

Stubbers Adventure Centre



Conducted on Thursday 16th May 2024



REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person (e.g. Employer) or Person having control of the premises: Board of Trustees.

Address of Premises: Stubbers Adventure Centre, Ockendon Road, Upminster, Essex, RM14 2TY.

Extent of premises assessed: A variety of permanent and static units including dormitories.

Person(s) Consulted: Simon Garrod – Estates Manager.
Billy Ling – Maintenance Coordinator.

Assessor: Lee Burrige – TMIFPO.

Date of Fire Risk Assessment: Thursday 16th May 2024.

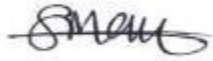
Date of Previous Fire Risk Assessment: 30th April 2021.

Suggested Date for Review¹: May 2025.

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

This detailed and legally compliant report is carried out in accordance with PAS79 (guidance and recommended methodology), and will identify the people at risk, the potential fire hazards, the fire protection measures currently in place and the management of fire safety. Any issues identified will be shown on an Action Plan as part of the report. Please note that the risk assessment is non-invasive i.e., there will be no penetration, changes, or damage to the structure of the building.

Quality Assurance

Date	Checked by (print name)	Signature
23/05/2024	Steven May: Fire Risk Assessment Manager (MIFSM Tier 3 NAFRAR Fire Risk Assessment Validator; AMIFPO)	

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE CLIENTS PREMISES

- 1.1 Number of floors: Not applicable.
- 1.2 Approximate area: 130 acre site.
- 1.3 Brief details of construction:

Various buildings of different construction, including permanent structures, caravans and tents/marquees.

- 1.4 Occupancy:

Offices, workshops, residential accommodation, tents, activity areas and a coffee shop. (Purpose Groups 2(b), 4, 5 & 6).

2. THE OCCUPANTS

- 2.1 Approximate maximum number: Up to 950 across all areas.
- 2.2 Approximate number of employees at any one time: 100 at peak times during the summer months.
- 2.3 Maximum number of members of public at any one time: Up to 850.

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: Up to 330 across various buildings, caravans and tents.
- 3.2 Disabled occupants: Variable, sleeping accommodation for 14 disabled persons is supplied. All such persons are always accompanied by their own individual leaders.
- 3.3 Occupants in remote areas: None.
- 3.4 Young persons: All young persons are always accompanied and supervised by a teacher or member of Stubbers staff.
- 3.5 Others: None.

4. FIRE LOSS EXPERIENCE

No fire loss reported to the assessor.

5. OTHER RELEVANT INFORMATION

This fire risk assessment is for a variety of buildings, caravans and tents for an adventure centre called Stubbers Adventure Centre. The site is expansive and covers 130 acres of adventure space and includes 3 lakes.

The various buildings are located in the adventure centre and include sleeping accommodation, offices and activity buildings.

The use and occupancy of the buildings are as follows:

Name	Use	Occupancy
Maple Lodge	Sleeping accommodation / 1 st floor office.	48
Chestnut Camp	Tents	96
Oak Camp	Tents	96
Orchard Camp	Tents and service building	32
Works Yard	Workshops	6
Walled Garden	Events marquee and functional kitchen	Variable
Penthouse	Part of Main Block (sleeping accommodation)	3
Static Caravans	Staff sleeping accommodation	Variable
Welcome Centre	Reception / bookings	Variable
Main Block	Source coffee shop / base camp / site office	Variable
Boat Shed	Workshop / boat shed	Variable
Camp field toilet block	Toilets	Variable
Gate House	Staff accommodation	Currently unoccupied
Smash Camp	Activity Centre	Variable

There are various levels of fire detection installed throughout the centre's buildings. It is of the assessor's opinion that the level of detection is suitable for the buildings it is installed to. In addition, emergency escape lighting and portable fire extinguishers are installed throughout to those areas that require it.



5a. OTHER RELEVANT INFORMATION

The evacuation strategy for any building / location is a simultaneous evacuation of all occupants on the actuation of the fire alarm or a shout of "FIRE".

The Centre Manager lives on site in a private house. This fire risk assessment excludes this property.

The DCLG guidance document for small and medium places of assembly and sleeping accommodation plus Building Regulations 2010 Fire Safety Approved Document B (2019 edition) were used by the assessor as reference documents when compiling this report.

Reference was also drawn from the UK Government guidance leaflet – Fire Safety Outdoors.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005.

6.2 The above legislation is enforced by:

Fire and Rescue Authority.

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

- Health & Safety at Work Act 1974
- Management of Health & Safety at work Regs 1999
- The Workplace (Health, Safety & Welfare) Regs 1992
- Building Regulations 2010
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Furniture & Furnishings (Fire)(Safety) Regulations 1988 (as amended)
- Electricity at Work Regulations 1989
- The Equality Act 2010
- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Petroleum (Consolidation) Regulations 2014.

6.4 The legislation to which 6.3 makes reference is enforced by:

- Local Authority.
- Health and Safety Executive.

6.5 Comments:

Regulatory Reform (Fire Safety) Order 2005 applies to all places of work. Article 9 of The Order requires a Fire Risk Assessment to be carried out on all areas of a building where staff or 'relevant persons' may occupy. Client reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing (PAT) carried out? N/A Yes No

Suitable policy regarding the use of personal electrical appliances? N/A Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:

- Site wide BS 7671: IEE fixed wiring testing was conducted in April 2019. The client is aware that new testing is required and has booked a third-party contractor to carry out works imminently. There are also some new fuse boards being installed to certain buildings. **The client is advised to obtain EICR certificates for all fixed wiring testing to produce to an inspecting officer upon request.**
- PAT is carried out by the client on a rolling programme. The client believes that approximately 60% of the site has been subject. PAT is conducted by Billy Ling.
- Several trailing extension leads were noted to be in use at various locations around the site. These overall are managed and monitored. Due to the nature of some of the accommodation a permanent electrical cable run would not be possible.



8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? Yes No

8.3 Comments and hazards observed:

- In accordance with The Smoke-Free (Premises and Enforcement) Regulations 2006, the premises operate a no-smoking policy.
- All smoking must be conducted outside the premises (a receptacle is provided). This extends to the use of e-cigarettes.



9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable²? Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

9.3 Comments and hazards observed:

- A welcome centre takes payment and is the only access to the park for members of the public.
- Intruder alarms are installed in the office buildings and in those locations where valuable items are stored or used.
- CCTV to parts of site. Not full coverage.
- The Centre Manager lives on site.

² Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.



10. PORTABLE HEATERS AND HEATING INSTALLATIONS

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

10.2 If portable heaters are used,
is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No

10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No

10.4 Comments and hazards observed:

- All fixed heating units are part of a PPM schedule.
- There are numerous gas boilers located in various buildings. Gas boilers are subject to gas safe inspections on an annual basis, and it was verbally confirmed that all were in date. Contractor is Bridge Heating.
- Electric heaters are used to heat some marquees. It was verbally confirmed all are serviced on an annual basis.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? Yes No

11.3 Comments and hazards observed:

- Domestic cooking facilities are provided in The Penthouse. All cooking that takes place is via electrical appliances only.
- Maple Lodge is provided with a commercial fitted kitchen. Cooking in this kitchen uses a mix of electrical and gas appliances. **Hot oil is not used.**
- Appliances serviced by CCS.
- Suitable fire detection installed.
- Gas shut off valves are provided.
- Extract ducting (where installed) is maintained and cleaned annually.
- No naked flame cooking is undertaken on the campsite or elsewhere other than designated kitchens.
- The Source coffee shop has microwave ovens and toasters.
- Tea points are located at various locations around the site.
- Suitable fire extinguishers installed to all areas.

12. LIGHTNING

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

12.2 Comments and deficiencies observed:

Lightning protection is not considered a requirement of this fire risk assessment.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition Sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? N/A Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? N/A Yes No

13.3 Comments and hazards observed:

Since the previous fire risk assessment, a concerted effort has been made to improve the standard of housekeeping. This was evident during the fire risk assessment. All final exits were clear and free from obstruction to all buildings.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A Yes No

14.4 Comments:

- Due to the nature of the premises the attendance of contractors who will conduct activities that affect fire safety will be rare.
- Contractors are required to provide RAMS (risk assessments and method statements) where necessary.
- It is very unlikely that "hot works" will be undertaken. In the event that "hot works" are unavoidable, they would be subject to robust management with suitable RAMS having to be place.
- This is considered acceptable in the context of this risk assessment.

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

N/A Yes No

15.2 Comments:

- DSEAR risk assessment viewed by the assessor in relation to the storage of the LPG cylinders.
- LPG is in use in the following locations:

Name	LPG?
Chestnut Camp	Yes (cooking).
Oak Camp	Yes (cooking).
Works Yard	Yes (main LPG Storage).
Walled Garden	Yes (cooking).
Caravans	Yes (cooking / heating).

- All new and unused cylinders appeared to be in an exterior, locked cage with appropriate signage.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

- A petroleum tank is located by Main Block (1950L).
- A double bunded diesel tank is located in the boat yard (2500L).
- A quantity of flammable liquids within the boat shed.

16.2 Comments and deficiencies observed:

- A petroleum licence is in force.
- Suitable spill kits are positioned adjacent to tanks.
- Boatshed metal locker supplied. COSHH records in place.
- Tanks are considered a suitable distance from buildings which do not affect means of escape.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

- 17.1 It is considered that the building are provided with reasonable means of escape in case of fire. Yes No
- 17.2 More specifically:
- Adequate design of escape routes? Yes No
- Adequate provision of exits? Yes No
- Exits easily and immediately openable where necessary? Yes No
- Fire exits open in direction of escape where necessary? Yes No
- Avoidance of sliding or revolving doors as fire exits where necessary? Yes No
- Satisfactory means for securing exits? Yes No
- Reasonable distances of travel:
- Where there is a single direction of travel? Yes No
 - Where there are alternative means of escape? Yes No
- Suitable protection of escape routes? Yes No
- Suitable fire precautions for all inner rooms? Yes No
- Escape routes unobstructed? Yes No
- 17.3 It is considered that the buildings are provided with reasonable arrangements for means of escape for disabled people. Yes No

17.4 Comments and deficiencies observed:

- Means of escape from the various parts of the building are considered suitable and sufficient in respect of travel distances and occupant capacity.
- Replacement FD30s fire doors are required at the head of the stair in The Penthouse. **See action plan and photo number 1.**
- Dormitory bedroom doors to Maple Lodge are all FD30s fire doors complete with positive action self-closing devices.
- Instruction on the means of escape provided for each location is given on the occupation of the accommodation by guests.
- Communications on the site is facilitated by a radio network.
- Currently, there are no staff that requires assistance with evacuation. A restricted duties policy is in place for temporary mobility issues.
- Disabled guests can be accommodated in the caravan (purpose-built access ramps are provided).
- Ramps also installed to clip and climb building.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³.

Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{4,5}

N/A Yes No

18.3 Comments and deficiencies observed:

- Generally, compartmentation was satisfactory.
- Tents were erected 1 metre apart. Guidance states the distance between tents should be 6 metres. **See action plan**
- The previous assessment noted that the roof void (Maple Lodge) had breaches to the fire separation along its length. There now appears to be suitable fire resisting separation and detection installed.

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided⁶? Yes No

19.2 Comments and deficiencies observed:

Upon completion of a visual inspection, it is considered that emergency escape lighting provided is suitable and sufficient and in accordance with BS 5266 to the buildings that require it.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices? Yes No

20.2 Comments and deficiencies observed:

- All fire related signage appeared to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 with the exception of:
 - Fire action notices are required to be installed adjacent to all manual call points. **See action plan.**
 - Fire doors should be provided with a 'fire door keep closed' sign to both faces of the door.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided⁷? Yes No

21.2 Automatic fire detection provided? Yes (throughout building) Yes (part of building only) No

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No

21.4 Remote transmission of alarm signals? Yes No

21.5 Comments and deficiencies observed:

- Grade A, M/L2 (manual call points and smoke / heat detection, fire control panel). In all sleeping accommodation.
- Grade D domestic smoke detection installed to staff caravans.
- There is no fire alarm system installed in the Base Camp or Source Coffee Shop. Both units are small enough in size with low occupancy levels that a shout of "FIRE" will suffice to initiate a full evacuation.
- A howler fire alarm is in use within the Walled Garden and all external campsite areas.
- All staff carry radios, warning of a fire in those building where a fire detection / alarm system is not installed and is broadcast over the radio network.
- The client's insurers mentioned that a smoke detector should be installed to the power intake room. Although this would be considered best practice, this fire risk assessment assesses the risk to life from a fire so the assessor would deem that installing smoke detection in this room would have no beneficial or detrimental affect the means of escape for persons.

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.



22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes No
- 22.2 Hose reels provided? Yes No
- 22.3 Are all fire extinguishing appliances readily accessible? Yes No
- 22.4 Comments and deficiencies observed:

- Firefighting equipment is positioned strategically throughout the site. It was noted that in some locations these need to be supplied with wall brackets or floor standing trays.
- Firefighting equipment is subject to an annual maintenance contract in accordance with BS 5306.

23. RELEVANT* AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

None.

23.2 Comments:

N/A.

* Relevant to life safety and this risk assessment (as opposed purely to property protection).



24. OTHER RELEVANT[†] FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

Fire shutter installed to the kitchen area in Maple Lodge.

24.2 Comments:

Confirmed as being linked to the fire alarm system.

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

N/A Yes No

24.4 Comments:

N/A.



MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by⁸:

Simon Garrod – Estates Manager.

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes No

Comments:

- Billy Ling – Maintenance Co-ordinator.
- Toby Edwards – Maintenance Co-ordinator.
- Ben Maycock – Head Instructor.

25.3 Is there a suitable record of the fire safety arrangements?

N/A Yes No

Comments:

- Suitable and sufficient fire procedures have been documented.
- Any group hiring the premises are required to adhere to the fire evacuation procedures for the site. This document is signed for.
- Teachers and staff are available at night in dormitory areas and are aware of the night-time procedures.

⁸ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.



25.4 Appropriate fire procedures in place?

Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented?

N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service?

Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated?

N/A Yes No

Is there a suitable fire assembly point(s)?

N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A Yes No

Comments:

- All staff are responsible for the calling of the fire service.
- Staff will ensure the evacuation of the area they are working in if required.
- All guests participate in a fire safety briefing prior to occupation of their accommodation.
- A member of staff is on site 24/7 to liaise with the Fire Brigade on their arrival.



25.5 Persons nominated and trained to use fire extinguishing appliances?

N/A Yes No

Comments:

It was verbally confirmed that all staff have some basic fire extinguisher knowledge via online training and a DVD. A more formal approach is required, and the client wishes to undertake additional training. **See action plan for advice.**

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people?

N/A Yes No

Comments:

- Staff will ensure the evacuation of the area they are working in if required.
- All guests participate in a fire safety briefing prior to occupation of their accommodation.
- It was verbally confirmed that all staff have some basic knowledge via online training and a DVD. A more formal approach is required, and the client wishes to undertake additional training. **See action plan for advice.**

25.7 Appropriate co-operation & co-ordination with other premises occupiers, neighbouring premises or the Local Fire Authority (for auditing or familiarisation)

N/A Yes No

Comments:

- It was confirmed that there has been no recent communication between the client and fire authority (LFB) in terms of auditing purposes.
- However, the fire service regularly use the site for various training exercises.



25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

In-house inspections are carried out regularly to all buildings.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes No

Comments:

Induction training is given to all staff.

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes No

Comments:

Refresher training is provided annually.

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

- Fire risks in the premises? Yes No
- The fire safety measures in the building? Yes No
- Action in the event of fire? Yes No
- Action on hearing the fire alarm signal? Yes No
- Method of operation of manual call points? Yes No
- Location and use of fire extinguishers? Yes No
- Means for summoning the fire and rescue service? Yes No



Identity of persons nominated to assist with evacuation?

N/A Yes No

Identity of persons nominated to use fire extinguishing appliances?

N/A Yes No

Comments:

All staff and guests participate in a fire safety briefing prior to occupation of their accommodation.

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training?

N/A Yes No

Comments:

All staff undertake the fire warden role when required. Basic training for this role is given prior to working on site. A more formal approach is advised, and advice is supplied in Section 25.

26.5 Are fire drills carried out at appropriate intervals?

Yes No

Comments:

- All staff and guests participate in a fire safety briefing prior to occupation of their accommodation.
- However, more formal fire evacuation drills are required. **See action plan.**



26.6 When the employees of another employer work in the premises:

- Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No
- Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments:

All the client's contractors are provided with information when considered necessary.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

The premises are well maintained.

27.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes No

Comments and deficiencies observed:

- Weekly testing of the fire detection and alarm system is conducted by Billy Ling. Results are recorded.
- Periodic maintenance of the fire alarm system is conducted by Scutum.



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

Comments and deficiencies observed:

- Monthly testing of the emergency escape lighting is conducted by Billy Ling. Results are recorded.
- Annual maintenance for the emergency lighting is conducted by Scutum with results recorded.

27.4 Annual maintenance of fire extinguishing appliances? Yes No

Comments and deficiencies observed:

An annual contract is in place for the maintenance and testing of the firefighting equipment. The last indicated test on the fire extinguishers is recorded as June 2023. Contractor is Scutum.

27.5 Periodic inspection of external escape staircases and gangways? N/A Yes No

Comments and deficiencies observed:

N/A.

27.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

N/A.

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

Comments and deficiencies observed:

N/A.



27.8 Weekly testing and periodic inspection of sprinkler installations?

N/A Yes No

Comments:

N/A.

27.9 Routine checks of final exit doors and/or security fastenings?

N/A Yes No

Comments:

The inspection and testing are carried out prior to use or occupation of the area.

27.10 Annual inspection and test of lightning protection system?

N/A Yes No

Comments:

N/A.

27.11 Other relevant inspections or tests:

Comments:

- Fire shutters tested on a weekly and six-monthly basis.
- Acoustic door open devices tested with the fire alarm.



28. RECORDS

28.1 Appropriate records of:

Fire drills?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fire training?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fire alarm tests?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Emergency escape lighting tests?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Maintenance and testing of other fire protection systems?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

28.2 Comments:

Records for the systems tested and maintained by the client are available. These are kept either within the fire logbook or electronically on individual staff member files.

FIRE RISK ASSESSMENT

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

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

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

Low
 Medium
 High

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

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

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

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

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

Slight harm
 Moderate harm
 Extreme harm

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

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

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

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

The site has numerous buildings and locations and as such has a range of fire safety measures. Fire safety is well managed, and the safety of the clients and staff is taken seriously. **Comments and recommendations made throughout this report should be adhered too and not just those included within the action plan.** The moderate rating is based on the lack of protection to the stair in The Penthouse.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>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.</p>
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

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

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Short-term solutions – Represent the highest risk and are judged to impinge directly on the safety of people. The Enforcing Authority may consider the deficiencies to constitute an Offence. Remedial actions to be completed as soon as possible.

Medium-term solutions – May not impinge directly on the safety of people but nevertheless compromise the fire safety of the premises. Remedial actions should be completed within three to six months.

Long-term solutions – are recommended as a means of achieving best practice. Remedial actions should be completed when finances and circumstances permit.

**Priority
(where
applicable)**

1. **Section 17 – Means of Escape from a Fire**

Short-term

Replacement FD30s fire doors are required at the head of the stair in The Penthouse.

Fire doors are the principle means of preventing smoke, heat, and flames from spreading from one compartment to another. If doors are not in good working order, they will allow products of combustion to spread quicker and render escape routes ineffective.

There are three 'thin panelled' doors at the head of the stairs to the above-mentioned building that require replacing. It is clear they would fail very quickly in a fire situation. Staff sleeping here are at risk as the stair is essentially unprotected. The doors that require replacing are as follows:

- Door at head of stairs.
- Door to electrical cupboard.
- Door to server room/office.

2. **Section 17 – Means of Escape from a Fire (cont.)**

A competent contractor should be employed to install FD30s doors to the head of the stairs and the server/office room including the installation of positive action self-closing devices in accordance with BS 1154.

A solid timber door should be installed to the electrical cupboard. This door does not require cold smoke seals or intumescent strips. This allows for smoke to activate the fire detection installed outside the cupboard. This door should be kept locked shut and have the relevant signage installed, (KEEP LOCKED SHUT).

Short-term

3. **Section 18 – Measures to Limit Fire Spread and Development.**

Fire safety guidance in relation to campsites states that the spacing between tents should be 6 metres.

The 1 metre spacings for the client's tents are a contravention to guidance and the correct protocol of 6 metre spacings should be applied to ensure compliance.

Short-term

4. **Section 20 – Fire Safety Signs and Notices**

Fire action notices.

A fire action notice should be affixed adjacent to the final exit and manual call points to provide clear and concise instructions to both staff and public on what to do in the event of the fire alarm actuating or on discovering a fire. This is also considered as having suitable basic fire emergency procedures in place. The location of the designated assembly point for the building should be clearly recorded on all such notices.

Medium-term

5. **Section 25 – Procedures and Arrangements**

Fire warden and extinguisher training.

Basic training is delivered by staff. However, it is strongly recommended and requested by the client that as many members of staff attend a fire warden course delivered by industry professionals.

Such a course is invaluable as it will teach staff the importance of swift, decisive action should a fire occur. It also teaches delegates preventative measures to be aware of around the workplace.

In addition to this, the course will instruct delegates on the use of fire extinguishers. The ideal course is one which offers delegates a live fire experience.



6. **Section 26 – Training and Drills**

Fire evacuation drills.

As part of basic fire safety induction and refresher training all staff should take part in fire evacuation drills to be conducted every six months. Fire drills are a useful means of reinforcing evacuation procedures, monitoring effectiveness and ensuring competency of staff with designated duties.

For your reference, Article 15(1) of the Fire Safety Order states:

The responsible person must establish and, where necessary, give effective and appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.

Responsible persons are anyone who has control over the premises which in this case are the landlord and the tenant.

Records of all fire safety training and evacuation drills should be kept in a fire logbook.

Short-term and ongoing

PHOTO PAGE



Photo number 1 – Door at head of stairs and electrical cupboard door. Replacement required.