

FIRE RISK ASSESSMENT

PROPERTY ASSESSED:
20A Rowthorne Avenue, Swanwick
Swanwick
Swanwick

DE55 1RZ



UPRN: IL6920

Inspection Date: 20/09/2022

Validation Date: 05/10/2022

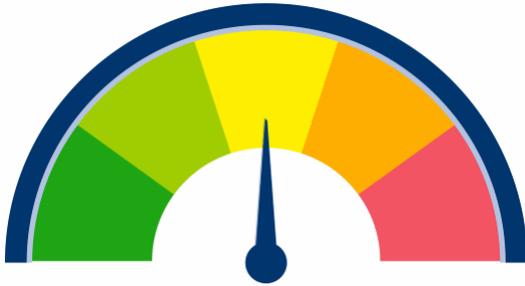
Valid to: 05/10/2023

FRA completed by: Pennington Choices

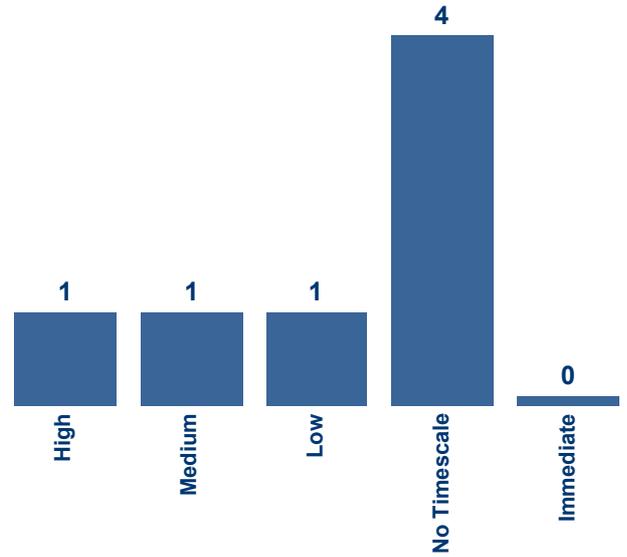
FRA Completed For: Futures



FRA Risk Rating: Moderate



FRA Action Count by Priority



FRA Action by Type

Recommendations: 4

Actions: 3

Premises Risk Rating: Moderate

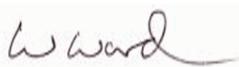
Reassessment Priority: High - 1 Year

Recommended evacuation strategy for this building is: Simultaneous Evacuation

On satisfactory completion of all remedial works the risk rating of this building may be reduced to: Moderate

FRA - Summary

Responsible Person	CEO Futures
Property Designation	Supported accommodation
Management Extent	Managed Building - Manager or Senior Staff onsite regularly
No of Floors	1
No of Flats (if applicable)	0
Ground floor Area (m2)	120
Total Area of all floors (m2)	120

FRA Completed By:	Gary Broadhurst
FRA Type:	Type 1
QA Validation Date:	05/10/2022
QA Carried Out By:	Will Ward
Validator's Signature:	

High

1

Ref.	Category	Priority	Complete By
T2	Procedures And Arrangements	High	04/Nov/2022
Finding/Observation		Action/Recommendation	
The staff were questioned about the evacuation strategy and were unsure of their responsibilities. Staff assumed that because PEEPS were in place not all service users had to be evacuated		Mencap must provide written instructions for all staff, with copies kept on site, to ensure staff know what actions to take if they discover a fire or hear the fire alarm. The evacuation procedures must be made aware to staff, and the procedures must be tested during organised training at regular intervals	

Medium

1

Ref.	Category	Priority	Complete By
N1	Emergency Lighting	Medium	03/Jan/2023
Finding/Observation		Action/Recommendation	
The escape lights cover internal escape routes only and are identified by green LED		It is recommended that the external escape routes are provided with suitable emergency lighting as part of the route is quite long and in a dark area of the garden, and the lights must be tested and recorded inhouse monthly	

Low

1

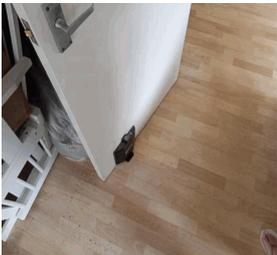
Ref.	Category	Priority	Complete By
O1	Fire Safety Signs & Notices	Low	03/Apr/2023
Finding/Observation		Action/Recommendation	
Signage was generally considered adequate for the type and use of the building and included exit signs		Display a suitable fire action notice need only be provided in staff only areas	
Image: O11			
			

No Timescale

5

Ref.	Category	Priority	Complete By
D2	Portable Heaters And Heating Installations	No Timescale	
Finding/Observation		Action/Recommendation	
The heating is provided by gas fired central heating boilers		An audible Carbon Monoxide detector should be repositioned about head height in close location to the gas boiler	
<p>Image: D21</p> 		<p>Image: D22</p> 	

Ref.	Category	Priority	Complete By
F1	Lightning	No Timescale	
Finding/Observation		Action/Recommendation	
No lightning protection system was seen on site.		Recommend management undertake a risk assessment of the building to determine if lightning protection is required	

Ref.	Category	Priority	Complete By
K2	Means Of Escape	No Timescale	
Finding/Observation		Action/Recommendation	
All fire doors were solid and appeared in good condition however several doors are fitted with Dorguard hold open devices which are not recommended on critical fire doors such as kitchens		The door guard on the kitchen door should be removed	
<p>Image: K21</p> 			

Findings & Actions Summary

Ref.	Category	Priority	Complete By
Q4	Measures To Limit Fire Spread And Development	No Timescale	
Finding/Observation		Action/Recommendation	
No access to the roof space is provided which was closed however could be used to store flammable items		Management to inspect the roof space to ensure it is safe and not used to store items	

Reassessment Priority	High - 1 Year
Responsible Person	CEO Futures
BAFE Cert	CHES077

General Information

UPRN	IL6920
Address	20A Rowthorne Avenue, Swanwick Swanwick Swanwick
Postcode	DE55 1RZ
Fire Risk Assessor	Gary Broadhurst
Date of Inspection	20/09/2022
Checked by	Will Ward
Reassessment Date	20/09/2023

General Information

Property Designation	Supported accommodation
Property Type	Converted Bungalow
No of Floors	1
No of Flats (if applicable)	0
Ground floor area (m2)	120
Total area of all floors	120
Building Description	<p>20A Rowthorne Avenue. The converted bungalow is detached and stands well back from the main road down a private drive</p> <p>The property provides supported living, with property facilities managed by Futures and the well being of clients managed by Mencap 24 hours a day and seven days a week</p> <p>The home has a kitchen and lounge, conservatory, and can accommodate up to 4 service users and a sleep over room is provided for staff</p> <p>Heating is provided by gas fired central heating although advice was given on site to provide a CO detector within 1 meter of the boilers</p> <p>The property has three exit doors, one which is the main entrance door, and the other doors lead into the private garden. All exit doors are provided with thumb turn devices and the manager reported that all internal doors are closed at night</p> <p>Some internal doors are provided with 9v battery hold back devices that should close the doors on actuation of the fire alarm, however these types of devices are not guaranteed to work and must not be used on critical doors such as plant rooms and kitchens etc</p> <p>The internal doors were generally in good condition and the windows inside can be opened to provide fresh air and ventilation</p>

Waste bins are stored neatly outside the property in the yard and PAT was in test date as evidenced by the attached labels.

All escape routes were clear of obstruction both inside and outside

The property is provided with a fire detection and warning system, comprising of hard-wired interlinked Grade D smoke detectors, which appears compliant with BS 5839;part 6, and is tested and recorded weekly by staff

The fire alarm system is also connected to Tunstall however the connections do not include the devices in the bedrooms

Escape lights are provided on all escape routes internally and the manager reported that the lights are tested quarterly in house. The escape lights must be tested monthly and recorded in the fire logbook, and it is recommended that the emergency lights are extended to cover the external escape routes which are quite long and in a dark area of the garden

There is ample provision of firefighting equipment on site, which included CO2, foam and a fire blanket in the kitchen.

Signage was generally considered suitable and sufficient for the type and use of the property although it is recommended that a suitable fire action notice is displayed at the main entrance

It was reported on site that all staff attend fire training at least once per year , although when questioned about the evacuation procedures on site, the staff were unclear about their responsibilities to ensure all persons are fully evacuated.

It is strongly recommended that Mencap provide written instructions for all staff including actions to take on discovery of a fire, and action to take when hearing the fire alarm

Overall, the property appeared well kept, and clean and tidy

Building Construction	Traditional detached single storey brick with pitched and tiled roof
Extent of common areas	kitchen, lounge, conservatory and escape routes
Areas of the building to which access was not available	bedrooms and roof space
If applicable state which flats were sample inspected	0

1. The Occupants

Ref.	Question	Policy Principles
10	Management Extent	
Answer		Finding/Observation
Managed Building - Manager or Senior Staff onsite regularly		
Ref.	Question	Policy Principles
11	Details of any onsite management (hours onsite etc.)	
Answer		Finding/Observation
24 hours a day seven days a week with one member providing sleep in cover at night		
Ref.	Question	Policy Principles
12	Person managing fire safety in premises	
Answer		Finding/Observation
Mencap and futures share responsibilities		
Ref.	Question	Policy Principles
13	Person consulted during the fire risk assessment	
Answer		Finding/Observation
Deborah Hallsworth Support worker		
Ref.	Question	Policy Principles
14	Number of occupants (maximum estimated)	
Answer		Finding/Observation
6		
Ref.	Question	Policy Principles
15	Approximate maximum number of employees at any one time	
Answer		Finding/Observation
2		
Ref.	Question	Policy Principles
16	Number of members of the public (maximum estimated)	
Answer		Finding/Observation
unknown		

Ref.	Question	Policy Principles
17	Identify any people who are especially at risk: <ul style="list-style-type: none">- sleeping occupants- disabled occupants- occupants in remote areas and lone workers- young persons- others	
Answer	Finding/Observation	
The residents are provided with supported living 24 hours a day and may include residents with some disabilities as well as persons who are sleeping		

2. Fire Safety Legislation

Ref.	Question	Policy Principles
21	The following fire safety legislation applies to these premises	
Answer		Finding/Observation
Regulatory Reform (Fire Safety) Order 2005		

Ref.	Question	Policy Principles
22	The above legislation is enforced by	
Answer		Finding/Observation
Derbyshire Fire and Rescue Service		

Ref.	Question	Policy Principles
23	Other key fire safety legislation (other than Building Regs 2000)	
Answer		Finding/Observation
Housing Act 2004		

Ref.	Question	Policy Principles
24	The other legislation referred to above is enforced by	
Answer		Finding/Observation
Local Authorities.		

Ref.	Question	Policy Principles
25	Guidance used as applicable to premises and occupation	
Answer		Finding/Observation
NFCC - Specialised Housing Guidance		

Ref.	Question	Policy Principles
26	Is there an alteration or enforcement notice in force?	
Answer		Finding/Observation
No		

Ref.	Question	Policy Principles
27	Fire loss experience (since last FRA)	
Answer		Finding/Observation
No		

A. Electrical Ignition Sources

Ref.	Question	Policy Principles
A1	Is the fixed electrical installation periodically inspected and tested, (include dates if known)?	FHG complete Fixed wire testing in line with current regulations every 5 years and complete an annual visual inspection on all properties.
Answer		Finding/Observation
Yes		See principle.

Ref.	Question	Policy Principles
A2	Is PAT testing in common areas carried out?	PAT testing is complete at the time of the visual inspection as mentioned above. All items in the communal areas will be tested.
Answer		Finding/Observation
Yes		The portable electrical items in the common areas are all tested as required as evidenced by the attached labels August 2022.

Ref.	Question	Policy Principles
A3	Is there a policy for personal electrical appliances (consider restrictions of communal supply points such as outlets and T pin outlets)?	All personal items are not to be left in communal areas.
Answer		Finding/Observation
Yes		See principle.

Ref.	Question	Policy Principles
A4	Is the use of adapters and leads limited?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
A5	Are there any PV cells installed and do they have the appropriate isolation systems and signage to assist the fire and rescue service?	
Answer		Finding/Observation
No		

B. Smoking Policies

Ref.	Question	Policy Principles
B1	Are there suitable arrangements to prevent fire as a result from smoking?	No smoking policy in all communal areas- signage displayed.
Answer		Finding/Observation
Yes		The property is a no smoking area in line with government guidance and all staff are aware of the policy

Ref.	Question	Policy Principles
B2	Is the policy being adhered to and are "No smoking" signs provided in the common areas?	
Answer		Finding/Observation
Yes		See B1

C. Arson

Ref.	Question	Policy Principles
C1	Are premises secure against arson by outsiders? (Please state how)	
Answer		Finding/Observation
Yes		The main entrance door was in good condition and worked as it should and all exit doors are provided with thumb turn devices

Ref.	Question	Policy Principles
C2	Are bins secured or fire loading stored in a suitable location? (Please state bin type, location, if and how it is secured)	
Answer		Finding/Observation
Yes		Waste and recycling are stored outside in the yard and collected each week

Images

Image: C21



D. Portable Heaters And Heating Installations

Ref.	Question	Policy Principles
D1	If used, is the use of portable heaters regarded as safe?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
D2	Are fixed heating systems maintained annually?	All Safety inspections carried out annually by qualified persons.
Answer		Finding/Observation
Yes		The heating is provided by gas fired central heating boilers

Images

Image: D21



Image: D22



E. Cooking

Ref.	Question	Policy Principles
E1	Are reasonable measures in place to prevent fires as a result of cooking, including replacing filter(where necessary)?	
Answer		Finding/Observation
Yes		The staff use cooking facilities and are familiar with all equipment on site

F. Lightning

Ref.	Question	Policy Principles
F1	Does the building have a lightning protection system?	
Answer		Finding/Observation
No		No lightning protection system was seen on site.

G. House-Keeping

Ref.	Question	Policy Principles
G1	Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
G2	Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?	
Answer		Finding/Observation
Yes		All escape routes were clear

Ref.	Question	Policy Principles
G3	Are mobility scooters or electric vehicles stored in the means of escape? If yes has an assessment been undertaken in line with the NFCC "Mobility Scooter Guidance for Residential Buildings"?	
Answer		Finding/Observation
No		

H. Hazards Introduced By Contractors

Ref.	Question	Policy Principles
H1	Is there satisfactory control over works carried out in the building by contractors (e.g. hot work permits)?	All contractors must submit RAMS for procurement processes, and these are reviewed annually by FHG. A specific risk assessment is to be completed for each job.
Answer		Finding/Observation
Yes		The property management team have strict controls over attending contractors

I. Dangerous Substances

Ref.	Question	Policy Principles
I1	If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002 and are they stored correctly?	All contractors must submit RAMS for procurement processes, and these are reviewed annually by FHG. A specific risk assessment is to be completed for each job.
Answer		Finding/Observation
N/A		See principle.

J. Other Significant Hazards

Ref.	Question	Policy Principles
J1	Are all issues deemed satisfactory? [1]	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
J2	Are all issues deemed satisfactory?	
Answer		Finding/Observation
Yes		

K. Means Of Escape

Ref.	Question	Policy Principles
K1	Is the escape route design deemed satisfactory? (Consider current design codes)	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
K2	Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	
Answer		Finding/Observation
Yes		All fire doors were solid and appeared in good condition however several doors are fitted with Dorguard hold open devices which are not recommended on critical fire doors such as kitchens

Images		
Image: K21		
		

Ref.	Question	Policy Principles
K3	Is there adequate provision of exits (including exit Widths) for the numbers who may be present?	
Answer		Finding/Observation
Yes		23 exits provided one at the front and two at the side and rear

Ref.	Question	Policy Principles
K4	Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
K5	Do final exits open in the direction of escape where necessary?	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
K6	Are travels distances satisfactory? (consider single direction and more than one direction, property risk profile and occupancy characteristics)	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
K7	Are there suitable precautions for all inner rooms?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
K8	Are escape routes separated where appropriate?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
K9	Are corridors sub-divided where appropriate?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
K10	Do escape routes lead to a place of safety?	
Answer		Finding/Observation
Yes		All escape routes lead to the final exit doors.

Ref.	Question	Policy Principles
K11	Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
K12	Is there any other issues that could affect the means of escape, for example plastic conduit/loose cables not secured by fire rated fastening?	
Answer		Finding/Observation
No		

L. Flat Entrance Doors

Ref.	Question	Policy Principles
L1	Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?	
Answer		Finding/Observation
N/A		There are no flat entrance doors however the bedroom doors for service users were in good condition and appeared fit for purpose

M. Common Area Fire Doors

Ref.	Question	Policy Principles
M1	Are all common area fire door and frames in good condition and appropriately fire rated?	
Answer		Finding/Observation
Yes		All common area doors are in good useable condition however the kitchen door is provided with 9v battery operated door guard. See K2

N. Emergency Lighting

Ref.	Question	Policy Principles	
N1	If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)		
Answer		Finding/Observation	
No		The escape lights cover internal escape routes only and are identified by green LED	
Action/Recommendation		Priority	Due Date
It is recommended that the external escape routes are provided with suitable emergency lighting as part of the route is quite long and in a dark area of the garden, and the lights must be tested and recorded inhouse monthly		Medium	03/Jan/2023

Ref.	Question	Policy Principles
N2	If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external)	
Answer		Finding/Observation
N/A		

O. Fire Safety Signs & Notices

Ref.	Question	Policy Principles		
O1	Is there adequate provision of visible fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, Fire door keep shut, fire equipment and 'do not use lift' signage)			
Answer		Finding/Observation		
Yes		Signage was generally considered adequate for the type and use of the building and included exit signs		
Action/Recommendation		Priority	Due Date	
Display a suitable fire action notice need only be provided in staff only areas		Low	03/Apr/2023	
Images				
Image: O11				
				

Ref.	Question	Policy Principles		
O2	Wayfinding Signage (buildings over 11 metres in height). Are there clear markings for flat and floor recognition provided?			
Answer		Finding/Observation		
N/A				

P. Means Of Giving Warning In Case Of Fire

Ref.	Question	Policy Principles
P1	Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?	
Answer		Finding/Observation
Yes		The building is fitted with a BS 5839; part 6 fire detection and warning system in all areas including hard wired and interlinked grade D smoke and heat detectors, The system is tested each week and recorded in the fire log book

Ref.	Question	Policy Principles
P2	If installed, is the common area AFD adequate for the occupancy and fire risk?	
Answer		Finding/Observation
Yes		See P1

Ref.	Question	Policy Principles
P3	If not installed, are the premises deemed safe without a common area AFD system?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
P4	If there is a communal fire detection and fire alarm system, does it extend into the dwellings?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
P5	Where appropriate, has a fire alarm zone plan been provided?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
P6	Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?	
Answer		Finding/Observation
Yes		The site is staffed at all times

Ref.	Question	Policy Principles
P7	If applicable, is a separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?	
Answer		Finding/Observation
N/A		

Detailed Risk Assessment

Ref.	Question	Policy Principles
P8	If applicable (Sheltered scheme) is the smoke detection within the flats monitored by an alarm receiving centre/on site scheme manager via a telecare system?	
Answer	Finding/Observation	
N/A		

Q. Measures To Limit Fire Spread And Development

Ref.	Question	Policy Principles
Q1	Is there adequate levels of compartmentation between floors and between flats and the common escape routes?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
Q2	Are hidden voids appropriately enclosed and/or fire-stopped? (consider above suspended ceilings)	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
Q3	Is there adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
Q4	Is compartmentation maintained in the roof space?	
Answer		Finding/Observation
N/A		No access to the roof space is provided which was closed however could be used to store flammable items

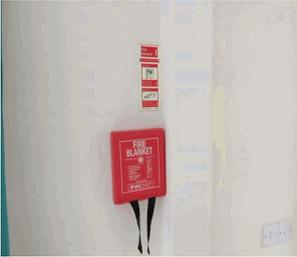
Ref.	Question	Policy Principles
Q5	Are electrics, including embedded meters, enclosed in fire rated construction?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
Q6	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
Q7	Is there reasonable limitation of linings to escape routes that might promote fire spread?	
Answer		Finding/Observation
Yes		Walls and surface finishing's appeared to comply with suitable none flammable materials.

Ref.	Question	Policy Principles
Q8	Are soft furnishings in common areas appropriate to limit fire spread/growth?	
Answer		Finding/Observation
Yes		All furniture was in good condition
Ref.	Question	Policy Principles
Q9	Does the premises have any external balconies, cladding or materials which may promote external fire spread?	
Answer		Finding/Observation
No		
Ref.	Question	Policy Principles
Q10	Has a note been prepared of the external walls of the building and details of construction materials used? Does the note include and identify the level of risk that the design and materials used?	
Answer		Finding/Observation
N/A		
Ref.	Question	Policy Principles
Q11	Does the External wall note include any mitigating circumstances that may have been taken to reduce the risk?	
Answer		Finding/Observation
N/A		
Ref.	Question	Policy Principles
Q12	Has the responsible person reviewed the external wall note on a regular basis and revised it if there have been any significant changes in the external walls.	
Answer		Finding/Observation
N/A		
Ref.	Question	Policy Principles
Q13	Are all other fire spread/compartmentation issues satisfactory?	
Answer		Finding/Observation
Yes		

R. Fire Extinguishing Appliances

Ref.	Question	Policy Principles
R1	if required, is there reasonable provision of accessible portable fire extinguishers?	
Answer		Finding/Observation
Yes		fire extinguishers on site include water, foam, CO2 and a fire blanket in the kitchen and were all in test date as evidenced by the attached labels
Images		
<p style="text-align: center;">Image: R11</p> 		<p style="text-align: center;">Image: R12</p> 

S. Relevant Automatic Fire Extinguishing Systems

Ref.	Question	Policy Principles
S1	Are there any automatic fire suppressant systems on site?	
Answer		Finding/Observation
No		

Ref.	Question	Policy Principles
S2	Are there any fixed fire fighting mains within the premises?	
Answer		Finding/Observation
No		

Ref.	Question	Policy Principles
S3	If any other relevant systems / equipment is installed, state type of system and comment as necessary	
Answer		Finding/Observation
No		

T. Procedures And Arrangements

Ref.	Question	Policy Principles
T1	Recommended evacuation strategy for this building is	
Answer		Finding/Observation
Simultaneous Evacuation		

Ref.	Question	Policy Principles
T2	Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures including in house checks?	
Answer		Finding/Observation
Unknown		The staff were questioned about the evacuation strategy and were unsure of their responsibilities. Staff assumed that because PEEPS were in place not all service users had to be evacuated
Action/Recommendation		Priority
Mencap must provide written instructions for all staff, with copies kept on site, to ensure staff know what actions to take if they discover a fire or hear the fire alarm. The evacuation procedures must be made aware to staff, and the procedures must be tested during organised training at regular intervals		High
		Due Date
		04/Nov/2022

Ref.	Question	Policy Principles
T3	Are there appropriate documented fire safety arrangements and procedures in place in the event of fire?	
Answer		Finding/Observation
No		See T2

Ref.	Question	Policy Principles
T4	Are there suitable arrangements for liaison and calling the Fire Service?	
Answer		Finding/Observation
Yes		Staff, contractors, residents or visitors when the building is occupied will call 999.

Ref.	Question	Policy Principles
T5	Are there suitable fire assembly points away from any risk?	
Answer		Finding/Observation
Yes		The fire assembly point is outside and is clear of the building.

Ref.	Question	Policy Principles
T6	Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?	
Answer		Finding/Observation
Yes		The staff reported that PEEPS are carried out for all service users which are updated regularly

Ref.	Question	Policy Principles
T7	Are staff nominated and trained on the use of fire extinguishing appliances?	
Answer		Finding/Observation
Yes		The manager reported that all staff receive suitable and sufficient training including the safe use of fire fighting equipment provided on site

Ref.	Question	Policy Principles
T8	Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?	
Answer		Finding/Observation
Unknown		See T2

U. Training

Ref.	Question	Policy Principles
U1	Do staff receive adequate induction and annual refresher fire safety training? (To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service)	All touchdown points (small offices) staff receive Inductions and annual refreshers on fire safety fire safety. But at all the schemes no permanent staff are present.
Answer		Finding/Observation
Yes		See T2

Ref.	Question	Policy Principles
U2	Are employees nominated to assist in the event of fire given additional training?	
Answer		Finding/Observation
Yes		See T2

V. Testing And Maintenance

Ref.	Question	Policy Principles
V1	Are all fire safety provisions for the building (AFD, Emergency Lighting, sprinklers etc.) routinely tested and maintained?	Alarms- FHG Greenscapes, MITIE E/L- FHG Greenscapes, MITIE, Assets Surveyor Extinguishers- MITIE Fire Doors- FHG Greenscapes, Assets Surveyor Final Exits/ Escape Routes- Greenscapes/ Neighbourhoods
Answer		Finding/Observation
Yes		The manager reported that all fire safety provisions are tested in accordance with the relevant guides or standards however the emergency lights must be tested and recorded inhouse each month. See N1

W. Records

Ref.	Question	Policy Principles
W1	Is all routine testing and staff training including fire drills suitably recorded and available for inspection?	
Answer		Finding/Observation
Unknown		Records are available to view online from Futures HG

X. Premises Information Box

Ref.	Question	Policy Principles
X1	Is a Premises Information Box located at the premises accessible to the Fire and Rescue Service, secure from unauthorised access and kept up to date?	Log book is kept on SharePoint with proposed specific QR code access.
Answer		Finding/Observation
N/A		Not required.

Y. Engagement With Residents

Ref.	Question	Policy Principles
Y1	Has all Fire Safety information & procedures been disseminated to the residents?	
Answer		Finding/Observation
N/A		The property is for supported living however all service users are kept up to date with fire procedures

Z. Any Other Information

Ref.	Question	Policy Principles
Z1	Are all issues deemed satisfactory? [1]	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
Z2	Are all issues deemed satisfactory?	
Answer		Finding/Observation
Yes		

ZAAR. Assessment Risk Ratings

Ref.	Question	Policy Principles
ZAAR1	<p>Likelihood of Fire</p> <p>Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.</p> <p>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).</p> <p>High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</p>	
Answer		Finding/Observation
Medium		

Ref.	Question	Policy Principles
ZAAR2	<p>Potential Consequences of Fire</p> <p>Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.</p> <p>Moderate harmful: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</p> <p>Extreme harm: Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities</p>	
Answer		Finding/Observation
Moderate Harm		

Ref.	Question	Policy Principles
ZAAR3	<p>Premises Risk Rating</p> <p>Trivial: No action is required and no detailed records need be kept</p> <p>Tolerable: No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.</p> <p>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.</p> <p>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.</p> <p>Intolerable: Building (or relevant area) should not be occupied until the risk is reduced</p>	
Answer		Finding/Observation
Moderate		

Ref.	Question	Policy Principles
ZAAR4	On satisfactory completion of all remedial works the risk rating of this building may be reduced to:	
Answer		Finding/Observation
Moderate		

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:

Likelihood of fire	Potential consequences of fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

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:	Medium
<p>In this context, a definition of the above terms is as follows:</p> <p>Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.</p> <p>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).</p> <p>High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.</p>	

Taking into account the nature of the building and occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:	Moderate Harm
<p>In this context, a definition of the above terms is as follows:</p> <p>Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.</p> <p>Moderate harmful: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</p> <p>Extreme harm: Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities.</p>	

Accordingly, it is considered that the risk to life from fire at these premises is:	Moderate
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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 time table
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 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.)



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organization named in Part 1 of the schedule in respect of fire risk assessment provided for the person(s) or organization named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule:

Part 1a	Name & Address of Certified Organisation:
	Pennington Choices, Broofield House, Grimsditch Lane, WA4 4EA
Part 1b	BAFE registration number of issuing Certified Organization:
	102119
Part 1c	SSAIB 3rd Party Certificate Number:
	CHES077
Part 2	Name of Client:
	CEO Futures
Part 3a	Address of premises for which the fire risk assessment was carried out:
	20A Rowthorne Avenue, Swanwick Swanwick Swanwick DE55 1RZ
Part 3b	Part or parts of the premises to which the fire risk assessment applies:
	Common Parts only (not dwellings, where applicable)
Part 4	Brief description of the scope and purpose of the fire risk assessment:
	Life Safety (as per agreed Specification)
Part 5	Effective date of the fire risk assessment:
	20/09/2022
Part 6	Recommended date for reassessment of the premises:
	20/09/2023
Part 7	Unique reference number of this certificate:
	109361

Signed for and on behalf of the issuing Certificated Organization:

James Hutton

Dated: 10/5/2022

Appendix 1. Action Details

Ref.	Category	Priority	Comments	Recommendation	Quantity	To Be Completed By	Photo Ref.
D2	PORTABLE HEATERS AND HEATING INSTALLATIONS	No Timescale	The heating is provided by gas fired central heating boilers	An audible Carbon Monoxide detector should be repositioned about head height in close location to the gas boiler			D21, D22
F1	LIGHTNING	No Timescale	No lightning protection system was seen on site.	Recommend management undertake a risk assessment of the building to determine if lightning protection is required			
K2	MEANS OF ESCAPE	No Timescale	All fire doors were solid and appeared in good condition however several doors are fitted with Dorguard hold open devices which are not recommended on critical fire doors such as kitchens	The door guard on the kitchen door should be removed			K21
N1	EMERGENCY LIGHTING	Medium	The escape lights cover internal escape routes only and are identified by green LED	It is recommended that the external escape routes are provided with suitable emergency lighting as part of the route is quite long and in a dark area of the garden, and the lights must be tested and recorded inhouse monthly		03/01/2023	
O1	FIRE SAFETY SIGNS & NOTICES	Low	Signage was generally considered adequate for the type and use of the building and included exit signs	Display a suitable fire action notice need only be provided in staff only areas		03/04/2023	O11
Q4	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	No Timescale	No access to the roof space is provided which was closed however could be used to store flammable items	Management to inspect the roof space to ensure it is safe and not used to store items			
T2	PROCEDURES AND ARRANGEMENTS	High	The staff were questioned about the evacuation strategy and were unsure of their responsibilities. Staff assumed that because PEEPS were in place not all service users had to be evacuated	Mencap must provide written instructions for all staff, with copies kept on site, to ensure staff know what actions to take if they discover a fire or hear the fire alarm. The evacuation procedures must be made aware to staff, and the procedures must be tested during organised training at regular intervals		04/11/2022	