

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

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Address of premises: *Harpwood Care Home  
Seven Mile Lane  
Wrotham  
SEVENOAKS  
Kent  
TN15 7RY*

Tel: *01732 882282*

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

Person(s) consulted: *Mrs A Macey-Lillie (Registered Manager)*

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

Date of fire risk assessment: *16 March 2016*

Date of previous fire risk assessment: *November 2012*  
Date of previous fire risk audit: *14 February 2013*

Suggested date for review<sup>1)</sup>: *16 March 2017*

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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.

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<sup>1)</sup> 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.



**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

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### 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 – November 2011.***

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

***Portable electrical appliances – January 2016.***

***It is recommended that the system be tested by a competent person annually and include any personal portable electrical appliances.***

### 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? <sup>2)</sup> 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*

**10. PORTABLE HEATERS AND HEATING INSTALLATIONS**

10.1 Is the use of portable heaters avoided as far as practicable? Yes  No

*One oil filled electrical radiator used in the laundry*

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*

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<sup>2)</sup> 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.  
A periodic deep clean of duct work should be carried out by a specialist contractor.  
There is an emergency gas isolation switch provided in the kitchen.*

### 12. LIGHTNING

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

12.2 Comments and deficiencies observed:

*N/A*

### 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:

*Satisfactory standard*

**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:

*Refer to Page 23.4 Item 35.*

*Only approved contractors with appropriate work method statements and risk assessments should 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:

*None*

16.2 Comments and deficiencies observed:

*N/A*



## FIRE PROTECTION MEASURES

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### 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 findings raised on Pages 22 to 22.8***

## 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard<sup>3)</sup>.

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? <sup>3)</sup>, <sup>4)</sup>

N/A  Yes  No

18.3 Comments and deficiencies observed:

*Refer to Page 22.2 Item 11 regarding ground floor corridor*

## 19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? <sup>5)</sup>

Yes  No

19.2 Comments and deficiencies observed:

*Integral luminaires with self-contained battery conforming to British Standard 5266: Part 1 provided both internally and externally.*

*External units are maintained.*

## 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 conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.*

*Refer to Pages 22 to 22.8 regarding the provision of additional notices.*

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

<sup>4)</sup> A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

<sup>5)</sup> 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? <sup>6)</sup> 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.***  
***Refer to Page 22 Item 4 and 22.1Item 10c for comment.***

**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:  
***Generally satisfactory however refer to comment on Page 22.5 Item 14.***  
***Hose reels not recommended.***

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

**23. RELEVANT<sup>7)</sup> AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

23.1 Type of system:

*N/A*

23.2 Comments:

*None*

**24. OTHER RELEVANT <sup>7)</sup> FIXED SYSTEMS AND EQUIPMENT**

24.1 Type of fixed system:

*N/A*

24.2 Comments:

*None*

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

*N/A*

N/A  Yes  No

24.4 Comments:

*None*

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

## MANAGEMENT OF FIRE SAFETY

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### 25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: <sup>8)</sup>

*Mrs A Macey-Lillie (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:

*Firesure UK Limited appointed to carry out fire risk assessment.*

*< > appointed to deliver staff fire safety training*

*MMH Services Limited appointed to service and maintain the fire alarm and emergency lighting systems.*

*3MG Fire Protection appointed to service and maintain the portable fire fighting 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

<sup>8)</sup> 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:

***Refer to Page 22.7 Item 39 re the Fire Assembly Point.***

***A PEEP (personal emergency evacuation plan) is in place for all persons who may require assistance in evacuating the premises in a fire emergency.***

***It is recommended that consideration be given to providing additional equipment to assist staff in the evacuation of residents.***

***I would recommend that you consider Ski Pads and Albac Mats.***

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

Comments:

***There was insufficient information available to assess this matter.***

***Selected staff should receive 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 are nominated however there was insufficient information available to determine the level of training received.***

***It is noted that the procedures involve the principle of progressive horizontal evacuation.***

- 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 2005.***

- 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:

*There was insufficient evidence of training available to audit.  
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 computer.  
Training should include all of the matters raised in 26.3 below.*

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

Fire risks in the premises? Yes  No

The fire safety measures in the building? Yes  No

Action in the event of fire? Yes  No

Action on hearing the fire alarm signal? Yes  No

Method of operation of manual call points? Yes  No

Location and use of fire extinguishers? Yes  No

Means for summoning the fire and rescue service? Yes  No

Identity of persons nominated to assist with evacuation? Yes  No

Procedures for the safe evacuation of all occupants? Yes  No

Comments:

*Training should include all of the above*

- 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 specific fire related responsibilities should be given appropriate instruction and training on their role.*

- 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 is displayed throughout. Agency staff if used should 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. This should include all hold-open devices fitted to fire doors. Periodic servicing is carried out by contractor in accordance with British Standard 5839: Part 1.*



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

Comments and deficiencies observed:

***There was insufficient evidence available to audit.***

***The system should be tested, examined and serviced in accordance with British Standard 5266: Part 1.***

***Monthly – Inspection and function test.***

***Annually – Inspection and service by a competent electrical contractor.***

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.***

***Serviced and maintained annually by a contractor – date of last service – November 2015.***

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:

***None***

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

Comments and deficiencies observed:

***None***

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

Comments:

***None***

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

Comments:

*An inspection should be 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:

N/A

27.11 Other relevant inspections or tests:

*1. Fire doors*

*2. Portable Evacuation equipment*

Comments:

*1. 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.*

*2. Equipment, where provided should be examined and tested in accordance with the manufacturers instructions.*

## 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:

*There should be a suitable record of all fire safety matters recorded and held on the premises*

## FIRE RISK ASSESSMENT

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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
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	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:

*This level of risk is considered unacceptable and should be reduced to tolerable as soon possible. This can be achieved by completing all matters raised on Pages 22 to 22.7 indicated as Priority 1 and 2.*

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

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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 immediately.***

***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.***

PREMISES: Harpwood Care Home Seven Mile Lane  
Wrotham Sevenoaks Kent

DATE OF ASSESSMENT: 16 March 2016

ASSESSED BY: S E Woodford

1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>Ground Floor</b>				
1	Small Lounge	<p>Reference the fire door separating this area from the corridor.</p> <p>a) The door must, unless fitted with an approved hold-open device linked or activated by the fire alarm system, be closed at all times.</p> <p>b) Combined intumescent strips/cold smoke seals should be fitted to the door or frame.</p> <p>c) The latch should be re-instated.</p> <p>d) A notice FIRE DOOR - KEEP SHUT should be provided and sited at about eye level on both faces of the door.</p>	<p>1</p> <p>3</p> <p>1</p> <p>1</p>	
2	Freezer Room	<p>Reference the fire door.</p> <p>a) A notice FIRE DOOR - KEEP SHUT should be provided and sited at about eye level on both faces of the door.</p> <p>b) A positive-action overhead self-closing device should be fitted to the door.</p>	<p>1</p> <p>1</p>	
3	Stair	<p>Reference the fire door.</p> <p>Sections of the cold smoke seal are ineffective and should be replaced.</p>		
4	Kitchen	<p>Reference the fire door.</p> <p>a) The door is fitted with a hold-open device linked to the fire alarm system.</p> <p>b) The door opens from a corridor with residents rooms off.</p> <p>c) The automatic detector in the kitchen is heat sensitive.</p> <p>In order to close the door before smoke enters the corridor from a kitchen fire it is recommended that a smoke detector be provided in the kitchen adjacent the door. The detector should be linked to the door so as to close it on activation.</p>	<p>2</p>	

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>Ground Floor</b>				
5	Room opposite Kitchen	Access to this room was not available.		
6	Rooms 2, 6, 7, 8 and 9	Reference the fire doors to these rooms. Each door should be fitted with a positive-action overhead self-closing device. Such devices may be linked to the fire alarm system.	1	
7	Laundry	Reference the fire door. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	2	
8	Room 5	Reference the fire door. Combined intumescent strips/cold smoke seals should be fitted to the door or frame.	2	
9	Medication Room	Reference the fire door. a) The door requires attention so as not to snag on the threshold. b) Combined intumescent strips/cold smoke seals should be fitted to the door or frame. c) A notice FIRE DOOR - KEEP SHUT should be provided and sited at about eye level on both faces of the door.	1 3 1	
10	Sluice adjacent Room 3	1. Reference the fire door. a) Combined intumescent strips/cold smoke seals should be fitted to the door or frame. b) A notice FIRE DOOR - KEEP SHUT should be provided and sited at about eye level on both faces of the door. c) The fire alarm system should be extended to include a smoke sensitive detector in this area.	3 1 3	

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>Ground Floor</b>				
11	Corridor	<p>Reference the corridor leading from the main stair. The corridor is currently undivided for a length of approximately twenty nine metres. The corridor should be split into two sub-compartments. This should be achieved by providing a thirty minute fire resisting screen and door across the corridor in a central position. The door should be an FD30S fire door fitted with a positive-action overhead self-closing device. It may be possible to fit a magnetic hold-open device to the door linked to the fire alarm system. Appropriate notices FIRE DOOR - KEEP SHUT or AUTOMATIC FIRE DOOR - KEEP CLEAR - CLOSE AT NIGHT should be provided and sited on both faces of the door. Any glazing should conform to BS 476 Part 22, BS-EN1364-1 or BS EN 1634-1.</p>	3	
12	Room 11	<p>Reference the fire door. Combined intumescent strips/cold smoke seals should be fitted to the door or frame.</p>	2	
13	Rooms 12, 13, 19 and 22	<p>Reference the fire door. a) Combined intumescent strips/cold smoke seals should be fitted to the door or frame. b) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions.</p>	2 1	
14	Rooms 14, 15, 18, 20, 21, 23, 24 and Hairdresser	<p>Reference the fire door. Combined intumescent strips/cold smoke seals should be fitted to the door or frame.</p>	2	
15	Dining Room	<p>1. Reference the set of fire doors. Combined intumescent strips/cold smoke seals should be fitted to the door or frame. 2. The FIRE EXIT notice above the emergency exit should conform to BS5499-4.</p>	3 3	



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ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>Ground Floor</b>				
16	Corridor	Reference the access section of corridor to the dining room and adjacent bedrooms. I have considered the existing arrangements at the counter area containing the premises documentation. As there is no heat source in the immediate vicinity and the documentation is limited the risk is acceptable.		
17	Staff Room	Reference the fire door. a) This door was found wedged open. Unless fitted with an approved hold-open device activated by the fire alarm fire doors must be closed at all times. b) Combined intumescent strips/cold smoke seals should be fitted to the door or frame.	1 2	
18	Corridor	1. Reference the cross-corridor fire door adjacent room 18. Combined intumescent strips/cold smoke seals should be fitted to the door or frame. 2. Reference the cross corridor fire door adjacent the lift. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	2 3	
19	Stair	Reference the fire door. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	3	
20	Lounge	Reference the fire doors. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	3	

PREMISES: Harpwood Care Home Seven Mile Lane  
Wrotham Sevenoaks Kent

DATE OF ASSESSMENT: 16 March 2016

ASSESSED BY: S E Woodford

1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>First Floor</b>				
21	Stair	Reference the fire door. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	3	
22	Room 24A	Reference the fire door. a) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced. b) The self-closing device requires adjustment so as to close the door effectively on to the stops under all conditions.	3 1	
23	Rooms 25, 26, 42 and Cross Corridor adjacent Room 27	Reference the fire door. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	3	
24	Store adjacent Room 26	Access to this room was not available.		
25	Rooms 27 and 43	Reference the fire door. a) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced. b) The self-closing device requires adjustment so as to close the door effectively on to the stops under all conditions.	3 1	
26	Room 41	Reference the fire door. a) The existing self-closing device should be replaced with an overhead positive-action self-closing device. b) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	1 3	

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>First Floor</b>				
27	Rooms 28 and 30	Reference the fire doors. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	3	
28	Room 40	Access to this room was not available.		
29	Room 29	Reference the fire door. The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions.	1	
30	Room 39	Reference the fire door. a) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced. b) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions.	3 1	
31	Corridor	Reference the cross-corridor fire door adjacent room 39. a) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced. b) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions.	3 1	
32	Rooms 31-36	Reference the fire door. a) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced. b) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions.	3 1	
33	Rooms x 3 and Pad Store	Reference the rooms adjacent room 35 access to these rooms was not available.		

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>First Floor</b>				
34	Rooms 19A and 20A	Reference the fire door. a) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions. b) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	1 3	
35	Stair, Room 21A, 22A and 23A	Reference the fire door. Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	3	
	Lift Motor Room	Access to this room was not available.		
36	Corridor	Reference the cross-corridor fire door adjacent the lift. a) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions. b) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.	1 3	

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
<b>General</b>				
37	Fire Doors	<p>1. A number of fire doors are fitted with Perko concealed closers. These closers are only acceptable if they have been fitted using intumescent acrylic adhesive. As I am unable to confirm that this standard has been met I would recommend that all such devices be replaced with positive-action overhead self-closing devices.</p> <p>2. It is noted that a significant risk has been identified. This is an unacceptable risk and should cease immediately.</p> <p>3. All bedroom fire doors should be fitted with a positive-action overhead self-closing device. The doors may be held open during the day using a self-closing device linked to the fire alarm system. The doors should however be closed overnight.</p> <p>3. I am unable to confirm that all doors required to meet a thirty minute fire resisting standard meet this standard. It would be of benefit to sight any previous documentation regarding the fitting of the doors. If this is not available I would suggest that you contact Kent Fire and Rescue Service who may be in a position to check their records and offer an opinion.</p>	<p>3</p> <p>1</p> <p>2</p> <p>2</p>	
38	Portable Fire Fighting Equipment	<p>Reference electrical risks within bedrooms.</p> <p>A survey of the provision of carbon dioxide extinguishers should be carried out in respect of areas serving bedrooms.</p>	2	
<b>External</b>				
39	Fire Assembly Point	The Fire Assembly Point should be identified by a notice conforming to the Health and Safety (Safety Signs and Signals) Regulations 1996.	3	

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1	2	3	4	5
ROOM/ AREA	USE	HAZARDS/SIGNIFICANT FINDINGS ACTION REQUIRED	PRIORITY 1 to 3	SIGN/ DATE CARRIED OUT
Staff House				
40	Fire Doors	<p>Access to all individual rooms was not available. Of the doors checked the following matters require attention.</p> <p>a) The self-closing device requires adjustment so as to close the door effectively on the stops under all conditions. b) Sections of the cold smoke seal fitted to the door/frame are ineffective and should be replaced.</p>	1 3	
41	Cupboard/Store	<p>Referenece the fire door to the cupboard/store at first floor.</p> <p>a) This door should be closed at all times. b) Combined intumescent strips/cold smoke seals should be fitted to the door or frame.</p>	1 3	

Firesure UK Ltd

<b>FIRE SAFETY MANAGEMENT ITEMS REQUIRING ATTENTION (REFER TO ITEMS MARKED WITH 1,2 or 3 PRIORITY)</b>	<b>Completion Date/ Signature</b>
1. Items identified as significant findings on Pages 22 onwards	Refer to relevant page
2. ALL items identified within previous assessment/audit should have either been actioned or given a date for completion.	N/A
3. The following items identified in previous assessment/audit should now be considered for immediate action.	N/A
4. A member of staff should be nominated to carry out the role of fire safety manager with the responsibility of managing fire safety on a day to day basis. Responsibilities include: <ul style="list-style-type: none"> <li>a) A clear understanding of all fire regulations applicable to the premises</li> <li>b) The testing and maintenance of fire safety systems – fire alarm, emergency lighting etc.</li> <li>c) The maintenance of structural fire safety provisions – fire doors, walls and ceilings</li> <li>d) Housekeeping where it may adversely affect fire safety</li> <li>e) The monitoring of unavoidable fire hazards</li> <li>f) Enforcing the fire precautions</li> <li>g) Ensuring that all staff are trained in accordance with requirements set out in all regulations applicable to the premises</li> <li>h) Recording the results or detail of all fire equipment tests and staff training</li> <li>i) Assessing the premises for risk from fire on a regular basis</li> <li>j) Consulting staff on matters relating to the fire risk assessment</li> <li>k) Liaison with the local fire authority</li> </ul>	1
5. In order to comply with current fire regulations one or more *competent persons should be appointed to assist in undertaking the measures needed to ensure compliance with the requirements and prohibitions imposed by the regulations. As a company recognised as *competent to undertake fire risk assessment and audit Firesure UK Limited would be pleased to assist you further in this matter. <i>*A competent person is someone who has the necessary knowledge, training, and experience in the task.</i>	1 Training
6a. A fire log book should be provided to record ALL fire safety matters. b. The results of all fire related provisions including training and drills, tests/inspections of fire safety systems and equipment should be entered in the fire log book.	1 1
7. All staff including volunteers should receive fire safety training as follows: Each individual should receive basic fire safety training immediately on employment followed by continuation training at 6 monthly intervals. Training should be appropriate to the role that those members of staff will be expected to carry out should a fire occur. Records should specify: <ul style="list-style-type: none"> <li>a) The date</li> <li>b) The names of those attending</li> <li>c) The duration and content</li> <li>d) The name of the person giving the training and any professional qualifications held.</li> </ul> Training should be carried out by a *competent person <i>*A competent person is someone who has the necessary knowledge, training, experience and abilities to carry out the training.</i>	1

<p>8. Fire drills should be carried out at regular intervals. Each member of staff or volunteer should take part in at least one fire drill a year. Records should specify:</p> <ul style="list-style-type: none"> <li>a) The date, time and type of drill</li> <li>b) The names of those taking part.</li> <li>c) The number of other occupants taking part (Care and Nursing Only)</li> <li>d) The scenario</li> <li>e) The optimum evacuation time</li> <li>f) The actual evacuation time</li> <li>g) Assessment of the drill</li> <li>h) Any remedial action</li> </ul>	1
<p>9. Agency staff should receive fire safety instruction appropriate to the premises at commencement of the first shift. An appropriate record should be held in the premises fire records. Confirmation should also be obtained on or prior to commencement of the first shift that the agency staff member has received appropriate fire training in accordance with current fire regulations within the previous six months.</p>	1
<p>10. Selected staff should be designated and trained to carry out the role of Fire Warden/Marshal Training should be carried out by a *competent person <i>A *competent person is someone who has the necessary knowledge, training, experience and abilities to carry out the training.</i></p>	N/A
<p>11. All fire resisting doors should be tested and examined at regular intervals. Particular attention should be paid to any damage, the effectiveness of any self-closing device, heat and cold smoke seals.</p>	1
<p>12. All exit doors, external staircases and routes should be checked for availability at regular intervals.</p>	1
<p>13. All portable fire fighting equipment should be inspected at regular intervals for availability with particular attention being paid to the security tag and pressure gauge, where fitted.</p>	1
<p>14. All portable fire fighting equipment should be inspected and tested annually by a competent person in accordance with British Standard 5306 - 3.</p>	Satisfactory
<p>15. Arrangements should be in place to consult the building owner(s), employers and other occupants within the relevant building relation to fire safety matters including: Significant findings Evacuation procedures and where necessary drills The testing of fire systems provided within the relevant building.</p>	1
<p>16. The mains operated electrical fire alarm and detection system should be tested in accordance with British Standard 5839: Part 1 to include: a) A weekly test by the user b) A six monthly and annual test by a competent electrical contractor The system should be tested to ensure compliance with the above British Standard. <b>Comments</b></p>	1
<p>17. The mains operated detection system should be tested and examined in accordance with British Standard 5839: Part 6 <b>Comments</b></p>	N/A



<p>18. The single point detection system should be tested and examined monthly. Batteries should be changed every 12 months unless battery manufacturer instructions recommend otherwise.</p> <p><b>Comments</b></p>	<p>1 Re-Kitchen When Fitted</p>
<p>19. The emergency lighting system should be tested in accordance with British Standard 5266: Part 1 to include:</p> <p>a) A monthly function test by the user b) An annual test by a competent electrical contractor.</p> <p><b>Particular attention should be made to ensure that the system operates effectively on a sub-circuit failure as specified in the British Standard.</b></p> <p><b>Comments</b></p>	<p>1</p>
<p>20. Each fire door fitted with a device either linked or activated by the fire alarm system should:</p> <p>a) be closed overnight either manually or on a time switch activated at a pre-arranged time every evening and b) be tested and examined weekly for effective operation.</p> <p>Any door with a defective unit should revert to a conventional self-closing door until the fault has been rectified.</p> <p>All staff should be made aware of the temporary change and of the need to keep the door closed until the fault has been rectified.</p>	<p>1</p>
<p>21. A plan of the building should be provided and sited at a place accessible by the fire service. The plan would be for information for the fire officer and would indicate:</p> <p>a) Stairways and escape routes b) Location of fire fighting equipment c) Location of gas, electricity, water and oil supply shut off valves d) Details and location of all hazardous or highly flammable materials/liquids stored or used within the building e) Location of the shut-off device for the ventilation system where appropriate.</p>	<p>1</p>
<p>22. A suitable fire alarm zone plan should be provided and sited adjacent the fire alarm control panel. It is recommended that the plan be colour coded so as to make identification of the alarm zone easier for staff.</p>	<p>1</p>
<p>23. Occupancy Figures The maximum number of persons permitted to use the following areas at any one time should be as detailed below.</p>	<p>N/A</p>
<p>24. Arrangements should be in place to have the electrical system including all wiring checked by a competent electrician at 5 yearly intervals in accordance with IEE Wiring Regulations BS7671</p>	<p>1</p>
<p>25. All portable electrical equipment including personal equipment should be examined and tested in accordance with the Electricity at Work Regulations 1989.</p> <p><b>Comments:</b></p>	<p>Satisfactory</p>
<p>26. Arrangements should be made to ensure compliance with the Disability Discrimination Act 1995 with regard to fire safety. To include:</p> <p>a) The identification of persons requiring specific fire safety needs b) An extension to the fire emergency plan to incorporate measures for the needs of such persons. c) The provision of suitable fire safety measures to ensure that any such person is not disadvantaged should a fire alarm occur.</p> <p><b>Comments: This should take account of all persons legally on the premises.</b></p>	<p>1</p>

<p>27. Personal Emergency Evacuation Plans (PEEP) should be in place for all occupants who would be unable to evacuate the building in an emergency, unaided.</p> <p>The aim of a Personal Emergency Evacuation Plan is to provide information on the arrangements to manage their escape to a place of safety. This should take into consideration both horizontal and vertical movement.</p> <p>Employees should be given information, training and as necessary, equipment so as to ensure that the correct level of assistance is always available. The information should also be available for emergency crews attending an incident.</p>	Satisfactory
<p>28. The time taken to evacuate occupants should be assessed. The target should be to evacuate the building, floor or compartment (depending on the principal used) in a reasonable period of time.</p> <p>a) Hospitals, nursing and care premises Using the principles of progressive horizontal evacuation. An assessment should take into account 'worst case' scenario i.e. minimum staffing levels and patients/residents asleep using the principles of progressive horizontal evacuation A reasonable period of time for such premises is between 5-8 minutes</p> <p>b) All other premises Using the principles of full evacuation. An assessment should take into account 'worst case' scenario i.e. minimum staffing levels and maximum occupancy. A reasonable period of time for such premises is 2.5 - 3 minutes Refer to the Fire Evacuation Plan on Page 24). If the above conditions not be met then additional fire safety measures may need to be considered. Firesure UK Limited would be pleased to provide further advice</p>	1
<p>29. Where fitted all electrical extractor fans should be cleaned regularly and checked to ensure that a thermal cut-off switch is provided.</p>	1
<p>30. Furniture and furnishings must comply with the Furniture and Furnishings (Fire) Regulations 1988, as amended.</p>	1
<p>31. A contingency plan should be in place to provide alternative accommodation for occupants following an incident where re-occupation would not be possible.</p>	1
<p>32. Contractors have a duty under the Construction (Health and Safety and Welfare) 1996 to carry out a risk assessment and inform you of their significant findings and the preventative measures they may employ. This should be supported by the contractor's agreed work method statement. All hot work and work involving hazardous materials should be managed and controlled to ensure that the risk of fire from such work is minimised Hot work should not be undertaken without appropriate safety precautions or permits to work.</p>	1
<p>33. Information on all highly flammable liquids/gases stored or used on site should be attached to the fire risk assessment. The information should include, quantities, risk, location, safety measures in place to minimise the risk of fire, and company policy with regard to safe use. Further information as regard to storage and use can be obtained in guidance published by the Health and Safety Executive</p>	1
<p>34. To ensure business continuity arrangements should be in place to ensure that all documents relating to the management of the premises are secure from the possibility of loss following a fire</p>	1

<p>35. Arrangements should be made for visitors/contractors who may be left unsupervised at any time to sign in and be advised of basic fire procedures to include:</p> <ul style="list-style-type: none"> <li>a) what to do if they discover a fire or hear the fire alarm</li> <li>b) the means of escape provided within the premises</li> <li>c) the location of the Fire Assembly Point</li> </ul> <p>This may be achieved by providing a simple notice covering the above points adjacent the signing-in book located at Reception.</p> <p>An alternative would be to provide the information on a badge issued to all visitors on arrival.</p>	1
<p>36. In order to reduce false signals from remotely monitored fire alarm system (FMFAS) your fire authority has adopted a policy in which all premises fitted with (RMFAS) are required to register with the local fire authority and receive a unique reference number (URN).</p> <p>The scheme will allow the fire authority to monitor the performance of fire alarm systems. Systems generating an unacceptable high number of false alarms will have the fire service response level to their RMFAS either reduced or withdrawn completely.</p> <p>To assist your fire authority in reducing the number of unwanted fire calls the following points should be addressed.</p> <ul style="list-style-type: none"> <li>a) The type and location of fire detection should take into account the possibility of false alarms.</li> <li>b) Arrangements should be in place to ensure that the fire procedures for the premises are appropriate to the risk.</li> <li>c) The fire alarm system should be managed and maintained in accordance with British Standard 5839 and relevant significant finding identified within the fire risk assessment for the premises.</li> </ul>	N/A
<p>37. The dry/wet riser system should be tested managed and maintained in accordance with British Standard 9990 and British Standard 5306</p>	N/A
<p>38. The sprinkler system should be tested, managed and maintained in accordance with BS EN 12845 or British Standard 9251.</p>	N/A
<p>39. The lightning protection this should be tested by a competent person in accordance with the guidelines set out in BS6651:1999/BSEN62305.</p>	N/A
<p>40. The automatic opening ventilation system should be tested, managed and maintained in accordance with British Standards 7346 and 5588.</p>	N/A

## **FIRE EMERGENCY PLAN**

- **Control of visitors/contractors:**

All visitors/contractors to the premises sign in/out at reception.  
There is adequate signage throughout the premises to indicate the actions to be taken in the event of an incident.

- **Call to the Fire Service and Organisation of Roll Call:**

In the event of a fire being located the alarm will be raised immediately by actuating a fire alarm manual break glass call point and a 999 emergency call made to the fire service immediately.

Staff will commence evacuation, as necessary using the principles of progressive horizontal evacuation.

Trained staff may consider tackling a small fire with the appropriate portable fire fighting equipment however priority will be the safety of residents in the fire area.

In the event of an actuation of the fire alarm staff will respond to the muster point adjacent the fire alarm control panel at ground floor. The person in charge will interrogate the panel and send a minimum of two persons to investigate the cause of the alarm.

In the event of a confirmed fire the person in charge will take control and ensure that a 999 emergency call is made to the fire service confirming the details of any incident.

At night an emergency 999 call is made to the fire service prior to carrying out any investigation.

If considered appropriate a partial evacuation of residents will be carried out using the principles of progressive horizontal evacuation to a place of relative safety.

A roll call will be carried out taking account of staff, residents and any visitors.

- **Procedure for liaison with the Fire Service:**

In the event of an incident, if available a senior member of staff will liaise with the fire service on their arrival and pass any relevant information.

- **Procedure for dealing with occupants that require special arrangements in a fire alarm situation:**

All staff are trained to evacuate residents using the principles of progressive horizontal evacuation. Additional training will be provided following the introduction of any portable evacuation equipment.

Personal emergency evacuation plans (PEEP's) are in place for all persons who would not be capable of evacuating the premises in a fire emergency, unaided.

