



PHOTO OF MAIN BUILDING HERE

Girlguiding Fire risk assessment example

Location:

Date of FRA:

Carried out by:

| | |
|-----------------------|---|
| Property description: | ?????????is the main building on site. It was originally built in the 17th Century, and has had a number of extensions added over a period of time, with the last being the function hall. Internal walls have been changed over the years to accommodate more functional facilities. It incorporates hotel accommodation, meeting rooms, function rooms, The main office for the site, Restaurant/Bar facilities - including full kitchen facilities. Apart from being used for Girlguiding activities, it can cater for other functions such as weddings and conferences. It is built over 4 levels, and includes a basement cellar and boiler house. The ground floor consists of the main offices, Restaurant/Bar, main function room, meeting rooms, and kitchens. The 1st floor has meeting/function rooms along with bedrooms. The 2nd floor consists of further bedrooms. Disabled access can be gained to the 1st floor via a stair lift. There is further disabled accommodation on the ground floor. Some of the bedrooms are dormitories. |
|-----------------------|---|

Girlguiding fire risk assessment form

| | | | | | | | | |
|------------------------------------|---|--|------------------------|--|---------------------|-----------------|--------------------|-------------------------------|
| To be completed by Assessor | <i>Name/area:</i> | | Property | | | | | |
| | Name of person conducting assessment | | ????? | Signature Signed on original | | | | |
| | Contact telephone no. and email address | | | Tel: 0000000000 ext.0000 mble: 0000000000 | | | | |
| | Name of company responsible for this area | | Girlguiding | | | | | |
| | Name of responsible person | | Manager of site | | | | | |
| | Persons consulted | | | | | | | |
| | Date of assessment | | ??????? | Provisional review date | | | | |
| | Fire risk assessment scoring | | | A | B | C | D | E |
| | | | | Risk of ignition | Items that may burn | Means of escape | Management control | Testing & maintenance control |
| | Fire risk assessment example | | | 2 | 0 | 0 | 0 | 0 |
| | Scores at these levels or higher <u>must</u> be reported to the H&S manager | | | 5 | 5 | 5 | 5 | 5 |
| | Residual risk (circle one only) where medium or above is recorded the head of property must be notified. | | | Low | | Medium | | High |
| | Now go to action points! | | | | | | | |
| | <p>Summary: Risk is considered to be low, this site is managed very well</p> | | | | | | | |

General Information

| | Question | Please delete items that are not applicable and apply additional information as required |
|-------------|---|--|
| G1. | Use of premises | Overnight accommodation, catering, events and functions, staff offices (administration) |
| G2. | Persons who may use the premises | All ages (young children through to senior citizens) of persons will use the building, visitors, customers, contractors as well as staff. |
| | Floor space factors | The maximum number of sleeping visitors is 66???. Various function rooms have a maximum occupancy, but this will depend on set ups in each room (furniture being used) |
| G3. | Staff/groups that require additional consideration (people with disabilities and long-term conditions) | Lone workers, wheelchair users and others with disabilities and long-term conditions, such as visual or hearing. People with learning disabilities. |
| G4. | Details of construction | Parts of the main house are Grade 2 listed, built in the 17th century. It accommodates up to 66??? sleeping occupants. Built from brick and granite, there have been a number of extensions to the building over the years. |
| G5. | Details of internal linings | |
| G6. | Approximate floor area m ² per floor or total floor area m ² | 2600 ???sq.m |
| Girlguiding | Number of floors | 4 floors |
| G8. | Number of Stairs | |
| G9. | Hours of operation | 24/7, where there are customers are in residence. Should no customers be in, the building is locked up securely. |
| G10. | Users of the associated space and further information relating to the space | There is office space for up to 10 staff working on a daily basis, plus additional space for GA staff who carry out cleaning. There is a main Kitchen and a restaurant that can cater for up to 66 people at one time. There are various function rooms. |
| G11 | Areas not included within this fire risk assessment but have been subject to an independent FRA, | NA |
| G12 | Smoke ventilation | NA |
| G13 | Emergency Lighting | Emergency lighting is in place throughout the building. |
| G14 | Smoke Curtains/Fire Shutters | NA |
| G15 | Date carried out | NA |
| G16 | Dry Risers | NA |
| G17 | Fire Fighting Access | Via normal entry routes |
| G18 | Fire loss experience | None |
| G19 | Other relevant information: Have previous risk assessments been revised or reviewed as part of this fire risk assessment? | This has replaced an independent Fire RA dated Feb 2012. |

Section A - IGNITION

Property

| Ref | Section A | Sources of ignition? | Advice | Yes/no/NA | Risk scoring | Comments | Action required | Date completed |
|-----|--|---|---|-----------|--------------|--|--------------------|----------------|
| A1 | Smoking, smokers materials, cigarette ends, matches etc. | Is there a no smoking policy & is it being enforced? | Smoking is not allowed inside any building or vehicles belonging to Girlguiding. | Yes | 0 | | | |
| | | Is smoking only allowed in designated areas? | Provision should be made for persons that smoke, in order to prevent smoking from being carried out in areas that could be dangerous. Where appropriate 'No Smoking' designated zones are in place. | Yes | 0 | There is a smoking area for staff around the rear of PMH. | | |
| | | Are metal ashtrays and containers provided within smoking area? | Manager of site | Yes | 0 | These are provided. | | |
| | | Is smoking waste disposed of sensibly and not with general waste? | Smoking waste must be disposed of sensibly. It must be checked to ensure it is extinguished properly and wrapped in foil and then placed in a plastic bag before disposing of it. | Yes | 0 | Staff are required to empty the ash trays and dispose of them properly as per advice. | | |
| | | Are notices posted of smoking arrangements and prohibitions? | Notices are required to be displayed throughout buildings. Where appropriate signage must also be placed in outside areas where there is fuel, to prevent smoking in those areas. | Yes | 0 | Notices are displayed around the building. | | |
| | Total | | | | 0 | | | |
| A2 | Naked flames | No naked flames on day to day basis? | Regular work involving naked flames around the site such as welding etc. | Yes | 0 | There is no such work on a regular basis. If there is a requirement then a Permit to work will be required for hot works, whether by internal staff or outside contractor. | | |
| | | Permit to Work and Hot Work Permits to control additional risks? | Any work that requires the hot works requires a Permit to work. See PTW procedures for further information. | Yes | 0 | PTW has been in place since June 2016. | | |
| | | Permit to work system thoroughly supervised? | Any hazardous work that requires a PTW must be supervised on a regular basis, to ensure that work is being carried out to the required safe system of work. | Yes | 0 | Estate manager is required to supervise work such as this. | | |
| | Total | | | | 0 | | | |
| | | No such equipment on site? | | No | 1 | There is an oil fired boiler in the boiler house. | No action required | 30/01/2018 |
| | | Subject to maintenance by qualified persons? | Any electric, gas or oil fired boilers or combustion engines must be maintained by a suitable qualified person, who is competent to maintain commercial equipment, and the type of fuel/power to work them. | Yes | 0 | There is a gas fired boiler in the boiler house, which is maintained by a competent contractor. | | |

| | | | | | | | | |
|----|--|---|--|-----|---|---|--|--|
| A3 | Electrical, gas or oil fired Boilers. Fixed internal combustion engines (generators etc) | Is it inspected and serviced at suitable intervals as required by the manufacturer and legislation? | This equipment should be serviced at the intervals recommended by the manufacturer, to ensure that it works properly. There should be an annual test/service certificate provided by the service engineer, confirming it is safe to use. | Yes | 0 | Contractor carries out regular servicing and repairs to the equipment. | | |
| | | Ducts, exhausts and flues kept clean? | Duct and exhausts must be cleaned to ensure there is not a build up of dust and material in it, that may be a source of flammable material. | Yes | 0 | This is part of the service regime for the boilers. | | |
| | | All fuses or circuit breakers of the correct rating and suitable for purpose? | This should have been specified during the build of buildings and updated at each 5 year inspection (or sooner for some properties). | Yes | 0 | This is rated as per the manufacturers recommendations, and checked during the 5 year fixed wiring checks. | | |
| | | No flammable material near hot surfaces, flues or exhaust systems? | Staff to ensure that flammable materials are stored away from any sources of ignition, in a suitable storage area/cupboard, that is resistant to fire. | Yes | 0 | The boiler room is kept clear. | | |
| | | Fuel supply lines/pipes periodically inspected for damage or leaks? | Where gas supply is from any fuel source eg LPG bulk storage tanks, oil storage etc should be checked by the suppliers periodically, and by site management. | Yes | 0 | LPG is used for gas (kitchen only). The bulk storage tanks have been decommissioned, and smaller LPG upright tanks now used with a new gas distribution system connected to the old gas pipe. Checks need to be carried out on the underground pipe work to check whether it has been replaced, as per statutory requirements. Pipework needs to be pressure checked annually to make sure it is not leaking. (by the supplier) | Ensure underground pipe work is pressure checked annually. | |
| | | Fuel lines marked to identify their contents? | Tape with the type of fuel can be wrapped at strategic points around the building to ensure staff/contractors are aware of which fuel is in the pipes. | Yes | 0 | Gas line clearly labelled in kitchen. | | |
| | | Bund around storage tanks? | This bund should be large enough to be able to store all of the contents within the tanks. Oil tanks should be double banded. | Yes | 0 | Heating oil is in double banded tanks. | | |
| | | | | | 1 | | | |
| | | No portable heaters on site? | | Yes | 0 | There is no requirement for portable heaters in this building. | | |
| | | Electric heaters subject to PAT? | PAT testing should be carried out as per guidelines. Regular visual checks should be made by a competent person. | Yes | 0 | Carried out by a competent person or contractor. | | |
| | | Portable heaters turned off after use? | Portable heaters should never be left on when no one is around. | NA | 0 | Not used. | | |

| | | | | | | | | |
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| A4 | Portable heaters | Suitable gas cylinder storage? | Gas cylinders must be stored in the correct way dependent on size and type of gas bottle (some are required to be laid down where others are stored upright). Either way they must be chained so that they cannot easily be moved. When not in use they must be stored in a suitable caged area, which can be locked, with empties sperated from full bottles. | Yes | 0 | Gas cylinders are not used in this building, but are in other parts of the site. A storage area for full and empty cylinders is provided near the workshop. Note that the gas cylinders for the kitchen, are stored in a locked gas storage area, which had previously housed the bulk storage cylinders. | | |
| Total | | | | | 0 | | | |
| A5 | Machinery and equipment | None in this building? | This can be anything from vehicles, grounds maintenance equipment, to generators. | Yes | 0 | There are no vehicles or generators used or stored in this building. | | |
| | | Is it subject to routine maintenance by a competent person? | Machinery and equipment must be maintained to the manufacturers recommendations in line with PUWER 98. Persons maintaining the equipment must be competent to do so. | NA | 0 | | | |
| | | Is it inspected and serviced at suitable intervals as required by the manufacturer and legislation? | Service records and where appropriate statutory certificates of compliance are required as per legislation, eg MOTs, LOLER reports. | NA | 0 | | | |
| Total | | | | | 0 | | | |
| A6 | Ventilation equipment | None in this building? | This is with respect to air circulation systems, including ductwork and air conditioning units, for buildings where they can pass through different rooms. | Yes | 0 | There is no air circulation system for this building except an extract system for the main kitchen via ductwork, however the exhaust is direct to external areas. | | |
| | | Is this subject to routine maintenance by a competent person? | Ventillation equipment must be serviced as per any other mechanical system to ensure it works properly and provides ventilation to areas that staff use. Some types of equipment are very specific to some work processes. (Kitchen duct/extracts). | Yes | 0 | Merlin gas auto cut-off device installed for the ovens. Connected to the duct work, so that if a build up of gas is detected it will shut down the gas supply. This will be serviced annually by the equipment servicing contractor. | | |
| | | Does it switch off when the fire alarm is activated? | All ventilation systems, must be integrated into fire alarm systems so that when the alarm is activated the ventilation system stops, and fire/smoke dampers shut to prevent fire and smoke transferring to other parts of the building. | Yes | 0 | This must be connected to the fire alarm system. | Check that system is connected to the fire alarm. | |
| Total | | | | | 0 | | | |
| A7 | Friction, ie worn bearings, slipping belts | No equipment on site likely to give rise to friction? | These could be generators, vehicles, lifts. | Yes | 0 | There is a stair lift (Stannah) from the ground floor to the 1st floor, battery operated. | | |
| | | All faulty equipment stopped and isolated subject to repair or replacement? | Faulty equipment that result in slipping belts etc can generate heat and are therefore a source of ignition. Regular maintenance as per the manufacturers recommendations can prevent this from happening. | Yes | 0 | | | |

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|-------|--|---|---|-----|---|---|--------------------|------------|
| | etc | All equipment subject to regular inspection and maintenance? | Inspected as per manufacturers recommendations and in line to statutory regulations eg LOLER, MOT, Pressure Systems. | Yes | 0 | LOLER report for the stair lift is carried out every 6 months. Maintenance to be carried out every 6 to 12 months, depending on how heavily it is used. | | |
| Total | | | | | 0 | | | |
| A8 | Hot processes such as welding and grinding | No such process as part of the work activity? | Hot work such as welding/grinding/soldering. | Yes | 0 | This would not be a regular process. Should it ever be required a PTW will be required to be used for hot works. | | |
| | | Carried out in a controlled area, ie welding bay? | Any welding of small items should be carried out in an area such as a welding bay, which will be restricted to the person welding and is away from combustible materials etc and is an area which is flame resistant. There should be extraction in the area to draw off welding/cutting fumes. | NA | 0 | | | |
| | | Subject to Permit to Work and Hot Works permit? | All hot works, whether by an outside contractor or internal staff member must be subject to a Hot Works permit. | Yes | 0 | Where required. | | |
| | | Permit system thoroughly supervised | Hot works must be supervised by site management at all times. | Yes | 0 | Estates manager responsible for supervising hot works. | | |
| Total | | | | | 0 | | | |
| A9 | Hot surfaces | No hot surfaces present. | Where work is carried out regularly such as hot works, surfaces may get hot. This is generally applicable to industrial processes. | Yes | 0 | This section applicable to areas other than kitchen (already noted above). | | |
| | | Protection of hot surfaces preventing contact with flammable materials. | Fire protection materials should be used to prevent flammables coming in contact with any hot surfaces. The area must be isolated from other areas that may have flammable materials, including adjoining rooms or buildings. | NA | 0 | | | |
| | | Warning signs posted | Signs should be compliant with fire safety and warning signs legislation. | NA | 0 | | | |
| | | Regular cleaning of hot surfaces | To prevent the potential for the build up of flammable materials. | NA | 0 | | | |
| Total | | | | | 0 | | | |
| A10 | Metal impacts ie tools striking metal | No such processes on site? | | Yes | 0 | | | |
| | | Is there a good house keeping regime in immediate working area? | Metal striking metal can result in sparks being produced. A work shop that is untidy, with dust or other fine particles could be ignited, resulting in fire. | NA | 0 | | | |
| | | Is housekeeping regime adequately supervised? | Workshops must be cleaned and waste removed at the end of the day, as for any other area. Waste should be disposed of appropriately. | NA | 0 | | | |
| Total | | | | | 0 | | | |
| | | No cooking on site? | Buildings will have cooking equipment in kitchens. There are external areas (fire circles) where cooking takes place. | No | 1 | There is a commercial kitchen in the building, this is fully supervised and locked when not in use. | No action required | 30/01/2018 |

| | | | | | | | | |
|-------|---|---|--|-----|---|--|--|---------|
| A11 | Cooking | Is cooking only allowed in specific and suitable areas? | Cooking is only allowed in specific areas in buildings. Where there are events, cooking is carried out externally and placed in areas well away from combustible material. External contractors are required to provide risk assessments and safe systems of work, which are checked prior to any event. | Yes | 0 | Commercial kitchen on site, with full food preparation and storage. Checks carried out by local authority environment health officials on a regular basis, as part of food hygiene safety. Management procedures for maintaining equipment and cleaning. | | |
| Total | | | | | 1 | | | |
| A12 | Electrical supplies and equipment. Faulty/misused electrical equipment. Lighting equipment. | All electrical installations apparently installed by competent persons. | Only qualified competent persons can carry out electrical installations. This would be subject to a Permit to Work system. | Yes | 0 | Contractor carry's out all electrical installations. | | |
| | | Are fixed electrical installations and equipment subject to routine testing and inspection by a competent person? | Fixed electrical installations are required to be inspected every 5 years for most buildings however this may be more regular for buildings subject to adverse weather conditions or internal environmental conditions (swimming pools). | Yes | 0 | Check date when due! | | |
| | | All portable equipment subject to PAT regime. | This can be carried out by a competent person who has had the necessary training to carry out PAT testing. | Yes | 0 | Testing carried out annually by private contractor. | | |
| | | All fuses, circuit breakers etc of correct rating and suitable for purpose. | This is beyond the scope of this fire RA, however, competent electrical contractors should be ensuring that they comply with current approved codes of practice (up to 18th edition at present as from 02/07/2018). | Yes | 0 | | | |
| | | All fixed electrical equipment subject to maintenance regime by competent person. | All contractors used are required to be qualified for the type of property being operated (commercial), and regular checks carried out with contractors to ensure they maintain their competency. | Yes | 0 | A competent contractor is used to carry out all electrical work on site. | | |
| | | All fixed electrical equipment inspected in accordance with legislation. | As detailed above. | Yes | 0 | As detailed above. | | |
| | | All faulty electrical equipment switched off and isolated while awaiting repair or replacement. | Not isolating the equipment could result in persons who do not know it is faulty switching it back on, which could result in a fire. If the equipment is beyond repair the plug should be cut off it to prevent it being used. | Yes | 0 | Faulty equipment will be taken to the workshop for repair or disposal. Workshop locked when maintenance is not in. | | Monthly |
| Total | | | | | 0 | | | |
| A13 | Static electricity | No apparent risks from static discharge. | Static can build up under certain circumstances, depending on the types of materials used and activities taking place. | Yes | 0 | There was nothing reported in the most recent testing regime. | | |
| | | Adequate earth bonding to discharge static electricity safely. | Electrical systems can be bonded to ensure any build up is discharged safely, especially important where there are flammable materials being used or dispensed. | Yes | 0 | | | |
| Total | | | | | 0 | | | |

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|-------|--------------------|---|---|-----|---|---|--|--|
| A14 | Lighting equipment | Lighting so arranged that heat from the bulbs cannot give rise to a fire. | Care must be taken to prevent the storage of combustible material near lights. | Yes | 0 | There was no evidence that items were stored too close to the lighting in any of the cupboards. | | |
| Total | | | | | 0 | | | |
| A15 | Arson | Substantial security measures in place to guard against unauthorised entry. | Where possible security should be in place to prevent access to buildings, including the outside. | Yes | 0 | The main doors are locked and a security door with a combination lock. | | |
| | | Restricted access to unmanned areas. | Ideally unmanned areas should be locked. | Yes | 0 | | | |
| | | Restricted access to site. | Management plan to consider how to manage trespassing. | NA | 0 | | | |
| Total | | | | | 0 | | | |

Scoring: Any individual score of 2 must be addressed immediately

| | | | | |
|------------|------------|-------------|--------------|----------|
| 0-3 | 4-6 | 7-10 | Total | 2 |
| Low risk | Medium | High risk | | |

Section B - What can burn? (Fuel, oxygen, gases/fire loading hazards)

| Ref | Section B | Question | Advice | YES/NO /NA | Risk scoring | Comments | Actions required | Date completed |
|-------|--|--|---|------------|--------------|---|------------------|----------------|
| B1 | Flammable liquids, solvents, gases and fuel etc. | Are there any highly flammable substances, liquids or gases in the area other than small quantities of aerosols? | Only quantities for the day's work should be available in the workplace. Substances need to be stored in closed containers. Unused material should be removed to an approved store. | No | 0 | | | |
| | | Are all such substances subject to COSHH regime? | MSDS sheets should be obtained from manufacturers and COSHH risk assessments carried out on products. | Yes | 0 | | | |
| | | Are only minimal quantities held? | Manager of site | Yes | 0 | | | |
| | | Are alternative and less flammable substances used where possible? | COSHH assessments will provide a basis for finding out if there is a less flammable substance that can do the job better. | Yes | 0 | | | |
| | | Are the flammable substances stored correctly? | Flammable substances should be stored in an area with suitable fire protection materials as part of the fabric of the room and away from combustible materials. Where this is not possible a fire retardant flammable cabinet should be provided to store the flammable products in, this will have a bund in the bottom as well as high/low level ventilation, and has 30 minutes fire resistance. | Yes | 0 | Flammables such as aerosols were stored in a flammable proof cabinet in a well ventilated room. | | |
| Total | | | | | 0 | | | |
| | | Is all waste removed daily? | Waste should be removed at least daily. | Yes | 0 | Cleaners are in house staff. At the time of this audit, there was no evidence that there was a build up of waste. | | |

| | | | | | | | | |
|------------------|---|---|---|-----|---|---|--|--|
| B2 | Waste materials | | Bins should be emptied regularly where they are prone to becoming full, and floors, surface tops, ventilation fans, and windows should be free of dirt and dust. | Yes | 0 | Generally it was seen to be good at the time of the inspection. | | |
| | | Is cleaning contracted out, and independently audited on behalf of the company? | Where cleaners have been contracted out they are required to provide COSHH assessments for the chemicals they use and, evidence is required for training they receive. Safe systems of work also need to be provided. | NA | 0 | In house staff carry out all cleaning. | | |
| Total | | | | | 0 | | | |
| B3 | Wood | Are there no significant quantities stored? | Wood is required for the campfires and bushcraft activities. These are stored in external areas away from buildings. | NA | 0 | There was nothing seen to be stored in the building. | | |
| | | Are the quantities stored in specific areas with low fire risks? | Wood should never be stored next to buildings or in areas where there are ignition sources, and other fuel, such as gas or heating oil etc. | NA | 0 | | | |
| NAME of Property | | | | | 0 | | | |
| B4 | Paper & cardboard | Are there no significant quantities stored? | This may be used for activities, and should be stored away from the main residential buildings. | Yes | 0 | Paper is stored just as part of the office work. | | |
| | | Are the quantities stored in specific areas with low fire risks? | Storage areas should be in areas where there is low risk of ignition, not too close to any lighting or electrical equipment. | Yes | 0 | There is nothing stored near any heat source. | | |
| Total | | | | | 0 | | | |
| B5 | Plastic, rubber & foam such as polystyrene & polyurethane | Are there no significant quantities stored? | These types of products can give off hazardous smoke, if burnt and therefore must be kept to a minimum. Consideration should be made to any banners or displays to ensure they are fire retardant. | Yes | 0 | There is nothing stored in this building. | | |
| | | Are the quantities stored in specific areas with low fire risks? | Storage areas should be in areas where there is low risk of ignition, not too close to any lighting or electrical equipment. | NA | 0 | | | |
| Total | | | | | 0 | | | |
| | | Are there no significant quantities stored? | Where bedding and other materials are stored the amount should be minimised to the level of usage by customers. | Yes | 0 | Linen is stored in cupboards near to the bedrooms. | | |

| | | | | | | | | |
|-------|--|---|--|-----|---|--|--|--|
| B6 | Textiles | Are the quantities stored in specific areas with low fire risks? | Linen stores should be fire retardant with doors kept closed and locked when not in use. | Yes | 0 | The cupboards were upgraded following the Fire RA in 2012. There are no ignition sources in the linen cupboards. | | |
| Total | | | | | 0 | | | |
| B7 | Flammable gases | Are there no such substances used as part of the work process? | LPG and Propane gas will be used on a regular basis at some of the sites, for heating and cooking. | Yes | 0 | No work processes such as welding/cutting is carried out on site, unless by a contractor who would bring in own equipment and would require a hot works PTW. | | |
| | | Are all gas cylinders stored in accordance with Regulations? | Gas cylinders must be stored as appropriate to the type of cylinder being used, and attached to the gas systems for the particular building, ensuring connections are checked and tight. Cylinders being used should be chained to prevent them falling over or being moved. New and empty cylinders must be stored in a lockable cage big enough to hold the maximum number of cylinders required to be stored at any one time (including empties). | Yes | 0 | There are no gas cylinders stored in the building. There is a designated gas cylinder storage area near the workshop. | | |
| | | Are there no cylinders left in areas other than the designated storage or use area? | Cylinders must be moved to the storage cage once they are not required. | Yes | 0 | There is no requirement for gas cylinders for this building. | | |
| Total | | | | | 0 | | | |
| B8 | Board walls and ceilings including hardboard, blockboard, chipboard etc. | Are walls and ceilings apparently constructed of fire retardant material? | Where there is fire compartmentalisation within the building, materials used for this must be made from fire retardant material, at least 30 min fire stopping. | Yes | 0 | | | |
| Total | | | | | 0 | | | |

| | | | | | | | | |
|-------|---|--|---|-----|---|---|--|--|
| B9 | Furniture including fixtures & fittings, decorations & artificial flowers & shrubs. | Is furniture apparently constructed of fire retardant material? | Furniture should comply with a number of British standards BS 7177, BS 5867 and BS EN 1101 and 1102. | Yes | 0 | Some labels checked for furniture comply with British standards at the time of checking | | |
| | | Is furniture well maintained? | The furniture should be kept clean and is of sound structure. Check for deterioration of the furniture, such as exposure of the frame, threadbare etc. | Yes | 0 | It looked in good order. | | |
| | | Is the furniture purchased to suitable quality & specifications? | All furniture must comply with the British standards for fire retardency. | Yes | 0 | | | |
| | | Are all artificial flowers and shrubs fire proofed periodically? | Artificial flowers if purchased through suppliers must be fire retardant, and regularly fire proofed. | Yes | 0 | There were no artificial flowers or shrubs. | | |
| | | Are all decorations fire proof & removed after the event? | Suppliers of decorations or in house decorations must be either purchased with fire proofing or fire proofed using appropriate fire proofing sprays. | Yes | 0 | Decorations are purchased with fire proofing. | | |
| Total | | | | | 0 | | | |
| B10 | Synthetic wall & ceiling coverage such as polystyrene tiles. | Are all synthetic wall and ceiling coverings fire retardant and maintained in good order? | Some synthetic wall and ceiling coverings are not fire retardant and if they catch fire can give off harmful smoke. | Yes | 0 | They appear to be in good order. | | |
| Total | | | | | 0 | | | |
| B11 | Natural airflow | Is there a strict regime of fire doors etc remaining closed and where necessary locked? | Fire doors must remain closed or locked to prevent spread of fire. | Yes | 0 | | | |
| | | Are all doors, windows and other openings kept closed when not required for ventilation and after hours? | Doors and windows should be closed, when they are not being used, in particular at night time when there are very few staff around. | Yes | 0 | | | |
| | | Is the integrity of all riser cupboards and passageways regularly inspected? | Riser cupboards should be clear of any equipment or combustible material, and doors should be lockable, and 30 minutes fire rated. | NA | 0 | There are no riser cupboards. | | |
| Total | | | | | 0 | | | |
| | | Is there no air conditioning or air handling on site? | Where there is air handling systems/air conditioning in place, special provision needs to be taken to ensure that fire is not spread through these systems. | Yes | 0 | | | |

| | | | | | | | | |
|-------|---------------------------------|--|---|-----|---|--|--|--|
| B12 | Air conditioning & air handling | Is all air conditioning and air handling switched off on activation of the fire alarm? | Ventillations sytems and air conditioning should shut down immediatly the fire alarms are activated, fire dampers in the ductwork will close to maintain the integrity of the fire compartment. | NA | 0 | | | |
| | | Is kitchen ductwork equipment kept clean? | Build up of fats and dirt in ducts can result in the spread of the fire. | Yes | 0 | In house staff carry out this on a regular basis. Records kept of when this has been carried out. | | |
| | | Are kitchen ductwork and ventilation equipment serviced and maintained? | It is essential that kitchen duct work is deep cleaned at least every 12 months, and automatic shut downs are serviced and tested regularly. | Yes | 0 | This is carried out annually by a specialist contractor | | |
| | | Are all air conditioning equipment subject to routine maintenance? | All air conditioning equipment should be serviced at least annually, but may require more often depending on the environment. | Yes | 0 | The only system in place is for the main kitchen which vents direct to external area. This is serviced along with the gas lockout safety system. | | |
| Total | | | | | 0 | | | |
| B13 | Oxidising agents and materials | Are there no oxidising agents or materials on site? | Oxidising agents can produce oxygen as part of a chemical process which can make a fire worse. | Yes | 0 | There was no evidence of this from the chemicals seen in the storage cupboard | | |
| | | Are oxidising materials subject to COSHH regime, used and stored appropriately? | Oxidising agents are part of the normal COSHH regime, however special consideration must be made with regard to storage, mixing with other products. | Yes | 0 | All chemicals that are hazardous or subject to COSHH assessments, are used and stored in line with the manufacturers guidance. | | |
| | | Are oxidising agents clearly identified on their containers? | All chemicals must be labelled, to prevent misuse. | Yes | 0 | | | |
| Total | | | | | 0 | | | |

Scoring: Any individual score of 2 must be addressed immediately

| | | | | |
|------------|------------|-------------|--------------|----------|
| 0-3 | 4-6 | 7-10 | Total | 0 |
| Low risk | Medium | High risk | | |

Section C - Escape (safe egress time)

| Ref | Section C | Question | Advice | YES/N O/NA | Risk scorin g | Comments | Actions Required | Actions Completed |
|-----|-----------------|---|--|---------------|---------------------|--|------------------|----------------------|
| C1 | Means of escape | Are all occupants able to escape to a place of safety within a reasonable time? | Means of escape is a continuous and unobstructed path of travel from any point in the building to a place of safety. The principle evacuation strategy is one of simultaneous evacuation via the nearest final emergency exit. | Yes | 0 | See floor plans of building, all occupants can escape to a place of safety in good time. | | |
| | | Are there enough exits provided, in the right place and alternative routes available should one be affected by fire? | There should be at least two exit routes. Fire protected routes are provided for buildings where there is only one way to get off the floor. | Yes | 0 | There are secondary escape routes from all rooms. | | |
| | | Are the types and sizes of exits suitable and sufficient for the number of people likely to need to use them (eg wide enough for wheelchair users)? | Some of the buildings are not suitable for persons in wheelchairs, and therefore, it would be expected that wheelchair users will be allocated suitably provisioned rooms on the ground floor, of properties. | Yes | 0 | Special accommodation for wheelchair users is available at ground floor level. | | |
| | | Are the final exit doors operating correctly (this is the last door to the place of safety)? | Final exit doors must be unlocked when the premises are in use. Security locked final exits must release on activation of the fire alarm or be fitted with a single action opening device (eg push-bar or pad). | Yes | 0 | Exit doors are operating correctly. There are records of the checks carried out. | | |
| | | Are all escape routes clearly identifiable, free from obstruction and adequately illuminated? | Fire exit routes should be identified by the green and white 'running man', with arrows. Pictograms with additional text signage should clearly indicate the direction of travel. Illuminated signage improves viewing distances. Fire exit routes must never be obstructed. Obstructions may include furniture, delivered goods or goods awaiting collection. Also included is anything that could cause a slip (eg water leak). A procedure should be in place to manage fire exit routes daily through GAs checking corridors, doors and final exit doors, as part of their routine duties. | Yes | 0 | All exit routes have the appropriate signage identifying the route for exiting. | | |

| | | | | | | | | |
|----|---|--|---|-----|---|--|--|--|
| | | Can fire exit signage be clearly seen from all areas? | You should be able to see at least one emergency exit sign from anywhere within the area. | Yes | 0 | Signage has been updated recently to ensure compliance. | | |
| | | Is there a clearly identifiable assembly point located well away from the building? | Notices at the breakpoints should indicate where the assembly point is. If possible signage should be placed in the designated assembly area. (This is not always possible in built up areas). | Yes | 0 | This is located in the main car park, signage is in place identifying it. Information is provided in all rooms of the relevant assembly point. | | |
| | | Is a reasonable standard of emergency lighting provided? | The minimum requirement for emergency lighting installations should be provision on emergency exit routes, and external lighting if there are no street lights. Emergency lighting should be sufficient to allow an individual to escape via the nearest exit. If no emergency lighting is provided, torches should be available to staff to guide customers out. | Yes | 0 | Emergency lighting is located in all the corridors and in customer bedrooms. | | |
| | | Total | | | 0 | | | |
| C2 | Means of escape for those with disabilities or long term conditions | Do plans & provisions take into account those with disabilities and long term conditions - including wheelchair access, safe havens, hearing and visual impairments and learning disabilities? | Some buildings require additional measures for ensuring the safe evacuation of all occupants, this includes refuges in fire protected areas, additional visual aids such as strobes on detectors to indicate alarm activations. Any evacuation plan must ensure that all persons can be evacuated safely by the property management. | Yes | 0 | There are rooms on the ground floor for customers with ambulatory issues, these also have hearing loops, however people with a hearing impairment may not always be allocated these rooms. A procedure has been put in place for these persons to be located close to final exits, and the Duty Managers are given information on these customers, to ensure they are checked off. | | |
| | | Total | | | 0 | | | |
| | | Is a fire alarm system installed? | The area may have combined optical smoke and heat detection that provides L1/M level of detection. This would be present at high level on ceiling tiles and roof voids. There may be low level detection in all periphery areas and storage areas, and in all corridors and toilets for sleeping accommodation. | Yes | 0 | There is a fire alarm system installed with automatic detectors in all the accommodation, kitchen, boiler rooms and where appropriate storage rooms/areas. | | |

| | | | | | | | | |
|-------|-------------------------|--|---|-----|---|--|--|--|
| C3 | Alarm systems | Are fire alarm call points and break glass units clearly visible? Are fire action notices displayed? | Record if manual call points (MCPs) are located on escape routes. MCPs must be mounted in conspicuous positions on fire exit routes and by the final fire exit door. In public areas MCPs must be protected by screecher flap covers. Fire action notices should be up to date and display assembly point information as a minimum. | Yes | 0 | Call points and break glass units are clearly visible, I did not observe any obstructions of these during my inspection. Fire notices are up to date. | | |
| Total | | | | | 0 | | | |
| C4 | Fire prevention systems | Are sprinklers installed? | Sprinklers will typically be found in fire engineered rooms or some retail stock rooms and store rooms. Check to ensure goods are not stored in close proximity or that they've been painted over. | NA | 0 | No sprinkler system installed. | | |
| | | Is a smoke control system installed? | The installed system extracts smoke from within specific areas such as concourses, emergency stairs wells. | NA | 0 | No smoke extract system installed. | | |
| | | Is kitchen ductwork provided in the area (if applicable)? | Within a number of properties kitchen ductwork will be provided. For simple kitchens in small buildings, baffle plate hoods may be provided. There should be automatic shut down of this ductwork in commercial kitchens, linked to the alarm and gas supply. | Yes | 0 | The kitchen ductwork is not connected to any other part of the building. It has an emergency shutdown (Merlin) if there is a build up of carbon monoxide or failure of the gas system. | | |
| Total | | | | | 0 | | | |

Scoring: _ Any individual score of 2 must be addressed immediately.

| | | | | |
|------------|-------------|-------------|--------------|----------|
| 0-2 | 3-5 | 6-10 | Total | 0 |
| Low risk | Medium risk | High risk | | |

Section D - Management control

| Ref | Section D | Fire procedure and training | Advice | YES/N O/NA | Risk score | Comments | Actions required | Date completed |
|-------|---|--|---|---------------|---------------|---|--|-------------------|
| D1 | Fire procedure & emergency plan | Is there an evacuation management plan for the building? | A comprehensive plan should be held by the management, which includes roles and responsibilities. For most buildings this will be held in the office with the duty manager and should be current for the area. The evacuation plan is unique to each building on site, but there will be generic similarities with general procedures eg how to call the fire brigade etc. Groups using the self catering facilities should get the full procedure, so they understand what to do, who to contact and how. Procedures on what to do will be provided in each. | Yes | 0 | There is an evacuation plan for the building detailing who is responsible, duties of staff, and how to call the emergency services. There are notices at all exits of the building as well as in the bedrooms. | | |
| | | Does the emergency plan take into account all foreseeable circumstances and other emergencies (such as floods, gas escapes etc)? | | Yes | 0 | The plan does take account of other emergencies but needs to be reviewed | Review emergency plan for other emergencies. | |
| | | Is the emergency plan made available to all those who need to be aware of it such as for self catering facilities, and groups? | | Yes | 0 | There are no self catering groups in this building. Signage is in place in each of the bedrooms detailing the emergency procedures. | | |
| | | Are procedures to be followed clearly indicated throughout the buildings and facilities? | | Yes | 0 | As detailed above the information is in the accommodation as well as at the exit points, and near the fire alarm break points. | | |
| | | Is consideration given to all people likely to be present in the facilities & buildings? | | Yes | 0 | Yes this includes, visitors, contractors, and persons with disabilities. | | |
| Total | | | | | 0 | | | |
| D26 | Training in fire procedure & emergency plan | Are all employees familiar with plan, and trained in its use, and involved in testing it? | Legislation requires that training in fire procedures is carried out with staff and tested. Fire drills should be carried out every 6 months to ensure all staff are aware of the action to be taken. A record is required to be kept of how the drill went and whether there were any issues, and what action is required (if appropriate). | Yes | 0 | Staff are required to complete the fire awareness training on an annual basis via the e-learning. They also take part in fire drills, and are required to check door with auto closures during the weekly alarm test. | | |
| | | Has a fire evacuation drill (or actual evacuation) been carried out in the last 6 months? | | Yes | 0 | Records of fire evacuation drills were observed, during this review. The last drill was carried out 08/01/2018. | | |

| | | | | | | | |
|----|--|---|---|-----|---|---|--|
| | Total | | | | 0 | | |
| D3 | End of day safety checks | All windows and doors are closed, including doors held open by automatic release units. | All doors are required to be closed and checked that they're operating properly, including those with automatic door releases. Door furniture should function properly and be checked to ensure that it's not loose. | Yes | 0 | Doors with automatic closures are closed at night time. All others are closed all the time. | |
| | | Electrical equipment not in use is switched off, and where appropriate, unplugged. | Where electrical equipment is not in use, this should be switched off. | Yes | 0 | | |
| | | Smokers materials are not left smouldering and ash trays are left in a safe location. | Look for rubbish build up, paper and boxes poorly stored. Look for dust and general untidiness. Check behind cupboards and in electrical cupboards. Check for flammable liquids not stored appropriately. Check that storage cupboards are locked if appropriate. | Yes | 0 | The staff smoking area is cleared each day. | |
| | | All naked flames are extinguished or left in a safe condition. | ensure that all emergency signage is still in place. | Yes | 0 | There are no naked flames left. Open fire places are not used anymore. | |
| | | All flammable rubbish and waste is removed to a safe place. | | Yes | 0 | Rubbish receptacles are in the main car parking area. All rubbish is removed to these at the end of day. | |
| | | All highly flammable materials are stored in a safe location. | | Yes | 0 | Highly flammable materials are stored in a separate building (workshop). | |
| | | The workplace and storage areas are secured against unauthorised entry. | | Yes | 0 | Offices and storage areas are locked when there is no one on duty. | |
| | Total | | | | 0 | | |
| D4 | Induction - Prior to starting work, new employees are given information about: | The location and use of the escape routes from where they may be on site. | New employees must be provided with information on emergency evacuation procedures, and have a tour of the building identifying routes of escape and the assembly area, on the first day of work, as part of a general safety induction. | Yes | 0 | The management staff are required to provide new starters, contractors, and work experience people an induction which involves briefing them on the emergency procedures and a tour of the building and site in general. Documents have been provided on all the elements of an induction required to be covered. | |
| | | The location, operation and meaning of the fire warning system where they may be on site. | The new employee should be provided information on the alarm system, how it sounds and identify the day and time of the fire alarm test. | yes | 0 | This is covered during the drills and weekly alarm test. | |
| | | The location, operation and limitations of any fire fighting equipment that may be on site. | During the tour of the building highlight where extinguishers are located and the need to maintain them and report any issues with the equipment. Fire extinguisher training to be carried out at an appropriate time along with the e-learning training. | yes | 0 | This is covered during the induction and tour of the building and the e-learning on fire awareness, as well as the seasonal staff training carried out April 2018. | |
| | | Consideration is given to treating contractors as new employees. | All contractors must receive an induction as per contractor work permits. | Yes | 0 | Contractors are required to receive an induction prior to starting work. | |
| | Total | | | | 0 | | |

| | | | | | | | |
|-------|--|--|--|-----|---|---|--|
| D5 | Staff fire awareness and emergency procedures training | Are they aware of the location and use of fire fighting equipment? | Staff should be provided with this information as part of an induction tour of the building. | Yes | 0 | As per the induction, and fire awareness training carried out on an annual basis. | |
| | | The action to take on discovering a fire. | Refresher training should be carried out at regular intervals to ensure staff know what to do on discovering a fire. | Yes | 0 | As detailed above. | |
| | | How to raise the fire alarm. | Staff must know what the procedure is for raising the alarm, as well as customers, using self-catering accommodation. | Yes | 0 | Staff have been trained in the procedure for raising the alarm, there is duty manager cover 24/7, when customers are in residence. | |
| | | Fire prevention including housekeeping. | Housekeeping is an essential part of fire prevention. Staff should be aware that they have an important role in ensuring good housekeeping by preventing the build up of rubbish, dust etc on surfaces. | Yes | 0 | This is part of the fire awareness training. | |
| | | The arrangements in place for calling the fire brigade. | With the exception of sites that have automatic call out systems, all other sites will have a duty manager as the main contact. Self-catering buildings are instructed to call the fire brigade, and then the DM. | Yes | 0 | This building has a procedure where the duty manager will contact the fire brigade on activation of the alarm. This is on a 24/7 basis. | |
| | | The importance of fire check doors. | Staff must be made aware of the importance of fire doors and the need to keep them closed (unless they are on automatic release mechanisms). They should be aware of how the auto release mechanisms operate so that they can report faulty equipment. | Yes | 0 | Staff have been made aware of the importance of keeping fire doors closed. A number of automatic door release mechanisms have been purchased for some corridor fire doors, so that customers and staff can move around more easily. These are checked when the weekly alarm tests are carried out (the doors should release and be closed). | |
| | | Is a record kept of staff who have completed the fire training? | Records should be kept of all staff training including those present for fire drills. This will identify whether any staff have missed training. Training should be completed annually. | Yes | 0 | Records are kept of staff who have been present during drills and all staff have received training via the e-learning fire awareness training as well those who attended the H&S induction training that took place in April 2018. | |
| Total | | | | | 0 | | |
| | | Risk assessment held on site. | Copies of this risk assessment must be kept on site and available to see as a hard copy and an electronic copy for review purposes. | Yes | 0 | A copy of this document is held on the TAC shared drive, and hard copies printed and placed in the fire folder located in the admin office. | |
| | | Do you have an emergency procedure other than for fire? | There should be an emergency procedure for other incidents to fire such as power failure, flooding, structural damage, terrorist threats etc. | Yes | 0 | Other emergencies. This needs to be reviewed. | Review emergency plan for other emergencies. |

| | | | | | | | | |
|-------|--|--|--|-----|---|--|--|--|
| D6 | Conditions applying to fire risk assessment are being enforced | Is your alarm where the tones can be changed? | Some systems have alarms where there are different tones which can indicate different actions. None of the Girlguiding sites have this as part of their systems. | NA | 0 | The alarm tone cannot be changed. | | |
| | | Are fire safety conditions imposed upon external and internal contractors? | All contractors are required to follow emergency procedures. As part of their induction, they will receive a briefing on specific requirements, and if hot works are required, a PTW system is in place. | yes | 0 | There is a PTW system in place, and evidence of PTW operating. | | |
| | | Is the fire service and local authority notified prior to any structural changes planned for the building? | Any structural changes would require planning permission. A number of the buildings are listed and therefore even more stringent processes are required. | Yes | 0 | The building is listed and therefore any changes are strictly regulated. | | |
| Total | | | | | 0 | | | |

Scoring: _ Any individual score of 2 must be addressed immediately.

| | | | | |
|----------|-------------|-----------|-------|---|
| 0-3 | 4-6 | 7-10 | Total | 0 |
| Low risk | Medium risk | High risk | | |

Section E - TESTING AND MAINTENANCE

| Ref | Section E | Maintenance & testing | Advice | YES / NO / NA | Score | Comments | Actions required | Actions completed |
|-----|------------------------------|---|--|---------------|-------|---|------------------|-------------------|
| E1 | Fire doors and escape routes | Do fire doors meet legislative requirements and are subject to inspection & maintenance regimes? | Where there are older buildings, old doors installed originally would have been compliant, however, changes in BR may mean they are not up to present standards. If in good condition eg not warped or gapped, then these may still be compliant, but may need some updating which would include the frame and door furniture, intumescent paint/products etc. Changes in use would require doors certified FS30 or greater to be installed as per BR approved document B. All new fire doors should be CE marked and comply with BS EN 1634-1:2014 or BS parts 22&31, and BS EN1154 for door closers. | Yes | 0 | The building has old doors that would have been compliant when originally built, but due to changes in building regulations, have had to be updated with the installation of intumescent strips on the doors and where appropriate intumescent paint to provide better fire and smoke protection. | | |
| | | Are all internal fire compartment or internal doors on fire exit routes labelled as a 'Fire door'? | Where doors are designed to form a barrier to fire and smoke, they must carry a blue & white notice showing the condition in which they should be left (eg 'Fire door - keep shut'). | Yes | 0 | Storage cupboards and rooms have had new 'fire door' labels installed | | |
| | | Are the self-closers on the fire door operating correctly. | A self closer is a device which is designed to ensure a door shuts properly after use. Some doors are held open and release on activation of the fire alarm. Self closures must comply with BS EN1154:1997. | Yes | 0 | The doors are checked regularly to ensure that the closures operate correctly. Records are kept of door checks. | | |
| | | Is the fire door and frame fit for purpose when the door is closed? | Does the door fit the frame well? Is the glass intact? Are the brushes (or intumescent strips) in place all around the door (this is to stop smoke)? Are there any holes in the door? There should not be more than a 4mm gap (preferably 2mm) between the door and frame, otherwise the intumescent strip will not function properly. Comply to BS EN 1634. | YES | 0 | New intumescent strips installed to ensure the door is close fitting. | | |
| | | Considering the construction of the building, are there any penetrations that might contribute to the spread of fire? | Look for penetrations where cables pass through compartment walls, particularly in plantrooms. Fire stopping products are available that will fill the gaps. | Yes | 0 | There is no evidence that fire stopping has been compromised. | | |

| | | | | | | | | |
|----|--------------------|--|--|-----|---|--|--|--|
| | Total | | | | 0 | | | |
| E2 | Evacuation signage | Clear fire evacuation instructions posted for employees, visitors and contractors. | Action notices should be prominently displayed near exit routes and fire doors. | Yes | 0 | These notices are displayed as required. | | |
| | | Are escape routes clearly identified using signage in accordance with legislation, leading to a safe place & are they regularly inspected to ensure that they're kept clear? | Fire escape routes must be kept clear at all times. Signage must be compliant with the Health & Safety (Safety Signs and Signals) Regulations 1996. They should provide a clear direction of escape from any point in the building, visible to reflect hazards. Signage for extinguishers (including operation) and action notices should be clear and unobstructed. | Yes | 0 | Signage is in each of the bedrooms, indicating the routes to take, to get out of the building quickly and safely. Direction arrows are provided at regular intervals, so that customers and staff know the direction that they should take to get out. | | |
| | Total | | | | 0 | | | |
| E3 | Emergency lighting | Is the emergency lighting subject to inspection, testing & maintenance regimes? | Emergency lighting should be maintained and tested on a regular basis as part of a maintenance regime. The regime will be dictated by the type of emergency lighting installed eg self contained (single point). | Yes | 0 | Emergency lighting is maintained and we observed the monthly test records as part of this review. Contractors carry out regular maintenance of them as required. | | |
| | Total | | | | 0 | | | |
| | | Fire alarm system installed and audible throughout the building. | Fire alarms systems must be audible to all occupants of the building. It is not a statutory requirement to have an automatic fire alarm system installed, unless there is sleeping accommodation in the building. | Yes | 0 | The fire alarm system is audible around the building. | | |
| | | Automatic detectors installed where required. | Automatic smoke and heat detectors are installed in appropriate places, such as sleeping quarters, escape corridors. Storage areas, that may have flammables stored, or combustible materials, along with boiler houses, and commercial kitchens. | Yes | 0 | The correct automatic detectors are installed in all the accommodation, storage areas, boiler rooms and kitchens as well as staff work areas. The smoke detector in one room has been replaced by a heat detector. | | |

| | | | | | | | | |
|--------------|--|---|--|-----|----------|--|--|--|
| E4 | Fire alarm systems | System maintained by competent person. | Fire safety systems must be installed and maintained by competent people. This is usually specialist contractors, who install and maintain these systems all the time. | Yes | 0 | The contractor carries out maintenance and testing of the system every 3 months as part of the service contract. | | |
| | | Is the fire alarm tested as part of a weekly scheduled programme (labelled manual call points)? | The fire alarm system is required to be tested every week, via activating manual call points on a rota system. During this test, automatic door closures will need to be checked that they have activated, to ensure they have closed during the test. | Yes | 0 | Records are maintained of the fire alarm testing programme. | | |
| | | Full inspection of alarm system carried out at least annually. | The alarm system will be required to be checked and serviced annually. Where there are many automatic detectors, 25% of these will be tested every 3 months. | Yes | 0 | The contractor carries this out annually. | | |
| | | Clear operating instructions posted for employees, visitors and contractors. | There needs to be operating instructions placed next to the control panel, identifying how to operate the system, including, notifying the emergency services, and other personnel on site. | Yes | 0 | Operating instructions for the control panel are provided near the control panel. Instructions on who to notify (duty manager telephone number), and procedure for calling the emergency services | | |
| Total | | | | | 0 | | | |
| E5 | Records retained covering the maintenance and testing of fire fighting equipment | Are records kept covering the maintenance and testing of fire extinguishers, | Equipment should be inspected every 12 months (except where P50 foam/powder are installed), and have a label showing the date of inspection. | Yes | 0 | Serviced 31/01/2018. Classic Fire (Total Fire protection) carry out testing, for all the site (all buildings). | | |
| Total | | | | | 0 | | | |
| | | Are records kept covering the maintenance and testing of fire alarm weekly test? | A record is required of all weekly tests and other activations including false alarms and response by staff. | Yes | 0 | Records were seen as part of this review, and were up to date. | | |
| | | Are records kept covering the maintenance and testing of the fire alarm annual service? | A competent person/contractor should be appointed to undertake the servicing of the fire alarm system, to the manufacturers recommendations. When contractors carry out maintenance they should either sign the record book with an outline of what work was carried out or provide an engineers report sheet, with all the details of what was carried out. | Yes | 0 | ADT carry out maintenance and annual tests (bi-annual) last service carried out 9/3/2018. Report advised an upgrade of system is required, due to its age. There's a need to put costs into a budget for replacement of systems. | | |

| | | | | | | | | |
|--------------|--|---|---|-----|----------|---|--|--|
| E6 | Records retained covering the maintenance and testing of fire prevention equipment | Are records kept covering the maintenance and checking of fire check doors? | If they are certified fire doors, check the certification which will be located on the top edge of the door, they should also be CE marked. Other doors that were installed many years previously, and at the time were compliant may still be capable of resisting fire for 30 minutes. Formal 6 monthly checks should be carried out to ensure the integrity of fire doors. Where appropriate if faults found, action should be carried out and recorded. | Yes | 0 | Fire door records must be kept up to date. Final exits must be checked everyday, by staff. Formal checks to be carried out every 6 months and recorded. | | |
| | | Are dry risers provided and are these serviced and tested? | Dry risers are only present in the HQ building. Dry risers, should have fire doors installed at every level, with an automatic smoke detector at the highest level. This should be clear of any storage items, and accessible for maintenance purposes. | NA | 0 | There are no dry risers in this building. | | |
| | | Are records kept covering the maintenance and testing of riser doors. | Riser doors are required to be checked every 6 months, the same as other fire check doors. | NA | 0 | As above. | | |
| | | Records kept covering the maintenance and testing of steel shutter doors. | Testing is required for any automatic operated steel shutters. Safety devices must be fitted to automatic powered roller shutters, to comply with Regulation 5 and 18 of Workplace (HSW) Regs 1992, and the RRF50 2005. And comply with BSEN 12635:2002. | NA | 0 | No automatic steel shutters in place in any of the buildings (there are manual operated ones only). | | |
| | | Records kept covering the maintenance and testing of smoke extraction systems. | Smoke extraction systems, should operate on activation of the fire alarm system, and are required to be checked and serviced in line with BS9999. | NA | 0 | There is no smoke extraction system in place. | | |
| | | Records kept on the maintenance of kitchen extractors and ductwork, including emergency gas interlock shut off systems. | Kitchen ductwork requires to be serviced and deep cleaned on an annual basis. Emergency gas shut down systems require to be serviced annually and tested on a weekly basis. | Yes | 0 | There are records of the maintenance of the kitchen extractor and ductwork. The service record from the contractor confirms that the gas safety lockout system (Merlin) is operational. | | |
| Total | | | | | 0 | | | |

Scoring: _ Any individual score of 2 and above must be addressed immediately

| | | | | |
|------------|-------------|-------------|--------------|----------|
| 0-2 | 3-5 | 6-10 | Total | 0 |
| Low risk | Medium risk | High risk | | |

Fire risk assessment periodic review form

Location:

Date of review:

Persons present:

Name:

Signature:

| Significant findings | Remedial actions | Action owner | Action by date | Action completed date |
|----------------------|------------------|--------------|----------------|-----------------------|
| | | | | |

Periodic review signed off (all actions complete)

Place plans and photos on this sheet

General Notice

Any queries regarding this notice should be referred to the ????????

Date: 25 May 2018 GG/FRA/GN/01

Subject: Fire Risk Assessment / Fire Training at Girlguiding Sites (?????????????????)

It is the responsibility of all site managers to ensure that relevant General Notices are brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.

1. Introduction

1.1 This instruction relates to The Regulatory Reform (Fire Safety) Order 2005 ("the Order").

1.2 The Order introduced fire safety rules affecting all non-domestic premises in England and Wales and became law on 1st October 2006.

1.3 The Order makes individual companies responsible for their own fire safety and they will be expected to carry out a fire risk assessment in relation to their premises and to train their employees in the appropriate fire procedures for the site they work at.

1.4 The Order requires that fire precautions such as fire fighting equipment, fire detection and warning and conditions relating to emergency routes and exits should be provided and maintained by a responsible person to reasonably protect relevant persons (which means any person including a responsible person who is, or may be legally on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises).

2. Responsibilities of Girlguiding at managed sites (?????????????????)

2.1 It is the responsibility and legal duty of anyone in control of any non-domestic premises to:-

2.1.1 provide sufficient general fire precautions - fire fighting and fire detection, emergency routes and exits and their maintenance, including measures to reduce the effects of fire. They also include safety measures to prevent or reduce the risk of fire arising directly from a work process (including the storage and use of dangerous substances goods or materials) or to reduce its intensity.

Reduction of risks remains the overall objective of the Order to ensure that relevant persons are safe from fire;

2.1.2 provide measures to reduce the risk of fire and the spread of fire on the premises;

2.1.3 provide means of escape from the premises which can be effectively and safely used; and

2.1.4 undertake a fire risk assessment of the premises in order to identify and assess how fire risks can be minimized and the necessary precautions to safeguard all those who may be affected by a fire on the premises. A risk assessment should be reviewed regularly by the responsible person to keep it up to date, valid and to reflect any significant changes that may have taken place.

2.2 A fire risk assessment must:-

2.2.1 include measures taken or to be taken e.g. training and maintenance consultation and coordination and any group of persons identified as being especially at risk;

2.2.2 train staff to ensure that they are familiar with risks and understand the concept of reducing and managing risks;

2.2.3 ensure that the correct equipment and support is available in order to deal effectively with incidents;

2.2.4 identify the risk from fire, who may be affected and any control measures necessary to reduce the risk to its lowest level.

The significant findings from the fire risk assessment must be recorded and provided to any affected relevant persons

2.3 Fire training must:

2.3.1 be provided to all employees and contract staff when they start working for you, and then on an annual basis;

2.3.2 contain appropriate information and instruction about the general fire precautions relevant to your workplace and local area, including:-

2.3.2.1 an overview of the facilities and general fire precautions established by your fire risk assessment;

2.3.2.2 what to do in the event of a fire;

2.3.2.3 how to raise the alarm;

- 2.3.2.4 what to do if you hear an alarm;
 - 2.3.2.5 how to contact the emergency services;
 - 2.3.2.6 the location and if appropriate, the use of portable fire extinguishers;
 - 2.3.2.7 the procedures for evacuating your premises including the location of escape routes and assembly areas.
- 2.3.3 additional training may be necessary for employees with specific duties in the event of a fire e.g. fire wardens.

3. Enforcement

The Order is enforced by the Local Fire Authority and failure to provide suitable general fire precautions could lead to severe penalties which could include fines or in the most serious cases prison terms.

4. Action required

4.1 Fire risk assessments must be carried out every year or following significant changes to your accommodation, personnel or processes.

4.2 Fire training must be carried out annually and confirmed with the Girlguiding H&S manager

5. Advice and questions

Advice for people responsible for their premises in relation to fire risk assessment is available in the following communities and local government documents. The documents are available to download at no cost, from the Communities and Local Government website www.communities.gov.uk/fire/firesafetylaw.

Fire safety risk assessment - offices and shops

Fire safety risk assessment -transport premises and facilities.

Fire risk assessment documents can be obtained from the [responsible person].

Any questions concerning this notice should be referred to your relevant manager.

Issued on behalf of the {Responsible person}

Full distribution

Queries relating to this general notice should be directed to the contact(s) as mentioned in this notice.

To advise any amendments, additions or deletions to the Girlguiding general notice distribution list please contact [name] tel:[mobile number]; email: [email address]