

# FIRE RISK ASSESSMENT REPORT

Single site/occupier

Employer  
**The Salvation Army**

Address of property  
**Noah's Ark Nursery**  
**28 Brookfield Road**  
**Fratton**  
**Portsmouth**  
**PO1 4HZ**

Telephone Number  
**02392 821164**



Person responsible for fire safety  
**Mr Graham Heath (Property and Compliance Manager)**

Person consulted if not the responsible person  
**Major Wolfe (Commanding Officer)**

Date of Fire Risk Assessment  
**11<sup>th</sup> December 2012**

Assessor  
**Mr M Rawson MIFireE. Eng. Tech**

Reference  
**40221**

Recommended Next Risk Assessment Review date  
**December 2013**

This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date, and in any event by the date indicated above or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

## **Scope of Fire Risk Assessment**

1. The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) or where appropriate The Housing Act 2004, require the Employer or other responsible person to carry out a fire safety risk assessment of the premises.
2. This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
3. This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
4. We have agreed with you that this assessment should be conducted by us in accordance with and on the bases and assumptions set out in this scope.

Our 'Standard' risk assessment (low / medium risk) is deemed sufficient because all of these conditions prevail;

- Single occupancy premises
- Do not store >50 litres of highly flammable materials
- Do not provide sleeping accommodation
- Is not a licensed premises
- Mostly open plan

OR

Our 'Premium' risk assessment (high risk) is deemed necessary because one or more of these conditions prevail;

- Multi occupancy premises
- >50 litres of highly flammable materials are stored
- Sleeping accommodation is provided
- Is a licensed premises
- The internal layout of the premises is such that the means of escape is complex

5. The risk assessment should be available for inspection.

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6. This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:

- a) Significant changes to work practices or procedures.
- b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- d) Significant changes to furniture and fixings and/or to displays or quantities of stock.
- e) The introduction or increase in the storage of hazardous substances.
- f) Any change in the fire precautions in the premises.
- g) Any near miss or fire incident.

And in any event, at recommended intervals of no more than twelve months

7. The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.

8. The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

9. The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees and parents of employed children with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

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10. In this report:

- a) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person.
- b) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- c) Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- d) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- e) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- f) The term “responsible person” has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 [and the Fire (Scotland) Act 2005].

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## **A: GENERAL INFORMATION**

### **DESCRIPTION OF PROPERTY**

The property is an end of terraced building, which has been renovated for use as a nursery.

Premises risk level at the time of the risk assessment;                      NORMAL  
(See section m)

Number of storeys, including basement floors in the building: 1

Number of storeys included in the risk assessment: 1

Approximate total floor area in M2 of the floors surveyed: 260

Approximate floor area in M2 of the footprint of the building: 260

Number of additional tenants/occupiers in the building: 0

### **Brief details of Construction:**

The building is of mixed, modern and traditional construction, with both timber and concrete floors. The original building is brick built with asbestos cement corrugated pitched roof. The original building has been extended to form a kitchen and W/C with a flat bitumen felt roof. See photograph 1. A separate brick built outbuilding with tiled roof to the rear of the premises has been included in the renovations to form part of the nursery and is connected to the main building by a covered UPVC external corridor. See photograph 2.

### **Occupiers Details:**

Location of areas assessed i.e. 2 <sup>nd</sup> floor, common areas etc.	Activity and/or Process	No at work
Ground Floor	Nursery / Office / Kitchen / W/C	See comments

### **USE OF PREMISES**

The premises are used as a nursery. The premises are in the final stages of renovation, Major Wolfe stated that the nursery will open early 2013.

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## OCCUPIERS OF THE BUILDING

- |    |   |              |
|----|---|--------------|
| a. | Does this risk assessment or review report replace an earlier document? | No           |
| b. | If so what is the date of the earlier document?                         | N/A          |
| c. | Approximate total numbers of persons at work in the whole premises:     | See comments |
| d. | Approximate numbers of members of the public resorting to the premises: | See comments |
| e. | Are the premises used out of hours?                                     | Yes          |
| f. | Are persons specifically at risk?                                       | No           |
| g. | Approximate total numbers known to sleep in the premises:               | See comments |
| h. | Are there any disabled staff members?                                   | No           |
| i. | Are there occupants in remote areas?                                    | No           |
| j. | Is there any recent history of fires in the building?                   | No           |

### Comments and other relevant issues noted (list)

A c: There are no persons currently employed. Major Wolfe stated that a total of 10 staff would be recruited to staff the nursery in the near future.

The nursery is registered for 34 children; 6 babies 0 - 2 years will be accommodated in the rear annexe & the remaining children, aged 2 - 4 years, will be accommodated in the main building.

A d: Members of the public will not be allowed to stay in the premises unless accompanied by staff.

A e: Hours of business will be from 7.30am to 6.30pm, Monday to Friday.

A g: Two cots are supplied for children 0 - 2 years in the rear annexe. These children will be supervised at all times.

A h: See comments in A c above. It is not known whether any children attending the nursery will be disabled. See recommendations under Section H4 of the action plan.

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## **B: FIRE HAZARDS AND IGNITION SOURCES**

### **B1: Electrical Sources of Ignition**

- |   |     |
|---|-----|
| a. Is portable appliance testing carried out?                                   | No  |
| b. Are electrical circuits and installations periodically tested and inspected? | Yes |
| c. Is there managerial control of personal electrical items?                    | Yes |
| d. If extension leads and adaptors are in use are they used safely?             | N/A |
| e. Are electrical cables routed so as to avoid physical damage?                 | Yes |
| f. Is lightning protection provided for the building?                           | N/A |
| g. Is the lightning protection tested periodically?                             | N/A |

#### **Comments and other relevant issues noted (list)**

B1 a: Portable electrical appliances, at the time of assessment, were limited to kitchen and utility appliances. Major Wolfe stated that all portable appliances provided in the building were new and that any additional appliances required would also be new or PAT tested.

B1 c: It is not clear if the electrical works in the recent refurbishment were carried out in accordance with the LATEST edition of the Institution of Engineering and Technology Wiring Regulations.

B1 c: Major Wolfe stated that staff would not be permitted to bring personal electrical items of equipment into the building. This policy requires to be formalised.

B1 d: There was no extension leads apparent in the building.

B1 f & g: Lightning protection is not normally required for low-rise buildings.

See recommendations in the action plan.

**Indicate the appropriate risk level: Normal**

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## **B2: Smoking**

- |  |     |
|--|-----|
| a. Is smoking permitted in any part of the building?     | No  |
| b. Is smoking managed in an appropriate and safe manner? | Yes |
| c. Are the legally required no smoking signs provided?   | No  |

### **Comments and other relevant issues noted (list)**

B2 c: There were no "No Smoking" signs apparent.

See recommendations in the action plan.

**Indicate the appropriate risk level: Normal**

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### B3: Heating

- |   |           |
|---|-----------|
| a. Are mains gas supplies connected?  | Yes       |
| b. Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors? | Yes       |
| c. Are portable heaters in use?<br>list the types: None Seen  | None seen |
| d. Are portable heaters kept away from any combustible storage or refuse?   | N/A       |

#### Comments and other relevant issues noted (list)

B3 b: A wall mounted domestic gas boiler was located in the kitchen. Major Wolfe stated that the boiler had recently been serviced. There was no servicing label or records in confirmation.

**Indicate the appropriate risk level: Normal**

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## **B4: Cooking**

- |   |     |
|---|-----|
| a. Are catering facilities provided?  | Yes |
| b. Is this on a commercial basis?   | No  |
| c. Does this involve the use of deep fat fryers,<br>an oven or cooking range?   | Yes |
| d. Are emergency cut off switches/valves/cocks provided and accessible<br>with their location and use indicated by signage? | No  |
| e. Are grease filters and extraction ducting degreased and cleaned?   | N/A |
| f. Are cleaning certificates provided?  | N/A |

### **Comments and other relevant issues noted (list)**

B4 a: Catering facilities consist of domestic style appliances, including a microwave oven, toasters, kettles, etc. These are considered to be part of the electrical risk. See section B1 of the action plan.

B4 b: Major Wolfe stated that the catering facilities were for staff use only. There would be no catering provision for the children.

B4 c: A domestic gas range cooker is provided in the kitchen.

B4 d: Due to the nature and use of the catering facilities provided, emergency cut off switches are considered unnecessary.

B4 e & f: There is no filtration or ducting present.

**Indicate the appropriate risk level: Normal**

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## **B5: Arson/Wilful Fire Raising**

- |  |     |
|--|-----|
| a. Is external refuse managed adequately?                | Yes |
| b. Are suitable external security arrangements in place? | Yes |
| c. Are suitable internal security arrangements in place? | Yes |
| d. Is the premises vulnerable to arson?                  | No  |

### **Comments and other relevant issues noted (list)**

B5 a: Rubbish will be removed daily to an external locked bin.

B5 b: Major Wolfe stated that external security arrangements would be as follows:

- CCTV will be provided to cover the main and side entrance doors
- Electronic remote door locks will be provided to the entrance doors.

B5 c: Internal security arrangements are that the access doors are secured and locked when the premises are not in use.

B5 d: All buildings / properties could be subject to wilful fire raising but the position and external features of this property makes the risk less likely.

**Indicate the appropriate risk level: Normal**

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## **B6: Factory Processes**

Do any potentially hazardous processes take place?

No

### **Comments and other relevant issues noted (list)**

No further comments are considered necessary.

**Indicate the appropriate risk level: Normal**

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## B7: Storage and Housekeeping

a. Are large/abnormal amounts of combustible storage kept in the premises?	No
b. Is there a large or excessive fire loading?	No
c. If so are storage arrangements adequate?	Yes
d. Are highly flammable materials kept in the premises?	No
e. If so are storage arrangements adequate?	N/A
f. Are other fire related hazardous materials kept in the premises?	Yes
g. If so are storage arrangements adequate?	Yes
h. Is general housekeeping satisfactory?	No
i. Is the upholstery of foam furniture in good condition?	N/A
j. Are significant ignition sources separated from combustible or highly flammable materials?	Yes
k. Is the use of highly flammable materials minimised?	Yes

### Comments and other relevant issues noted (list)

B7 f: There was a limited amount of solvent paint in use by contractors. It is understood that no solvents will be kept in the premises following the refurbishment.

B7 h: Due to the receipt of nursery facilities, house keeping and storage has yet to be finalised. See photograph 3.

B7 i: There was no upholstered furniture in the premises at the time of assessment.

See recommendations in the action plan

**Indicate the appropriate risk level: Normal**

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## B8: Building Work and Outside Contractors

- |  |     |
|--|-----|
| a. At the time of the risk assessment, was any building work being carried out?  | Yes |
| b. If so did this introduce any unusual hazards or ignition sources?   | No  |
| c. Is there a suitable managerial policy in place for the control of contractors?<br><b>Note: This question also refers to future contracts.</b> | No  |
| d. Are appropriate fire safety conditions imposed on contractors?<br><b>Note: This question also refers to future contracts.</b>                 | No  |
| e. Is there a permit to work / hot work permits scheme in place?<br><b>Note: This question also refers to future contracts.</b>                  | No  |
| f. Do contractors work out of hours?   | Yes |

<b>Are occupants at risk from fire hazards and ignition sources, which have been introduced by builders/contractors?</b>	No
--	----

### Comments and other relevant issues noted (list)

B8 c, d & e: Major Wolfe stated that contractors were employed locally to carry out repairs and refurbishments. While the contractors did not appear to represent any risk to the building with the work they were conducting, Major Wolfe did confirm that there was no policy, procedure or permit to work scheme, which existed to minimise the risks that could be introduced by a contractor. See the recommendations in the action plan.

**Indicate the appropriate risk level: Normal**

## **C: MEANS OF ESCAPE**

**Main Access to the building is via: a single entrance from the street.**

**C1; Alternative Means of Escape:** An alternative means of escape is provided.

The alternative means of escape are available via: 2 final exit doors.

- |  |           |
|--|-----------|
| a. Are there adequate numbers of final exit doors?   | Yes       |
| b. Can all fire exits be immediately opened without the use of a key and/or are their fastenings suitable for the people who may need to use them? | No        |
| c. Are electronic security locks fitted to exit doors on escape routes?  | Yes       |
| d. If so are they appropriately and safely fitted and maintained?  | No        |
| e. Do fire exits open in the direction of escape?  | No        |
| f. Are sliding or revolving doors relied on for means of escape?   | No        |
| g. Is adequate artificial illumination provided where necessary?   | Yes       |
| h. Are the alternative exit route/s provided with appropriate fire exit signage?   | No        |
| i. Are any inner, inner room situations involved?  | No        |
| j. Are vision panels fitted or automatic fire protection provided in access rooms to inner rooms?  | Yes       |
| k. Are vision panels of inner rooms obstructed?  | No        |
| l. Were any unsatisfactory fire exit or escape routes noted?   | Yes       |
| m. Travel distances acceptable?  | Yes       |
| <b>Alternative means of escape acceptable?</b>   | <b>No</b> |

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**Comments and other relevant issues noted (list)**

The main entrance to the hall is via a double set of inward opening doors from the street. The alternative nominated fire exit from the hall is via a double set of doors to an external corridor and external security gate. An additional alternative exit is provided from the rear of the building leading to the external corridor. A single outward opening door suitable for cot evacuation leading to the external corridor provides independent access and egress to the rear annexe.

C1 a: The number, distribution and widths of emergency routes and exits have been assessed for the use of the buildings and likely numbers of occupants. It is considered that the number and width of emergency exits are suitable for the likely number of occupants.

C1 b: The double fire exit doors from the main hall did not open and require immediate attention. See photograph 4

C1 c & d: Major Wolfe stated that the entrance doors would be fitted with electronic remote security locks. These locks should be fitted with internal manual override for emergency purposes.

C1 e: It is permissible for exit doors to open inwards, if they are serving less than 50 persons.

C1 h: The double fire exit doors were not fitted with appropriate fire exit signage. See recommendations under section E of the action plan.

C1 j: The office to the main hall is considered to be an inner room and is provided with suitable vision panels.

C1 j: Escape from the main hall was considered to be unsatisfactory due to the comments in C1 b: above.

C1 m: The single and two-way travel distances were considered acceptable for the proposed occupancy and risk presented.

See recommendations in the action plan.

**Indicate the appropriate risk level: High**

## **C2: Protection of Internal Escape Routes and Structural Integrity**

a. Are any dead end exit routes adequately protected?	N/A
b. Are floor surfaces, stairs and handrails etc, safe?	Yes
c. Are exit routes adequately clear of storage and obstructions?	No
d. Are staircases kept clear of storage and obstructions?	N/A
e. Are existing fire doors installed to conform with British Standard 476?	Yes
f. Are fire doors held open by irregular means?	Yes
g. Are door holding devices fitted to fire doors?	No
h. If so are they appropriately and safely fitted, signed and maintained?	N/A
i. Are any fire doors or fire resisting partitions damaged?	No
j. Are existing fire resisting partitions installed to comply with British Standard 476 as far as could be ascertained?	Yes
k. Is there reasonable limitation of linings which might promote fire spread?	Yes
l. Are service shafts between floors adequately fire stopped?	N/A
m. Are doors to service riser shafts to a suitable fire resisting standard?	N/A
n. Is compartmentation considered to be of a reasonable standard?	Yes
o. Are disabled refuges provided?	N/A
p. If so, are they adequate and provided with appropriate communications?	N/A
q. Have active fire precautionary arrangements been introduced to replace passive measures? i.e. automatic fire detection to replace fire resisting lobbies on a single staircase etc.	No
r. If so are they considered safe and adequate?	N/A
<b>Is the protection of internal escape routes and structural integrity satisfactory?</b>	<b>Yes</b>

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**Comments and other relevant issues noted (list)**

C2 a: There are no dead end exit routes in the building.

C2 c: The internal exit route to the main hall was obstructed by nursery equipment and toys. See photograph 3 and recommendation under section B7 h: of the action plan.

C2 d: There are no staircases in the building.

C2 f: The fire door to the kitchen was held open with a wedge. See photograph 5

C2 g & h: There are no acoustic or electronic door holding devices in the building.

C2 l & m: There are no service shafts in the building.

C2 o & p: Disabled refuges are not required in this building.

See recommendations in the action plan.

**Indicate the appropriate risk level: Normal**

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### C3: External Exit Routes

- |   |     |
|---|-----|
| a. Do external exit routes lead to a place of final safety?   | Yes |
| b. Are external exit routes even, illuminated and provided with fire exit signage?  | No  |
| c. Are external staircases, balconies and gangways examined by a competent person at not less than three yearly intervals.  | N/A |
| d. Are any doors or windows (other than toilet windows), which open onto or are within 1.8 metres horizontally or 9 metres vertically of external staircases, balconies and gangways, which are used for means of escape purposes fire resisting? | N/A |
| e. Are external staircases or exit routes clear of storage or obstructions?   | No  |
| f. Are the external escape routes and structures considered satisfactory?   | Yes |

#### Comments and other relevant issues noted (list)

C3 a: The external escape corridor leads to the front of the building and final safety.

C3 b: The external escape corridor has a large step that will impede evacuation. See photograph 6.

C3 e: The external escape corridor was partially obstructed with contractors waste. See photograph 7.

See recommendations in the action plan

#### Are persons at risk from means of escape deficiencies? Yes

Note: This question relates to all three means of escape sections.

Indicate the appropriate risk level: High

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## **D: EMERGENCY ESCAPE LIGHTING**

Description: Stand alone non-maintained units.

- |  |      |
|--|------|
| a. Maintained by?  | None |
| b. Is the system serviced and certificated to comply with the current British Standard 5266? | Yes  |
| c. Tested to comply with the current British Standard 5266?                                  | No   |
| d. Date of last service?   | None |
| e. Records up to date?   | No   |
| f. Is the emergency lighting system in good physical condition?                              | Yes  |
| g. Are there any areas where emergency lighting is not provided and where it is required?    | No   |

### **Comments and other relevant issues noted (list)**

D a - d: The emergency lighting is new. No commissioning certificates were available at the time of assessment. A contractor has yet to be appointed to service the emergency lighting and a testing regime has yet to be established.

D e: See recommendations under section H3 of the action plan.

See recommendations in the action plan

**Are occupants at risk from emergency lighting deficiencies? No**

**Indicate the appropriate risk level: Normal**

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## **E: SIGNS AND NOTICES**

Existing signs and notices provided do not comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000

Additional signs required?

Yes

If so please see the recommendations in section L, action plan.

### **Comments and other relevant issues noted (list)**

The following signs were missing:

- Fire Exit Signs
- Method of Opening signs
- Fire Action Notices

**Are occupants at risk from signage deficiencies? Yes**

**Indicate the appropriate risk level: High**

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## **F: FIRE ALARM AND FIRE WARNING ARRANGEMENTS**

Description of System: There are no fire alarm warning arrangements.

If partial automatic detection, indicate areas where provided: N/A

Is phased evacuation or a staged alarm system used in the building? No

Are visual or other non-audible signals used or necessary to augment the fire warning arrangements? No

a. Maintained by None

b. Does the system appear to conform to British Standard 5839 part 1? N/A

c. Serviced to comply with British Standard 5839 part 1? N/A

d. Tested to comply with British Standard 5839 part 1? N/A

e. Date of last service? None

f. Records up to date? N/A

g. Alarm connected to a remote monitoring centre? N/A

h. History of false alarms? No

### **Comments and other relevant issues noted (list)**

F: Due to the general open plan arrangements of this building where an outbreak of fire would be noted almost immediately and the occupants could be warned verbally or by a manual method of raising the alarm and, that all areas including the annexe are constantly staffed it is not considered that the provision of a fire alarm system designed to protect life is necessary.

See recommendations in the action plan

**Are occupants at risk from fire alarm deficiencies? No**

**Indicate the appropriate risk level: Normal**

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## **G: FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT AND INSTALLATIONS**

### **G1: The following types of portable fire extinguishers are provided on site:**

Water Carbon Dioxide Dry Powder Fire Blanket

- |  |                |
|--|----------------|
| a. Are fire extinguishers adequate for the current risk?                       | No             |
| b. Are fire extinguishers correctly sited and correctly identified by signage? | No             |
| c. Are fire extinguishers adequately secured in position and not obstructed?   | Yes            |
| Extinguishers serviced by:   | Chubb Fire Ltd |
| d. Are fire extinguishers serviced in accordance with British Standard 5306?   | No             |
| e. Records up to date:   | Yes            |
| f. Date of last service?   | November 2011  |

### **Comments and other relevant issues noted (list)**

G1 a: There is no extinguisher provision in the annexe.

G1 b: There is no extinguisher identification signage.

G1 d: The extinguishers are overdue for test. Major Wolfe stated that servicing would be carried out before occupation.

G1 e: Fire extinguisher records are up to date but are available on extinguisher test labels only.

See recommendations in the action plan.

**Are occupants at risk from fire extinguisher deficiencies? Yes**

**Indicate the appropriate risk level: Normal**

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**G2: The Following Fixed Fire Fighting Installation/s is/are provided on site:**

Type of equipment	Serviced by	Date of last service
None	N/A	N/A

Records up to date? N/A

**Comments and other relevant issues noted (list)**

No further comments are considered necessary.

**Are occupants or fire fighters at risk from fixed installation deficiencies? No**

**Indicate the appropriate risk level: Low**

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## **H: MANAGEMENT OF FIRE SAFETY**

### **H1: Fire Routine and Emergency Plan**

- |   |    |
|---|----|
| a. Is there an established fire routine and emergency plan? | No |
| b. Are all necessary issues, included in the plan?          | No |

#### **Comments and other relevant issues noted (list)**

H1 a & b: There is no established fire routine or emergency plan. Due to the nature of the business having the responsibility for childrens' safety, an established evacuation plan for the main building and annexe is required.

See recommendations in the action plan

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## H2: Training and Drills

a. Are all staff given fire instruction on induction?	No
b. Are all staff given periodic refresher training at suitable intervals?	No
c. Have all staff been made aware of the emergency plan?	No
d. Are staff trained to recognise and use the fire extinguishers?	No
e. Are fire wardens appointed and trained?	No
f. Are there adequate numbers of fire wardens?	No
g. Are staff other than fire wardens designated to assist where necessary?	No
h. Evacuation drills held?	No
i. Date of last evacuation drill?	None

### Comments and other relevant issues noted (list)

H2 a - c: Major Wolfe stated that staff would receive induction training after appointment.

H2 d: It was not confirmed whether staff would receive extinguisher training.

H2 e & f: There are no fire wardens appointed.

H2 h & i: An evacuation drill is required to be carried out upon occupation.

See recommendations in the action plan.

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### H3: Record Keeping

- |   |    |
|---|----|
| a. Is a dedicated fire log book maintained? | No |
| b. Are all appropriate records maintained?  | No |

**Comments and other relevant issues noted (list)**

H3 a & b: See recommendations in the action plan.

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#### **H4: Disabled Persons and Visitors**

- |  |     |
|--|-----|
| a. Are disabled persons employed?  | No  |
| b. Do disabled persons frequent premises?  | Yes |
| c. Is management of disabled procedures satisfactory?                            | No  |
| d. Is the procedure part of the fire routine, emergency plan and staff training? | No  |

Brief description of the procedure: None

- |   |     |
|---|-----|
| e. Do visitors frequent the premises?                     | Yes |
| f. Is the managerial procedure for visitors satisfactory? | Yes |

Brief description of procedure: Visitors are not allowed to stay on the premises. Any visitor will be accompanied by a staff member.

#### **Comments and other relevant issues noted (list)**

H4 a - d: See recommendations in the action plan

**Are any persons at risk from management deficiencies? Yes**

**Indicate the appropriate risk level: Normal**

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## **I: ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY**

- |  |           |
|--|-----------|
| a. Is access for fire brigade vehicles satisfactory?   | Yes       |
| b. Is access for fire fighters on foot satisfactory?   | Yes       |
| c. Is access for fire fighting or means of escape clear and unobstructed?  | Yes       |
| d. Date of last Fire Brigade inspection, if known?   | Not known |
| e. Have the Fire & Rescue Service been advised of any changes to the building or occupancy?                                      | Not known |
| f. Are local water supplies / hydrants adequate and Suitably near to the building?   | Yes       |
| g. Are the local Fire Service made aware of any hazardous materials or issues, which might be hazardous when fire fighting?      | N/A       |
| h. Is external signage provided to warn fire fighters of storage hazards?  | N/A       |
| i. Are suitable fire-fighters switches provided?   | N/A       |
| j. Has the responsible person considered any issues, which might significantly damage or effect the environment in case of fire? | No        |
| k. Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person?      | No        |

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**Comments and other relevant issues noted (list)**

I a: Access for Fire and Rescue Service vehicles is satisfactory and is available to the front of the building

I b: Access for fire fighters on foot is satisfactory and is available on 2 sides of the building.

I e: The Fire and Rescue Service have not been made aware of changes to the building occupancy.

I f: A public hydrant is located approximately 120 metres from the building at the junction of Clive Road and Adams Road.

I g & h: There are no hazardous issues apparent that could place fire fighters at risk.

I i: Fire fighter switches are not provided for this risk.

I j: The content of the premises and the building construction are such that in the event of fire there should be little or no environmental impact.

I k: The separation between the occupancy to the side of the building appears to provide an adequate degree of separation that should contain a fire situation.

See recommendations in the action plan

**Are occupants, the environment or fire fighters at risk from access or managerial deficiencies? No**

**Indicate the appropriate risk level: Normal**

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## **J: SCHEDULE OF RESPONSIBILITIES**

The fire precautions listed below and the recommendations in this document, are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

<b>Means of Escape</b>	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
<b>Locks and Fastenings</b>	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
<b>Fire Alarm System</b>	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied, and be maintained and tested to comply with the relevant code of practice.
<b>Electrically Operated Doors</b>	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
<b>Portable Fire Fighting Equipment</b>	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice.
<b>Fire Signs and Notices</b>	All fire signs and notices should be kept visible and in good order, and be fixed permanently.
<b>Emergency Escape Lighting</b>	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
<b>Training</b>	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
<b>Physically or Sensory disabled Persons</b>	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
<b>Steps, Stairs and Corridor Surfaces</b>	Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.
<b>Furniture and Equipment</b>	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire
<b>Fire Hazards</b>	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.
<b>Fire Precautions Records and Fire Emergency Plan</b>	All Fire related records and Fire Emergency Plans/Procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

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## **K: ASSESSING THE INDIVIDUAL RISKS**

In order to assign priority to the risks identified, assessors must determine how likely the threat posed by each hazard is to happen. The simplest method of carrying out this prioritisation exercise is through the use of the matrix below.

In this matrix, assessors need firstly to determine how serious the hazard is (is it life threatening or merely an annoyance). This allows the assessor to place the hazard on the severity scale of the matrix (Low – Very High), running an imaginary line vertically from this placement gives one series of reference points.

Assessors now need to determine the probability of the threat actually happening (is it likely to happen almost daily, or is it unlikely to ever happen). Once this probability has been determined an imaginary line can be horizontally run from the identified probability on the left of the matrix to where it meets the imaginary vertical line already run from the severity scale. Where the two lines cross gives the resultant prioritisation for action to be taken (see key).

<b>Likelihood</b>	<b>Very Likely</b> <i>Could occur on a daily basis, or at least more than once per week</i>				
	<b>Likely</b> <i>Could occur more than once a month.</i>				
	<b>Unlikely</b> <i>Could occur within a year</i>				
	<b>Remote</b> <i>Only likely to occur once in a lifetime</i>				
		<b>Low</b> <i>negligible or light smoke inhalation only</i>	<b>Medium</b> <i>light to heavy smoke inhalation</i>	<b>High</b> <i>heavy smoke inhalation &amp; risk of burns</i>	<b>Very High</b> <i>risk of serious injury or death</i>
		<b>Severity</b>			

### **KEY**

	<b>Immediate action</b>
	<b>Action completed within 1 month</b>
	<b>Action completed within 3 months</b>
	<b>Action completed within 6 months</b>

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## **L: ACTION PLAN**

The action plan which follows, sets out the risks to be eliminated or minimised to an acceptable level.

The action plan identifies the risk by cross reference to the various section where the deficiency has been identified (e.g. B.1.a. portable appliance testing)

It provides details of the identified risk, the recommended action required to eliminate or minimise the risk and the priority given to the risk (e.g. action should be completed within one month)

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
Section B1	c: It is not clear if the electrical works in the recent refurbishment / construction / extension were carried out in accordance with the LATEST edition of the Institution of Engineering and Technology Wiring Regulations. It is a legal obligation to comply with these regulations. In particular, the fitting of intumescent gaskets to all sockets and switches that are fitted in walls that are designed to offer a line of fire resistance should be confirmed. The electrical contractor should supply the necessary certificates to confirm compliance and the responsible person should keep these.	One Month	
	<p>Additionally, an Electrical Installation Condition Report must be provided by the contractor to confirm the condition of the electrical circuits and fittings</p> <p>c: There should be a formal policy on electrical items of equipment, which are brought into the premises by members of staff, of which all staff are made aware. If allowed, then all such items should be included in the periodic electrical safety testing which is undertaken / recommended above. This should be carried out before permission for the use of the items is given.</p>	One Month	
Section B2	<p>c: At least one no smoking notice must be displayed in no-smoking premises that should:</p> <ul style="list-style-type: none"> <li>a) Be a minimum size of 230mm by 160mm</li> <li>b) Display the international “no smoking” symbol, consisting of a graphic representation of a burning cigarette enclosed in a red circle with a red bar across it, at least 85mm in diameter; and</li> <li>c) Display the name of the person to whom a complaint may be made by any person who observes another person smoke in the no-smoking premises in question and state that a complaint may be so made.</li> </ul>	One Month	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
Section B7	h:It is considered that future staff should be instructed to clear away and dispose of all unnecessary storage, toys etc on a regular basis and maintain exit routes clear. See photograph 3	Immediate & On Occupation	
Section B8	c, d & e: A procedure is recommended for ensuring all contractors are controlled on site and only operate within approved industry standards. This should include a permit to work and a hot work permit procedure where appropriate. All contractors should be advised of the emergency procedures.	One Month	
Section C1	<p>b:Doors that are required for means of escape must be easily and immediately open-able from within, at all times that the premises are occupied, in order to prevent persons being impeded / trapped in the event of fire. The double fire exit from the main hall doors failed to open and requires immediate attention. See photograph 4</p> <p>c &amp; d: Where electronically controlled locking systems are proposed or fitted on doors and gates on escape routes and they ARE NOT provided with a simple mechanical override in the direction of escape, (e.g. a normal latch with a handle operating on an electrical strike plate) the following arrangements should be made:</p> <p>a) The system should fail safe to open, i.e. doors unlock on loss of all power supplies or disconnection of any relevant cable</p> <p>b) The locks should release on the operation of the fire alarm system</p> <p>c) Suitable emergency disconnection arrangements should be provided at each locked door or gate on the exit route. These would normally be in the form of a break glass unit.</p> <p>Each emergency break glass unit would normally be: Coloured green, be in a prominent position adjacent to the door, be clearly labeled BREAK GLASS TO OPEN DOOR in adequately sized white letters on a green background and be a double pole type that interrupts both lines of supply.</p>	<p>Immediate</p> <p>On installation</p>	
Section C2	f: It is recommended that regular managerial checks are made to ensure that occupants of the building are not compromising the integrity of the exit routes by wedging or holding fire doors open. See photograph 5	Immediate & On Occupation	
Section C3	b: A suitable ramp should be provided to overcome the hazard presented by the step in an emergency evacuation. See photograph 6	One Month	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	e: External escape routes that lead to a place of safety must be kept clear, free from obstructions and immediately available at all times. All the existing refuse and storage along the external corridor must be removed before occupation and maintained clear. See photograph 7	On Occupation	
Section D	<p>b: It is recommended that consideration is given to the provision of a servicing contract with a competent contractor who should maintain and test the emergency lighting system in accordance with the recommendations of British Standard 5266-8:2004 and be available to carry out repairs as necessary.</p> <p>c: It is recommended that tests (flick tests) are carried out by management on the emergency lighting system by the simulation of a failure of the power supplies. Any failure of luminaries, etc. should be recorded and arrangements made to provide the necessary repairs. Emergency lighting should be tested in accordance with BS 5266-8:2004 i.e. monthly and the results entered in the fire log book. Additionally, regular inspections of the luminaries should be conducted to identify any that are physically damaged or those which are not showing an illuminated battery charging light.</p> <p>e: Certificates that state that the emergency lighting system has been installed, commissioned and tested according to British Standard 5266-1:2011 should be supplied by the contractor and kept by the responsible person.</p>	<p>One Month</p> <p>On Occupation &amp; Then Monthly</p> <p>One Month</p>	
Section E	<p>The following additional signs and notices are recommended:</p> <p>FIRE EXIT notices should be placed on the surfaces of the double fire exit doors from the main hall (direction of travel). These signs should be in bold white lettering on a green background and include the 'running man' pictogram.</p> <p>The above doors that are fitted with a panic bolt fastening are to be indicated with the words PUSH BAR TO OPEN in block lettering at least 50 mm high. The lettering should normally be white on a green background and positioned immediately above the panic bar or on the operating bar if there is sufficient flat surface to accommodate the size of lettering.</p>	One Month	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	Printed FIRE ACTION notices should be displayed at conspicuous positions in the premises. They should state in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement, located in prominent positions, such as staff notice boards.		
Section F	<p>It is recommended that consideration is given to the provision of a manual fire alarm. This could be a simple manually operated device, such a gong, whistle or air horn that can be heard by everybody when operated from any single point within the building. Warning of fire is desired to ensure that all occupants including the occupants of the annexe are given adequate time to evacuate in an emergency.</p> <p>Particular attention should be given to ensure that the audibility of the sounder is adequate in the annexe. Should the audibility of the sounder be in question then an alternative simple electronic system complying to BS 5839-1:2002 Part M should be considered.</p>	One Month	
Section G1	<p>a: An additional water type of fire extinguisher is recommended, which should be sited adjacent to the annexe entrance door.</p> <p>b: Each extinguisher should be accompanied by the appropriate identification and usage signage.</p> <p>d &amp; e: The fire extinguishers provided should be serviced and maintained in accordance with the current British Standard BS5306: Part 3 (annually) and a record of the results kept in the Fire Safety Log Book.</p>	<p>One Month</p> <p>One Month</p> <p>One Month</p>	
Section H1	<p>It is recommended that a nursery fire emergency plan is produced, which will augment the fire action notices which are recommended. This plan should then be available as the basis for staff training and displayed on the Health and Safety notice board.</p> <p>It is recommended that the following detailed issues are included in the fire emergency plan:</p> <ul style="list-style-type: none"> <li>What staff should do if they discover a fire</li> <li>How will people be warned there is a fire</li> <li>The correct method of operating the fire alarm or raising the alarm, including the location of the manual fire alarm if fitted</li> </ul>	One Month Or Prior To Occupation	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<ul style="list-style-type: none"> <li>▪ The location and use of the fire extinguishers and other fire fighting equipment provided and the arrangements for fighting the fire</li> <li>▪ The action to be taken upon hearing the fire alarm</li> <li>▪ The duties and identities of staff that have specific responsibilities in case of fire</li> <li>▪ Specific arrangements where necessary, for the evacuation of the annexe</li> <li>▪ How the premises should be evacuated</li> <li>▪ The identification of all the alternative escape routes available</li> <li>▪ How people may gain immediate access to alternative escape routes and exit the building</li> <li>▪ Knowledge of the method of operation of special escape door fastenings</li> <li>▪ The arrangements for the safe evacuation of visitors to the premises</li> <li>▪ The arrangements for the safe evacuation of people who are identified as being especially at risk such as those with disabilities</li> <li>▪ The correct method of calling the fire brigade and who is responsible for this</li> <li>▪ Where people should assemble after they have left the premises</li> <li>▪ 'Roll call' procedures for checking that the premises have been completely evacuated</li> <li>▪ Contact telephone numbers for parents folder</li> <li>▪ Procedures for meeting the Fire and Rescue Service on their arrival and notifying them of any special risks which exist, e.g. the possible location of anyone known to be missing.</li> </ul>		
Section H2	<p>a: An induction training package, which covers all the essential health, safety and welfare issues, should be developed. This package should include the Fire Emergency Plan and the importance of maintaining the fire precautions provided.</p> <p>b: All staff must be aware of any responsibilities they may have if the building needs to be evacuated and all staff must receive training in the fire emergency plan and escape routes available.</p> <p>In small premises, where no significant risks have been identified and there are limited numbers of staff, information and instruction may simply involve an explanation of the fire procedures and how they are applied. This should include showing staff the fire-protection arrangements, including the designated escape routes, the location and operation of the fire-warning provided and any other fire related equipment provided, such as fire extinguishers, and how to care for and evacuate the children. Fire action notices can complement this information and should be posted in prominent locations.</p> <p>This training should also be provided for part-time staff, cleaners etc.</p>	One Month Or Prior to Staff Selection & training Immediate & Then Minimum Six Monthly	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>Instruction should be given by a competent person at such intervals as to ensure that everyone at work has received fire safety training, preferably at least twice in each period of twelve months. It is particularly important that management ensure that all newly appointed and temporary staff are made aware of the means of escape and fire procedures at the commencement of their employment.</p> <p>Training should be based on written instructions but it is important that they are specific to these premises.</p> <p>d: It is recommended that staff are trained in the use of the fire extinguishers provided. It should be remembered that persons attempting to use the extinguishers, without training, may be at risk from a fire through inappropriate use and a lack of fire fighting awareness. Article 13 of The Regulatory Reform (Fire Safety) Order imposes a duty on employers to provide adequate training for any persons who may be expected to use the equipment that they have provided.</p> <p>e, f &amp; g: A key member of staff (or Fire Warden) should be appointed to take charge of the evacuation of the nursery and should ensure that everyone leaves the building.</p> <p>On arrival at the assembly point, they should conduct a roll call. The location of the fire or cause of the alarm should be reported to the officer in charge of the first fire appliance to attend if this information is known.</p> <p>There should be adequate key staff designated so that at least one will be available at all times during nursery hours.</p> <p>h &amp; i: A practice fire drill should be carried out at least once and preferably twice each year simulating conditions in which, where appropriate, one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm (when fitted) should be operated or the alarm of fire raised verbally by a member of staff who is told of a supposed outbreak of fire, and thereafter the fire routine should be rehearsed as fully as circumstances allow.</p>	<p>Three Months</p> <p>Immediate Or On Occupation</p> <p>On Occupation &amp; Then Six Monthly</p>	
Section H3	<p>A specific and dedicated Fire Log book containing comprehensive records of all fire related issues should be provided and maintained. The following are examples of what records should be kept:</p> <ul style="list-style-type: none"> <li>• Emergency light tests, servicing and checks</li> <li>• Staff fire training</li> </ul>	One Month	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<ul style="list-style-type: none"> <li>• Fire evacuation drills</li> <li>• Fire extinguisher checks and tests</li> <li>• Means of escape checks</li> <li>• Portable electrical appliance tests</li> <li>• Electrical mains circuit tests</li> </ul> <p>All training and instruction should be recorded in the fire log book. The following are examples of what needs to be included in such a record:</p> <ul style="list-style-type: none"> <li>• The date of the instruction or exercise</li> <li>• The duration</li> <li>• The name of the person giving the instruction</li> <li>• The names of the persons receiving the instruction or taking part in the drill</li> <li>• The nature of the instruction or drill</li> </ul>		
Section H4	It is recommended that the safe management of any disabled persons in the premises is actively considered and included in the fire emergency plan and training.	One Month	
Section I	e: The local Fire and Rescue Service should be informed in writing of the presence of the nursery and numbers of children registered.	Immediate	

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## **M: PREMISES RISK CATEGORISATION**

Generally, workplaces can be categorised as either High Normal or Low Risk

**High** = Where highly flammable or explosive materials are stored or used (Other than in small quantities)

Where unsatisfactory structural features are present such as:-

1. A lack of fire resisting separation
2. Vertical or horizontal openings through which fire, heat and smoke could spread
3. Long and complex escape routes created by extensive subdivision of large floor areas by partitions, or the distribution of display units in shops or machinery in factories
4. Large areas of flammable/combustible or smoke producing surfaces on walls or ceilings.

Where permanent or temporary work activities are carried out which have the potential for fire to start and spread such as:-

1. Workshops in which highly flammable materials are used, e.g. paint spraying
2. Areas where the processes involve the use of naked flame, or produce excessive heat
3. Large kitchens in works canteens or restaurants
4. Refuse chambers or waste disposal areas
5. Areas where foamed plastics or upholstered furniture are stored.

Where there is a significant risk to life in case of fire, such as where:-

1. Sleeping accommodation is provided for staff, the public or other visitors in significant numbers
2. Treatment or care is provided where the occupants have to rely upon the actions of limited numbers of staff for their safe evacuation
3. There is a high proportion of elderly or infirm people, or people with temporary or permanent physical or mental disabilities, who need assistance to escape
4. Groups of people are working in isolated parts of the premises such as basements, roof spaces, cable ducts and service tunnels etc
5. Large numbers of people are present relative to the size of the premises (e.g. sales at department stores) or in other circumstances, where only a low level of assistance may be available in an emergency (e.g. places of entertainment).

**Normal** = Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.

Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.




Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk

**Low** = Where there is minimal risk to peoples lives and where the risk of fire occurring is low, or the potential for fire, heat and smoke spread is negligible.

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## **N: PHOTOGRAPHS**

			<b>Photograph 1</b>
			<b>Photograph 2</b>
			<b>Photograph 3</b>


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			<p><b>Photograph 4</b></p>
			<p><b>Photograph 5</b></p>
			<p><b>Photograph 6</b></p>

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	Photograph 7
N/A	Photograph
N/A	Photograph

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