical appliances should be subject to test prior to use.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? N/A Yes No

8.3 Comments and hazards observed:

None.

9. ARSON

- 9.1 Does basic security against arson by outsiders appear reasonable? ²⁾ Yes No
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No
- 9.3 Comments and hazards observed:
Secure premises with restricted access covered by external CCTV.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 Is the use of portable heaters avoided as far as practicable? Yes No
- 10.2 If portable heaters are used:
- Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No
- Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No
- 10.3 Type of fixed heating installation:
Gas fired central heating with radiators.
- 10.4 Are fixed heating installations subject to regular maintenance? N/A Yes No
- 10.5 Comments and hazards observed:
Fixed gas central heating system is subject to an annual service.

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.

11. KITCHEN/COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? Yes No

11.3 Comments and hazards observed:

Filters are cleaned at regular intervals with a periodic deep clean of duct work as recommended by installing contractor.

There is an emergency gas isolation switch provided in the kitchen.

It is noted that all residents rooms are provided with an electric kettle and fridge.

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

Refer to Page 23.4 Item 39 regarding servicing.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and hazards observed:

Refer to Page 22 Item 2 regarding storage within escape staircases.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A Yes No

14.4 Comments:
Only approved contractors with appropriate work method statements and risk assessments will be used.

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 Yes No

15.2 Comments:
N/A.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:
Oxygen.

16.2 Comments and deficiencies observed:
Where oxygen is used within the building appropriate controls are in place for both storage and use.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes No

17.2 More specifically:

Adequate design of escape routes? Yes No

Adequate provision of exits? Yes No

Exits easily and immediately openable where necessary? Yes No

Fire exits open in direction of escape where necessary? Yes No

Avoidance of sliding or revolving doors as fire exits where necessary? Yes No

Satisfactory means for securing exits? Yes No

Reasonable distances of travel:

• Where there is a single direction of travel? Yes No

• Where there are alternative means of escape? Yes No

Suitable protection of escape routes?
Including doors, screens, and walls. Yes No

Suitable fire precautions for all inner rooms? Yes No

Escape routes unobstructed? Yes No

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes No

17.4 Comments and deficiencies observed:

Refer to Page 22 Item 2 regarding stair enclosures.

Refer to Page 13 Item 25.4 and Page 22.1 Item 8 regarding the provision of emergency evacuation equipment.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³⁾.

Yes No

reasonable limitation of linings that might promote fire spread.

Yes No

18.2 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?^{3), 4)}

N/A Yes No

18.3 Comments and deficiencies observed:

None.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided?⁵⁾

Yes No

19.2 Comments and deficiencies observed:

Integral luminaires with self-contained battery conforming to British Standard 5266: Part 1 provided throughout.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes No

20.2 Comments and deficiencies observed:

All signs and notices will conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

Refer to Page 22

Item

regarding onwards for further detail.

³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of 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.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided? ⁶⁾ Yes No
- 21.2 Automatic fire detection provided? Yes (throughout building) Yes (part of building only) No
- 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No
- 21.4 Remote transmission of alarm signals? Yes No
- 21.5 Satisfactory policy In accordance with CFOA Policy 'Model Agreement for Remotely Monitored Fire Alarm Systems' N/A Yes No
- 21.6 Comments and deficiencies observed:
Fully addressable fire alarm system conforming to British Standard 5839: Part 1 comprising sounders, break glass call points, smoke and heat detection (Category L1) that includes all loft spaces.

Reference the atria between the ground floor main entrance foyer and the first floor foyer and lift lobby. Ventilation at the head of the atria is activated by means of automatic fire detection.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes No
- 22.2 Hose reels provided? Yes No
- 22.3 Are all fire extinguishing appliances readily accessible? Yes No
- 22.4 Comments and deficiencies observed:
None.

⁶⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

23. RELEVANT⁷⁾ AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

N/A.

23.2 Comments:

None.

24. OTHER RELEVANT⁷⁾ FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

N/A.

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.

N/A Yes No

24.4 Comments:

None.

⁷⁾ Relevant to life safety and this risk assessment (as opposed purely to property protection).

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: ⁸⁾

Ms G Burnham (Registered Manager).

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes No

Comments:

Fire safety managed by Ms G Burnham – Registered Manager

Firesure UK Limited appointed to carry out fire risk assessment.

J.E.S Training appointed to deliver staff fire safety training.

Fire Action Limited appointed to service and maintain all fire safety system and equipment.

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

A policy and procedures document is in place.

Additional information is contained within this fire risk assessment.

25.4 Appropriate fire procedures in place? Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

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? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

⁸⁾ 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.

Comments:

A PEEP (personal emergency evacuation plan) should be in place for all persons who would require assistance in evacuating the premises in a fire emergency.

Refer to Page 22 reference the provision of portable evacuation equipment to assist in the safe evacuation of persons with disabilities.

- 25.5 Persons nominated and trained to use fire extinguishing appliances? N/A Yes No

Comments:

Selected staff have received training in the use of portable fire fighting equipment.

- 25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A Yes No

Comments:

Staff receive training in the procedures adopted to assist with the evacuation of occupants using the principle of progressive horizontal. Refer to comment in 25.4 above regarding the provision of portable evacuation equipment.

- 25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A Yes No

Comments:

It should be confirmed that the fire authority have been provided with details of the premises. If it has not already been addressed it would be of benefit to invite local fire crews to visit the premises in order to familiarise themselves.

The fire authority may at any reasonable time audit the premises under the Regulatory Reform (Fire Safety) Order 200.5

- 25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

None.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes No

Comments:

Fire safety induction training is carried out and recorded.

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes No

Comments:

Evidence of training not audited.

Each member of staff should receive training from a competent person every 6 months.

Details of all training should be recorded in the fire safety log book and/or on a computer.

Training should include all of the items referred to in 26.3 below.

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

Fire risks in the premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The fire safety measures in the building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action in the event of fire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action on hearing the fire alarm signal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Method of operation of manual call points?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location and use of fire extinguishers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Means for summoning the fire and rescue service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to assist with evacuation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Procedures for the safe evacuation of all occupants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments:

Training should include the use of portable evacuation equipment when provided.

- 26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

The fire evacuation strategy does not require fire wardens or marshals. Any member of staff with fire related responsibilities should be given appropriate instruction and training on the task.

- 26.5 Are fire drills carried out at appropriate intervals? Yes No

Comments:

Regular fire drills should be carried out. This should involve a fire scenario with staff taking the place of residents, as necessary.

Each member of staff should take part in at least one fire drill a year.

Full details of fire drills including, date, time, numbers involved, scenario, evacuation time, lessons learnt and recommendations should be recorded in the fire safety log book.

Refer also to comments on Page 25 Item 24.

- 26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments:

Fire instruction relating to the premises will be displayed throughout the premises. Agency staff if used will be given basic fire instruction relevant to the premises on commencement of shift.

27. TESTING AND MAINTENANCE

- 27.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

Generally satisfactory however refer to matters raised on Pages 22 to 23.4.

- 27.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes No

Comments and deficiencies observed:

A weekly test is carried out by client.

Periodic servicing is carried out by contractor in accordance with British Standard 5839: Part 1.

Details of all testing and servicing is recorded however it is recommended that this be held in one place either the fire log book or computer.

- 27.3 Monthly and annual testing routines for emergency escape lighting? Yes No

Comments and deficiencies observed:

Monthly function test is carried out by client.

Periodic servicing is carried out by contractor in accordance with British Standard 5266: Part 1.

27.4 Annual maintenance of fire extinguishing appliances? Yes No

Comments and deficiencies observed:

Portable fire fighting equipment should be visually examined for operational use at regular intervals.

Recommended monthly.

Equipment is serviced and maintained annually by a contractor.

27.5 Periodic inspection of external escape staircases, paths and gangways? N/A Yes No

Comments and deficiencies observed:

An inspection should be carried out at regular intervals and recorded in the fire safety log book.

27.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A Yes No

Comments and deficiencies observed:

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No

Comments:

27.9 Routine checks of final exit doors and/or security fastenings? Yes No

Comments:

An inspection is carried out at regular intervals and details recorded in the fire safety log book. It is recommended that this be undertaken on a monthly basis. Refer to Page 23.1 Item 12.

27.10 Annual inspection and test of lightning protection system? N/A Yes No

Comments:

The system should be tested and inspected at regular intervals in accordance with British Standard 6651.

27.11 Other relevant inspections or tests:

Fire doors.

Comments:

An inspection of all fire resisting doors should be carried out at regular intervals. It is recommended that this be undertaken on a monthly basis. Particular attention should be paid to potential damage that could compromise the fire resistance, the self closing device (where fitted) and combined intumescent strips/cold smoke seals. Refer to Page 23.1 Item 11.

28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Maintenance and testing of other fire protection systems/ provisions including sprinklers, portable fire fighting equipment, fire doors and exit doors. N/A Yes No

28.2 Comments:

Training records were not audited.

There should be a suitable record of all fire safety matters recorded in the premises fire safety log book.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

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

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

Low
 Medium
 High

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

Low: Unusually low likelihood of 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 (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.

Taking into account the nature of the building 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:

Slight harm
 Moderate harm
 Extreme 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 foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve 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:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

Although the risk is considered tolerable it is recommended that all matters raised in this fire risk assessment be addressed in order to maintain and where possible reduce the risk.

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 by BS 8800 for general health and safety risks:

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 period. 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.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire 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 fire risk assessment should be reviewed regularly.)

ACTION PLAN

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

Trivial

Tolerable

Definition of priorities (where applicable):

Priority 1 – To be completed as soon as reasonably practicable.

Priority 2 – To be completed within 3 months.

Priority 3 – To be completed within 6 months.

The above time-scales are recommendations only. Should you wish to set alternative completion dates the assessor would be pleased to discuss the matter further.