



Fire Risk Assessment Report

Woodlands Mobile Home Park



Title	Woodlands Mobile Home Park
Address	Swindon Lane, Cheltenham, GL50 4PB
Ref Number	AFS/FRA/Woodlands/Res/MobileHome/20220729
Date of Assessment	29 July 2022
Review Date	July 2023
Assessor	Mr John Holland OBE CFRAR MIFSM

Note: The fire risk assessment should be reviewed by a competent person by the date indicated above, or earlier, where there is reason to suspect that it is no longer valid or if a significant change in conditions or arrangements has taken place.



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Background & Guidance

This fire risk assessment has been undertaken in compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 & Fire Safety Act 2021. The report assesses the provision for fire safety for the above premises with the emphasis on 'life safety' issues. Property protection is a secondary consideration and may only be identified where there are significant concerns.

The Regulatory Reform (Fire Safety) Order 2005 imposes requirements on the 'Responsible Person' to take such general fire precautions as will ensure, so far as is reasonably practicable the safety from fire of any of their employees or other relevant persons.

The principal requirement is to make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

A relevant person is any person (including the responsible person) who is or may be lawfully on the premises, including any person in the immediate vicinity of the premises who may be at risk from a fire on the premises.

The main duty-holder is the 'Responsible Person'. The duties imposed on the responsible person cannot be delegated but are extended to every person, who has to any extent, control of those premises, so far as the requirements relate to the matters within his control. If a third party is appointed to carry out the fire risk assessment it is expected that the responsible person will exercise the principles of due diligence in choosing such a contractor.

The Fire Safety Order places a responsibility on the responsible person to ensure all persons from within the building can be evacuated safely in case of fire. This may involve the writing of a Personal Emergency Evacuation Plan (PEEPS).

In areas where chemicals, flammables or radioactive materials are stored the 'Dangerous Substances and Explosive Atmosphere Regulations 2002' may apply. These areas may be considered as areas of high risk and require additional risk assessments.

It is a requirement that the fire risk assessment is reviewed by the responsible person periodically so that it is up to date; particularly if there is reason to suspect that it is no longer valid.

Your risk assessment has been carried out with any deficiencies noted under summary of Significant Findings that will require attention. These have all been prioritised based on risk. They are summarised with the required actions to be taken in the Action Plan towards the end of the report.

Approved Fire Safety recommends that a review is carried out at least once per year or if/where significant changes or material alterations have been made the premise or there is a change of use.

Competence of risk assessor

John Holland OBE has spent a total of 38 years in the Fire Service, local authority and as a MOD Fire Officer. Before joining the Fire Service John served in the Parachute Regiment, which provided the dedication, discipline and work ethics now applied in Fire Safety. John is a Level 4 Risk Assessor and Auditor to National Occupational Standards, Competent (registered) Fire Risk Assessor with the Institute of Fire Safety Managers he is also NEBOSH and IOSH trained and holds a diploma in Disaster Management. Over John's long and varied career, he has been involved in specialist Fire Safety for 24 years, which included 8 years as a Project Fire Officer for New Build and refurbished buildings and has amassed a diverse knowledge of Fire Safety and has a good understanding of the Building Regulations and the various Codes of Practice.

John has experience in designing, advising and implementing building Fire Strategies and Emergency Plans. Within John's Fire Safety roles, he has also been the principle Fire Safety Officer for the Royal International Air Tattoo, the largest air show in the world, since 2005 covering all Fire Safety matters at the show and supporting elements. John also has many years of experience around the world responding to disasters, developing and running emergency related projects and advising governments on various Fire Safety matters at community and at national level.

John is an experienced and competent Fire Risk Assessor as well as being Health and Safety trained and has vast experience in identifying risk. He is a member of the Fire Protection Association, Member the Institute of Fire Safety Managers, Institute of Fire Protection Officers and a Member of the Chartered Managers Institute. He applies the highest standards of work to achieve a professional outcome.

Methodology

The basic purpose of a "Fire Risk Assessment" (FRA) is to identify the general fire precautions the responsible person needs to take. The FRA should only be carried out when a premise is occupied and in normal use. If, in the case of a new or refurbished premise, there is a need to carry out a 'pre-occupation' FRA, a further assessment should be carried out as soon as the premises is in normal use.

This FRA has been conducted with regard to the standards, principles and approach of the latest revision of Publicly Available Specification 79 (PAS 79), with the overall mission of ensuring that all has been done to reduce both hazard and risk to a level that can be demonstrated to be as low as reasonably practicable (ALARP).

The assessment, observations and recommendations are only relevant to the conditions within the premises at the time of the survey and are aimed at Life Safety, which includes the risk to fire-fighters who have to access the premises and any members of the public who use the premises on a day to day basis. This fire risk assessment is non-invasive unless otherwise specified, the methodology is not intended to address:

- the protection of property (i.e. the premises and its contents)
- environment
- business continuity

It otherwise covers the relevant occupied areas, common parts, landlord areas and adjacent property risks.

The significant findings arising from the assessment are contained in the report with a summary of the necessary remedial actions being produced in table form as an Action Plan. The responsible person should act on these findings to achieve compliance with the Order. Photographs and other relevant documentation may be provided to assist clarity as appropriate.



Executive summary

This fire risk assessment report is based on the observations made and information gathered during a visit to the premises on Friday, 29 July 2022, and relates to the Woodlands Residential Home Park. We are grateful to The site owners and Residents for their time, courtesy, and the information they were able to provide regarding the day-to-day operation of the site and to assist with this fire risk assessment.

This Fire Risk Assessment is for the Communal areas of the Residential Homes site as required under Article 9 of the Regulatory Reform (Fire) Safety Order (RRFSO) to ensure that there are adequate controls and fire safety measures in place.

The site consists of 12 residential homes (chalet type) either side of an access road, one detached bungalow (currently empty) a brick built electrical building and two small blocks of garages. The Communal areas exclude the private residential homes although the space separation and any hazards between have been commented on as this can affect the fire safety of the residence.

It is appreciated that the new Landlord/owner has only just taken over and has inherited any fire safety measures in place, therefore this Fire Risk Assessment will highlight any significant risks that need to be addressed as well as any recommendations under Notes in each section (where appropriate).

Under Section 8 (Dangerous Substances) the LPG and Oil bunds used for heating have been noted, which were stored to the rear of the premises.

Under Section 10 (Means of Escape) please note recommendation for safe system of work for contractors working alone in the electrical facility.

Under Section 11 (Confinement and development of fire) the importance of space separation is noted which should be kept free from Hazardous materials and substances such as fuel tanks and unnecessary combustible materials. Vegetation, overgrown areas should not provide an easy route for fire spread between homes and should be maintained. A note has also been made regarding the parking of vehicles between residential units, which is not advised as this is an unnecessary fire load between units. This is a decision for the Landlord based on risk, any specifications in the licence and insurance restrictions.

Under Section 13 (Signs and Notices) there are some deficiencies noted for signage for the electrical building and the fire points. It is also recommended that an assembly point sign is appointed so residence can evacuate to one central area should there be a fire.

Under Section 14 (Means of warning) it has been noted that the rotary bells are not serviceable and new bells are required.

Under Section 15 (Portable fire equipment) the fire extinguisher in the electrical room is unserviceable and the hose reels at the fire points are not being maintained and not adequate. It has been recommended that new weatherproof fire points (GRP) with fire extinguishers are installed and the appropriate signage.

Any new or revised site conditions or agreements should include the Fire Safety requirements, actions in the event of fire and residence responsibilities for their own homes (fire safety) and the requirements of the space separation between.

This Fire Risk Assessment should be read in its entirety as well as any notes made under each section. This is a legal document and must be kept and made available when requested. A copy should also be made available to the Residence Association, so they are aware of any elements of the report that affect them.



Premises risk rating

Tolerable	Risk rating at the time of this assessment
Moderate	Risk rating following the implementation of the remedial actions

Note: Please refer to the Risk Analysis section for further details

Excluded areas for this Risk Assessment

Limitation	Reason	Area / room ref.
<p>This Fire Risk Assessment is limited to communal areas only, which fall under the responsibility of the Landlord. The Landlord has a responsibility as the 'Responsible Person' to ensure the overall risk of fire on-site is kept to a minimum therefore areas between park homes and external hazards have been considered.</p> <p>Private residents are outside the scope of this FRA.</p>	Private Residential properties	All private residence and separate bungalow within the site.

General information

Property address	Woodlands Residential Park, Swindon Lane, Cheltenham, GL50 4PB
Responsible person	Mr William Gorman
Person consulted	Mr Sean and Mr William Gorman
Premises use	Residential Home Park (chalet type)
Date of previous fire risk assessment	Initial
Enforcing authority	Gloucestershire Fire and Rescue and Gloucestershire County Council for licencing.
Current enforcement activity	No Fire Regulator enforcements issued
Listed building status	Not applicable
External areas included in assessment	This Fire Risk Assessment is for all external areas and electrical building. This does not include private residential homes.



Adjacent property risk	The park homes (pre-fabricated) are set on both sides of a dead-end road. Each home is separated by a minimum of 6 meters with each row having the road and a private frontage as separation.
Security provisions	The properties are private dwellings therefore there is road access. No security provisions in place
Fire loss experience	None
Purpose Group ADB V2	Residential 1 (c) residents not more than 4.5 mts above ground level. Remainder open areas.
People especially at risk	Some private residents are elderly and therefore may have mobility issues.
No. of premises occupants – day	The residence occupancy figures were not known however based on 12 units with 2 in each the assumption would be 24 + visitors to the site. There is a separate fabricated bungalow, (currently empty) this may add a further 4 to the site when occupied.
No. of premises occupants – night	The night occupancy for residence would be assessed as 24 + 4 for the site when fully occupied.
Written or Plan fire strategy in place?	No – not considered a requirement for this site.
Any External Building Cladding in place?	The private mobile units are of various ages and are constructed of various fabricated materials including timber. These are all single floor portable type structures and are privately owned. The construction of these homes would undoubtedly cause a rapid fire spread therefore the space separation and fire loading between is an important factor.
EWS Survey or PAS9980 carried out ?	Not required for this type of Fire Risk Assessment (communal areas only) and no requirement for private homes.



Description of the Premise

<p>Description of premise or Buildings</p>	<p>This Fire Risk Assessments covers the communal areas only however for the purpose of layout and an understanding of the risk private property descriptions have been included for understanding only.</p> <p>See access to site and Hydrant under section 20.</p>
	<p>The main Woodlands Residential Homes Park consists of 12 park homes across both sides of the central road. All homes are private on a ground rent/lease basis with the communal areas the responsibility of the Landlord. All homes are fabricated and of varying ages, each home has a minimum of 6-meter separation. The site has an electrical supply fed from a brick constructed electrical room at the turn into the road, there appears to be some mains gas (email 9/8/22 PK Heating). One unit has LPG with the cylinders correctly housed at the back of the unit. Some homes on site have oil fed heating, all oil tanks are to the rear of the units. At the time of the assessment there were no oil tanks or LPG within the separation areas between units.</p>
	<p>Individual framed/fabricated bungalow under a tiled roof. This building is separate from the other residential homes on the park. External areas assessed and access.</p>
	<p>Two blocks of concrete block garages, which are leased out by the Landlord some to residents on-site and others to external personnel. The assessor was informed that no hazardous stores are kept in the lockups. External areas assessed.</p>

Standards Applied

<p>Applicable Documents and Standards</p>	<p>Regulatory Reform (Fire Safety) Order (RRFSO)</p> <p>Fire Safety Act 2021</p> <p>Building Regulations Approved Document B V2</p> <p>Applicable British Standards (Best Practice Standards)</p> <p>Communities & Local Government Model Standards 2008 for Carvan Sites</p> <p>Mobile Homes Act 2013 (updated 2014)</p> <p>H&S at Works Act</p> <p>Sign and Signals Regulations</p>
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Observations and Comments from Site Based Audit

1. Electrical sources of ignition		Yes	No	N/A	Unknown
•	Are electrical circuits and fixed electrical installations examined and tested by a competent person in accordance with the IEE Regulations?			Yes	
•	Is the use of adapters and extension leads reasonable?			N/A	
•	Are portable electrical appliances inspected & tested periodically (PAT)?			N/A	
•	Are electrical lighting/appliances kept clear of potential fuel sources?			Yes	
•	Discharge lighting isolation (firefighter) switch, where required, is clearly identified?			N/A	
•	Electrical installations are periodically inspected, tested and maintained?			Yes	
•	Records confirming this are available?			Yes	

Electrical Test Dates

Last Electrical test date: 8th August 2022 by SCL – NICEIC Contractor

Last Portable Appliance Test date: No Portable Appliances

Assessor observations

There are no Portable Appliances in the communal areas, any Portable Appliances on-site are within private homes therefore the responsibility of residence.

The fixed electrical inspections had been booked in at the time of the assessment therefore the results have now been included in this report. The inspection of the electrics within all communal areas up to each residence was carried out on the 8th August 2022 with a Satisfactory report.

Comments / actions / recommendations

No further comments or actions

2. Smoking		Yes	No	N/A	Unknown
•	A smoking policy or other information is available for premises users?			N/A	
•	If smoking is allowed, are adequate facilities provided in a suitable area?			N/A	
•	Information and/or signage prominently displayed?		No		
•	Smoking evidenced outside authorised area?		No		

Assessor observations

The site is private residential therefore residents have a right to smoke within their own homes and outside areas. The only area that smoking should be prohibited is within the electrical building.

Note: Residents should be advised not to smoke or leave smoking materials in close proximity to their LPG or fuel tanks to reduce the risk of fire.



Comments / actions / recommendations

There was no 'No Smoking' sign on the outside of the electrical room.
A 'No Smoking' sign should be placed on the outside of the door to the electrical room.

3. Arson		Yes	No	N/A	Unknown
•	Basic security to prevent arson appears reasonable?			No	
•	Suitable control and management of combustible materials close to buildings?			Yes	
•	Is there history of arson within the area or at the premises known to management?			No	

Note. Reasonable only in the context of this FRA. Specialist advice on general security (including arson) should be obtained as appropriate.

Assessor observations

This is an open Residential site therefore the risk is no greater than any other residential area. There is no history reported of arson attacks in the immediate area.

Comments / actions / recommendations

It is important that combustibles and hazardous materials are kept from between the Residential properties to reduce any risk and rapid fire spread.

4. Heating installations		Yes	No	N/A	Unknown
•	The use of portable heating is avoided as far as possible?			N/A	
•	There is a policy regarding provision and use?			N/A	
•	Where found are heating installations fitted with suitable guards and fixed in position away from combustible materials?			N/A	
•	Suitable controls are in place to minimise the risk of igniting combustibles?			N/A	
•	Heating installations are periodically inspected, tested and maintained?			Yes	
•	Are records confirming this are available for inspection or use?			Yes	

Heating Test Dates

Last Heating test date: Not Applicable no communal heating installations.



Assessor observations
There are no communal areas where heating would be used. Each Residential property has its own heating system LPG, Oil and Electric which would be the sole responsibility of the occupants. It is reported via e-mail 9/8/2022 from PK Heating that some residence have natural gas on a meter, which they have inspected for each resident.

Comments / actions / recommendations
Note: Residents should be advised by the Landlord to have their own heating installations checked periodically for their own safety.

5. Cooking facilities		Yes	No	N/A	Unknown
•	Reasonable measures are taken to prevent fires from use of cooking facilities?			N/A	
•	Installations and equipment is periodically inspected, tested and maintained?			N/A	
•	Appropriate fixed or portable firefighting equipment available for use?			N/A	
•	Adequate cleaning routines under management and staff control?			N/A	
•	Records confirming above available for inspection or use?			N/A	

Cooking Facilities Test Dates
Last Filter test dates: Not Applicable no communal areas for cooking.

Assessor observations
There are no cooking facilities within the communal areas, all cooking is within private residential homes and the responsibility of each resident.

Comments / actions / recommendations
Note: The Landlord should advise Residents that they are responsible for their own cooking facilities and for their own safety should be kept in a serviceable condition.

6. Lightning protection		Yes	No	N/A	Unknown
•	The premises has a lightning protection system.			No	
•	The installation is periodically inspected, tested and maintained?			N/A	
•	Records confirming this are available for inspection or use?			N/A	

Lightning Conductor Test Dates
Last Conductor test date: Not Applicable for this site



Assessor observations
There is no requirement for lightning protection for private single storey Residential homes.

Comments / actions / recommendations
No further comments or actions.

7. Housekeeping	Yes	No	N/A	Unknown
• Is the overall standard of housekeeping is acceptable?			Yes	
• Storage & waste arrangements are well managed?			Yes	
• Escape routes are kept free from obstructions and/or combustible materials?			Yes	
• Combustibles materials are stored away from all forms of ignition source?			Yes	
• Spaces housing electrical, heating or computing services are free from accumulation of combustible materials and kept secure?			Yes	

Assessor observations
At the time of the assessment all access areas were free from any storage or combustible materials. The Electrical building was free from any storage. The only areas that were assessed for general housekeeping were the communal road and walkways within the site and the brick Electrical building. Access to external firefighting equipment is covered under Section 15.

Comments / actions / recommendations
Note: The Landlord should advise Residents for the need to keep access routes clear at all times, which should be written into any revised site documentation.

8. Dangerous substances	Yes	No	N/A	Unknown
• Are dangerous substances stored or used on the premises?			Yes	
• Dangerous Substances & Explosive Atmosphere Regulations (DSEAR) 2002 has an assessment been conducted and/or available for use (Appendix A – Supporting Documentation) with this report?			N/A	

Assessor observations
There are no dangerous substances stored within the Communal areas that are the Landlords responsibility. There is currently one Residential unit that has LPG stored in a purpose-built cupboard to the rear and several units that have oil tanks, which are all stored to the rear. It is the responsibility of each Resident to ensure their tanks and feed equipment is inspected periodically to ensure it is safe.



Note: DSEAR does not apply as these are private residential properties.

Comments / actions / recommendations

The Landlord should ensure that no Dangerous Substances are stored between the individual Residence or within the minimum 6-meter separation. It is advised that this is written into any revised site documentation. It would also be prudent to add that it is each residents responsibility to ensure their oil tanks and associated equipment are checked and safe, this also applies to LPG cylinders and connections.

9. Additional significant fire hazards or process risks

	Yes	No	N/A	Unknown
• Process risks are subject to guidance and enforcement by the HSE.			No	
• Are there significant hazards or process risks involved?			No	
• Is there potential for impact on the safety of persons on or near to the premises?			No	
• Detailed processes and management controls?			N/A	

Assessor observations

There are no significant fire hazards or process risks on this private residential site.

Comments / actions / recommendations

Note: It would be advisable for the Landlord when updating any site documents to include that no hobbies/work processes should be carried out on the site that could cause a significant risk to others.

10. Means of escape from fire

	Yes	No	N/A	Unknown
• Is the means of escape (MoE) from the premises suitable & sufficiently protected?			Yes	
• Can all occupants use the escape routes?			Yes	
• Are all travel distances acceptable?			Yes	
• Are dead end situations satisfactory regarding travel distance and fire protection?			Yes	
• Are evacuation routes clearly signed, unobstructed and free from combustibles?			N/A	
• Sufficient number of exits of suitable width for the people present?			Yes	
• Where the premises has alternative internal escape staircases, are the staircases adequately separated?			N/A	
• Is the premises compliant with regulations concerning access and egress for disabled or impaired persons			Yes	
• Reasonable arrangements are in place for disabled people to leave the premises safely in the event of fire – GEEP's & PEEP's – suitable evacuation aids provided?			N/A	
• Are all final exits unlocked when the premises are in use?			Yes	
• Final exits lead to a place of safety clear of the building?			Yes	



•	Are automated door release devices installed, inspected, tested (with fire alarm testing) and maintained with supporting records?	N/A
•	Are all escape routes adequately illuminated?	Yes
•	Are refuge points provided and available for use (confirm standard and level of compliance)?	N/A
•	Are external fire escapes and walkways protected where necessary?	N/A
•	Are assembly points located in a safe position clear of the premises and easily identified	Unknown

Summary of means of escape

The only means of escape that falls within the Communal area of the site is from the Electrical brick building, which has one entrance/exit. Each individual unit fronts onto the road giving a clear route to evacuate the area.

All private residence have a responsibility for their own means of escape from each residential property.

Assessor observations

The electrical building is locked under Management Control with a key held by the nearest resident in the event of emergency. The electrical room is unlocked when any servicing or maintenance is being carried out.

Due to any contractor most likely working on their own in what is classed as a hazardous area the Landlord should ensure that any contractor has their own safe system of work in place for working in an electrical room.

Comments / actions / recommendations

As part of a safe systems of work (working in an electrical room) the door should be held back in the open position to show someone is working in that area and would provide immediate exit for any person who suffered an injury.

11. Confinement and development of fire		Yes	No	N/A	Unknown
•	Does compartmentation, where visible, appear to be of a reasonable standard?	Yes			
•	Linings or materials that may contribute to fire spread are limited or specially treated?	Yes			
•	Fire dampers as far as can be reasonably ascertained, are provided to protect critical means of escape?	N/A			
•	Are installations and equipment periodically inspected, tested and maintained?	N/A			
•	Are records confirming this available for inspection or use?	N/A			
•	Are all fire doors self-closing or kept locked shut and fitted with smoke seals and intumescent strips where required?	N/A			

Note. Based on visual inspection of readily accessible areas and a degree of sampling where appropriate.



Assessor observations

There is no compartmentation on site other than the separation of the electrical building from residential properties, this building is of solid brick construction with good space separation.

The site consists of open areas with 12 residential properties spread either side of the access road. The residential properties have adequate space separation between them (historical spacing 20 years +) It is important that this space separation is kept free from Hazardous materials and substances such as fuel tanks and unnecessary combustible materials. Vegetation, overgrown areas should not provide an easy route for fire spread between homes and should be maintained.

It is advised that vehicles are not parked between the residential properties to reduce any risk. The parking of vehicles between properties is a landlord’s decision however Insurance companies should be consulted as there may be restrictions in place for insurance purposes. The Landlord should also review the Site Licence that may have restrictions/conditions in place regarding parking between homes.

Comments / actions / recommendations

Space separation and hazards within should be maintained and written into any site agreements.

The parking of vehicles between residential homes (within the 6-meter separation) could constitute a fire hazard therefore this is a landlord’s decision whether this is an acceptable risk. This decision may be affected by and conditions/restrictions in the local authority licence or by the insurance companies.

12. Emergency escape lighting		Yes	No	N/A	Unknown
•	Is the premises equipped with a reasonable standard of emergency escape lighting?			No	
•	Does the system appear to conform to BS 5266-1? And are the points of emphasis suitably covered.			N/A	
•	Are lighting units clean, and visually, appear in good condition?			N/A	
•	Is the installation and equipment periodically inspected, tested and maintained?			N/A	
•	Are records confirming this available for inspection or use?			N/A	

Note. Based on visual inspection only. No test of illuminance levels or verification of full compliance with relevant British Standards has been carried out.

Emergency Lighting Test Dates

Last Lighting test date: Not Applicable no emergency lights on site

Assessor observations

There are no emergency lights on this residential site, the electrical room is only accessed in daylight hours and with the correct management controls in place for working in this room emergency lighting would not be required.

The road between the two rows of residential properties have street lighting in place.



Comments / actions / recommendations
No further comments or actions.

13. Fire exit signs and notices	Yes	No	N/A	Unknown
• Do signs conform to relevant BS EN standards?			No	
• Do "Fire Exit" signs direct occupants towards the means of escape?			N/A	
• Are fire escape routes and fire exits provided with illuminated signs, which are part of the emergency lighting system?			N/A	
• Are all fire doors and final exit doors provided with the appropriate signage?			N/A	
• Are auto-self-closing, held open doors correctly marked?			N/A	
• Are fire extinguisher signs sited correctly?			No	
• Are fire/evacuation plans displayed and available for use in the premises?			No	
• Are fire action notices (FANs) prominently displayed in a consistent format and fixed position throughout the premises?			No	

Assessor observations
<p>At the time of the assessment, it was noted that the two fire points signage was faded and unreadable.</p> <p>As part of the site emergency plan an Assembly area should be designated (recommended outside first batch of garages) this should be suitably signed, and written into the site emergency actions.</p> <p>There was no 'No Smoking' sign on the outside of the electrical building door.</p> <p>There was no electrical hazard sign on the outside of the electrical building.</p>

Comments / actions / recommendations
<p>New Fire Points are required (see Section 15) suitable Fire Point signs are required at each of the fire points. This should include the new fire extinguisher location outside the electrical room.</p> <p>Assembly Point sign required in a suitable location away from the residential homes should a fire take place.</p> <p>'No Smoking' sign required on the outside of the electrical building door.</p> <p>'Electrical Hazard' sign required on the outside of the electrical building door.</p>



14. Means of giving warning (fire alarm system)		Yes	No	N/A	Unknown
•	Is there adequate means of raising the alarm?			No	
•	An Automatic Fire Detection (AFD) System is provided and appears to conform to BS 5839-1?			N/A	
•	Is a fire alarm plan (suitably orientated) displayed adjacent to the alarm panel?			N/A	
•	Does the extent of AFD appear appropriate for the occupancy and risk?			N/A	
•	Where a manual system is installed, are there sufficient call points, and are they sited correctly?			No	
•	Can the alarm be heard clearly from any point of the premises?			No	
•	Is the sound of the fire alarm significantly different to any other alarms in the premises?			Yes	
•	Is the fire alarm tested regularly at weekly intervals, using a different call point each time (if appropriate) and details of tests recorded?			No	
•	Are arrangements in place for any members of staff who have impaired hearing (visual warnings or other systems)?			Unknown	
•	Where people are wearing ear protection, have adequate measures been adopted to ensure they receive warning in the event of fire?			N/A	
•	Is a contract in place covering regular inspections and maintenance of the entire alarm system and are the results recorded?			No	
•	Can persons alert all others of the presence of fire without being put at risk?			Yes	
•	Is the alarm monitored (ARC – automated receiving centre) by an outside contractor?			No	
•	Are staff aware of the situation and procedures to be followed?			No	

Note. Based on visual inspection only with no audible testing or verification of full compliance with relevant British Standards has been carried out.

Fire Alarm Test Dates

Last Fire Alarm test date: No test dates currently in place

Assessor observations

There are currently two rotary bells located at the old fire points, these bells have not been maintained and are in a rusty condition and would not work correctly if required.

Once new rotary bells have been installed then they need to be maintained.

The two main fire points are suitably spread to provide coverage for the residential homes.

Comments / actions / recommendations

The new Landlord should provide two new Rotary fire bells, these could go back in the same locations providing they are easily accessible, identifiable, and kept clear of vegetation.



A maintenance regime for the Rotary Bells should be put in place. It is normally recommended that a fire warning system is tested weekly however due to this being a Residential area and only rotary bells are in use it is recommended that the bells are tested monthly to fall in line with a monthly visual check of the fire extinguishers that are being recommended under section 15.

15. Portable firefighting equipment		Yes	No	N/A	Unknown
•	Do extinguishers conform to BS EN 3 for new extinguishers, or BS 5423 for existing?			No	
•	Overall there appears to be an adequate type & number for the premises & risks?			No	
•	Are extinguishers fixed in position – brackets or stands?			Yes	
•	Equipment is periodically inspected, tested and maintained?			No	
•	Are records confirming this available for inspection or use?			No	

Fire Extinguisher Test Dates

Last Fire Extinguisher test date: No tests carried out.

Assessor observations

There are currently two garden type hose reels in fixed fire point locations however these hose reels have not previously been maintained and it is unlikely they would work correctly if required or meet the requirements. There is also a very old (rusty) CO2 fire extinguisher in the electrical room, which would not be serviceable and certainly out of hydraulic test date.

Note: the use of Hose Reels (located down in a brick bund) is not considered a suitable means of first aid firefighting on this site. Hose Reels will give a continuous supply of water and encourage people to keep trying to fight a fire putting themselves in danger rather than a single use fire extinguisher.

Comments / actions / recommendations

It is recommended rather than installing new hose reels it would be better to provide two new weatherproof GRP fire extinguisher boxes (one at each location) facing outwards to the road containing two fire extinguishers in each consisting of 9lt water and a Foam spray. In addition, the CO2 from the electrical room should be removed (suitably disposed of) with a new CO2 2KG located in a small wall mounted GRP box outside the electrical room door.

Once new fire extinguisher are in place a monthly visual check should be carried out by a designated person with a record kept that they have been checked. An annual inspection and maintenance would also be required in accordance with BS 5306-3: 2017 in particular Table 1 service schedule. Water and Foam spray would require an extended service after 5-years (discharge) with a CO2 overhaul after 10 years.

Note: the electrical building is locked off and is very small in size, if a CO2 is to be made available then if placed outside the door this will allow immediate access for any other use on site.

Note: due to the distance of the bungalow away from the residential homes this should be treated separately as regards fire fighting equipment. If rented out then the bungalow should be provided with suitable fire extinguisher and other fire safety equipment.



16. Relevant automatic extinguishing systems		Yes	No	N/A	Unknown
•	Are automatic extinguishing systems installed?		No		
•	Installations and equipment is periodically inspected, tested and maintained?			N/A	
•	Records confirming this are available for inspection or use?			N/A	

Automatic Extinguishing Test Dates

Last Automatic Extinguishing test date: No automatic extinguishers installed

Assessor observations

No automatic extinguishing systems installed

Comments / actions / recommendations

No further comments or actions

17. Other fixed fire safety systems and equipment		Yes	No	N/A	Unknown
•	Are any fixed fire safety systems installed?		No		
•	Are installations and equipment periodically inspected, tested and maintained?		No		
•	Are records confirming this available for inspection or use?		No		
•	Are staff aware of the location of any fixed installations, and procedures to be followed on their activation?				Unknown

Automatic Extinguishing Test Dates

Last Fixed System test date: No test dates available

Assessor observations

As noted under Section 15 there are two fixed hose reels at the two designated fire points, which have not been maintained by the previous owner and would not be considered in a serviceable condition.

Comments / actions / recommendations

See comments under Section 15 to replace the hose reel facility with portable fire extinguishers in a weatherproof GRP box.



18. Management of fire safety	
The responsible person is:	Mr William Gorman
Fire Safety is managed by:	Mr William Gorman
Any competent person nominated to assist in undertaking general fire precautions:	None currently appointed

Note: This is not intended to represent a legal interpretation of responsibility but merely reflects the managerial arrangements in place at the time of this assessment. These are persons recruited by management to assist, support and, as appropriate, develop fire management arrangements for the premises – Fire Wardens, Marshall etc.

	Yes	No	N/A	Unknown
• Is a copy of the fire risk assessment available at the premises?			No	
• Adequate arrangements in place to review fire risk assessments?			Yes	
• Adequate procedures for calling the fire service?			Yes	
• Adequate arrangements to brief the fire service on arrival and provide plans of the premises?			Yes	
• Does the premises or site have a written fire procedure/plan?			No	
• Have procedures been adopted for the evacuation of vulnerable people e.g. disabled, children, elderly?			No	
• Have staffing levels been considered by management to support arrangements?			N/A	
• Is there an effective procedure to ensure that no one is left in the premises on evacuation?			N/A	
• Have Fire Wardens been appointed and trained in their specific duties?			N/A	
• Are procedures in place for signing in members of the public and providing them with information regarding the action to be taken in the event of fire?			N/A	
• Are fire safety conditions imposed on outside contractors and effectively controlled?			Yes	
• Is there a “permit to work” system in operation for all hot work and other fire-related work?			Yes	
• Are procedures or systems in place monitor premises users entering and leaving?			Yes	
• Has business continuity been considered where appropriate?			Yes	
• Has salvage work and heritage protection been considered where appropriate?			N/A	



Assessor observations

This is a residential private homes park therefore there is limited responsibility for the management of fire safety other than the areas already mentioned in this report. The electrical building, enforcement of the requirements for space separation, clear access routes, communal fire fighting equipment, suitable fire risk assessment and a designated assembly area for residents in case of fire. Each residential home has a landline or mobile phone therefore adequate facilities on site to alert the emergency services.

Note: any maintenance contractor visiting site should be through the Landlords office and any hot works suitably managed with a copy of the contractors Risk Assessment and Method Statement on record.

Comments / actions / recommendations

A copy of this Fire Risk Assessment should be made available to the Residents Association, so they are aware of any requirements or recommendations on their part.

The Fire Safety actions and procedures should be written into any revised site terms and conditions, which should include Actions in the Event of Fire, Assembly area and general fire safety requirements on site.

19. Staff training and fire drills		Yes	No	N/A	Unknown
•	Have all newly appointed staff received fire safety induction training?		No		
•	Have staff been trained in fire procedures in the last 12 months?		N/A		
•	Do staff receive adequate training in the use of firefighting equipment annually?		No		
•	Do Fire Wardens receive adequate training in the last 12 months?		N/A		
•	Employees are trained and familiar with the emergency plan?		No		
•	Evacuation drills carried out at least once or preferably twice annually?		N/A		
•	Is someone responsible for organising staff training?		N/A		
•	Are all visitors to the site given a briefing in what to do in the event of fire?		N/A		

Last Training and Fire Drill

Last staff training date: Not Applicable
 Last Fire Warden training: Not Applicable
 Last fire drill date: Not Applicable

Assessor observations

There are no designated staff on this site, the site is managed remotely. As a residential private property site the Landlord does not have a responsibility to train personnel.



Comments / actions / recommendations

There appears to be a suitable person on-site who has experience with the use of fire extinguishers therefore this should be investigated further by the landlord as it is in everyone's interest to have people on site who can use the equipment provided.

20. Any Miscellaneous information

Assessor observations

The access to site from the main road and into the residential road is in excess of 3.5 meters wide (4 to 5 in places) with a clear height clearance into the site. The main residential road is off the access road in providing a turn around for appliances if required.

The nearest Hydrant is located at the entrance to the site off the main road (75 mm main at 6 meters) located in the road. The distance from the road to the first residential home was estimated (pacing) at 100 meters. The site does not extend in any direction (buildings) more than 230 meters approximately. **See Photo 3**

The Residential Park is in close proximity to two GFRS Community Fire Stations.

Comments / actions / recommendations

No further comments or actions

Conclusions

This report presents the significant findings of the fire risk assessment which took into account the occupancy profile, the fire hazards and risks present while evaluating the general fire precautions in the premises at the time. The measures highlighted in the following table of remedial actions are recommendations which it is considered should be put in place to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005 and reduce the risk to people from fire in these premises to a level which may be considered as low as reasonably practicable (ALARP).

Approved Fire Safety cannot condone the continuance of contraventions which may have become evident as a result of this fire risk assessment. Therefore the significant findings and relevant actions recommended in this report should be remedied without delay to ensure compliance.

This form of quantification serves purely as a broad indication of the situation for the benefit of the “Responsible Person” for them to determine how best to achieve and manage the actions to be taken/recommendations contained in this report.

Where appropriate remedial actions may be recorded in red text as outstanding from any previous assessment (where this has been made available to the assessor) and still require action in accordance with their remedial action risk rating.

Risk analysis

The fire risk rating for any premises can be determined by combination of the likelihood of fire and the likely consequences of fire, using a matrix; this is a method of risk assessment commonly adopted in the field of health and safety (BS 18004:2008 and BS 45002-0: 2018)

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

Note: The risk ratings recorded in the remedial actions table are intended to provide an indication of the severity of the associated risk and assist with prioritisation of work. They should not be taken to imply any specific time period for completion or legal immunity in any intervening period.

Remedial actions with fire risk ratings:

- 1 Low impact and recommended as a means of achieving best practice – Adequate risk (green).
- 2 Slight compromises of fire safety that can be improved upon – Tolerable risk (yellow).
- 3 May have an effect on the general safety of people but also compromises fire safety of the premises – Moderate risk (amber).
- 4 Directly affects the safety of people – Substantial risk (red).
- 5 Critical/immediate risk to the safety of people – Intolerable risk (dark red).

Note: The Enforcing Authority may consider some deficiencies to constitute an offence.

Risk assessment

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 <input type="checkbox"/>	Medium	High <input type="checkbox"/>
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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.
- Med: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Having assessed the fire hazards present, the occupancy profile and having evaluated the general fire precautions in place 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 <input type="checkbox"/>	Moderate Harm	Extreme Harm <input type="checkbox"/>
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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:

Adequate <input type="checkbox"/>	Tolerable <input type="checkbox"/>	Moderate	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>
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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 that has been advocated for general health and safety risks. This is reflected in the subsequent significant findings with remedial actions table.



Risk Level	Timescale	Action and Timescales
Adequate	-	No action is required and no detailed records need be kept. Management and staff to monitor and maintain existing measures.
Tolerable	Months	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost. Management and staff to monitor to ensure controls are maintained.
Moderate	Weeks	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Days	Considerable resources might have to be allocated to reduce the risk. If the premises is unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.
Intolerable	Immediate	Premises (or relevant area) should not be occupied until the risk is reduced.

Note: Timescales detailed above for the completion of remedial actions are indicative.

Summary of significant findings requiring remedial actions

A suitable risk-based control plan should involve effort and urgency that is proportional to risk that is based on one advocated by BS 18004:2008 and BS 45002-0:2018 for general health and safety risks:

Note: 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 the recommendations contained in the action plan. The fire risk assessment should be reviewed regularly.

Section reference	Significant finding(s)	Remedial action(s) / recommendation(s)	Location(s)	Photo log ref.	Risk rating	Remedial action type	Action taken	Signature & role
2. Smoking	There was no 'No Smoking' sign on the outside of the electrical room.	A 'No Smoking' sign should be placed on the outside of the door to the electrical room.	Electrical Building		Tolerable 2 - Months	Provide		
8. Dangerous substances	There are no dangerous substances stored within the Communal areas that are the Landlords responsibility.	The Landlord should ensure that no Dangerous Substances are stored between the individual Residence or within the minimum 6-meter separation. It is advised that this is written into any revised site documentation. It would also be prudent to add that it is each residents responsibility to ensure their oil tanks and associated equipment are checked and safe, this also applies to LPG cylinders and connections.	Site		Adequate 1	Information only		



Section reference	Significant finding(s)	Remedial action(s) / recommendation(s)	Location(s)	Photo log ref.	Risk rating	Remedial action type	Action taken	Signature & role
9. Additional significant fire hazards	There are no significant fire hazards or process risks on this private residential site.	It would be advisable for the Landlord when updating any site documents to include that no hobbies/work processes should be carried out on the site that could cause a significant risk to others	Site		Adequate 1	Information only		
10. Means of escape from fire	Due to any contractor most likely working on their own in what is classed as a hazardous area the Landlord should ensure that any contractor has their own safe system of work in place for working in an electrical room.	As part of a safe systems of work (working in an electrical room) the door should be held back in the open position to show someone is working in that area and would provide immediate exit for any person who suffered an injury.	Electrical Building		Tolerable 2 - Months	Management action		

<p>11. Confinement and development of fire</p>	<p>There is no compartmentation on site other than the separation of the electrical building from residential properties, this building is of solid brick construction with good space separation.</p> <p>The site consists of open areas with 12 residential properties spread either side of the access road. The residential properties have adequate space separation between them (historical spacing 20 years +) It is important that this space separation is kept free from Hazardous materials and substances such as fuel tanks and unnecessary combustible materials. Vegetation, overgrown areas should not provide an easy route for fire spread between homes and should be maintained.</p> <p>It is advised that vehicles are not parked between the residential properties to reduce any risk. The parking of vehicles between properties is a landlord's decision however Insurance companies should be consulted as there may be restrictions in place for insurance purposes. The Landlord should also review the Site Licence that may have restrictions/conditions in place regarding parking between homes.</p>	<p>Space separation and hazards within should be maintained and written into any site agreements.</p> <p>The parking of vehicles between residential homes (within the 6-meter separation) could constitute a fire hazard therefore this is a landlord's decision whether this is an acceptable risk. This decision may be affected by and conditions/restrictions in the local authority licence or by the insurance companies.</p>	<p>Site</p>		<p>Tolerable 2 - Months</p>	<p>Management action</p>		
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Section reference	Significant finding(s)	Remedial action(s) / recommendation(s)	Location(s)	Photo log ref.	Risk rating	Remedial action type	Action taken	Signature & role
13. Fire exit signs and notices	<p>At the time of the assessment, it was noted that the two fire points signage was faded and unreadable.</p> <p>As part of the site emergency plan an Assembly area should be designated (recommended outside first batch of garages) this should be suitably signed, and written into the site emergency actions.</p> <p>There was no 'No Smoking' sign on the outside of the electrical building door.</p> <p>There was no electrical hazard sign on the outside of the electrical building.</p>	<p>New Fire Points are required (see Section 15) suitable Fire Point signs are required at each of the fire points. This should include the new fire extinguisher location outside the electrical room.</p> <p>Assembly Point sign required in a suitable location away from the residential homes should a fire take place.</p> <p>'No Smoking' sign required on the outside of the electrical building door.</p> <p>'Electrical Hazard' sign required on the outside of the electrical building door.</p>	<p>2 x Fire Points</p> <p>Site Plan</p> <p>Electrical Building</p> <p>Electrical Building</p>		Tolerable 2 - Months	Provide		

Section reference	Significant finding(s)	Remedial action(s) / recommendation(s)	Location(s)	Photo log ref.	Risk rating	Remedial action type	Action taken	Signature & role
14. Means of giving warning of fire	<p>There are currently two rotary bells located at the old fire points, these bells have not been maintained and are in a rusty condition and would not work correctly if required.</p> <p>Once new rotary bells have been installed then they need to be maintained.</p> <p>The two main fire points are suitably spread to provide coverage for the residential homes</p>	<p>The new Landlord should provide two new Rotary fire bells, these could go back in the same locations providing they are easily accessible, identifiable, and kept clear of vegetation.</p> <p>A maintenance regime for the Rotary Bells should be put in place. It is normally recommended that a fire warning system is tested weekly however due to this being a Residential area and only rotary bells are in use it is recommended that the bells are tested monthly to fall in line with a monthly visual check of the fire extinguishers that are being recommended under section 15.</p>	Residential Access Road	1	Moderate 3 - Weeks/months	Management action		

Section reference	Significant finding(s)	Remedial action(s) / recommendation(s)	Location(s)	Photo log ref.	Risk rating	Remedial action type	Action taken	Signature & role
15. Portable fire fighting equipment	<p>There are currently two garden type hose reels in fixed fire point locations however these hose reels have not previously been maintained and it is unlikely they would work correctly if required or meet the requirements. There is also a very old (rusty) CO2 fire extinguisher in the electrical room, which would not be serviceable and certainly out of hydraulic test date.</p> <p><i>Note: unserviceable fire safety equipment would be classed as a breach under Article 17 (Maintenance) of the Regulatory Reform (Fire Safety) Order.</i></p> <p><i>Note: the use of Hose Reels (located down in a brick bund) is not considered a suitable means of first aid firefighting on this site. Hose Reels will give a continuous supply of water and encourage people to keep trying to fight a fire putting themselves in danger rather than a single use fire extinguisher.</i></p>	<p>It is recommended rather than installing new hose reels it would be better to provide two new weatherproof GRP fire extinguisher boxes (one at each location) facing outwards to the road containing two fire extinguishers in each consisting of 9lt water and a Foam spray. In addition, the CO2 from the electrical room should be removed (suitably disposed of) with a new CO2 2KG located in a small wall mounted GRP box outside the electrical room door.</p> <p>Once new fire extinguisher are in place a monthly visual check should be carried out by a designated person with a record kept that they have been checked. An annual inspection and maintenance would also be required in accordance with BS 5306-3: 2017 in particular Table 1 service schedule. Water and Foam spray would require an extended service after 5-years (discharge) with a CO2 overhaul after 10 years.</p>	Residential Access Road	2	Moderate 3 - Weeks/months	Management action		

Section reference	Significant finding(s)	Remedial action(s) / recommendation(s)	Location(s)	Photo log ref.	Risk rating	Remedial action type	Action taken	Signature & role
17. Other fixed fire safety systems	As noted under Section 15 there are two fixed hose reels at the two designated fire points, which have not been maintained by the previous owner and would not be considered in a serviceable condition.	See comments under Section 15 to replace the hose reel facility with portable fire extinguishers in a weatherproof GRP box.	Residential Access Road		Moderate 3 - Weeks/months	Management action		
18. Management of fire safety	Requirement for site Fire Safety procedures to be written into any site documents and agreements.	The Fire Safety actions and procedures should be written into any revised site terms and conditions, which should include Actions in the Event of Fire, Assembly area and general fire safety requirements on site.	Site		Tolerable 2 - Months	Management action		

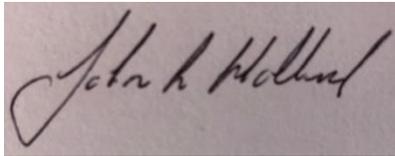
Significant findings photo log

Photo log ref.	Description	Photo
1	Brick fire points with bell, sign and hose reel down inside	
2	Old CO2 in electrical room	

Photo log ref.	Description	Photo
3	Entrance to Woodlands from main road showing Hydrant marker.	

Quality statement

All reasonable skill and care have been taken in the preparation of this report. The Fire Safety Risk Assessment covers accessible areas only and covers Life Risk to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021. Where there are deficiencies identified that may impact on business resilience, environmental or Health and Safety comments will be reflected in the report.

Originator	
Signature	
Name	Mr John Holland OBE
Title	Fire Safety Consultant
Date	09 August 2022