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Corby Gate Business Park, Priors Haw Road, Weldon, Corby, NN17 5JG

***Property Assessed***

Holiday Inn  
Geddington Rd  
Corby  
Northamptonshire  
NN18 8ET

***Property Reference Number***



***Fire Risk Assessment Completed By***

Neil Sturdy - EngTech TIFireE - IFE Registered Assessor - IFSM - Tier 2 FRA

## FIRE RISK ASSESSMENT REPORT



***Assessment Valid From***  
**22-Apr-24**

***Assessment Valid Until***  
**18-Apr-25**

## EXECUTIVE SUMMARY

Responsible Person	Martin Hewitt - GM
Property Designation	Commercial (Hotel or Guest House)
Management Extent	Managed Building - Manager or Senior Staff regularly onsite
Number of Floors	4
Number of Flats (if applicable)	110
Ground Floor Area ( m <sup>2</sup> )	N/A
Total Area of all Floors ( m <sup>2</sup> )	N/A

Fire Risk Assessment Carried Out By	Neil Sturdy - EngTech TIFireE - IFE Registered Assessor - IFSM - Tier 2
QA Carried Out By	

Priority Count	Property High	High	0
	Property Medium	Medium	4
	Property Low	Low	5
	Property Recommended	Rec	2
	Management High	Man H	1
	Management Low	Man L	14
<b>Total</b>			<b>26</b>

Recommended evacuation strategy	Simultaneous evacuation.
Assessment Risk Rating	Moderate
On satisfactory completion of all remedial works the risk rating of this property may be reduced to	Tolerable
Reassessment Priority	Class A

### Scope of this assessment

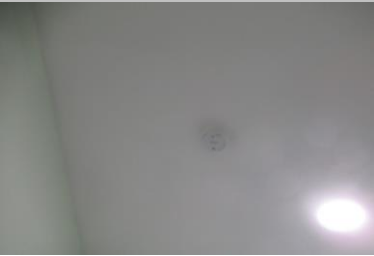


The FRA is a systematic and structured assessment of the fire risk on the premises to express its current level, determining the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions. Any additional fire precautions required are set out in the action plan, which forms part of the documented FRA. The objective of the action plan is to set out measures that will reduce the fire risk to, or maintain it at, a tolerable level. The attention of the duty holder should be drawn to the presence of the action plan and the need to implement any recommendations therein

### Limitation of Report





## **EXECUTIVE SUMMARY**

This fire risk assessment (FRA) has been undertaken based on the Fire Risk Assessment Company's understanding of the building's current design, use, fire strategy and evacuation procedures. It provides an assessment of the risk to life from fire and does not address building or property protection, or business continuity. This report is not an assurance against risk and is based on the best judgement of the Fire Risk Assessment Company. This FRA may rely on information supplied by others and no liability is accepted for the accuracy of such information. Where information has been provided (e.g. regarding corporate policies and procedures or systems maintenance) this will be considered as confirming compliance unless evidence to the contrary is found during the assessment. Information contained in this report should not be relied upon and used by third parties without the express permission of the Fire Risk Assessment Company. This FRA should be subject to review not later than the Recommended Reassessment Date stated in the report or when: a) material alterations to the premises take place; b) a significant change occurs in the matters taken into account when the FRA was carried out; c) a significant change to fire precautions occurs; or d) there is any other reason to suspect that the original FRA might no longer be valid (this might include the occurrence of a fire). This FRA may identify areas to which access was not available during the inspection. In certain instances, the Fire Risk Assessment Company may have made specific recommendations for further inspection in the report, however, as general guidance it is recommended that any areas not accessed are inspected as soon as possible. Assessment of external wall construction and building structure is required for multi-occupied residential buildings but is a specialist area usually beyond the remit of fire risk assessors. In addition, the level of intrusive access required for complete assessment is impossible to achieve during a non-intrusive FRA. The Fire Risk Assessment Company will therefore usually rely on the provision (by the Client Organisation) of accurate information and assessments by experts when considering the adequacy of these elements. In some cases, it may be appropriate for external walls to be assessed during the FRA but this is limited to low-rise buildings of traditional construction, utilising non-combustible materials, where there is minimal risk of external fire spread. Where the FRA includes an assessment of the external walls, this is based on a non-intrusive visual inspection from ground level and should not be considered as comprehensive. Where it is necessary to establish the height of the top storey to determine the applicability of certain regulations this information is expected to have been supplied by the responsible person. Where this is not made available an estimate will be made using a typical floor-to-floor height value of 3.0m. It should be noted that this might not be accurate in non-typical buildings and may lead to the incorrect application of legislative requirements. Where this FRA makes comments about fire safety systems these are assumed to have been designed and installed in accordance with the relevant guidance. Inspections of such systems during the FRA are limited to a visual check with no testing being carried out. Where new works, alterations or extensions are noted on-site it is assumed that all appropriate consents and approvals have been obtained. Recommendations made in this report may propose works to be completed which are subject to consent or approvals under other legislation. The Client Organisation should ensure that all appropriate consents and approvals are obtained prior to the commencement of any such works. It is assumed that recommendations made in this report will be progressed and carried out by persons who are qualified and competent to do so. Where recommendations made in this report include quantities, these are estimated, indicative values which should not be relied upon without confirmation/remeasurement. Where this report refers to technical guidance such as British Standards it should be taken to be the most recently updated version irrespective of the version cited. If in doubt about any matters relating to the guidance cited reference should be made back to the Fire Risk Assessment Company for clarification


## ACTION PLAN

Question	Category	Priority	Comments	Recommendations	Quantity	Target Completion	Photo Refs.	Photographs
K10	Means Of Escape	Medium	The inner room of the sales office has a BS5839-6 Battery smoke alarm in the approach room. The accounts office inner room has a vision panel to the inner room and a smoke detector and sounder in the approach room.	It is recommended to extend the existing fire alarm system to the approach room of the sales office with a BS5839-1 smoke detector with sounder base or the existing smoke detector in the sales office could be re-sited to the approach room.	1	22-Apr-24		
K5	Means Of Escape	Medium	The final exit doors in the Iron Pit reception and exits by the Gym are fitted with locks which require the use of a key to open and is not suitable for means of escape. Otherwise, all doors on escape routes are fitted with ironmongery which is easily opened without the use of a key. Automatic doors are advised to fail-safe or have green break-glass override switches provided.	Recommend the lock devices are removed from the premises access doors or replaced with easy opening devices (e.g. thumb turn).	3	22-Apr-24		
M1	Common Area Fire Doors	Medium	All relevant fire doors and/or frames appear to be appropriately fire rated except for:- the door to the Heart bar lobby (N.B. - From limited visual inspection; certification not seen; adequacy of installation not confirmed).	The relevant doors and frames to the heart bar lobby should be replaced with E30S (FD30S) self-closing fire door sets, installed strictly in accordance with the manufacturer's test certification, including appropriate 'Fire door keep shut' signage to both sides.	1	22-Apr-24		
Q18	Limiting Fire Spread	Medium	There were a number of breaches caused by the installation of the fire alarm system. It was advised that these breaches were due to be repaired or replaced.	Management are advised to confirm/ensure the breaches as noted are repaired with suitable fire-rated materials and appropriately sealed with fire-rated intumescent paste or similar product.	1	22-Apr-24		




## ACTION PLAN

M7	Common Area Fire Doors	Low	The relevant fire doors are provided with adequate intumescent strips and smoke seals. It was noted that some doors have has the smoke seals painted over which compromises the smoke seals.	Recommend that Management undertake a rolling programme of works to check all door smoke seals to check and replace any smoke seals that have been compromised by being painted over.	1	22-Apr-24		
M9	Common Area Fire Doors	Low	Other fire door issues noted at the time of inspection include - It was noted that double door sets have an excessive gap to the meeting stiles, some stair and cross-corridor doors to the residential corridors have excessive gaps between the doors and frames to the sides and tops of the doors.	Recommend management undertake a rolling programme of checks and repairs/replacement to all fire doors to ensure the gaps to the top, side and meeting stiles (if applicable) are to a maximum of 4mm. If daylight can be seen between the meeting stiles (double doors), these doors need adjustment/replacement also.	1	22-Apr-24		
O10	Fire Safety Signs & Notices	Low	There is a PV system provided with isolators in the basement. No labels were seen by the zone chart to advise the location of these isolators or labels provided adjacent to the equipment that identifies these isolators for the FRS.	Recommend management confirm/ensure that the PV isolation switch are clearly labelled and identified on the fire zone chart for the FRS.	1	22-Apr-24		
O4	Fire Safety Signs & Notices	Low	Fire door signs were not provided to all internal circulation or cupboard fire doors. All fire doors must carry a "Fire door, keep shut", "Automatic Fire Door Keep Clear" or "Fire Door Keep Locked" sign. This is a 'mandatory' notice, which simply means that it gives an instruction which must be followed for the building to be safe from fire.	Recommend that management provide "Fire door, keep shut", "Automatic Fire Door Keep Clear" or "Fire Door Keep Locked" signs to all fire doors where appropriate/relevant.	1	22-Apr-24		

## ACTION PLAN

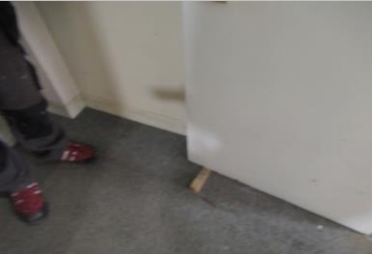

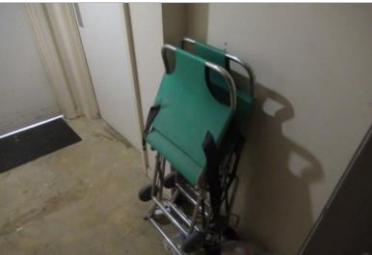
O5	Fire Safety Signs & Notices	Low	<p>Directional signs are not adequate. Note: Within the building, an escape sign should always be visible. Fire exit signs should direct people to the nearest escape route. This should be the shortest and quickest route out of the building from any given location. It is also essential to plan a secondary escape route, in the event of a fire makes the primary route impassable. Once past the first fire escape sign, the next escape sign along the route must be clearly seen, Further signage is required at every change of direction along the escape route. A fire exit sign must be above all final fire exit doors. Ensure there are no conflicting signs along the route</p>	<p>It is recommended that adequate additional exit and/or directional signage is provided as noted.</p>	1	22-Apr-24	
G3	Housekeeping	Man H	<p>There were unnecessary excessive combustible items on the escape route / in the premises. Note: It is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 to keep escape routes clear 14.-(1)- "Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times". It appears the staff area corridors are being used to store combustible items and trip hazards. For example, the staff corridor (behind reception), stair by Easton Suit, corridor to the gym, the escape route through the kitchen lobby to the basement and the basement escape route to the final exit. These areas are also the escape route for the residents from the upper floors.</p>	<p>The significant unnecessary/excessive combustible items noted should be removed from the escape routes as soon as possible and a programme of regular checks put in place to ensure that the build-up of such items is controlled/minimised.</p>	1	22-Apr-24	
A5	Electrical Ignition Sources	Man L	<p>Extension leads are in use but it is not known whether their use is acceptable i.e. are the electrical circuits provided sufficient to carry the potential electrical load of the equipment connected to them?</p>	<p>Recommend that the extension leads being used throughout the building should be checked by a competent person to confirm that the circuits are adequate/protected for the electrical loading in use. Additional circuits or sockets may be required depending on the findings.</p>	1	22-Apr-24	

## ACTION PLAN

E7	Cooking	Man L	It was not apparent that kitchen staff are familiar with the different types and usage of fire extinguishers provided in the kitchen.	Management should also satisfy themselves that all kitchen operators are familiar with the correct method of use of portable fire extinguishing appliances. They should also confirm they are competent with the actions to take in the event of an escape of burning gas, including the location and correct use of any emergency isolators to initiate the shutdown of the gas supply.	1	22-Apr-24	
G5	Housekeeping	Man L	No hazardous materials were evident but it is assumed there are chemicals used for the swimming pool, cleaning materials for the hotel and kitchen materials/ingredients (cooking oils and gas bottles for example), that should be subject to COSHH and/or DSEAR regulations and risk assessments.	Recommend that management confirms/ensures that a COSHH assessment has been undertaken for any hazardous materials to; assess the risks that arise from the use of hazardous substances, prevent, or if this is not reasonably practicable, control exposure to such substances, and; provide staff with information, instruction and training about the risks, steps and precautions that management has taken to control these risks.	1	22-Apr-24	
J2	Other Significant Hazards	Man L	The PV isolators were sited in the basement by the inverter but no signage was provided to identify them.	It is recommended that Management ensure that the location of the PV isolators are clearly marked on the outside of the cupboard and on the premises site-plan/zone chart for the FRS.	1	22-Apr-24	
K17	Means Of Escape	Man L	Management advised that vulnerable and disabled guests are encouraged to advise staff if they require assistance to evacuate during the booking process or upon arrival. There are 2 room on the 1st floor allocated for disabled persons. There is a system on the in-house computer to advise staff of the occupation of vulnerable or disabled guests to allow for staff shift changes. However, it was advised that two staff members are on-duty at night and these two staff would be required to be the first responders to a fire alarm to confirm or stand down the fire alarm. If it was a confirmed to be a fire incident, these two staff members are also required to alert residents, by knocking on doors, summons the FRS, orchestrate an evacuation plus give assistance to any vulnerable or disabled residents.	It is recommended that Management satisfy themselves that there are adequate procedures, arrangement and staff numbers in place, during day-time and night-time situations, to evacuate vulnerable or disabled residents in a fire situation. This can be demonstrated during simulated evacuation drills for daytime and nighttime scenarios. Depending on the outcome additional procedures, arrangements or staff may need to be considered. Also see K17, U2 & U4	1	22-Apr-24	





## ACTION PLAN

M8	Common Area Fire Doors	Man L	Fire doors were noted to be wedged open or otherwise obstructed at the time of inspection.	Management should inform/remind all staff that self-closing fire doors must not be wedged open or otherwise obstructed. A programme of regular checks should be put in place to ensure that the fire doors remain unobstructed. If doors are required to be held open, hold-open devices should be considered that work in conjunction with the automatic fire alarm system to BS7273-4 standard	1	22-Apr-24	
Q9	Limiting Fire Spread	Man L	There is an HVAC system provided, unable to confirm if the HVAC system is linked to and works in conjunction with the fire alarm system ( i.e. if it shuts down when the fire alarm is actuated) or if the HVAC system is designed and installed to prevent the transfer of fire and smoke through the building.	Recommend management confirm/ensure the HVAC system as noted works in conjunction with the common area fire alarm system and designed and installed to prevent the transfer of fire and smoke through the building.	1	22-Apr-24	
U2	Training & Drills	Man L	It was not apparent that procedures are in place for evacuating vulnerable or disabled guests from the appointed disability rooms, also see K17 & U4.	Management should satisfy themselves that a coordinated evacuation plan is in place to evacuate any vulnerable or disabled visitors or guests from the premises. Consideration should be given to the available number of day and night staff, the evacuation procedures from all areas including bedrooms, function rooms, toilets, the spa, the swimming pool and restaurant for example. Also, night time scenarios should be considered including evacuation from the upper floors using the evacuation chairs taking into account the number of available staff and if all the disability rooms were occupied with dependant guests.	1	22-Apr-24	
U4	Training & Drills	Man L	Management advises that fire drills are carried out at appropriate intervals, 6-monthly. However, there was no evidence of fire drills being undertaken using the scenarios outlined in U2.	Management should confirm or ensure that fire drills are undertaken for both day time and night time scenarios utilising the available numbers of staff relating to the time of day, using the available equipment (evacuation chairs for example) and in a worse case scenario i.e. all disability rooms are in use, a full occupancy of the function/meeting rooms with the spa and swimming pool in full use.	1	22-Apr-24	




## ACTION PLAN

V17	Testing & Maintenance	Man L	It is not known if the solar panels and inverters are serviced on a regular basis. For example, FPA - RC62: Recommendations for fire safety with PV panel installations - states, PV installations shall be serviced and maintained in accordance with the installer's instructions and to BS EN IEC 62446-2 (2020). The schedule of maintenance should follow the service contract, warranty conditions, and/or performance guarantees.	Recommend that the PV system is serviced by a competent person regularly with service records kept on-site or a central database.	1	22-Apr-24		
V18	Testing & Maintenance	Man L	No information was available to confirm the EV charging equipment is serviced by a competent person on a regular basis.	Management should ensure/confirm that the EV charging points are regularly inspect and the EV charging stations are serviced by a competent person to ensure they are in safe working condition.	1	22-Apr-24		
W2	Records	Man L	No records of fire drills were available on site.	Management should confirm/ensure that records of all fire drills including date, time, numbers, outcome, any issues identified etc. are entered in the fire logbook.	1	22-Apr-24		

## ACTION PLAN

<p style="text-align: center;"><b>X3</b></p>	<p style="text-align: center;">Any Other Information</p>	<p style="text-align: center;"><b>Man L</b></p>	<p>Fire safety responsibilities under Section 156 of the Building Safety Act 2022 are now required to be recorded by the responsible person as a result of changes made to the Regulatory Reform (Fire Safety) Order 2005 ('the Fire Safety Order') through the Building Safety Act 2022.</p>	<p>Management should ensure they (Responsible Person) have recorded the following relevant information required under Section 156 of the Building Safety Act 2022 for their premises; 1). Record (and as necessary update) their contact information, including a UK-based address, 2). Record their completed fire risk assessment, 3). Record the identity of the individual, and/or if applicable, their organisation engaged by them to undertake/review any or all of the fire risk assessment, 4). Record their fire safety arrangements (demonstrate how fire safety is managed in your premises), 5). Take reasonably practicable steps to ascertain the existence of other Responsible Persons who share or have duties in respect of the same premises (if applicable), 6). Require that departing Responsible Persons must share all 'relevant fire safety information' with incoming Responsible Person.</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;"><b>22-Apr-24</b></p>		
<p style="text-align: center;"><b>X4</b></p>	<p style="text-align: center;">Any Other Information</p>	<p style="text-align: center;"><b>Man L</b></p>	<p>The property has multiple agencies involved/present who share responsibility for fire safety arrangements and management. The spa and outdoor adventure staff are assumed to be outside agencies.</p>	<p>Management should confirm/ensure that there is a documented protocol in place for the coordination of fire safety arrangements, management and maintenance. including the sharing of relevant fire safety information such as this fire risk assessment. This protocol should take the form of a matrix clearly defining the responsibilities of the various duty holders.</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;"><b>22-Apr-24</b></p>		
<p style="text-align: center;"><b>J4</b></p>	<p style="text-align: center;">Other Significant Hazards</p>	<p style="text-align: center;"><b>Rec</b></p>	<p>The EV charging points do have physical protection barriers to protect against vehicle damage but the vehicle charging bays are not prominently signed and marked on the ground to allow vehicles to park close to the charging point and prevent the stretching of cables. There did not appear be clear and prominent notices at each charging point to indicate which equipment or vehicle(s) it is suitable for.</p>	<p>ADVISORY ONLY: Management should consider providing signed and marked charging bays on the ground close to the charging point to prevent the stretching of cables and clear and prominent notices at each charging point to indicate which equipment or vehicle(s) it is suitable for.</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;"><b>Unlimited</b></p>		

## ACTION PLAN

<b>Q12</b>	Limiting Fire Spread	<b>Rec</b>	There were no labels seen on the soft furnishings sampled on the premises. PROVIDE DETAILS	When due for replacement, the unlabelled soft furnishings in the premises should be replaced with furniture conforming with BS 7176 for medium hazard premises (unless it is confirmed that the existing items already conform with this standard).	1	<b>Unlimited</b>	
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## FIRE RISK ASSESSMENT

### General Information

Risk Profile of Premises	<b>Class A</b>
Assessment Type	<b>Type 1 Fire Risk Assessment</b>

Responsible Person (RP)	Martin Hewitt - GM
Responsible Person's address	Holiday Inn, Geddington Road, Corby, Northants. NN18 8ET
Date Assessment Issued To Client	22-Apr-24

Property Reference Number	
Name/No. of premises	Holiday Inn
Address	Geddington Rd
Town	Corby
County	Northamptonshire
Post Code	NN18 8ET
Fire Risk Assessor	<b>Neil Sturdy - EngTech TIFireE - IFE Registered Assessor - IFSM - Tier 2 FRA</b>
Contact details of the Fire Risk Assessor	<b>RELM Consultants Ltd - <a href="http://www.relmconsultants.com">www.relmconsultants.com</a> - 17 Homestead Drive, Bugbrooke, Northants. NN7 3QY.</b>
Qualifications/Certification of Risk Assessor	<b>EngTech - TIFireE - IFE Registered Assessor - IFSM Tier 2 Fire Risk Assessor - Level 5 Diploma: Fire Engineering Design.</b>
Date Of Inspection	17/04/2024
Date Of Last Inspection	2018
Checked By	

Recommended Reassessment Date	18-Apr-25
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### The Premises

Property Designation	Commercial (Hotel or Guest House)
Total number of floors for the premises	4
Total number of floors above ground floor level	3
Total number of floors for this assessed premises	4
Building use	Single-use premises
Number of stairways & floors served	8

## FIRE RISK ASSESSMENT

Height (maximum) of the building	3 stories - 6m
Number of passenger lifts/FRS lifts	1
Number of Flats/Bedrooms <i>If Applicable</i>	110
Ground Floor Area (m <sup>2</sup> ) <i>If Applicable</i>	N/A
Total Floor Area (m <sup>2</sup> ) <i>If Applicable</i>	N/A
Building Description; <ul style="list-style-type: none"> <li>• number of staircases, storeys</li> <li>• number of entrances/exits</li> <li>• lifts</li> <li>• stepped/level access</li> <li>• ancillary usage</li> </ul>	Part 3 and part 2 storey hotel plus a basement area with a ramped external access. The premises has 110 bedrooms over 3 storeys plus a number of function rooms, a health spa with swimming pool, gym and treatment rooms. The hotel ancillary rooms include 7 function/meeting rooms, offices, service/store cupboards, kitchen, bars, restaurant and plant rooms. There are protected corridors, lobbies and a passenger lift. Apart from bedrooms 215, 216 & 217 all other bedrooms and areas have a choice of escape routes via the 8 stairways and 21 exits. A BS583 - L2 automatic fire alarm system is provided. There is an external activity centre with the reception and toilets within the hotel.
Building Construction; <ul style="list-style-type: none"> <li>• approximate age/year built</li> <li>• structure, floors, walls and roof</li> <li>• cladding</li> <li>• standard of conversion <i>(if applicable)</i></li> </ul>	The premises is constructed of brick external walls with a pitched tiled roof. The internal walls are constructed of both brick and stud. Concrete floors and stairs.
Extent of Common Areas (describe common areas assessed)	Bedrooms, swimming pool, gym, spa treatment rooms, function/meeting rooms, offices, service/store cupboards, kitchen, bars and plant rooms, protected corridors, lobbies, 8 stairways, ancillary rooms and a passenger lift.
Areas of the building to which access was not available	Service cupboards/risers apart from sample inspected, bedrooms apart from sample inspected, ancillary rooms apart from sample inspected, store rooms/cupboards apart from sample inspected.
If applicable, state which flats/bedrooms were sample inspected	A sample of bedrooms were inspected.

### The Occupants

Management Extent	Managed Building - Manager or Senior Staff regularly onsite
Details Of Onsite Management (hours onsite, etc. if known)	Management and staff on-site 24/7. Up to 40 during the day and 2 at night.

## FIRE RISK ASSESSMENT

Person Managing Fire Safety At Premises (position in company, if relevant)	
Person(s) Consulted During Fire Risk Assessment (position in company, if relevant)	Simon Porembski
Number Of Occupants (maximum estimated)	N/A - Hotel - see below
Number Of Employees	Approximately 40, however this is highly dependent upon the number and size of functions that take place.
Number Of General Public (maximum estimated)	The hotel has a varied occupancy dependent upon the time of day, week and year. Maximum approx. - 750.
Identify Any People Who Are Especially At Risk	Staff under 18 are employed. Contractors - lone workers could be on-site at any time. Members of the public including young, elderly and disabled could be on site at any time. Persons consuming alcohol could be on site in the bar, function rooms or bedrooms at any time. Guests in the swimming pool, spa treatment rooms and utilising the external facilities should also be

### Other Information

Fire Loss Experience (since last fire risk assessment)	None reported, no evidence noted.
Any Other Relevant Information (1)	None
Any Other Relevant Information (2)	None

### Fire Safety Legislation

The Following Fire Safety Legislation Applies To These Premises	<b>Regulatory Reform (Fire Safety) Order 2005</b>
Other Key Fire Safety Legislation (Other than Building Regulations 2000)	<b>DCLG - 'Fire safety risk assessment - Sleeping accommodation' - 2006</b> <b>BS 9999:2017 - 'Fire safety in the design, management and use of buildings'</b>
Do the Fire Safety (England) Regulations apply to these premises?	<b>No - the Fire Safety (England) Regulations do not apply to these premises</b>

### Electrical Ignition Sources

	Response	Quantity	Photo Refs.	Priority
<b>A1</b> Is the fixed electrical installation inspected and tested within the last five years?	<b>Y</b>			
<i>Comments:</i> Management advises that the fixed electrical installations are inspected and tested yearly (20% per year in accordance with BS 7671:2018+A2:2022 (as amended).				
<b>RECOMMENDATION:</b>				

## FIRE RISK ASSESSMENT

<b>A2</b>	<b>Are portable electrical appliances and other electrical equipment in the common areas, checked for damage and wear, such as under a PAT scheme?</b>	<b>Y</b>			
	<i>Comments:</i>	Information available on site confirms that all portable electrical appliances in use in the common areas are inspected and tested annually.			
	<b>RECOMMENDATION:</b>				
<b>A3</b>	<b>Is the fixed electrical installation free from visible defects (from cursory visual inspection only) and adequate?</b>	<b>Y</b>			
	<i>Comments:</i>	No defects were noted to the fixed electrical installation (from cursory visual inspection only)			
	<b>RECOMMENDATION:</b>				
<b>A4</b>	<b>Is there a policy for personal electrical and electronic appliances?</b>	<b>N/K</b>			
	<i>Comments:</i>	Whilst it was not confirmed that a policy is in place regarding the use of personal portable electrical appliances within the premises none were seen during the inspection, so this is presumed to be the case.			
	<b>RECOMMENDATION:</b>				
<b>A5</b>	<b>If occurring, is the use of multi-way plug adaptors and/or extension leads within the premises considered acceptable?</b>	<b>N/K</b>			
	<i>Comments:</i>	Extension leads are in use but it is not known whether their use is acceptable i.e. are the electrical circuits provided sufficient to carry the potential electrical load of the equipment connected to them?			
	<b>RECOMMENDATION:</b>	Recommend that the extension leads being used throughout the building should be checked by a competent person to confirm that the circuits are adequate/protected for the electrical loading in use. Additional circuits or sockets may be required depending on the findings.	<b>1</b>		<b>Man L</b>

### Smoking Policies

	<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>B1</b>	<b>Are there suitable arrangements for those who wish to smoke and provision of at least one legible 'No Smoking' sign on the premises?</b>			
	<i>Comments:</i>	Smoking is not permitted in the premises and a designated external smoking area is provided for use by staff and others. Adequate 'No Smoking' signage is also provided on the premises as required by the Smoke-free (Premises and Enforcement) Regulations 2006.		
	<b>RECOMMENDATION:</b>			



## FIRE RISK ASSESSMENT

<b>B2</b>	Does the policy in relation to smoking appear to be observed?	<b>Y</b>	<i>Comments:</i> No evidence of illicit smoking was seen in the premises at the time of inspection.			
RECOMMENDATION:						

### Arson *Response* *Quantity* *Photo Refs.* *Priority*

<b>C1</b>	Are the premises secure against arson?	<b>Y</b>	<i>Comments:</i> Management and staff are on-site 24/7. The entrance has a staffed reception with CCTV coverage of the site.			
RECOMMENDATION:						

<b>C2</b>	Are bins secured/stored in a suitable location?	<b>Y</b>	<i>Comments:</i> Steel bins were utilised for various waste types stored in the carpark a safe distance from the building, collected on a regular basis.			
RECOMMENDATION:						

<b>C3</b>	Is fire load close to the premises minimised?	<b>Y</b>	<i>Comments:</i> There was no unnecessary fire load noted close to the building at the time of inspection			
RECOMMENDATION:						

### Portable Heaters & Heating Installations *Response* *Quantity* *Photo Refs.* *Priority*

<b>D1</b>	Are the premises provided with any form of fixed space heating system?	<b>Y</b>	<i>Comments:</i> The premises have a gas-fired low-temperature hot water central heating system with wall-mounted radiators there is also an HVAC system provided and high-level vent system is also provided.			
RECOMMENDATION:						

<b>D2</b>	Are fixed heating systems maintained (annually)?	<b>Y</b>	<i>Comments:</i> The gas central heating and the HVAC systems are reported to be serviced annually under a service contract with records kept on-site.			
RECOMMENDATION:						

## FIRE RISK ASSESSMENT

<b>D3</b>	Are the premises provided with any form of portable space heating system?	<b>Y</b>	<i>Comments:</i> There are portable electric heaters noted within the office areas, reported subject to PAT.			
RECOMMENDATION:						

### Cooking

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>E1</b>	Are common cooking facilities provided on the premises?	<b>Y</b>	<i>Comments:</i> There are extensive cooking facilities provided in the commercial-standard kitchen on the premises. Employed kitchen staff undertake cooking duties.			
RECOMMENDATION:						
<b>E2</b>	Are reasonable measures in place to prevent fires as a result of cooking? (e.g. Policies, Procedures, Training or Supervision)	<b>Y</b>	<i>Comments:</i> Employed kitchen staff undertake cooking duties and it was advised that all staff undertake kitchen fire safety training including the use of fire fighting equipment and safe shut-down procedures.			
RECOMMENDATION:						
<b>E3</b>	Is there a kitchen extraction system provided?	<b>Y</b>	<i>Comments:</i> There is a commercial extract system over the cooking appliances.			
RECOMMENDATION:						
<b>E4</b>	Are kitchen extract filters changed when required and is duct work regularly cleaned? (Commercial type/scale kitchens only).	<b>Y</b>	<i>Comments:</i> The commercial extract system over the cooking appliances is advised that the filters are cleaned weekly by the catering staff and a deep clean is undertaken under a service contract by a competent person/company.			
RECOMMENDATION:						
<b>E5</b>	Are fire blankets provided in the kitchen(s)/kitchenette(s)?	<b>Y</b>	<i>Comments:</i> There was a fire blanket provided in the kitchen/kitchenette.			
RECOMMENDATION:						

## FIRE RISK ASSESSMENT

<b>E6</b>	Is a fire suppression system provided in the kitchen?	<b>Y</b>	<i>Comments:</i> The commercial kitchen has an Ansul suppression system over the cooking appliances. Management advised the Ansul system is serviced annually under a service contract.			
RECOMMENDATION:						
<b>E7</b>	Are all other kitchen/catering issues satisfactory?	<b>N</b>	<i>Comments:</i> It was not apparent that kitchen staff are familiar with the different types and usage of fire extinguishers provided in the kitchen.			
RECOMMENDATION:			Management should also satisfy themselves that all kitchen operators are familiar with the correct method of use of portable fire extinguishing appliances. They should also confirm they are competent with the actions to take in the event of an escape of burning gas, including the location and correct use of any emergency isolators to initiate the shutdown of the gas supply.	<b>1</b>		<b>Man L</b>

### Lightning protection

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>F1</b>	Does the building have a lightning protection system?	<b>Y</b>	<i>Comments:</i> A lightning protection system is provided.			
RECOMMENDATION:						
<b>F2</b>	From visual inspection, does the lightning protection system appear to be in good condition?	<b>Y</b>	<i>Comments:</i> The visible parts of the lightning protection system appear to be intact and in good condition from visual inspection.			
RECOMMENDATION:						

### Housekeeping

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>G1</b>	Is the property regularly cleaned to prevent the build up of combustibles?	<b>Y</b>	<i>Comments:</i> The on-site caretaker undertakes daily cleaning duties.			
RECOMMENDATION:						

## FIRE RISK ASSESSMENT

<b>G2</b>	<b>Are combustible items kept clear from ignition sources such as electrical equipment, water heaters and service cupboards?</b>	<b>Y</b>			
	<i>Comments:</i>	The electrical distribution equipment appears to be metal-clad surface-mounted boards, deemed to be fire-rated enclosures. These boards are deemed satisfactory if kept locked shut. Checks could be put in place as part of the regular fire safety/H&S checks (see T10) to ensure the distribution boards are secure.			
	<b>RECOMMENDATION:</b>				
<b>G3</b>	<b>Escape routes kept clear of combustible materials or waste?</b>	<b>N</b>			
	<i>Comments:</i>	There were unnecessary excessive combustible items on the escape route / in the premises. Note: It is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 to keep escape routes clear 14.-(1)- "Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times". It appears the staff area corridors are being used to store combustible items and trip hazards. For example, the staff corridor (behind reception), stair by Easton Suit, corridor to the gym, the escape route through the kitchen lobby to the basement and the basement escape route to the final exit. These areas are also the escape route for the residents from the upper floors.			
	<b>RECOMMENDATION:</b>	The significant unnecessary/excessive combustible items noted should be removed from the escape routes as soon as possible and a programme of regular checks put in place to ensure that the build-up of such items is controlled/minimised.	<b>1</b>		<b>Man H</b>
<b>G4</b>	<b>Escape routes kept clear of any trip hazards?</b>	<b>N</b>			
	<i>Comments:</i>	Unnecessary trip hazards were on the escape routes, refer to G3			
	<b>RECOMMENDATION:</b>				
<b>G5</b>	<b>Any hazardous materials are stored correctly?</b>	<b>Y</b>			
	<i>Comments:</i>	No hazardous materials were evident but it is assumed there are chemicals used for the swimming pool, cleaning materials for the hotel and kitchen materials/ingredients (cooking oils and gas bottles for example), that should be subject to COSHH and/or DSEAR regulations and risk assessments.			
	<b>RECOMMENDATION:</b>	Recommend that management confirms/ensures that a COSHH assessment has been undertaken for any hazardous materials to; assess the risks that arise from the use of hazardous substances, prevent, or if this is not reasonably practicable, control exposure to such substances, and; provide staff with information, instruction and training about the risks, steps and precautions that management has taken to control these risks.	<b>1</b>		<b>Man L</b>
<b>G6</b>	<b>Is there a laundry or laundry drying appliances on-site?</b>	<b>N</b>			

## FIRE RISK ASSESSMENT

*Comments:* No laundry facilities are provided

RECOMMENDATION:

<b>G11</b>	Are all other housekeeping issues satisfactory (1)?	<b>N/A</b>
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*Comments:* All other housekeeping issues relevant to fire safety would appear to be satisfactory.

RECOMMENDATION:

<b>G12</b>	Are all other housekeeping issues satisfactory (2)?	<b>N/A</b>
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*Comments:* All other housekeeping issues relevant to fire safety would appear to be satisfactory.

RECOMMENDATION:

<b>G13</b>	Are all other housekeeping issues satisfactory (3)?	<b>N/A</b>
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*Comments:* All other housekeeping issues relevant to fire safety would appear to be satisfactory.

RECOMMENDATION:

### Hazards Created By Outside Contractors

*Response*

*Quantity*

*Photo Refs.*

*Priority*

<b>H1</b>	Are fire safety conditions, controls and restrictions (such as hot working permits etc.) in place for those carrying out work on the premises covering both contractors and in-house staff?	<b>Y</b>
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*Comments:* Management confirmed that fire safety conditions, controls and hot working restrictions are in place covering both contractors and in-house staff when working on the premises. I.E. only competent third-party approved contractors are employed to undertake repairs or maintenance tasks.

RECOMMENDATION:

### Dangerous Substances

*Response*

*Quantity*

*Photo Refs.*

*Priority*

<b>I1</b>	If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<b>N/K</b>
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*Comments:* Refer to G5.

## FIRE RISK ASSESSMENT

RECOMMENDATION: 

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<b>J2</b>	Any other dangerous substances used, and has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<b>N/A</b>
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*Comments:* Refer to G5.

RECOMMENDATION: 

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### Other Significant Hazards

		<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>J1</b>	Is there a PV system provided on the premises?	<b>Y</b>			
	<i>Comments:</i> Solar PV panels were noted on the roof of the building with an inverter located in the basement.				
	RECOMMENDATION:				

<b>J2</b>	Is the location of the PV cell isolator switches indicated and marked on the zone chart/premises plan?	<b>N</b>
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*Comments:* The PV isolators were sited in the basement by the inverter but no signage was provided to identify them.

RECOMMENDATION: 

It is recommended that Management ensure that the location of the PV isolators are clearly marked on the outside of the cupboard and on the premises site-plan/zone chart for the FRS.	<b>1</b>		<b>Man L</b>
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<b>J3</b>	Are there EV chargers provided on the premises?	<b>Y</b>
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*Comments:* It was noted that there are external EV charging points provided to the front of the premises. It is assumed the charging points have been installed in compliance with the IET Code of Practice for Electric Vehicle Charging Equipment Installation, 4th Edition - BS 7671:2018 + A1:2020.

RECOMMENDATION: 

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<b>J4</b>	Are the EV charging bays located in a safe area free from obstruction and combustibles, are the EV chargers identified, labelled and marked prominently and are the charging points protected against mechanical damage by vehicles?	<b>N</b>
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## FIRE RISK ASSESSMENT

*Comments:* The EV charging points do have physical protection barriers to protect against vehicle damage but the vehicle charging bays are not prominently signed and marked on the ground to allow vehicles to park close to the charging point and prevent the stretching of cables. There did not appear be clear and prominent notices at each charging point to indicate which equipment or vehicle(s) it is suitable for.

RECOMMENDATION:	ADVISORY ONLY: Management should consider providing signed and marked charging bays on the ground close to the charging point to prevent the stretching of cables and clear and prominent notices at each charging point to indicate which equipment or vehicle(s) it is suitable for.	1		Rec
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<b>J5</b>	Are any electric scooters, electric bikes or other electric mobility aids stored on-site?	<b>N</b>
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*Comments:* No electric mobility aids were noted on or around the premises.

RECOMMENDATION:				
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<b>J6</b>	Any other significant hazards (1)?	<b>Y</b>
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*Comments:* There were no other fire hazard issues noted at the time of inspection.

RECOMMENDATION:				
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<b>J7</b>	Any other significant hazards (2)?	<b>Y</b>
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*Comments:* There were no other fire hazard issues noted at the time of inspection.

RECOMMENDATION:				
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### Means of Escape

<b>K1</b>	Is escape route design deemed satisfactory?	<b>Y</b>
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*Comments:* The means of escape design is broadly in accordance with current design codes and is deemed satisfactory. Appears to comply with DCLG (Department of Communities & Local Government) - Offices and Shops 2006 - figure 46.

RECOMMENDATION:				
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<b>K2</b>	Are the escape routes adequately protected?	<b>Y</b>
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*Comments:* The escape routes are considered to be adequately protected (subject to recommendations which may be noted elsewhere in this report). A BS5839-1 L2 automatic fire alarm system is provided, the stairs are lobby/corridor protected and there is a choice of escape routes to alternative exits and stairways.

RECOMMENDATION:				
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## FIRE RISK ASSESSMENT

<b>K3</b>	<b>Is there adequate provision of exits for the number of people who may be present?</b>	<b>Y</b>			
		<i>Comments:</i>	The provision of exits is considered adequate for the number of people expected to be present		
		<b>RECOMMENDATION:</b>			
<b>K4</b>	<b>Is there adequate exit width for the number of people who may be present?</b>	<b>Y</b>			
		<i>Comments:</i>	The exit widths provided appear adequate for the numbers expected to be present		
		<b>RECOMMENDATION:</b>			
<b>K5</b>	<b>Are the doors on escape routes easily opened? (Are sliding/revolving doors avoided?)</b>	<b>N</b>			
		<i>Comments:</i>	The final exit doors in the Iron Pit reception and exits by the Gym are fitted with locks which require the use of a key to open and is not suitable for means of escape. Otherwise, all doors on escape routes are fitted with ironmongery which is easily opened without the use of a key. Automatic doors are advised to fail-safe or have green break-glass override switches provided.		
		<b>RECOMMENDATION:</b>	Recommend the lock devices are removed from the premises access doors or replaced with easy opening devices (e.g. thumb turn).	<b>3</b>	<b>Medium</b>
<b>K6</b>	<b>Are doors or gates on escape routes provided with electrically operated access control systems?</b>	<b>Y</b>			
		<i>Comments:</i>	Some doors to staff areas and bedroom doors are provided with electrically operated access control systems.		
		<b>RECOMMENDATION:</b>			
<b>K7</b>	<b>Are electrically operated access control systems fitted to doors or gates on escape routes provided with override facilities and/or designed to 'fail-safe' on power failure?</b>	<b>Y</b>			
		<i>Comments:</i>	Staff only access doors and bedroom doors have a mechanical device fitted which overrides the access control system. (e.g. Lever handle).		
		<b>RECOMMENDATION:</b>			

## FIRE RISK ASSESSMENT

<b>K8</b>	From visual inspection, is the access control system in good working condition? (Where relevant, are access controls linked to the fire alarm system in high-rise blocks).	<b>Y</b>			
	<i>Comments:</i>	From visual inspection, the access control system appears to be in good working condition.			
	RECOMMENDATION:				
<b>K9</b>	Are travel distances satisfactory? (consider more than one direction)	<b>Y</b>			
	<i>Comments:</i>	Travel distances appear to be in line with that allowed in current guidance (DCLG Fire Safety Risk Assessments - Sleeping accommodation 2006 Table 2. Bedroom 217 is in a dead-end with a travel distance of 10m to the escape stair or accommodation stair doors. All other areas appear to have a choice of escape routes.			
	RECOMMENDATION:				
<b>K10</b>	Where applicable, are there suitable precautions for all inner rooms?	<b>N</b>			
	<i>Comments:</i>	The inner room of the sales office has a BS5839-6 Battery smoke alarm in the approach room. The accounts office inner room has a vision panel to the inner room and a smoke detector and sounder in the approach room.			
	RECOMMENDATION:	It is recommended to extend the existing fire alarm system to the approach room of the sales office with a BS5839-1 smoke detector with sounder base or the existing smoke detector in the sales office could be re-sited to the approach room.		<b>1</b>	<b>Medium</b>
<b>K11</b>	Are escape routes adequately separated from each other, with fire-resisting construction where required?	<b>Y</b>			
	<i>Comments:</i>	Alternative escape routes are adequately separated by fire-resisting construction and fire doors where required.			
	RECOMMENDATION:				
<b>K12</b>	Are corridors sub-divided with a cross-corridor fire resisting door where required?	<b>Y</b>			
	<i>Comments:</i>	Corridors are provided with smoke control doors where required.			
	RECOMMENDATION:				
<b>K13</b>	Do escape routes lead to a place of safety?	<b>Y</b>			

## FIRE RISK ASSESSMENT

*Comments:* Escape routes lead to a place of safety.

RECOMMENDATION:

<b>K14</b>	<b>Are the stairs and/or lobbies provided with adequate permanent or manually operated ventilation openings for control of smoke?</b>	<b>Y</b>
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*Comments:*

There is limited means for ventilating the stairs and corridors but as there are alternative means of escape via protected escape routes and stairways this is deemed satisfactory.

RECOMMENDATION:

<b>K15</b>	<b>Are the stairs and/or lobbies provided with an automatic or remotely operated smoke ventilation system?</b>	<b>N/A</b>
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*Comments:*

An automatic or remotely operated smoke ventilation system is not required in this building.

RECOMMENDATION:

<b>K17</b>	<b>Are there arrangements in place for means of escape for disabled or vulnerable persons (e.g. PCFRA undertaken with a Person-Centred Emergency Plan or PEEP in place), if so how many persons?</b>	<b>N/K</b>
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*Comments:*

Management advised that vulnerable and disabled guests are encouraged to advise staff if they require assistance to evacuate during the booking process or upon arrival. There are 2 room on the 1st floor allocated for disabled persons. There is a system on the in-house computer to advise staff of the occupation of vulnerable or disabled guests to allow for staff shift changes. However, it was advised that two staff members are on-duty at night and these two staff would be required to be the first responders to a fire alarm to confirm or stand down the fire alarm. If it was a confirmed to be a fire incident, these two staff members are also required to alert residents, by knocking on doors, summons the FRS, orchestrate an evacuation plus give assistance to any vulnerable or disabled residents.

RECOMMENDATION:

It is recommended that Management satisfy themselves that there are adequate procedures, arrangement and staff numbers in place, during day-time and night-time situations, to evacuate vulnerable or disabled residents in a fire situation. This can be demonstrated during simulated evacuation drills for daytime and nighttime scenarios. Depending on the outcome additional procedures, arrangements or staff may need to be considered. Also see K17, U2 & U4

1

Man L

<b>K20</b>	<b>Are all other means of escape issues deemed satisfactory (1)?</b>	<b>Y</b>
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*Comments:*

There were no other means of escape issues noted at the time of inspection.

## FIRE RISK ASSESSMENT

RECOMMENDATION: 

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<b>K21</b>	Are all other means of escape issues deemed satisfactory (2)?	<b>Y</b>
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*Comments:* There were no other means of escape issues noted at the time of inspection.

RECOMMENDATION: 

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<b>K22</b>	Are all other means of escape issues deemed satisfactory (3)?	<b>Y</b>
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*Comments:* There were no other means of escape issues noted at the time of inspection.

RECOMMENDATION: 

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<b>K23</b>	Recommended evacuation strategy for this building is:
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Simultaneous evacuation.

<b>K24</b>	Is the current evacuation strategy for the property considered appropriate?	<b>Y</b>
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*Comments:* The current Simultaneous Evacuation strategy for the building is considered appropriate.

RECOMMENDATION: 

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### Flat/Room Entrance Doors

*Response* *Quantity* *Photo Refs.* *Priority*

### Premises/Common Area Fire Doors

*Response* *Quantity* *Photo Refs.* *Priority*

<b>M1</b>	Are all premises/communal fire doors and/or frames appropriately fire rated?	<b>N</b>
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*Comments:* All relevant fire doors and/or frames appear to be appropriately fire rated except for:- the door to the Heart bar lobby (N.B. - From limited visual inspection; certification not seen; adequacy of installation not confirmed).

RECOMMENDATION: The relevant doors and frames to the heart bar lobby should be replaced with E30S (FD30S) self-closing fire door sets, installed strictly in accordance with the manufacturer's test certification, including appropriate 'Fire door keep shut' signage to both sides.	<b>1</b>		<b>Medium</b>
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<b>M2</b>	Are all premises/communal area fire rated fire doors in good condition - and not in need of repair?	<b>N</b>
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*Comments:* The relevant fire-rated doors appear to be in satisfactory condition.

RECOMMENDATION: 

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## FIRE RISK ASSESSMENT

<b>M3</b>	<b>Is all glazing to premises/communal area fire doors appropriately rated?</b>	<b>Y</b>	<p><i>Comments:</i> All glazing to the relevant fire doors appears to be appropriately fire rated. It was noted that kitchen 60-minute fire rated doors (as denoted by being 54mm depth) have Georgian Wired glass- that generally are 30-minute integrity only but was not confirmed. Due to their location these are considered satisfactory.</p> <p>RECOMMENDATION:</p>			
<b>M4</b>	<b>Are fan lights/side panels to premises/communal area fire doors appropriately fire rated?</b>	<b>Y</b>	<p><i>Comments:</i> Fanlights/side panels to relevant fire doors appear to be appropriately fire rated.</p> <p>RECOMMENDATION:</p>			
<b>M5</b>	<b>Are relevant fire door sets fitted with adequate self-closing devices where required?</b>	<b>Y</b>	<p><i>Comments:</i> The relevant fire doors are fitted with adequate self-closing devices where required.</p> <p>RECOMMENDATION:</p>			
<b>M7</b>	<b>Are intumescent strips and smoke seals provided to premises/communal area fire doors?</b>	<b>Y</b>	<p><i>Comments:</i> The relevant fire doors are provided with adequate intumescent strips and smoke seals. It was noted that some doors have has the smoke seals painted over which compromises the smoke seals.</p> <p>RECOMMENDATION: Recommend that Management undertake a rolling programme of works to check all door smoke seals to check and replace any smoke seals that have been compromised by being painted over.</p>	<b>1</b>		<b>Low</b>
<b>M8</b>	<b>Are premises/communal area fire doors adequate otherwise? (Ironmongery, hold-open hooks, etc.)</b>	<b>N</b>	<p><i>Comments:</i> Fire doors were noted to be wedged open or otherwise obstructed at the time of inspection.</p> <p>RECOMMENDATION: Management should inform/remind all staff that self-closing fire doors must not be wedged open or otherwise obstructed. A programme of regular checks should be put in place to ensure that the fire doors remain unobstructed. If doors are required to be held open, hold-open devices should be considered that work in conjunction with the automatic fire alarm system to BS7273-4 standard</p>	<b>1</b>		<b>Man L</b>
<b>M9</b>	<b>Are all other premises/communal area fire doors issues deemed satisfactory?</b>	<b>N</b>				

## FIRE RISK ASSESSMENT

<i>Comments:</i>	Other fire door issues noted at the time of inspection include - It was noted that double door sets have an excessive gap to the meeting stiles, some stair and cross-corridor doors to the residential corridors have excessive gaps between the doors and frames to the sides and tops of the doors.			
<b>RECOMMENDATION:</b>	Recommend management undertake a rolling programme of checks and repairs/replacement to all fire doors to ensure the gaps to the top, side and meeting stiles (if applicable) are to a maximum of 4mm. If daylight can be seen between the meeting stiles (double doors), these doors need adjustment/replacement also.	<b>1</b>		<b>Low</b>

### Emergency Lighting

		<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>N1</b>	<b>Is emergency lighting provided to the premises?</b>	<b>Y</b>			
	<i>Comments:</i>	Charging indicators to lighting units and/or test switches were noted confirming that emergency lighting is provided to the premises.			
	<b>RECOMMENDATION:</b>				
<b>N2</b>	<b>From visual inspection, does the emergency lighting system appear to be in good working order?</b>	<b>Y</b>			
	<i>Comments:</i>	The emergency lighting provided appears to be in good working order from visual inspection (system not tested at time of inspection).			
	<b>RECOMMENDATION:</b>				
<b>N3</b>	<b>From visual inspection, does the coverage of the emergency lighting system provided appear to be adequate? (Internal and external)</b>	<b>Y</b>			
	<i>Comments:</i>	The coverage of the emergency lighting provided appears to be adequate. To satisfy the regulations, emergency lighting should be sited; Near each exit door intended to be used in an emergency; Near stairs, so that each flight receives direct light; Near any change in level; Externally illuminated escape route signs and other safety signs needing illumination under emergency lighting conditions; At each change of direction; At each intersection of corridors; Near each final exit to the outside and to a place of safety. Based on a daytime visual inspection it could not be confirmed that this is the case but it is assumed that this was the criteria of the installation.			
	<b>RECOMMENDATION:</b>				

### Fire Safety Signs & Notices

		<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>O1</b>	<b>Is there adequate provision of fire action notices within the premises?</b>	<b>Y</b>			

## FIRE RISK ASSESSMENT

*Comments:* A suitable Fire Action Notice indicating the recommended Simultaneous Evacuation strategy was displayed within the premises.

RECOMMENDATION:

<b>O4</b>	Is fire door signage adequate? (Consider 'Fire door keep shut', 'Fire door keep locked shut' and 'Automatic Fire Door Keep Clear' signage. Exclude doors recommended for replacement)	<b>N</b>
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*Comments:* Fire door signs were not provided to all internal circulation or cupboard fire doors. All fire doors must carry a "Fire door, keep shut", "Automatic Fire Door Keep Clear" or "Fire Door Keep Locked" sign. This is a 'mandatory' notice, which simply means that it gives an instruction which must be followed for the building to be safe from fire.

RECOMMENDATION: Recommend that management provide "Fire door, keep shut", "Automatic Fire Door Keep Clear" or "Fire Door Keep Locked" signs to all fire doors where appropriate/relevant. 1 Low

<b>O5</b>	If required, is directional/exit signage adequate?	<b>N</b>
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*Comments:* Directional signs are not adequate. Note: Within the building, an escape sign should always be visible. Fire exit signs should direct people to the nearest escape route. This should be the shortest and quickest route out of the building from any given location. It is also essential to plan a secondary escape route, in the event of a fire makes the primary route impassable. Once past the first fire escape sign, the next escape sign along the route must be clearly seen, Further signage is required at every change of direction along the escape route. A fire exit sign must be above all final fire exit doors. Ensure there are no conflicting signs along the route

RECOMMENDATION: It is recommended that adequate additional exit and/or directional signage is provided as noted. 1 Low

<b>O7</b>	Is a suitable Secure Information Box (SIB) provided in or on the building which is readily accessible to the Fire and Rescue Service?	<b>N/A</b>
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*Comments:* A PIB (Property information box) is not a requirement for this building type.

RECOMMENDATION:

<b>O10</b>	Are all other fire safety signs issues satisfactory.	<b>N</b>
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*Comments:* There is a PV system provided with isolators in the basement. No labels were seen by the zone chart to advise the location of these isolators or labels provided adjacent to the equipment that identifies these isolators for the FRS.

RECOMMENDATION: Recommend management confirm/ensure that the PV isolation switch are clearly labelled and identified on the fire zone chart for the FRS. 1 Low



## FIRE RISK ASSESSMENT

Means of Giving Warning in Case of Fire		Response	Quantity	Photo Refs.	Priority
P1	Has the building got a BS5839 electrical fire detection and alarm (or detection only) system comprising manual call points and/or automatic detection?	Y			
		<p><i>Comments:</i> There is a BS5839-1 automatic fire alarm system provided comprising a fire alarm panel, break-glass call-points, detectors and sounders.</p> <p>RECOMMENDATION:</p>			
P2	From visual inspection, does the fire detection/alarm system appear to be in good working condition?	Y			
		<p><i>Comments:</i> The fire detection/alarm system appears to be in good working order (from visual inspection only - no system tests were carried out).</p> <p>RECOMMENDATION:</p>			
P3	Is the Grade and Category of the fire detection/alarm system appropriate for the building type, occupancy and fire risk?	N			
		<p><i>Comments:</i> There is a requirement for additional smoke detector and sounder in the sales office, refer to K10. Otherwise the BS5839-1 automatic fire alarm system is appropriate to support the simultaneous evacuation policy with break glass call points, smoke detectors and sounders .</p> <p>RECOMMENDATION:</p>			
P4	If not installed, are the premises deemed safe without a common area AFD system?	N/A			
		<p><i>Comments:</i> N/A fire alarm system is provided, refer to P1.</p> <p>RECOMMENDATION:</p>			
P5	Are sampled flats/rooms provided with adequate individual smoke alarm systems to Grade D LD3 minimum standard (from visual inspection)?	Y			
		<p><i>Comments:</i> All bedrooms are provided with smoke detectors with sounder bases extended from the main BS5839-1 automatic fire alarm system.</p>			

## FIRE RISK ASSESSMENT

RECOMMENDATION: 

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<b>P6</b>	Is a rolling programme of checks in place to ensure that individual smoke alarm systems to flats are fitted and remain effective?	<b>Y</b>
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*Comments:* The rooms are regularly accessed for cleaning by staff and any fire alarm issues would be reported to Management.

RECOMMENDATION: 

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<b>P7</b>	Is the fire detection and alarm system provided with a remote monitoring facility such as a connection to an Alarm Receiving Centre?	<b>N</b>
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*Comments:* The common fire alarm in the building does not appear to be connected to an alarm receiving centre as staff are on-site 24/7.

RECOMMENDATION: 

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<b>P8</b>	Are the premises considered safe without remote monitoring or a social alarm/Telecare system for residential premises?	<b>Y</b>
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*Comments:* Staff are on-site 24/7. If during routine fire drills it can be demonstrated that staff can easily and safely summon the FRS, a remote alarm monitoring service may not be required. But if staff are preoccupied with assisting in evacuation for example, a remote alarm monitoring service should be considered.

RECOMMENDATION: 

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<b>P9</b>	Are additional devices provided, linked to the fire alarm system, to aid residents' evacuation such as vibrating pillows, flashing beacons etc?	<b>Y</b>
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*Comments:* It was reported that vibrating pillows are provided in the allocated rooms for disabled guests.

RECOMMENDATION: 

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<b>P10</b>	Are all other fire detection and alarm system issues satisfactory?	<b>Y</b>
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*Comments:* There are no other issues relating to detection and alarm systems.

RECOMMENDATION: 

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## FIRE RISK ASSESSMENT

### Limiting Fire Spread

		Response	Quantity	Photo Refs.	Priority
<b>Q1</b>	<b>In general, is the level of compartmentation adequate for the use and evacuation strategy for the property ?</b>	<b>Y</b>			
	<i>Comments:</i>	The premises are purpose-built with what appears to be an adequate standard of compartmentation (subject to recommendations which may be noted elsewhere in this report).			
	<b>RECOMMENDATION:</b>				
<b>Q2</b>	<b>In general, from a limited visual inspection of the areas accessed during this Type 1 FRA, are any hidden voids identified appropriately enclosed and/or fire-stopped?</b>	<b>Y</b>			
	<i>Comments:</i>	Compartmentation appears to be adequate (subject to recommendations which may be noted elsewhere in this report).			
	<b>RECOMMENDATION:</b>				
<b>Q3</b>	<b>Are services risers, shafts, ducts and cupboards in the premises appropriately enclosed with fire-resisting construction and adequately fire-stopped?</b>	<b>Y</b>			
	<i>Comments:</i>	From sample inspection, services risers/cupboards appear to be adequately fire-resisting but not adequately fire-stopped. Taking into consideration the location of these areas, the BS5839-1 L2 automatic fire alarm system, the simultaneous evacuation strategy and the choice of escape routes, this could be considered for building protection and business continuity reasons only.			
	<b>RECOMMENDATION:</b>				
<b>Q4</b>	<b>Are pipes and other services provided with adequate fire-stopping measures as required where they pass through fire resisting construction? (Consider fire collars etc)</b>	<b>Y</b>			
	<i>Comments:</i>	Firestopping around services exiting the risers/cupboards sampled would appear to be adequate.			
	<b>RECOMMENDATION:</b>				

## FIRE RISK ASSESSMENT

<b>Q6</b>	<b>Are any roof space voids present above the premises provided with adequate compartmentation to support the evacuation strategy for the building?</b>	<b>N</b>			
		<i>Comments:</i>	The roof void was not adequately compartmented, however, this is considered acceptable given the Simultaneous Evacuation strategy for the building. The roof space was clear of combustibles.		
		<b>RECOMMENDATION:</b>			
<b>Q7</b>	<b>Are electrical installations/intakes enclosed in fire-rated construction? (Where necessary)</b>	<b>Y</b>			
		<i>Comments:</i>	The electrical intake/meter cupboard appears to be adequately fire-resisting but not adequately fire-stopped. Taking into consideration the location of these areas, the BS5839-1 L2 automatic fire alarm system, the simultaneous evacuation strategy and the choice of escape routes, this could be considered for building protection and business continuity reasons only.		
		<b>RECOMMENDATION:</b>			
<b>Q9</b>	<b>If present, are ventilation systems, ventilation ducts and grills adequate to limit fire spread/growth?</b>	<b>N/K</b>			
		<i>Comments:</i>	There is an HVAC system provided, unable to confirm if the HVAC system is linked to and works in conjunction with the fire alarm system ( i.e. if it shuts down when the fire alarm is actuated) or if the HVAC system is designed and installed to prevent the transfer of fire and smoke through the building.		
		<b>RECOMMENDATION:</b>	1		Man L
<b>Q11</b>	<b>Are wall and ceiling linings appropriate to limit fire spread? (Surface spread of flame classification)</b>	<b>Y</b>			
		<i>Comments:</i>	The wall and ceiling linings would appear to be appropriate to limit fire spread.		
		<b>RECOMMENDATION:</b>			
<b>Q12</b>	<b>If provided, are soft furnishing/curtains on the premises appropriate to limit fire spread/growth?</b>	<b>N/K</b>			
		<i>Comments:</i>	There were no labels seen on the soft furnishings sampled on the premises. PROVIDE DETAILS		
		<b>RECOMMENDATION:</b>	1		Rec

## FIRE RISK ASSESSMENT

<b>Q13</b>	Are the external walls of the building satisfactory with regard to fire spread?	<b>Y</b>	<i>Comments:</i> The external wall construction of the building appears to be of sufficiently low risk that it can be assessed visually as part of this Type 1 assessment - from a limited visual inspection from the ground floor the walls appear to be bare brick. Note: It could not be confirmed what the inner walls' construction comprises of or the location and suitability of the fire cavity barriers within the wall build-up where required, if applicable.			
RECOMMENDATION:						

<b>Q18</b>	Are all other limiting fire spread issues deemed satisfactory (1)?	<b>N</b>	<i>Comments:</i> There were a number of breaches caused by the installation of the fire alarm system. It was advised that these breaches were due to be repaired or replaced.			
RECOMMENDATION:			Management are advised to confirm/ensure the breaches as noted are repaired with suitable fire-rated materials and appropriately sealed with fire-rated intumescent paste or similar product.	<b>1</b>		<b>Medium</b>

<b>Q19</b>	Are all other limiting fire spread issues deemed satisfactory (2)?	<b>Y</b>	<i>Comments:</i> There were no other fire spread/compartmentation issues noted at the time of inspection.			
RECOMMENDATION:						

<b>Q20</b>	Are all other limiting fire spread issues deemed satisfactory (3)?	<b>Y</b>	<i>Comments:</i> There were no other fire spread/compartmentation issues noted at the time of inspection.			
RECOMMENDATION:						

### Fire Extinguishing Appliances

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>R1</b>	Are portable fire extinguishers provided on the premises?	<b>Y</b>	<i>Comments:</i> Extinguishers were provided as follows:- H2O, Foam, H2O and wet chemical.			
RECOMMENDATION:						

<b>R3</b>	Is the existing provision of portable fire extinguishers considered adequate for the building (type, number, location etc.)?	<b>Y</b>	<i>Comments:</i> The type, number and location of portable fire extinguishers are considered adequate for the risks present.			
RECOMMENDATION:						

## FIRE RISK ASSESSMENT

### Other Relevant Systems & Equipment

		<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>S1</b>	<b>Is the building provided with drop key override switch facilities for Fire and Rescue Service access?</b>	<b>N</b>			
		<i>Comments:</i> No drop key override switch facility is provided.			
		RECOMMENDATION:			
<b>S2</b>	<b>Is the building provided with a fire mains system? (Dry or wet riser etc.)</b>	<b>N</b>			
		<i>Comments:</i> The building is not provided with a fire mains.			
		RECOMMENDATION:			
<b>S3</b>	<b>Is the building provided with a firefighting lift, an evacuation lift or an old-standard 'fireman's' lift?</b>	<b>N</b>			
		<i>Comments:</i> The building has a passenger lift but this is not used for fire safety purposes.			
		RECOMMENDATION:			
<b>S4</b>	<b>Is the building provided with disabled evacuation aids? (Evacuation chairs, sheets, mats or sledges etc.)</b>	<b>Y</b>			
		<i>Comments:</i> The building is provided with apparatus for the evacuation of people with disabilities:-Evacuation chairs are on the upper floors.			
		RECOMMENDATION:			
<b>S5</b>	<b>Is a sprinkler system provided within the building? (provide details of type and extent)</b>	<b>N</b>			
		<i>Comments:</i> No sprinkler system is provided within the building and would not be a requirement under current guidance for this property type and or building height			
		RECOMMENDATION:			
<b>S7</b>	<b>Are fire doors in the building fitted with automatic hold open or free-swing devices? (Electromagnetic, Dorgards etc.)</b>	<b>Y</b>			
		<i>Comments:</i> Fire doors in the building are fitted with automatic hold-open or free-swing devices to doors in the accommodation corridors.			

## FIRE RISK ASSESSMENT

RECOMMENDATION: 

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<b>S8</b>	Is any other relevant fire safety system or equipment installed (1)?	<b>N</b>
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*Comments:* There are no other relevant fire safety systems or equipment installed.

RECOMMENDATION: 

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<b>S9</b>	Is any other relevant fire safety system or equipment installed (2)?	<b>N</b>
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*Comments:* There are no other relevant fire safety systems or equipment installed.

RECOMMENDATION: 

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### Procedures & Arrangements

*Response*

*Quantity*

*Photo Refs.*

*Priority*

<b>T1</b>	Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures?	<b>Y</b>
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*Comments:* Management advise that a competent person has been appointed within the organisation to assist with undertaking preventative and protective fire safety measures. RELM Consultants Ltd has been engaged to provide risk assessment. NOTE: The competent person appointed as fire safety manager should be given sufficient stated authority, powers of sanction and resources to take responsibility for the day-to-day safety management of the building and to ensure that essential repairs or maintenance are carried out - BS9999 (2017) - 40.

RECOMMENDATION: 

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<b>T2</b>	Is there a suitable record of the fire safety arrangements?	<b>Y</b>
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*Comments:* Management advises that there is a suitable record of the fire safety and fire prevention arrangements for the building to ensure the fire safety systems, fire safety appliances, utility supplies/systems, and on-site plant/machinery are serviced by competent persons as required under The Regulatory Reform (Fire Safety) Order 2005 - section 11 - Fire Safety Arrangements.

RECOMMENDATION: 

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<b>T3</b>	Are there appropriate procedures in place in the event of fire and are these documented?	<b>Y</b>
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## FIRE RISK ASSESSMENT

*Comments:* Documented fire safety procedures for staff/visitors are displayed in the Fire Action Notices. Note: Management is required to provide appropriate procedures to be followed in the event of a fire, restrict access to necessary areas on grounds of safety to unauthorised people and so far as is practicable inform relevant persons who are exposed to serious and imminent danger and of the steps taken or to be taken to protect them from it.

RECOMMENDATION:

<b>T4</b>	<b>Are there suitable arrangements for calling the fire service, meeting them on arrival and providing relevant information?</b>	<b>Y</b>
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*Comments:* There are suitable arrangements in place for calling the Fire Service, meeting them on arrival and providing relevant information - staff on-site 24/7 who would call the FRS if necessary.

RECOMMENDATION:

<b>T5</b>	<b>Are there suitable fire assembly points away from any risk?</b>	<b>Y</b>
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*Comments:* The assembly points identified are considered suitable.

RECOMMENDATION:

<b>T6</b>	<b>Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?</b>	<b>N/K</b>
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*Comments:* It is not known if adequate procedures are in place for the evacuation of persons with disabilities. Also see K17, U2 & U4.

RECOMMENDATION:

<b>T7</b>	<b>Are staff nominated and trained in the use of fire extinguishing appliances?</b>	<b>Y</b>
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*Comments:* Management advises that relevant staff (fire wardens) have been nominated to use fire extinguishing appliances in the event of a fire.

RECOMMENDATION:

<b>T8</b>	<b>Are staff nominated and trained to assist in evacuation?</b>	<b>N/K</b>
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*Comments:* Management advised that staff have undertaken online training to assist with evacuation in the event of a fire. However, it was not apparent that procedures for evacuating vulnerable or disabled guests from the appointed disability rooms is in place or sufficient, also see K17, U2 & U4.

RECOMMENDATION:



## FIRE RISK ASSESSMENT

<b>T9</b>	<b>Is there appropriate liaison with the local Fire and Rescue Service?</b>	<b>Y</b>			
		<i>Comments:</i>	Management advises that liaison with the local Fire and Rescue Service takes place and familiarisation visits are carried out.		
		<b>RECOMMENDATION:</b>			

<b>T10</b>	<b>Are routine in-house fire safety checks carried out? (Including checking control and indicating equipment, extinguishers in place and visible, lighting working, checking fire doors, final exits and escape routes are clear etc.)</b>	<b>Y</b>			
		<i>Comments:</i>	Management advises that routine in-house fire safety checks are being carried out by nominated staff.		
		<b>RECOMMENDATION:</b>			

<b>T13</b>	<b>Are all other fire safety management issues satisfactory?</b>	<b>Y</b>			
		<i>Comments:</i>	There were no other fire safety management issues noted at the time of inspection.		
		<b>RECOMMENDATION:</b>			

### Training & Drills

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>U1</b>	<b>Do staff receive adequate induction and annual refresher fire safety training (to include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm)?</b>	<b>Y</b>				
		<i>Comments:</i>	Management advises that staff are appropriately and adequately trained on relevant aspects of fire safety.			
		<b>RECOMMENDATION:</b>				

<b>U2</b>	<b>Are the staff nominated to assist with evacuations, in event of fire, given appropriate additional training?</b>	<b>N/K</b>				
		<i>Comments:</i>	It was not apparent that procedures are in place for evacuating vulnerable or disabled guests from the appointed disability rooms, also see K17 & U4.			

## FIRE RISK ASSESSMENT

	RECOMMENDATION:	Management should satisfy themselves that a coordinated evacuation plan is in place to evacuate any vulnerable or disabled visitors or guests from the premises. Consideration should be given to the available number of day and night staff, the evacuation procedures from all areas including bedrooms, function rooms, toilets, the spa, the swimming pool and restaurant for example. Also, night time scenarios should be considered including evacuation from the upper floors using the evacuation chairs taking into account the number of available staff and if all the disability rooms were occupied with dependant guests.	1		Man L
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<b>U3</b>	Are the nominated staff trained to use fire extinguishing appliances?	<b>Y</b>			
	<i>Comments:</i>		Management advised that nominated fire wardens receive appropriate and adequate additional fire extinguisher training.		
	RECOMMENDATION:				

<b>U4</b>	Are fire drills carried out at appropriate intervals?	<b>N/K</b>			
	<i>Comments:</i>		Management advises that fire drills are carried out at appropriate intervals, 6-monthly. However, there was no evidence of fire drills being undertaken using the scenarios outlined in U2.		
	RECOMMENDATION:		Management should confirm or ensure that fire drills are undertaken for both day time and night time scenarios utilising the available numbers of staff relating to the time of day, using the available equipment (evacuation chairs for example) and in a worse case scenario i.e. all disability rooms are in use, a full occupancy of the function/meeting rooms with the spa and swimming pool in full use.	1	Man L

### Testing & Maintenance

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>V1</b>	Is the fire detection/alarm system tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>Y</b>				
	<i>Comments:</i>		Management advises that the fire alarm system is serviced under contract as per BS 5839-1, with records of inspection, testing and/or servicing held in a central database.			
	RECOMMENDATION:					

<b>V2</b>	Is the emergency lighting system tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>Y</b>				
	<i>Comments:</i>		Management advises that the emergency lighting system systems are tested monthly and serviced annually in accordance with BS5266-8:2004 and records kept on a central database.			
	RECOMMENDATION:					

## FIRE RISK ASSESSMENT

<b>V3</b>	<b>Are all fire extinguishers tested and serviced in accordance with relevant guidance with records kept on-site/online?</b>	<b>Y</b>	<i>Comments:</i> There was evidence available on-site to confirm that regular inspection, testing and servicing is being carried out of the fire extinguishers.			
<b>RECOMMENDATION:</b>						
<b>V5</b>	<b>Is the lightning protection system inspected and tested in accordance with relevant guidance with records kept on-site</b>	<b>Y</b>	<i>Comments:</i> Management advised that regular inspection, testing and servicing are being carried out of the lightning protection system with records held on an online database.			
<b>RECOMMENDATION:</b>						
<b>V6</b>	<b>Are fire blankets inspected and serviced in accordance with relevant guidance, with appropriate records kept up to date?</b>	<b>Y</b>	<i>Comments:</i> There was evidence available on-site to confirm that fire blankets are serviced annually under a maintenance contract, with records held centrally.			
<b>RECOMMENDATION:</b>						
<b>V8</b>	<b>Are access control systems inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?</b>	<b>N/K</b>	<i>Comments:</i> No evidence was available on-site to confirm regular inspection, testing and servicing of the access control system is being carried out. However, the external final exit door has a mechanical override to open the door and so reactive maintenance only is considered acceptable.			
<b>RECOMMENDATION:</b>						
<b>V12</b>	<b>Is the fire safety evacuation equipment detailed in S.4 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?</b>	<b>Y</b>	<i>Comments:</i> Management advised that the evacuation chairs are inspected monthly.			
<b>RECOMMENDATION:</b>						

## FIRE RISK ASSESSMENT

<b>V13</b>	Is the BS 8629:2019 Evacuation Alert System system or equipment detailed in S.6 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>N/A</b>				
		<i>Comments:</i>	No evacuation alert system is provided.			
		RECOMMENDATION:				
<b>V14</b>	Is the fire door hold-open system and equipment detailed in S.7 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>N/K</b>				
		<i>Comments:</i>	No evidence was available to confirm the door hold-open devices are serviced but they are tested with the weekly fire alarm testing and assumed to be tested as part of the annual fire alarm servicing.			
		RECOMMENDATION:				
<b>V15</b>	Is the fire safety system or equipment detailed in S.8 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>N/A</b>				
		<i>Comments:</i>	No other safety system is provided.			
		RECOMMENDATION:				
<b>V16</b>	Is the fire safety system or equipment detailed in S.9 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>N/A</b>				
		<i>Comments:</i>	No other safety system is provided.			
		RECOMMENDATION:				
<b>V17</b>	Is the PV system and equipment detailed in J.1 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?	<b>N/K</b>				

## FIRE RISK ASSESSMENT

*Comments:* It is not known if the solar panels and inverters are serviced on a regular basis. For example, FPA - RC62: Recommendations for fire safety with PV panel installations - states, PV installations shall be serviced and maintained in accordance with the installer's instructions and to BS EN IEC 62446-2 (2020). The schedule of maintenance should follow the service contract, warranty conditions, and/or performance guarantees.

RECOMMENDATION: Recommend that the PV system is serviced by a competent person regularly with service records kept on-site or a central database. 1 Man L

<b>V18</b>	Is the EV system and equipment detailed in J.2 inspected, tested and serviced in accordance with relevant guidance with records kept on-site/online?	N/K
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*Comments:* No information was available to confirm the EV charging equipment is serviced by a competent person on a regular basis.

RECOMMENDATION: Management should ensure/confirm that the EV charging points are regularly inspect and the EV charging stations are serviced by a competent person to ensure they are in safe working condition. 1 Man L

### Records

		<i>Response</i>		<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>W1</b>	Is there a fire logbook/folder available for inspection on-site, either in paper or online digital format?	Y				
	<i>Comments:</i> A paper logbook/records were available on-site for inspection during the fire risk assessment.					
	RECOMMENDATION:					
<b>W2</b>	Are details of fire drills recorded in the log book or digital log book system?	N				
	<i>Comments:</i> No records of fire drills were available on site.					
	RECOMMENDATION: Management should confirm/ensure that records of all fire drills including date, time, numbers, outcome, any issues identified etc. are entered in the fire logbook.		1			Man L
<b>W3</b>	Are details of fire safety training recorded in the log book/folder or digital log book system?	Y				
	<i>Comments:</i> Management advises that records of training are held online on a central database.					
	RECOMMENDATION:					
<b>W4</b>	Are routine in-house fire safety checks recorded in the log book or digital log book system?	Y				

## FIRE RISK ASSESSMENT

Comments: There were up to date records of routine in-house fire safety checks available on-site at the time of inspection.

RECOMMENDATION:

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### Any Other Information

			<i>Response</i>	<i>Quantity</i>	<i>Photo Refs.</i>	<i>Priority</i>
<b>X1</b>	<b>Are there any fixed gas installations present within the building?</b>	<b>Y</b>	<p>Comments: Gas installation pipework/central heating boiler was noted within the kitchen and service cupboard/plant rooms.</p> <p>RECOMMENDATION:</p>			
<b>X2</b>	<b>Are the fixed gas installations within the premises adequately enclosed in fire-resisting construction where required?</b>	<b>Y</b>	<p>Comments: Gas installations location are considered satisfactory within the service plant room and the kitchen and reported to be serviced annually.</p> <p>RECOMMENDATION:</p>			
<b>X3</b>	<b>Does the responsible person comply with fire safety responsibilities under Section 156 of the Building Safety Act 2022</b>	<b>N/K</b>	<p>Comments: Fire safety responsibilities under Section 156 of the Building Safety Act 2022 are now required to be recorded by the responsible person as a result of changes made to the Regulatory Reform (Fire Safety) Order 2005 ('the Fire Safety Order') through the Building Safety Act 2022.</p> <p>RECOMMENDATION: Management should ensure they (Responsible Person) have recorded the following relevant information required under Section 156 of the Building Safety Act 2022 for their premises; 1). Record (and as necessary update) their contact information, including a UK-based address, 2). Record their completed fire risk assessment, 3). Record the identity of the individual, and/or if applicable, their organisation engaged by them to undertake/review any or all of the fire risk assessment, 4). Record their fire safety arrangements (demonstrate how fire safety is managed in your premises), 5). Take reasonably practicable steps to ascertain the existence of other Responsible Persons who share or have duties in respect of the same premises (if applicable), 6). Require that departing Responsible Persons must share all 'relevant fire safety information' with incoming Responsible Person.</p>	<b>1</b>		<b>Man L</b>
<b>X4</b>	<b>Are there multiple agencies that share responsibility for fire safety on the premises as required under regulation 156 - Building Safety Act, see X3.</b>	<b>N</b>				

## FIRE RISK ASSESSMENT

*Comments:* The property has multiple agencies involved/present who share responsibility for fire safety arrangements and management. The spa and outdoor adventure staff are assumed to be outside agencies.

<b>RECOMMENDATION:</b>	Management should confirm/ensure that there is a documented protocol in place for the coordination of fire safety arrangements, management and maintenance, including the sharing of relevant fire safety information such as this fire risk assessment. This protocol should take the form of a matrix clearly defining the responsibilities of the various duty holders.	<b>1</b>		<b>Man L</b>
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<b>X5</b>	<b>Are all issues deemed satisfactory (1)?</b>	<b>Y</b>			
	<i>Comments:</i>	It was not evident that fire safety responsibilities are shared with other duty holders.			
	<b>RECOMMENDATION:</b>				

<b>X6</b>	<b>Are all issues deemed satisfactory (2)?</b>	<b>Y</b>			
	<i>Comments:</i>	There were no other relevant issues noted at the time of inspection.			
	<b>RECOMMENDATION:</b>				

<b>X7</b>	<b>Are all issues deemed satisfactory (3)?</b>	<b>Y</b>			
	<i>Comments:</i>	There were no other relevant issues noted at the time of inspection.			
	<b>RECOMMENDATION:</b>				

<b>X8</b>	<b>Are all issues deemed satisfactory (4)?</b>	<b>Y</b>			
	<i>Comments:</i>	There were no other relevant issues noted at the time of inspection.			
	<b>RECOMMENDATION:</b>				

<b>Y1</b>	<b>Likelihood of Fire:</b>	<b>Medium</b>
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<b>Y2</b>	<b>Potential consequences of fire:</b>	<b>Moderate Harm</b>
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<b>Y3</b>	<b>Premises Risk Rating:</b>	<b>Moderate</b>
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<b>Y4</b>	<b>On satisfactory completion of all remedial works the risk rating of this building may be reduced to:</b>	<b>Tolerable</b>
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## RISK RATING

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

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

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 timetable
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

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

**Medium**

*(Note that, although the purpose of this section is to place the risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly).*

*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 the likelihood of fire.*

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

**Moderate Harm**

*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.*

*Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but it is unlikely to involve multiple fatalities.*

*Extreme harm: Significant potential for serious injury or death to one or more occupants likely to involve multiple fatalities.*

**Accordingly, it is considered that the risk to life from fire at these premises, following the action of recommendations made, will be:**

**Tolerable**

### FIRE RISK ASSESSMENT - INDIVIDUAL RECOMMENDATION PRIORITIES AND TIMESCALES

Recommendation Priorities:		Recommended Timescales:
High (Property)	High	Within 1 month
Medium (Property)	Medium	Within 3 months
Low (Property)	Low	Within 12 months
Recommended (Property)	Rec	Unlimited
High (Management)	Man H	Within 1 month
Low (Management)	Man L	Within 3 months