



FIRE RISK ASSESSMENT 20 GLENTHORPE CRESCENT LS97QP- LEEDS



Contents

Findings Summary	3
TERMS AND CONDITIONS OF BUSINESS	4
1.0 Fire Risk Assessment Details	5
2.0 General Premises Details	7
3.0 Overall Risk Rating	9
4.0 Dangerous, Flammable, Combustible Materials & Substances	10
5.0 Interior Furnishings	11
6.0 Heating and Electrical Appliances	12
7.0 Persons at Risk	14
8.0 Means of Escape	15
9.0 The Confinement of Fire	17
10.0 Automatic Fire Detection	19
11.0 Emergency Escape Lighting	21
12.0 Fire Fighting Equipment, Facilities, Systems & Fixed Installations	22
13.0 Fire Safety Signs and Notices	23
14.0 General Fire Safety Procedures	25
15.0 Fire Safety Management	26
16.0 Fire Emergency Plan	28
17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings	29
18.0 Summary of Findings	32
19.0 Recommendations	33
20.0 Commentaries	35

Findings Summary

	Findings	Recommendations
6 Heating and Electrical Appliances	0	1
7 Persons at Risk	0	1
9 The Confinement of Fire	0	1
13 Fire Safety Signs and Notices	0	1
15 Fire Safety Management	0	1
16 Fire Emergency Plan	0	1

TERMS AND CONDITIONS OF BUSINESS

20 Glenthorpe Crescent, Leeds, West Yorkshire, LS9 7QP

This fire risk assessment is in accordance with the full Terms and Conditions provided with our quotation that should be read in full. This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority. Fire assessment and evaluation of risk is a dynamic and evolving process. The Assessment that we have prepared is based on the appearance of the premises/building, number of employees, internal layout and information provided on **Monday, 17 March 2025**

The fire risk assessment has been conducted and recorded on behalf of the person responsible as identified within the report.

The fire risk assessor has no control over the premises or its ongoing management. The recommendations have been made to assist the responsible person in complying with the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) where the legislation is appropriate to the premises.

The fire risk assessor has no control over the buildings staffing levels or the rectification of any remedial actions identified within the report.

The fire risk assessment will be a non-destructive and non-invasive survey. Fire risk assessment findings are based on visual observations only unless otherwise stated.

Where voids and cavities are inspected only a sample inspection will be conducted. A further condition survey or structural survey will need to be conducted where issues have been identified. This is not the responsibility of the fire risk assessor.

The fire risk assessor is not responsible for any subsequent changes to the premises, subsequent faults in equipment, or deterioration in the premises and testing requirements.

The purpose of the fire risk assessment is to provide an assessment of the risk to life from fire in the premises which has been assessed, and where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report may also address the risk to property, business continuity, environment, amenity, and heritage from fire.

The ongoing use and operation of a premises is at the discretion of the responsible person. This is not the responsibility of the fire risk assessor.

The report represents only the best judgement of the fire risk assessor named in the report and is partly based on information provided by the responsible person or other persons indicated in the fire risk assessment summary. No liability whatsoever is accepted for the accuracy of information obtained from these persons.

The fire risk assessment is intended for the use of the responsible person indicated in the fire risk assessment and is not intended for third party use. The fire risk assessor will not accept any responsibility for matters arising through the use of the report by an unauthorised third party.

The fire risk assessment is not to be reproduced without the Fire Risk Assessors approval

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1.0 Fire Risk Assessment Details

The following fire risk assessment has been conducted on behalf of:

Rosecare Community Services

53 Glenthorpe Crescent, Leeds, West Yorkshire, LS9 7QP

and relates only to the premises of:

20 Glenthorpe Crescent, Leeds, West Yorkshire, LS9 7QP

Responsible or Accountable person(s):

Rosecare Community Services

Person(s) consulted and landline contact number:

Rosecare Community
Services 20
Glenthorpe
Crescent

Fire Risk Assessor:

Sian Nortcliffe

Validated by:

Sian Nortcliffe

Date fire risk assessment was conducted:

Monday, 17 March 2025

Time:

1100

Date of last FRA or FRA Review (if known)

NA

Suggested date for next review:

March 2026

Fire risk assessment limitations:

None

Note

The following assessment has been conducted to assist the responsible person in compliance with the Regulatory Reform (Fire Safety) Order 2005. Although reference is made to relevant British Standards, Codes of Practice and Guides the Assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the Assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be clearly identified in the fire risk assessment.

2.0 General Premises Details

2.1 Number of floors:

2

2.2 Approximate building footprint:

3 x 8m²

2.3 Details of Construction and Premises:

Traditional brick built end terrace property over two floors. The ground floor has a living room, kitchen/diner and pantry. The first floor has two bedrooms and a bathroom. The property has two final exits.

2.4 Occupancy/Purpose Groups

The home would provide care and accommodation for people who may suffer mental health and challenging behavior

2.5 Approximate maximum and minimum number of persons:

3

2.6 Approximate maximum number of employees at any one time:

2

2.7 Maximum number of members of the public:

N/A

2.8 Occupants at Special Risk:

<i>Sleeping occupants</i>	
Persons familiar with the premises	N/A
Persons unfamiliar with the premises	N/A
<i>Occupants with disabilities</i>	
Mobility-impaired	N/A
Hearing-impaired	N/A
Learning difficulties	N/A
Occupants in remote areas	N/A
Others	N/A
Comments	
N/A	

2.9 Fire Loss Experience

None known

2.10 Any other relevant building details: i.e. Does the building have any ancillary uses, such as commercial or community activities? If yes provide details

The property is currently unoccupied and the vulnerable persons unknown. There will be one staff member to one occupant.

3.0 Overall Risk Rating

Based on the findings within the fire risk assessment the overall risk ratings have been quantified as:

Risk to Life: Tolerable.

Where the present systems, facilities or management procedures are reasonably satisfactory at the time of assessment. Escape should be carried out unaided or with aid as determined by the PEEP, with effective fire safety management procedures in place. Possibly minor actions may be required, with a reassessment being conducted at the review stage.

The risk rating has been determined after considering the fire risk rating matrix in section 17.0. In these premises it is considered that the risk of a fire occurring is highly unlikely and the likely consequences of harm from fire (should one occur) are moderate harm.

Risk to Property: Tolerable

Where the present systems, facilities or management procedures are reasonably satisfactory at the time of assessment. Escape should be carried out unaided or with aid as determined by the PEEP, with effective fire safety management procedures in place. Possibly minor actions may be required, with a reassessment being conducted at the review stage.

Risk to Business Continuity: Tolerable

Where the present systems, facilities or management procedures are reasonably satisfactory at the time of assessment. Escape should be carried out unaided or with aid as determined by the PEEP, with effective fire safety management procedures in place. Possibly minor actions may be required, with a reassessment being conducted at the review stage.

4.0 Dangerous, Flammable, Combustible Materials & Substances

IDENTIFYING THE FIRE HAZARDS

4.1	Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? (Article 12)	Yes
4.2	Are there suitable additional emergency measures provided to safeguard all relevant persons from emergencies related to dangerous substances in or on the premises? (Article 16)	N/A
4.3	Have combustible or flammable materials used or stored in the premises been identified?	Yes
4.4	Are all combustible or flammable materials stored or stacked safely?	Yes
4.5	Has consideration been given to reduce the quantity held or has the use of non-combustible materials been considered?	N/A
4.6	Are all substances stored away from ignition sources?	Yes
4.7	Where flammable stores are provided, are they adequately ventilated and correctly marked?	N/A
4.8	Are all refuse bins sited where they will not affect the means of escape or pose a fire hazard?	Yes
4.9	Is all combustible waste removed on a regular basis?	Yes
4.10	Is the frequency of waste removal adequate?	Yes

4.0

combustible materials were found, as they would be by the nature of a habitable, occupied, furnished property, however there was no risk found. All items are stored away from ignition sources appropriately.

Dangerous, Flammable, Combustible Materials & Substances: Finding(s)

Findings

None.

Recommendations

Commentary

5.0 Interior Furnishings

5.1	Are all interior furnishings made from fire resisting materials? (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	Yes
5.2	Where appropriate are they retreated with flame retardant chemicals (theatre curtain etc.) or made from inherently flame retardant materials?	N/A
5.3	Are all items located away from ignition sources?	Yes
5.4	Is all furniture in a good condition i.e. free from tears in covers, burns or discolouring from heat?	Yes

Interior Furnishings: Finding(s)

Findings

None.

5.0

Furniture and furnishings were found to carry a fire safety label in accordance with furniture and furnishings fire safety 1988 regulations and is in excellent condition.

Recommendations



Commentary

6.0 Heating and Electrical Appliances

6.1	Are portable or fixed heaters used?	No
6.2	Are all heaters fitted with suitable guards and located in positions away from combustible materials?	N/A
6.3	Are all heaters free from naked flames?	N/A
6.4	Has the use of safer alternatives been considered?	N/A
6.5	Are systems in place to ensure appliances are tested, repaired and maintained on a regular basis in accordance with the Electricity at Work Regulations, 1989?	N/A
6.6	Has the premise's electrical system undergone electrical safety checks?	Yes
6.7	Is there a procedure to prevent the use of unauthorised portable appliances?	Not Known
6.8	Is the ventilation of all appliances adequate?	Yes
6.9	Are all appliances turned off when the area is unoccupied?	Yes
6.10	Are all appliances protected by the correct fuse rating?	Yes
6.11	Are systems in place to isolate any appliance with a blown fuse?	Yes
6.12	Are all appliances free from visible signs of overheating?	Yes
6.13	Are multi-point adapters and extension leads kept to a minimum?	Yes
6.14	Are all cables (where can be seen) on walls, floors, ceilings correctly secured, so as not to pose an entrapment risk to firefighters?	Yes
6.15	Are cables free from mechanical damage?	Yes
6.16	Do signs indicate all electrical hazards?	N/A
6.17	Are reasonable measures taken to prevent fires as a result of cooking?	Yes

6.18	Are filters changed and ductwork cleaned regularly?	Not Known
6.19	Are suitable extinguishing appliances available?	Yes
6.20	Are legal or other requirements for testing, maintenance & record keeping complied with for equipment such as hoists, escalators, air handling systems, heating boilers, pressure vessels etc.?	Not Known
6.21	Do the premises have a lightning protection system? (where required)	Not Known
6.22	Have other potential sources of heat not listed above been considered?	Yes

Heating and Electrical Appliances: Finding(s)

Findings

None.

Recommendations

Gas safe certification was not evidenced. Boiler checks should be carried out annually by a certified gas engineer. If a certificate is not held, Gas Safe checks and certification should be carried out as soon as possible. If held the certificate may be added to this report as a supplement.



Action Required

6.0

The consumer unit is labelled to indicate fixed wire testing has taken place. Next test is due soon 07/04/2025.



Commentary

All appliances are new, PAT testing will be required annually once the appliances are over two years old (Responsible Person provided appliances).



A fire blanket is ready in the kitchen. The fire blanket should be sited as per the following guidance.

Paragraph 25.3 LACoRS

Fire blankets should:

- comply with BS 6575 or equivalent;
- be of 'light duty' type which are capable of dealing with small fires such as cooking fires or fires involving clothing; and
- be mounted on the wall approximately 1.5m high and closer to the room exit than the cooking facility.

7.0 Persons at Risk

7.1	Does the actual occupancy of the premises/building conform with the occupancy figures contained in the relevant guide for the type of premises/purpose group?	Yes
7.2	Are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? i.e. function rooms, bars, conference facilities	N/A
7.3	Have the requirements of the Equality Act 2010 (permanent or temporary disabilities) for ALL persons been assessed and complied with where reasonable?	N/A
7.4	Have all disabled staff members been consulted and where agreed PEEPs been prepared?	N/A
7.5	Have standard PEEPs been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises?	N/A
7.6	Are disabled refuges provided?	No
7.7	Are members of staff trained in the evacuation of disabled or mobility impaired persons?	Not Known
7.8	Are fire evacuation drills conducted at least annually, taking into account all employees, shift and casual workers, visitors and contractors where appropriate?	Not Known
7.9	Are the results recorded? (People involved, time taken, learning outcomes).	N/A
7.10	Is the access of relevant persons controlled at all times? I.e. are public, visitors & contractors required to sign in?	Not Known
7.11	Are relevant persons made aware of the fire and health and safety procedures on arrival? (I.e. fire procedure/building plan adjacent to signing in book etc.)	Not Known
7.12	Are notices in place to inform of restricted access areas?	N/A
7.13	Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency?	Not Known

7.14

Is sleeping accommodation provided for the staff, public, temporary residents etc.? (Hotels, boarding houses, probation hostels etc.).

Yes

Persons at Risk: Finding(s)

Findings

None.

Recommendations

A Fire Action Notices should be sited at the entrance as fire safety information for occupants and visitors, however an emergency evacuation plan/fire safety policy should be devised for this property.

Action Required

Commentary

7.0

PEEPs (Personal Emergency Evacuation Plans) should be conducted on a case by case basis. This will be specific to the client, and their needs.

The property should have information available on access and egress and consider any requirements for occupants who may have limited mobility.

Staff should be trained in evacuation, It is advised that a fire drill be carried out annually at this property, with drills recorded to enable improvements to the evacuation plan.

8.0 Means of Escape

8.1	Do travel distances meet the criteria given in the relevant HM Government guide and recognised industry norms and guidelines?	Yes
8.2	Is the smoke ventilation provision suitable for the escape travel distances and protection of escape staircases? OV, AOV, PV or mechanical systems? Are the systems subject to regular servicing and testing?	N/A
8.3	Are there a sufficient number of exits of suitable width from each area/room for the persons present?	Yes
8.4	Can you ordinarily expect the Fire Service to arrive in the event of a fire whilst the fire is in the room of origin?	Yes
8.5	Can you expect the premises to be evacuated within the standard times for the type of construction?	Yes
8.6	Are all escape routes available and accessible at all times?	Yes
8.7	Are all escape routes and stairways free from undesirable items? (E.g. portable heaters, cooking appliances, furniture, coat racks, vending/gaming machines, photocopiers, mirrors.	Yes
8.8	Do any inner rooms exist?	No
8.9	Are vision panels provided between the inner room & access room and is it adequate?	N/A
8.10	If the vision between the inner room and the access room is inadequate is smoke detection provided within the access room?	N/A
8.11	Are all emergency exits doors unlocked and available at all times when the premises are occupied?	N/A
8.12	Are all final exit doors checked (opened) on a regular basis? Are the outcomes recorded?	Not Known
8.13	Is the door furniture provided appropriate for the purpose group of the premises i.e. public buildings, licensed premises etc.?	Yes
8.14	Are floor and stairway surfaces in good condition and free from slip and trip	

hazards? Yes

8.15 Do all final exits lead to a place of safety? Yes

8.16 Are external escape paths clear of obstructions? Yes

Electronic Door Release Devices

8.17 Are all escape doors free from electro-mechanical door locks devices? Yes

8.18 Are all escape doors free from electro-magnetic door locks devices? Yes

8.19 Where electronic/electrical door control devices are fitted do they meet the installation criteria given in BS 7273 Pt. 4 2015 N/A

8.20 Do entry control devices conform to the category of actuation for the purpose group that the particular premises/building currently operates within? N/A

8.21 Is the emergency operation of the door lock stated by appropriate signage? N/A

8.22 Have all persons in the assessment area received instructions on how the devices operate in the event of an emergency? N/A

Means of Escape: Finding(s)

Findings

None.

Recommendations

8.0

No person will be more than 9m from the protected means of escape. The maximum distance in this property is 3m.

Commentary: The escape route is protected by FD30 fire doors and is free from any additional hazards, or items which may pose a risk of slips and trips or increase the fire loading.



9.0 The Confinement of Fire

9.1	Are all escape routes and compartments protected by fire resistant walls and doors where required?	Yes
9.2	Are all fire doors self-closing, kept locked shut where appropriate and in good condition?	Yes
9.3	Are all fire doors fitted with smoke seals and intumescent strips where required?	Yes
9.4	Is there a procedure in place to regularly check the condition of fire resisting doors and doorsets?	Not Known
9.5	Do wall & ceiling linings meet the required surface spread of flame classes? e.g. Class O on escape routes	Yes
9.6	Is there potential for fire and smoke spread through routes such as doors, walls, vertical shafts, service ducts, service penetrations, venting systems, cavities, and voids?	N
9.7	Have there been any structural alterations within the past 12 months?	No
9.8	Were the requirements of the Building Regulations followed and a completion certificate issued?	N/A
9.9	Are all ducts fitted with effective fire dampers where required?	N/A
9.10	Are all fire exits underneath and within 1.8m horizontal or 9m vertically of any external escape stair, fire resisting and self-closing?	N/A
9.11	Is glazing within the above distances fire resisting and fixed shut?	N/A
9.12	Is there a procedure for all premises/areas to be checked at the end of a working period for potential fire hazards?	N/A
9.13	Are the premises free from risk posed by adjacent properties? (Uncontrolled fly tipping, overgrown vegetation or poor housekeeping)	Yes
9.14	Are there any other premises features or hazards that could affect fire development or spread?	No
9.15	Is there potential for fire and smoke spread into the premises from an external	

fire? No

9.16 Does basic security against arson by outsiders appear reasonable? Yes

Automatic Hold Open Devices

9.17 Are any fire doors fitted with automatic door release devices? No

9.18 Are the devices fitted to any critical doors? e.g. onto stairs in a single staircase building N/A

9.19 Is smoke detection provided within the area located near to the door release device? (Consider to L3 standard?) N/A

9.20 Are all non-self-contained devices linked to the fire alarm system and released on actuation? N/A

9.21 Are any self-contained, acoustically actuated door hold open devices fitted? N/A

9.22 Are all devices tested regularly and the results recorded? (At least once a week) N/A

9.23 Are all doors released at night or when the area is unoccupied? N/A

9.24 Are all devices tested in accordance with the manufactures relevant standard to ensure satisfactory operation? N/A

External Wall Systems

9.0 The Confinement of Fire

- | | | |
|------|---|-----------|
| 9.25 | Has the risk of external fire spread been considered?
Consider external cladding, wall systems, external render and balconies. | Yes |
| 9.26 | Has there been any previous examination of the building's external wall system or cladding? If yes provide details. | Not Known |

The Confinement of Fire: Finding(s)

Findings

None.

Recommendations

'Fire Door Keep shut' signage is advised to the living room and kitchen doors to deter occupants from wedging open the doors. These doors are critical to protecting the means of escape.

Action Required

9.1

The doors in this property are in excellent condition with no issues found.

FD 30 Fire doors are installed to all rooms opening onto the protected escape route. They are 34mm thick timber construction doors with intumescent smoke and heat strips installed. They are of suitable construction and hardware with 3 hinge installation compliant with BS9999.

(All fire-resisting doors, other than those to locked cupboards and service ducts should be fitted with an appropriately controlled self closing device that will effectively close the door from any angle. In certain circumstances, concealed, jamb-mounted closing devices may be specified and in these cases should be capable of closing against any latch fitted to the door; spring

prudence. Further information is given in BS EN 1154:38) and BS 8214:2016 Timber-based fire door assemblies - code of



Commentary

10.0 Automatic Fire Detection

10.1	Is the premises provided with an automatic fire detection system?	Yes
10.2	Is it possible to define the detection system category? (L1- L5 etc.)	Yes
10.3	Is the automatic fire detection suitable for the risk and premises type?	Yes
10.4	Does the system conform to standards appropriate to the purpose group for the premises/building use? i.e. BS 5839 Pt. 1 or BS 5839 Pt. 6 etc.	Yes
10.5	Are sufficient call points and detectors provided?	Yes
10.6	Can the alarm be raised without placing anyone at risk?	Yes
10.7	Are all call points visible, unobstructed?	N/A
10.8	Are all fire alarm sounders of the same type, giving the same alarm signal? The signal should be distinct from all other alarms or signals in the workplace to avoid confusion.	Yes
10.9	Where required does the system have a voice alarm? i.e. large places of assembly	N/A
10.10	Can the alarm be heard throughout all areas of the premises?	Yes
10.11	Has a suitable fire zone plan been provided adjacent to the fire panel where necessary? i.e. complex premises or care homes	N/A
10.12	Is the fire alarm system under a regular maintenance programme by a qualified fire alarm engineer?	Yes
10.13	Are there systems in place to ensure the system is tested weekly from a different call point?	Yes
10.14	Are all fire alarm tests, faults and maintenance schedules recorded?	Yes

Automatic Fire Detection: Finding(s)

Findings

None.

Recommendations

10.0

The fire alarm system is newly installed.

Commentary It is a mins wired system with detection to risk rooms and common parts of the property.

The commissioning certificate may be attached to this report as a supplement.

The alarms should be tested weekly, with all tests recorded in a simple log book. These should be made available for the annual fire risk assessment. 6 monthly and annual maintenance on the system should be carried out. This should also be recorded in the log book.



11.0 Emergency Escape Lighting

11.1	Has the provision of emergency lighting been considered? Working hours, windowless areas, open access areas>60m ² , toilets>8m ² .	Yes
11.2	Is emergency lighting provided in accordance with guidance relevant to the purpose group for the premises? (BS5266, ADB)	Yes
11.3	Does it illuminate escape routes, exits, corridors, hazards or obstructions, changes in floor level, signs, fire alarm call points and firefighting equipment?	Yes
11.4	Is the emergency lighting beyond the final exit adequate so that persons can reach a place of safety?	Yes
11.5	Are routine checks carried out in accordance with the appropriate standard to which the system conforms – i.e. daily, monthly, 6 monthly and annual checks?	Yes
11.6	Are records of maintenance kept?	Yes
11.7	Is normal lighting adequate and in working order?	Yes

Emergency Escape Lighting: Finding(s)

11.0

Findings

Emergency lighting should be provided as a supplement to this report.

The emergency lighting should be tested weekly along with the fire alarm and all tests and annual maintenance recorded in the log book. This record should be made available at the annual fire risk assessment.



Recommendations

Commentary

12.0 Fire Fighting Equipment, Facilities, Systems & Fixed Installations

Firefighting Equipment

- | | | |
|------|--|-----|
| 12.1 | Where appropriate are adequate numbers of fire extinguishers provided? Consider floor area, special risks, minimum travel distance of 30m. | N/A |
| 12.2 | Are the correct types of extinguishers provided for the risks? | N/A |
| 12.3 | Are all extinguishers installed and sited in accordance with current guidance? | N/A |
| 12.4 | Are appropriate checks carried out on a monthly basis? | N/A |
| 12.5 | Are all extinguishers serviced by a qualified engineer every 12 months? | N/A |

Firefighting and Firefighter Facilities

- | | | |
|-------|---|-----|
| 12.6 | Are firefighting and firefighter facilities provided, tested and maintained? | No |
| 12.7 | Are all systems fully operational and under a maintenance programme? | N/A |
| 12.8 | Are all security devices functional? (Sprinkler valves, wet & dry rising mains padlocked etc.) | N/A |
| 12.9 | Where sprinklers are fitted are all heads clear of obstructions (500mm clear of stock) and functional? | N/A |
| 12.10 | Are firefighting shafts or fire mains provided and are the locations of the inlets/outlets in line with current guidance? | N |

Firefighting Lifts

- | | | |
|-------|---|-----|
| 12.11 | Are lifts provided for the use of firefighters or evacuation? | N/A |
| 12.12 | Are all controls functional, tested and maintained? | N/A |
| 12.13 | Are any defects to the lift(s) reported to the Fire and Rescue Service? | N/A |

12.0

A fire blanket and mini extinguisher have been purchased to be sited in the kitchen.

Further extinguishers are not required due to the size and simple layout of the property.

As part of fire safety training staff should be trained in the use of both the fire blanket and mini extinguisher. All training should be recorded.

Fire Fighting Equipment, Facilities, Systems & Fixed Installations: Finding(s)

Findings

None.

Recommendations

Commentary

13.0 Fire Safety Signs and Notices

13.1	Do signs indicate all final exits?	Yes
13.2	Can the final exit or a directional sign be identified from any position in the assessment area?	Yes
13.3	Are all signs in the correct position, suitably fixed and directional arrows correct? (Can the way out be found just by using signs alone?)	Yes
13.4	Are the signs the correct size for the areas where they are located?	Yes
13.5	In places of public assembly are all escape signs illuminated on maintained luminaires?	N/A
13.6	Are fire action notices displayed prominently and completed fully throughout the premises?	No
13.7	Are all fire action notices similar throughout the premises?	N/A
13.8	Does the content of the fire action notices reflect the actual procedure?	N/A
13.9	Where firefighting equipment or fire alarm call points are not clearly visible is their location highlighted by supporting signage?	N/A
13.10	Are all fire doors signed appropriate to their use i.e. Fire Door Keep Locked Shut, Fire Exit Keep Clear etc.?	No
13.11	Where required, are external fire assembly points signs prominently displayed?	N/A
13.12	Are "No Smoking" signs and procedures in place to ensure there is no smoking in work or public places? (The Smoke Free (Premises and Enforcement) Regulations 2006)	Yes
13.13	Are all signs legible and in good condition?	Yes
13.14	Do all signs comply with the EN 7010:2011 where necessary?	Yes

Fire Safety Signs and Notices: Finding(s)

Findings

None.

Recommendations

Fire action notices should be sited at the exits. Detailing the action to take and the assembly point outside the building.

Fire Door Keep Shut signage is recommended for the kitchen and living room doors to deter critical doors from being wedged open, however this is not a necessity and any additional signage may create an institutional feel to the property, where it should be homely.

Action Required

13.0

Final exit signage is clear.

Due to the size and layout of the property directional signage is not required.

Commentary



13.0

No Smoking signage has been purchased and will be displayed within the property. A designated plan or area is advised as part of fire safety policy for the building and maintaining the 'Smoke Free 2007 regulations).

14.0 General Fire Safety Procedures

14.1	Has the premises been free from reports of any fire related incidents within the past 12 months?	Yes
14.2	Has action been taken to avoid reoccurrence?	N/A
14.3	Has the premises been free of any fire alarm actuations within the past 12 months?	Yes
14.4	Where necessary has any action been taken to prevent reoccurrence?	N/A
14.5	Have there been any incidents of deliberate ignition by employees or arson attacks?	No
14.6	Are procedures in place to inform relevant persons of the need to report any potential fire hazards?	N/A
14.7	Is there a fire policy for the premises/organisation that clearly defines the roles and responsibilities of who will contribute to overall fire safety management?	Yes
14.8	Has the fire service inspected or had any formal meetings, familiarisation visits, operational crew/CFS visits o within the last 12 months?	N
14.9	Were any recommendations, enforcement or prohibition notices served?	N/A
14.10	Have all recommendations and notices been complied with?	N/A
14.11	Are all important documents that may affect business continuity stored in fire resisting containers?	N/A
14.12	Is adequate access provided for fire service vehicles in the event of an emergency?	Yes
14.0	There is adequate space outside for emergency service appliances. Staff should be aware of the need to report any hazards immediately, this should include faulty smoke alarms.	

General Fire Safety Procedures: Finding(s)

Findings

None.

None.

Recommendations

Commentary

15.0 Fire Safety Management

15.1	Are there an adequate number of appointed competent persons and arrangements (under Article 18 of the RRFSO) in place to assist the responsible person in the management and implementation of the preventative and protective measures? (safety assistance)	Yes
15.2	Have all staff been trained in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness?	Not Known
15.3	Do all new employees receive basic fire procedure and induction training on the date of appointment?	Not Known
15.4	Are records of fire safety training kept?	Not Known
15.5	Are systems and procedures in place to control any new work, alterations or repairs to the premises, so that no fire hazards are introduced?	N/A
15.6	Is a "permit" to work procedure in place for contractors etc.?	N/A
15.7	Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made?	N/A
Fire Marshals & Fire Plans		
15.8	Are fire marshals required to take charge of a fire incident and liaise with the Fire Service where required?	Not Known
15.9	Is there a list of fire marshals displayed in all locations where required?	N/A
15.10	Are systems in place to provide identification for fire marshals during an emergency where required?	N/A
15.11	Has a suitable fire assembly point been designated? (i.e. free from traffic hazards, radiated heat and free movement away from the premises)	Not Known
15.12	Do the premises require a written fire emergency plan detailing the roles and responsibilities in order to safely evacuate?	Yes
15.13	Where required, is the fire emergency plan displayed on the premises?	N/A
15.14	Are there procedures for calling out key staff during fire	related emergencie

s outside of normal working hours?

Not Known

Fire Safety Management: Finding(s)

Findings

None.

Recommendations

Suitable fire procedures must be developed to ensure that occupants are made aware of what action they need to take on the event of fire. If an alarm goes off during the night when people are asleep, they will be able to evacuate more quickly if you have told them what they need to do at the beginning of their tenancy. A simple plan may be useful for Occupants. This could include instructions on the back of the bedroom door and information in the tenancy agreement, including advice on how to call the emergency services and location details - possibly 'what three words' location to give call handlers.

Occupants should be told to leave the building by the nearest available exit route if a fire breaks out. The fire and rescue service should be contacted, ideally from outside the premises. Escape plans need to be appropriate for a range of potential occupant's, taking into account age, mobility and language. This means that allowing escape through a window for someone with limited mobility is unlikely to be suitable. It is not acceptable to solely rely on the intervention of the fire and rescue service to evacuate occupants.

Action Required

15.0

Staff will require fire safety training. It is advised that the member of staff also receives fire marshal training, however there will likely only be two occupants of the property.

Training should be recorded to include staff present, what they have learned and the dates of training.

Commentary is advised for this property.

16.0 Fire Emergency Plan

16.1	Do the premises have a fire procedure/emergency plan and is it suitable for the numbers of staff and the processes carried on within the premises?	Not Known
16.2	If the premises operates a "stay put" policy, is this suitable?	N/A
16.3	In multi-occupied buildings do all the fire /emergency plans complement each other?	N/A

Fire Emergency Plan: Finding(s)

Findings

None.

Recommendations

Suitable fire procedures must be developed to ensure that occupants are made aware of what action they need to take on the event of fire. If an alarm goes off during the night when people are asleep, they will be able to evacuate more quickly if you have told them what they need to do at the beginning of their tenancy. A simple plan may be useful for Occupants. This could include instructions on the back of the bedroom door and information in the tenancy agreement, including advice on how to call the emergency services and location details - possibly 'what three words' location to give call handlers.

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None.

Action Required

Commentary

17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings

Each action required has been given a priority rating of between 1 and 3 based upon the following:

Priority 1 (P1)	A serious breach of the Fire Safety Order which if not actioned would significantly increase the risk of fire or injury. Failure to reduce the risk could result in substantial injury to relevant persons. Actions or omissions of this nature would normally constitute an offence liable to enforcement or prosecution actions by the Fire Authority. The time scales given are normally short.
Examples include:	Blocked or locked fire exits, serious breaches of life safety fire resistance, ineffective fire doors, insufficient or complete failure of fire alarm, emergency lighting or smoke venting systems.
Priority 2 (P2)	A lesser breach of the Fire Safety Order or property risk, which if not resolved may present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales are given.
Examples include:	Breaches in compartmentation. Firefighting equipment missing or defective, minor defects to the fire alarm or emergency lighting systems.
Priority 3 (P3)	Poor practices or features that whilst not presenting a serious risk would detract from the overall impact on the fire safety provisions within the premises. Also includes provision or practices and features that are preferable over and above the minimum standards required under the Fire Safety Order. Time scales are variable. The acts or omissions would normally be tolerable but actions should still be implemented to reduce the risk level to a negligible level - time scales are variable.
Examples include:	Missing or incomplete fire signage, incomplete maintenance logs.

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable. Each significant finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the significant findings have been identified the premises are given an overall **Life** and **Property** risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

Definitions:	
Hazard:	An article, substance, machine, installation or situation with potential to cause harm, loss or both. A fire hazard is a hazard that has the potential to cause a fire or promote fire development and/or spread.
Risk:	A measure of the probability that the potential for harm or loss posed by the hazard will materialise, combined with the potential extent and severity of the harm and/or damage that may result.
Harm:	Physical injury, death, ill health, property and equipment damage and any form of associated loss, which could cause harm.
To determine the risk rating two main areas are considered, the likelihood of an outbreak of fire and the potential for that outbreak to cause harm to persons, property and business continuity. The likelihood of fire outbreak is given a rating of highly unlikely, unlikely and likely, this is then multiplied by the harm potential rating of slight, moderate and serious harm. The level of fire risk is then quantified as negligible, tolerable, moderate, substantial or intolerable. The subjective risk rating is calculated and the risk level determined within the following parameters:	
Negligible Risk	Where the combination of severity of harm and likelihood is very low and there is minimal risk to people's lives. The risk of a fire occurring is rare and the potential for fire spread is negligible, also where the overall fire safety management is of a high standard. No further action is normally required unless circumstances change. A reassessment should take place on the review date.
Tolerable Risk	Where the present systems, facilities or management procedures are reasonably satisfactory at the time of the assessment. Escape should be carried out unaided with effective fire safety management procedures in place. Possible minor actions may be required, with a reassessment being conducted at the review stage.
Moderate Risk	The present systems, facilities or management is unsatisfactory in some areas. Where a fire could occur and the available time needed to evacuate may be reduced by the speed of the development of fire, also where the reaction time of occupants may be slower because of the type of persons present e.g. sleeping, elderly or infirm or where there are large numbers of persons or complex escape routes. Remedial actions will be required with some control measures being implemented. A reassessment should be made once the control measures have been put in place.
Substantial Risk	Where the combination of severity and probability is high and urgent action must be taken to reduce the risk. Where a fire is likely or highly likely to occur and the spread of fire development would be such that the available escape time would be substantially reduced. Premises identified with substantial risk areas will normally require the provision of considerable resources in the form of equipment, training, information and management to mitigate the risks.
Intolerable Risk	Where the combination of severity and probability is such that extreme harm or death will occur and there is a real threat of an outbreak of fire. Action must be taken to immediately reduce the risk, ideally to a tolerable level. If this cannot be achieved, then consideration must be given to prohibiting or limiting the use of all or part of the premises until such risks can be reduced. Reassessment

	is required following implementation of the immediate or interim control measures.
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The Probability of Fire depends on the number and nature of ignition sources, the extent of and any fire prevention measures and the nature and actions of the occupants. The Probability and Extent of Harm should a fire occur depends on the quality of the means of escape, number of storeys, complexity of the premises and mobility of the occupants.

Based upon the significant findings identified above, application of current fire safety codes and practice, experience and knowledge the following risk areas have been quantified.

FIRE RISK RATING MATRIX

LIKELIHOOD OF FIRE OUTBREAK	LIKELY CONSEQUENCES OF FIRE			
	Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
	Highly Unlikely	Negligible Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

18.0 Summary of Findings

Ref	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Contractor Completed
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THERE WERE NO FINDINGS OTHER THAN THE INFORMATION IN THE RECOMMENDATIONS BELOW

19.0 Recommendations

Ref	Observation	Recommended Action	Risk Rating	Contractor Completed
6.20	Gas safe certification was not evidenced. Boiler checks should be carried out annually by a certified gas engineer. If a certificate is not held, Gas Safe checks and certification should be carried out as soon as possible. If held the certificate may be added to this report as a supplement.			
7.11	A Fire Action Notices should be sited at the entrance as fire safety information for occupants and visitors, however an emergency evacuation plan/fire safety policy should be devised for this property.			
9.0	'Fire Door Keep shut' signage is advised to the living room and kitchen doors to deter occupants from wedging open the doors. These doors are critical to protecting the means of escape.			
13.0	Fire action notices should be sited at the exits. Detailing the action to take and the assembly point outside the building. Fire Door Keep Shut signage is recommended for the kitchen and living room doors to deter critical doors from being wedged open, however this is not a necessity and any additional signage may create an			

institutional feel to the property, where it should be homely.

15.0

Suitable fire procedures must be developed to ensure that occupants are made aware of what action they need to take on the event of fire. If an alarm goes off during the night when people are asleep, they will be able to evacuate more quickly if you have told them what they need to do at the beginning of their tenancy. A simple plan may be useful for Occupants. This could include instructions on the back of the bedroom door and information in the tenancy agreement, including advice on how to call the emergency services and location details - possibly 'what three words' location to give call handlers. Occupants should be told to leave the building by the nearest available exit route if a fire breaks out. The fire and rescue service should be contacted, ideally from outside the premises. Escape plans need to be appropriate for a range of potential occupant's, taking into account age, mobility and language. This means that allowing escape through a window for someone with limited mobility is unlikely to be suitable. It is not acceptable to solely rely on the intervention of the fire and rescue service to evacuate occupants.

16.0

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20.0 Commentaries

Ref	Observation	Recommended Action	Risk Rating	Contractor Completed
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THERE WERE NO COMMENTARIES.

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