



FRANKHAM RMS

Fire Risk Assessment

Harpwood House

Seven Mile Lane

Wrotham Heath

Sevenoaks TN15 7RY

1st June 2021

Fire Risk Assessment Report

Date of Assessment	01/06/2021
Fire Risk Assessment strategic review frequency	Annual due 01/06/2022
Name of Assessor	Helen Dillon Tier 3 (NAFRAR) 2021, MIFSM CFPA Europe Dip
Building	Harpwood House
Address	Harpwood House, Seven Mile Lane Wrotham Heath Sevenoaks TN15 7RY

** The periodic review is subject to the risk remaining the same as that encountered at the time of this assessment, if the risk changes then a review may be required earlier than the date given above.*



Applicable Fire Safety Legislation:

The Regulatory Reform (Fire Safety) Order 2005 (RRO)

UPRN: NA

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Building Description and Use

Building Use	
What are the premises used for?	Residential Care Home.
Type of occupancy (single or multiple)	Single.
Days and hours of which building is in use and any out of hours activities that take place?	24 hours a day, 7 days a week.
Approximate maximum number of occupants	35 residents.
Approximate maximum number of employees at any one time	7 care staff during the day shift. 5 care staff during the night shift. Other employees during daytime/normal working hours – 1 x maintenance, 3 x managers/office staff, 1 x kitchen staff, 1 x laundry, 1 x dining room staff and 2 cleaners. There is also a staff house next door where there could be up to 6 staff present (although not officially working).
Approximate maximum number of members of the public at any one time	Number of visitors unknown, currently at low levels due to COVID restrictions.
Number of fire wardens / fire marshals on site	All staff have been provided with fire safety training and would carry out appropriate fire warden roles in accordance with the local procedures.
Are occupants familiar with the layout?	Staff are familiar, residents would be accompanied if necessary.
Is the premises used by people whose mobility/hearing/cognition maybe impaired?	Residents all suffer from dementia.
Are the premises used for sleeping accommodation?	Yes.
Are young persons employed within the premises?	No.
Are there any occupants working in remote areas of the workplace, or working outside normal operating hours?	No.
Evacuation Strategy – e.g. phased, simultaneous etc.	Phased Evacuation.
<p>The Responsible Person is Harpwood House Manager (Nicola Delves). The identity of the person who has responsibility for fire safety at the premises and the identity of the competent person appointed by Cornford House to assist them to undertake the preventative and protective measures was Colin Midgeley (Maintenance).</p>	

Building Description	
Age of Building	1950s
Brief details of construction	Brick built 2 storey building.
Approximate area in sqm of building footprint	Unknown
Description of layout (include number of fire exits & stairs etc)	<p>The building contains a main entrance currently to the side of the building accessing the lobby at the bottom of the main stairwell. A door from this area leads into the main corridor, a lounge and an office are accessed to the right with a food store (with it's own exit), server room, kitchen, laundry, wet room, sluice room, treatment/drugs room and bedrooms accessed from this corridor in separate compartments. There is then a central lobby containing shower room/toilet, residents room, staff room, bathroom, hairdressers, cleaners cupboard, dining room and 5 bedrooms. A further fire door leads through to a compartment containing 6 bedrooms with a further fire door accessing a lift area with a fire door to the base of a further set of stairs and toilets. There is then a fire door leading into the main sitting lounge. The main sitting lounge has it's own exit as does the kitchen and dining room. The first floor contains bedrooms in separate compartments as well as linen cupboard, junk room, a main nurse's station, toilet, cleaning cupboard, a pad room, also containing electrics and a central area containing a mock pub. There is also a lift motor room accessed from one of the internal staircases. There are also 2 additional fire exits provided at this level accessing semi-open external wooden stairs. Construction is currently underway on site for a new care home which is due to replace this building.</p>
Number of floors ground and above	2
Number of floors below ground	0
State parts of building assessed – detail areas not assessed/visited and reason(s)	All areas were included.
Date of previous FRA and are all actions complete and signed off?	8 th July 2020, actions completed.

Findings of the Fire Risk Assessment

Recommendations

This section comments on those aspects of the assessment identified in the main body of the report as requiring attention. It is recommended that the following recommendations are implemented:

Qu Ref	Priority	Issue and recommendation	Action by whom	Date action taken
8.2	P2	There was significant storage noted in the pad room which also contained electrics <i>Storage should be reduced and kept clear of the electrics.</i>		
12.12	P2	The external escape routes around the building were uneven and had some storage restricting access. <i>The storage should be removed to keep the routes clear and action taken to level off the uneven sections.</i>		
14.1	P2	The loft area was not accessed. It could not be confirmed if the compartmentation lines from the floor below have been continued up into the roof area. <i>It should be confirmed that the lines of compartmentation between rooms on the top floor extend through the roof void in a continuous vertical plane to the underside of the roof. This is to prevent fire spread between bedrooms, and fire spread from a bedroom into other areas of the building via the common roof void.</i>		
17.5	P4	There was no fire alarm call point sign by the call point in the food store. <i>Fire alarm call point sign should be provided.</i>		

Qu Ref	Priority	Issue and recommendation	Action by whom	Date action taken
20.9	P2	<p>Whilst during the day it is likely that there will be sufficient numbers of staff present to begin the progressive horizontal evacuation process should it become necessary, it is not clear if sufficient staff will be present during the night shift.</p> <p><i>It is recommended that site specific training be organised to carry out a role play of fires in certain locations within the building during a night shift so that staff can confirm that the procedures are appropriate and that there are sufficient staffing/occupancy levels to enable this. Please note that current guidance requires a compartment to be evacuated of all residents within 2.5 minutes. It is noted that there may be additional assistance provided from any staff members present in the adjacent staff house, although this cannot be guaranteed.</i></p>		
22.5	P2	<p>There was no evidence provided that the external stairs are inspected.</p> <p><i>These should be checked annually.</i></p>		

Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

Fire Risk Rating Matrix

The following risk rating matrix is used to enable semi-quantification of the itemised fire safety deficiencies (hazards) that were found during the recent survey of the premise.

Probability Level	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity Classification				

The matrix allows the identified significant fire hazards to be classified in terms of the harmful or unwanted consequences (severity) that the hazard would cause, if it were to occur and also the likelihood (probability) that such harm will occur. These factors are considered with due regard to the existing fire safety features and procedures (controlling measures), which are either incorporated within the building design or procedurally implemented within the premise.

Severity Classification		
Class	Degree	Consequence
1	Minor	No serious injuries; little or no damage to property
2	Moderate	Injury/s not requiring hospitalisation; remedial work required to property
3	Serious	Injury/s requiring hospitalisation; significant damage to property
4	Major	Permanent injury/s or disablement; major damage to property
5	Catastrophic	One or more fatalities; total loss of property

Probability Level		
Level	Degree	Probability of Exposure to Harm
1	Improbable	No known instances of such an event occurring
2	Remote	Unlikely to occur, but still possible
3	Occasional	Likely to occur at some stage in the foreseeable future
4	Probable	Likely to occur frequently or within 1 year
5	Almost certain	Very likely to occur frequently and/or in the near future unless actively prevented

The product of the severity and probability factors will equate to a specific risk rating for each identified hazard. The following band matrix can then be used to assign a comparative degree of risk (Very Low, Low, Medium High or Very High) to each individual fire safety deficiency. This will assist in determining the extent of any necessary additional controlling measures, as well as the timescale in which an action should be formulated by Graham Care Group to address issues identified.

The table below provides timescales for remedial action proportionate to the risk.

Degree of Risk	Risk Rating Score	Priority Level for Action	Timescales to Review & Formulate Management Action Plan for Remedial Action
Very High	20 to 25	P1X	Immediate
High	12 to 16	P1	Within 2 weeks
Medium	8 to 10	P2	Within 1 month
Low	5 to 6	P3	Within 3 months
Very Low	1 to 4	P4	Within 6 months

Identification of People at Risk

People at Risk							
1.1	Any particular user group at risk?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.2	Are there any employees or contractors working in remote areas of the workplace?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
1.3	Is the building used for sleeping purposes?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.4	Are there people whose mobility is impaired?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.5	Have people been identified to assist mobility impaired people leave the site?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.6	Are there people who have visual or hearing impairments?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.7	Are there people with cognitive impairments?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.8	Are there elderly or young children?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.9	Is the building occupied by people familiar with the layout?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.10	Is the building occupied by manageable numbers of staff / visitors?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

As a residential care home the residents would be considered to be at risk. Personal Emergency Evacuation Plans are produced for all residents and are rated red, amber and green. A green rating indicates that the resident would not need any physical support from staff but may just need to be prompted to begin evacuating the building; an amber rating indicates that the resident would require physical assistance from one staff member to begin evacuating and residents rated as red will require two or more staff to support them physically.

It is considered that there are sufficient staff present to be able to assist with a phased evacuation should it become necessary, however see 20.9.

There are currently 13 residents with a red rating, 17 with an amber rating and 5 with a green rating.

There is also one resident who is deaf, she has been provided with a flashing beacon in her room.

Fire Hazards and their Elimination or Control

Electrical Sources of Ignition						
2.1	Reasonable measures taken to prevent fires of electrical origin?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.2	Suitable policy regarding the use of personal electrical appliances?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.3	Suitable limitation of trailing leads and adapters?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.4	Fixed wiring installation testing undertaken?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Comments:</p> <p>Electrical sources of ignition were well maintained, PAT testing had been completed on all equipment inspected in December 2020 and the hard wiring installation inspection was undertaken on 07/12/2019.</p>						

Smoking

- | | | | | | |
|-----|--|-----|--------------------------|----|-------------------------------------|
| 3.1 | Was there evidence of clandestine smoking or disused smoking materials in the public parts of the premise? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 3.2 | Are smoking bins provided externally? If yes are they regularly emptied? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

Comments:

No smoking site, no issues identified with current occupancy profile. There are currently 2 residents who are smokers. This is considered to be managed effectively.

Portable Heaters and Heating Installations

- | | | | | | | | |
|-----|--|-----|--------------------------|-----|-------------------------------------|----|--------------------------|
| 4.1 | Is there naked flame, portable heaters or radiant heaters in use? If yes, specify | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| 4.2 | Are suitable measures taken to minimise the hazard of ignition from the use of portable heaters? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Comments:

The use of any portable heaters would be minimised and subject to management control.

Lightning Protection

- | | | | | | |
|-----|--|-----|--------------------------|----|-------------------------------------|
| 5.1 | Is there a lightning protection system; if so, are records available to confirm that is routinely checked? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--|-----|--------------------------|----|-------------------------------------|

Comments:

No lightning protection provided.

Cooking

6.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.2	Are filters changed and ductwork cleaned regularly?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6.3	Suitable extinguishing appliances available?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The kitchen staff are suitably trained and it is understood that a contract is in place for the annual deep clean, although no records were seen at the time of the assessment.

Appropriate extinguishers and automatic detection provided in the kitchen.

Fire History & Arson

7.1	Has there been a history of fire incidents in the building?	Unknown	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
7.2	Does basic security against arson by outsiders appear reasonable?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
7.3	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

No known incidents of fire.

Secure building with no unnecessary fire load in close proximity to the building.

Housekeeping

8.1	Is the standard of housekeeping adequate?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.2	Combustible materials appear to be separated from ignition sources?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.3	Avoidance of unnecessary accumulation of combustible materials or waste?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.4	Appropriate storage of hazardous/flammable materials?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8.5	Avoidance of inappropriate storage of combustible materials?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.6	Are all escape routes clear of combustible materials?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.7	Is there any upholstered furniture located in the premises and if so; is there evidence to indicate that it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993)?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

8.2 There was significant storage noted in the pad room which also contained electrics

Storage should be reduced and kept clear of the electrics.

8.6 See 12.12

Hazards Introduced by Outside Contractors and Building Works

9.1	Are fire safety conditions imposed on outside contractors?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	NA	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

Most maintenance carried out internally with any contractors managed appropriately.

Dangerous Substances

10.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
10.2	If so, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

Currently no oxygen in use.

Other Significant Fire Hazards That Warrant Consideration

11.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.2	Are processes carried out which give rise to a significant fire risk?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Comments:

None noted.

Fire Protection Measures

Means of Escape from Fire							
12.1	It is considered that the building is provided with reasonable means of escape in case of fire.			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
More specifically:							
12.2	Adequate design of escape routes?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.3	Adequate provision of exits?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.4	Exits easily and immediately openable where necessary?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.5	Fire exits open in direction of escape where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.6	Avoidance of sliding or revolving doors as fire exits where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.7	Satisfactory means for securing exits?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.8	Reasonable distances of travel where there is a single direction of travel?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.9	Reasonable distances of travel where there are alternative means of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.10	Suitable protection of escape routes?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.11	Suitable fire precautions for all inner rooms?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.12	Escape routes unobstructed?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
12.13	Is adequate ventilation provided to secure the means of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.14	Are excessively long corridors appropriately sub divided with fire resisting construction?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.15	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants.	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Means of Escape from Fire

Comments:

The building is divided into different compartments which are used for phased evacuation. Staff will move residents from one compartment to another as necessary to get residents away from an affected area into a safe area in a neighbouring compartment. Should a full evacuation become necessary there are a number of exits available from the ground floor (from the bottom of all stairs and from the food store, kitchen, dining room and main sitting room). As well as the main internal stairs there are also two external escape stairs provided from the first floor. The procedures are to move residents through the building to the next safe compartment in the first instance.

The routes are all protected by fire rated doors.

12.12 The external escape routes around the building were uneven and had some storage restricting access.

The storage should be removed to keep the routes clear and action taken to level off the uneven sections.

Emergency Escape Lighting

13.1	Reasonable standard of emergency escape lighting system provided?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
13.2	Is reasonable external emergency lighting provided?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Comments:

Emergency lighting provided throughout, from a visual inspection appeared to conform with BS5266.

Measures to Limit Fire Spread and Development

Measures to Limit Fire Spread and Development					
14.1	Is compartmentation of a reasonable standard?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
14.2	Reasonable limitation of linings that might promote fire spread?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
14.3	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?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.4	From a visual inspection, do structural elements appear to be adequately protected to maintain fire resistance?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Comments:</p> <p>From a visual inspection compartmentation appeared to be adequate.</p> <p>14.1 The loft area was not accessed. It could not be confirmed if the compartmentation lines from the floor below have been continued up into the roof area.</p> <p><i>It should be confirmed that the lines of compartmentation between rooms on the top floor extend through the roof void in a continuous vertical plane to the underside of the roof. This is to prevent fire spread between bedrooms, and fire spread from a bedroom into other areas of the building via the common roof void.</i></p>					

Flat entrance Doors

15.1	Are existing flat entrance doors adequate?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
15.2	Are fire resisting self-closing doors functioning correctly?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
15.3	Are there any security gates/grilles fitted? If so can they be opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments:

All bedroom doors are appropriately fire rated and are provided with self-closing/hold open devices linked into the fire alarm system.

Communal Fire Doors (Cross Corridor and Riser)

16.1	Are existing fire doors adequate?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
16.2	Are fire resisting self-closing doors unobstructed and functioning correctly?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
16.3	Are fire doors held open by devices linked to alarm system?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
16.4	Are non-self-closing fire doors kept locked when not in use?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

All communal fire doors, including riser cupboards doors provided adequate fire resistance, those on hold open devices are tested weekly to ensure that they close fully into their frames.

Fire Safety Signs and Notices

Fire Safety Signs and Notices							
17.1	Are suitable and sufficient exit and directional signs in place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
17.2	Are internal fire doors and escape doors provided with appropriate fire signage?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
17.3	Is there suitable and sufficient signage to passive and active firefighting systems?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
17.4	Is there suitable external signage on external exit routes?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
17.5	Are clear fire action notices displayed and are they in accordance with the recommended evacuation strategy?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<p>Comments:</p> <p>17.1 Appropriate escape route signage provided.</p> <p>17.5 There was no fire alarm call point sign by the call point in the food store. <i>Fire alarm call point sign should be provided.</i></p>							

Means of Giving Warning in Case of Fire

Means of Giving Warning in Case of Fire							
18.1	Reasonable manually operated electrical fire alarm system provided?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.2	Is automatic fire detection provided and if so, is it provided throughout the premises or part of the premises?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.4	Remote transmission of alarm signals	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.5	Is a zone plan displayed adjacent to the fire alarm panel and are the zones in line with compartment lines?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p>Comments:</p> <p>An addressable L1 category fire alarm system had been provided.</p> <p>Staff would call the fire service in the event of a fire occurring.</p> <p>It is understood that the fire alarm system is linked to the staff house.</p>							

Fire-Fighter Access and Fire-Fighting Equipment

Fire Fighter Access & Fire-Fighting Equipment							
19.1	Is the building provided with adequate vehicular access for firefighter deployment?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
19.2	Is the building provided with fire brigade drop key access?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
19.3	Is the building's drop key access functional?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
19.4	Reasonable provision of portable fire extinguishers suitable for the purpose?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
19.5	Are hose reels provided?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
19.6	Are there sprinklers or other fixed suppression systems?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
19.7	Is there any other fixed installation? e.g. dry rising mains, ventilation systems etc.	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Comments:							
Appropriate access for fire fighters up to the building, appropriate fire extinguishers provided.							

Management of Fire Safety

Procedures and Arrangements							
20.1	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.2	Is there a suitable record of the fire safety arrangements?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.3	Appropriate fire procedures in place?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.4	Are procedures in the event of fire appropriate and properly documented?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.5	Are there suitable arrangements for summoning the fire and rescue service?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.6	Is the building provided with a Premises Information Box (PIB)?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
20.7	Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.8	Is there a suitable fire assembly point(s)?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.9	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.10	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.11	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.12	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.13	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Procedures and Arrangements

Comments:

This property has good fire safety management systems in place.

The fire procedures state that if unaffected residents will remain in their bedrooms but if affected staff will move them through to the next compartment/zone.

All residents have been provided with personal emergency evacuation plans which identify whether they are green (able to evacuate without any additional physical support from staff), amber (they will require some form of physical support from one member of staff) or red (they require physical support from two or more staff members). Staff have all been provided with training on the use of the evacuation sledges and evacuation chairs provided.

Whilst during the day it is likely that there will be sufficient numbers of staff present to begin the progressive horizontal evacuation process should it become necessary, it is not clear if sufficient staff will be present during the night shift.

It is recommended that site specific training be organised to carry out a role play of fires in certain locations within the building during a night shift so that staff can confirm that the procedures are appropriate and that there are sufficient staffing/occupancy levels to enable this. Please note that current guidance requires a compartment to be evacuated of all residents within 2.5 minutes. It is noted that there may be additional assistance provided from any staff members present in the adjacent staff house, although this cannot be guaranteed.

Regular health and safety inspections are undertaken annually, last inspection 24/05/2021.

Training and Drills

21.1	Are all staff given adequate fire safety instruction and training on induction?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
21.2	Are all staff given adequate periodic "refresher training" at suitable intervals?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
21.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
21.4	Are fire drills carried out at appropriate intervals?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p>Comments:</p> <p>All staff are provided with regular training including using the evacuation sledges. Last fire drill undertaken 24/03/2021.</p>							
21.5	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	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
21.6	When the employees of another employer work in the premises: Is it ensured that the employees are provided with adequate instructions and information?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
21.7	Are persons nominated and trained to use fire extinguishing appliances?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p>Comments:</p> <p>It is understood that extinguisher training is provided as part of the general fire safety training.</p>							

Testing & Maintenance

Testing & Maintenance							
22.1	Weekly testing and periodic servicing of fire detection and alarm system?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.2	Periodic servicing of fire detection and alarm system?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.3	Monthly and annual testing routines for emergency lighting?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.4	Annual maintenance of fire extinguishing appliances?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.5	Periodic inspection of external escape staircases and gangways?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.6	Six-monthly inspection and annual testing of rising mains?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.8	Weekly testing and periodic inspection of sprinkler installations?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.9	Routine checks on Ventilation and Extraction System	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.10	Has a 5 year electrical installation check taken place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.11	Are portable appliances PAT tested – are records / labels present?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.12	Have gas safety checks / boiler inspections taken place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Testing & Maintenance

Comments:

Last weekly fire alarm check 28/5/21.

Last fire alarm servicing 13/04/21.

Last monthly emergency lighting test 19/05/21.

Last 3 hour discharge test of emergency lighting dated 26/1/21.

Fire extinguishers last serviced June 2020. Service being carried out the following day.

22.5 There was no evidence provided that the external stairs are inspected.

These should be checked annually.

Last hard wiring installation inspection 07/12/19.

Last PAT testing Dec 2020.

Last gas safety check 18/12/20.

Risk Level Estimator

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

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

Low Medium High

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

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foresee-ably 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:

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 reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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.)

Document Control

Author	Helen Dillon	Qualifications	Tier 3 (NAFRAR) 2021, MIFSM CFPA Europe Dip
Signed		Date	22 nd June 2021
Verifier	Nicola Thomson	Qualifications	AIFSM
Signed		Date	22 nd June 2021
Document Version	FRA LH PAS79 2017 v.1.0		

Appendix A – Photographs (if applicable)

Photograph	Section	Description
 A photograph of a storage room. The room is filled with numerous blue and white bags, likely containing supplies, stacked on shelves and on the floor. There are also several cardboard boxes scattered around. A ceiling light fixture is visible at the top of the frame. The room appears cluttered and is used for storage.	8.2	Storage in pad room
 A photograph of an external escape route. The view is from a narrow alleyway between a wooden wall on the left and a concrete wall on the right. The ground is covered in gravel and there is some green vegetation in the foreground. A window is visible on the concrete wall, and a blue pipe protrudes from the wall. The area appears to be an outdoor storage or escape route.	12.12	Storage in external escape route

Photograph

Section

Description



12.12

Uneven external escape routes



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 the 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.

Frankham Risk Management Services

BAFE Registration Number: KENT204

Client: GLD Care

Address: Harwood House, Seven Mile Lane Wrotham Heath Sevenoaks TN15 7RY

Applies to all common areas (accessible to the assessor, at the time of the assessment).

The fire risk assessment is for life safety; it is suitable & sufficient and is compliant with the BAFE SP205 scheme.

Assessment Date: 01/06/2021

Review Date: 01/06/2022

Certificate Reference Number: 80338508

We, being currently a 'Certificated Organization' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certificated Organization

Helen Dillon MIFSM CFPA (Europe) Dip – Head of Fire Risk Management

Date of issue 22/06/2021

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