

FIRE RISK ASSESSMENT FOR SMALL PREMISES



Carried out on behalf of:

TURNERS PARKS LIMITED

Stansby Park
The Reddings
Cheltenham
Gloucester
GL51 6RS

Assessment Date: 14th September 2015

Carried out by: Michael Gaughan

TECH IOSH
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REGULATORY REFORM ORDER

The Regulatory Reform (Fire Safety) Order 2005 (FSO) came into effect on 1 October 2006 and requires that a fire risk assessment is carried out in all relevant premises to determine what fire safety measures are necessary.

The Responsible Person*, in most cases is the person in control of the premises, has additional responsibilities relating to fire safety under Articles 8 to 23 of the FSO. Details of which can be found through the following link:

<http://www.opsi.gov.uk/si/si2005/20051541.htm#8>

*"Responsible Person"

1. In relation to a workplace, the employer, if the workplace is to any extent under his control.
2. In relation to any premises not falling within paragraph (1)
 - a. The person who has control of the premises as an occupier or otherwise in connection with the carrying on by him of a trade, business or other undertaking for profit or not); or
 - b. The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

FIRE RISK ASSESSMENT

This form is intended to assist small businesses in carrying out the fire risk assessment. It is suitable for use in small buildings, with a simple internal layout, e.g. small offices, shops or industrial units. In buildings with complicated escape arrangements, large numbers of people or high fire risk processes a more comprehensive fire risk assessment may be necessary.

Note: It is recommended that this risk assessment form is completed in conjunction with the relevant Communities and Local Government guidance publication for 'Small and Medium Place of Assembly' premises use. These can be found through the following link:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

The enclosed information follows a simple 5 step guide to completing a suitable assessment.

1. Identify Fire Hazards
2. Identify People at Risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

The fire risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the 'What needs to be done to make each situation safe?' section.

FIRE RISK ASSESSMENT PARTICULARS

RISK ASSESSOR PROFILE

The Fire Risk Assessment was undertaken by myself, Michael Gaughan of Akeva Safety Solutions Limited. I have the Fire Manager and Fire Risk Assessor Course at the British Standards institute in London and have considerable experience in general health and safety having conducted fire risk assessments for a number of years which gives me the status of 'Competent Person' as required in articles 15 and 18 of the Regulatory Reform (Fire Safety) Order 2005.

PREMISES SUMMARY

| | |
|--|---|
| PREMISES ADDRESS Enter address of the premises inspected. | Stansby Park, The Reddings, Cheltenham, Gloucester, GL51 6RS |
| SCOPE OF FIRE RISK ASSESSMENT Fully identify the areas subjected to the risk | The fire audit / risk assessment covers the communal parts of the site, looks at the separation of the plots and the sheds as they area. It also covers the boundary of the site. |
| PERSON RESPONSIBLE FOR FIRE SAFETY | Lisa O'Brien |
| COMPANY CONTACT | Lisa O'Brien, 07921 397501, 01452 855894 |
| USE OF PREMISES Describe the use of all premises. | The site is the location of 24 plots for permanent housing, which are mobile homes on bases. |
| DETAILS OF BUILDING CONSTRUCTION & LAYOUT Approx age, structure, fabric etc., building footprint (in metres), number of floors, no of lift shafts, stairs, cases, storage areas (hazardous/non hazardous) entrances/exits. | The homes vary in age from 10+ years all the way through to being installed this year. All are of just the one floor construction. Approximately 12. x 3.50 in overall size and all with gardens with the plots overall approximately 14 x 22 metres. Bins were stored on each plot. A one way system was in place for the road traffic |
| TIMES THE PREMISES ARE IN USE | Full time occupation. |
| OCCUPANTS Identify maximum numbers and staff / visitor split. | Maximum number of staff would be 2 and the occupants anywhere between 20-35 |

| | |
|---|--|
| OCCUPANTS ESPECIALLY AT RISK Identify any sleeping occupants, disabled, people | All plot's occupied through the night by elderly, responsible for their own properties. |
| OTHER RELEVANT INFORMATION Include any previous fire loss experience. | Unknown |
| AREAS NOT ACCESSIBLE DURING ASSESSMENT List any areas that were not accessed during the fire risk assessment and explain why. | The highest risk of any of the occupants would be from within the properties themselves. |

ASSESSMENT OF FIRE RISK

| | | |
|--------------------|--|------------------|
| | The likelihood of a fire starting is: | Medium |
| | The likelihood of a fire spreading is: | Low |
| | The likelihood of persons not escaping a fire is: | Low |
| | The risk rating of the building (see legend below) is: | Tolerable |
| State Main Reasons | There are very few sources of ignition outside of the plots, the likeliest source of ignition would be from within a plot. | |

RISK RATING LEGEND

| | | Potential consequences of fire | | |
|--------------------|--------|--------------------------------|------------------|------------------|
| | | Slight Harm | Moderate Harm | Extreme Harm |
| Likelihood of Fire | Low | Trivial Risk | Tolerable Risk | Substantial Risk |
| | Medium | Tolerable Risk | Moderate Risk | Substantial Risk |
| | High | Moderate Risk | Substantial Risk | Intolerable Risk |

| | |
|---------------|--|
| Low | Unusually low likelihood of fire as a result of negligible potential sources of ignition. |
| Medium | Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings). |
| High | Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increases in likelihood of fire. |
| 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. |

| 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 | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| Substantial | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| Intolerable | Building (or relevant areas) should not be occupied until the risk is reduced. |

RISK ASSESSMENT CRITERIA AND REPORT OF FINDINGS

| SCORE | PRIORITY | DESCRIPTION | TIMESCALE |
|-------|----------|--|-----------------|
| 0 | A | When an unacceptable risk to fire safety is present. | Within 7 days |
| 1 | B | These items are regarded as important but a lead time to organise is recognised to be necessary. | Within 1 month |
| 2 | C | Where an immediate risk to fire safety is not present but improvements / actions are necessary. | Within 3 months |
| | D | Works to be considered in future improvements or on-going / rolling maintenance programmes. | Up to 12 months |

| SER | STANDARD REQUIRED | SCORE | N/A | CURRENT SITUATION AND OBSERVATIONS | ASSESSOR'S RECOMMENDATIONS | PRIORITY | DATE COMPLETED |
|---|---|-------|-----|---|-------------------------------------|----------|----------------|
| 1.0 FIRE MANAGEMENT SYSTEMS | | | | | | | |
| 1.1 | Does the building have an existing fire risk assessment? | | | Unknown | Updated as part of this assessment. | D | |
| 1.2 | Is there a Fire Management Plan in place? | 0 | | Nothing in place | Needs to be developed for the site | C | |
| 1.3 | Is there a suitable Fire Plan layout available and is it in date? | 0 | | Nothing was seen on the site | Needs to be developed for the site | C | |
| 2.0 SOURCES OF IGNITION (CHECK, INSPECT AND CONTROL | | | | | | | |
| 2.1 | Heaters, is the use of portable heaters avoided or, where they are used, adequately managed. | | N/A | N/A | N/A | N/A | |
| 2.2 | Are all portable appliance in good condition and have they been regularly tested / inspected? | | N/A | N/A | N/A | N/A | |
| 2.3 | Is the fixed electrical mains installation in good condition and has it been tested / inspected by a competent person? | 2 | | 01/01/2015 | Retest in 2018 | N/A | |
| 2.4 | Are there suitable smoking arrangements? | | N/A | N/A | N/A | N/A | |
| 2.5 | Are there any heat generating processes such as incineration, cooking, welding, etc.? | | N/A | N/A | N/A | N/A | |
| 2.6 | Does the premises have a lightning protection system? | | N/A | N/A | N/A | N/A | |
| 3.0 COMBUSTIBLE MATERIALS (REMOVE, REDUCE AND CONTROL) | | | | | | | |
| 3.1 | Is the build-up of combustible materials, e.g. paper, cardboard, wood, plastics, rubber and foam, including packaging etc, adequately controlled? | | N/A | N/A | N/A | N/A | |
| 3.2 | If there are any flammable or highly flammable materials or substances in the workplace, e.g. some solvents, paints, glue and aerosols etc, are they adequately controlled. | | N/A | N/A | N/A | N/A | |
| 3.3 | Are furniture, fixture and fittings (including soft furnishes and coverings) fire retardant and free from damage? | | N/A | N/A | N/A | N/A | |
| 3.4 | Are display materials, such as posters, menus etc. kept away from heat sources? | | N/A | N/A | N/A | N/A | |
| 3.5 | Are any external waste storage areas adequately located to reduce the risk of arson or fire affecting the building? | 2 | | There were individual bins for each of the properties, one general waste, one green waste and one for recycling | N/A | N/A | |

| | | | | | | | |
|------------|--|---|-----|--|-----|-----|--|
| 3.6 | Has the risk of entry by potential arsonists been minimised? | | N/A | N/A | N/A | N/A | |
| 4.0 | SOURCES OF OXYGEN (REDUCE) | | | | | | |
| 4.1 | Can steps be taken to reduce the potential sources of oxygen to a fire? | | N/A | N/A | N/A | N/A | |
| 4.2 | LPG Storage | | | | | | |
| 4.2.1 | Is there adequate and suitable signage at the LPG Compound? | | | N/A | N/A | N/A | |
| 4.2.2 | Are there suitable fire extinguishers provided adjacent to the compound? | | N/A | N/A | N/A | N/A | |
| 4.2.3 | Are all extinguishers protected by the elements? | 2 | | All within plastic boxes, most of which are alarmed. | N/A | N/A | |
| 4.2.4 | Is the access security to the compound acceptable? | | N/A | N/A | N/A | N/A | |
| 4.2.5 | Comments and hazards observed: | | N/A | N/A | N/A | N/A | |
| 5.0 | STRUCTURAL FEATURES (CONTROL FIRE SPREAD) | | | | | | |
| 5.1 | Has any work taken place (or is proposed) that may affect the fire risk assessment and, if so, has been / will it be adequately managed? | | N/A | N/A | N/A | N/A | |
| 5.2 | Are there any combustible materials covering substantial wall / ceiling areas? | | N/A | N/A | N/A | N/A | |
| 5.3 | Is there clear access to electrical equipment? | 2 | | All within the houses. | | | |
| 5.4 | If the building contains suspended ceilings, are they adequately fire protected? | | N/A | N/A | N/A | N/A | |
| 5.5 | Has the structure / installation been constructed in a manner to help prevent fire spread? | 2 | | There was good separation between the properties. | | | |
| 6.0 | FIRE DETECTION AND WARNING (ALERTING BUILDING OCCUPANTS) | | | | | | |
| 6.1 | Are there any smoke / heat detectors and, if so, is there a sufficient amount and of suitable type? | | N/A | N/A | N/A | N/A | |
| 6.2 | Are bells/sounders used to give warning of fire and is the system in good condition? | | N/A | N/A | N/A | N/A | |
| 6.3 | Is there a suitable number of accessible fire call points (break glass in suitable locations)? | | N/A | N/A | N/A | N/A | |
| 6.4 | Can fires be readily detected and staff warned promptly? | | N/A | N/A | N/A | N/A | |
| 7.0 | MEANS OF ESCAPE AND ESCAPE TIMES (SAFE EGRESS) | | | | | | |

| | | | | | | |
|------------|---|------|-----|--|--|-----|
| 7.1 | Do escape routes lead in different directions to places of safety, e.g. a place beyond the building in which a person is no longer in danger? | | N/A | N/A | N/A | |
| 7.2 | Are doorways wide enough? | | N/A | N/A | N/A | |
| 7.3 | Are corridors wide enough? | | N/A | N/A | N/A | |
| 7.4 | If there are any 'inner rooms' are they adequately protected? | | N/A | N/A | N/A | |
| 7.5 | Are escape routes in good condition and free from obstructions, changes of level, (except where a disabled ramp has been installed)? | | N/A | N/A | N/A | |
| 7.6 | If applicable, have refuges been adequately constructed, maintained and managed? | | N/A | N/A | N/A | |
| 7.7 | Are stairways wide enough? | | N/A | N/A | N/A | |
| 7.8 | Are regular fire drills / evacuations carried out? | Note | | No record of any fire drills being carried out. | | |
| 7.9 | Are all fire doors in good condition with the relevant signs in place? | | N/A | N/A | N/A | |
| 7.10 | Are the final fire exit doors in good condition with the relevant signs in place? | | N/A | N/A | N/A | |
| 7.11 | Are all fire escape routes adequately lit? | | N/A | N/A | N/A | |
| 8.0 | FIRE SIGNAGE | | | | | |
| 8.1 | Is adequate signage in place and is it suitable? | 1 | | Notices by the fire boxes but most was sun damaged or missing. | The signs need to be updated and monitored to ensure they are clear at all times. Also need to have the correct signs to say which extinguishers can be safely used on which type of fire. | C |
| 9.0 | FIRE FIGHTING EQUIPMENT (SUFFICIENT AND APPROPRIATE, CHECK AND INSPECT) | | | | | |
| 9.1 | Is there a suitable number of fire points located around the premises? | 1 | | 6no through the site, all 6 water | Signs need to be relevant to the type of fire, needs to be suitable sizes of extinguisher. | D |
| 9.2 | Are all fire points suitable for the risk with the correct signage in place? | 1 | | Notices were not seen clearly and only water available round the site. | The signs need to be updated and monitored to ensure they are clear at all times. | C |
| 9.3 | If there is a hose reel in place is it suitably located and maintained? | | N/A | N/A | N/A | N/A |
| 9.4 | If there are any dry / wet rises (hose attachment points for the fire service.) in place, are they suitably maintained? | | N/A | N/A | N/A | N/A |

| | | | | | | |
|-------------|---|------|-----|---|---|-----|
| 9.5 | If there are fire blankets provided are they suitable for the risk and suitably located? (Please note that older fire blankets may contain asbestos.) | | N/A | N/A | N/A | |
| 10.0 | PLANNING FOR AN EMERGENCY (CO-ORDINATING EVACUATION) | | | | | |
| 10.1 | Is there an emergency plan in place? | 0 | | There was nothing seen for the site | Needs to be developed for the site | B |
| 10.2 | Have personnel received sufficient training and / or instruction on evacuation arrangements? | 0 | | No training records were seen for the site | No training in place, would be best to have training or think of removing the temptation to tackle a fire in case wrong extinguisher is used. | B |
| 10.3 | Has any specialist training been given as appropriate to a sufficient number of persons including refresher training as necessary? | 0 | | No training records were seen for the site | As above | B |
| 10.4 | Have a suitable number of fire assembly points been established? | 2 | | By the main entrance | N/A | N/A |
| 11.0 | GENERAL | | | | | |
| 11.1 | Is there a suitable system for inspecting and reporting potential fire hazards? | 0 | | Only annual inspections are carried out | Records need to be kept and a schedule implemented. | C |
| 11.2 | Have adequate measures been taken to ensure there are suitable facilities and liaison with the emergency services? | Note | | This is unknown | | |
| 11.3 | If outside contractors are used to carry out works, including building works, are they adequately managed? | 2 | | All controlled by the Head office prior to coming to site | N/A | N/A |
| 12.0 | CARAVAN SPACING AND FIRE SPREAD | | | | | |
| 12.1 | Adequate spacing between caravans? | 2 | | No issues with the spacing of the units | N/A | N/A |
| 12.2 | Appropriate control of grass and vegetation? | | N/A | N/A | N/A | N/A |
| 12.3 | Is storage of combustible materials under or between caravans avoided? | 2 | | None stored under the units | N/A | N/A |
| 12.4 | Are all structures between caravans of non-combustible construction? | 1 | | The following are a list of the plots which have a shed within close proximity of their neighbour and the type of construction of the shed. | No 1 had a metal shed and this was within 3 metres of No2. No 4 & No 3 were metal and within 3 metres of each other. No 5 & No 6 were block construction and within 3 metres of each other. | D |
| 12.5 | Are windows in any structures between caravans facing away from the caravans? | 2 | | N/A | N/A | N/A |
| 12.6 | Is the prohibition of carports and covered walkways between caravans observed? | 2 | | None on the site. | N/A | N/A |
| 12.7 | Comments and hazards observed: | Note | | N/A | N/A | N/A |
| 13.0 | RECORDS | | | | | |

| | | | | | | | |
|---------|---|------|-----|--|---|-----|--|
| 13.1 | Are there suitable records available and up to date to show that adequate checks are being carried out? | 0 | | Nothing recorded. | Need to be recorded and schedule implemented. | B | |
| 13.1.1 | Fire alarms are tested weekly | 0 | | Nothing in place | System needs to be employed. | B | |
| 13.1.2 | Fire exits are checked daily/weekly | | N/A | N/A | N/A | N/A | |
| 13.1.3 | Emergency lighting is checked monthly | | N/A | N/A | N/A | N/A | |
| 13.1.4 | Fire drills | Note | | None undertaken on the site | | | |
| 13.1.5 | Fire fighting equipment | 1 | | Are inspected but nothing is recorded apart from the annual inspections. | Monthly inspections need to be recorded. | B | |
| 13.1.6 | Fire fighting lifts - weekly checks | | N/A | N/A | N/A | N/A | |
| 13.1.7 | Sprinkler system - weekly test | | N/A | N/A | N/A | N/A | |
| 14.2 | Are there suitable records available to show that maintenance and servicing is carried out of: | | | | | | |
| 14.2.1 | Fire detection and alarm systems | | N/A | N/A | N/A | N/A | |
| 14.2.2 | Emergency lighting | | N/A | N/A | N/A | N/A | |
| 14.2.3 | Fire extinguishers and hoses | 2 | | Annual inspections are carried out by a competent Company | N/A | N/A | |
| 14.2.4 | Sprinkler systems | | N/A | N/A | N/A | N/A | |
| 14.2.5 | Other fixed fire suppression systems | | N/A | N/A | N/A | N/A | |
| 14.2.6 | Smoke or heat control systems | | N/A | N/A | N/A | N/A | |
| 14.2.7 | Emergency generators | | N/A | N/A | N/A | N/A | |
| 14.2.8 | Rising mains - 6 monthly inspection/annual test | | N/A | N/A | N/A | N/A | |
| 14.2.9 | Fire fighting lifts - 6 monthly inspection/annual test | | N/A | N/A | N/A | N/A | |
| 14.2.10 | Lighting protection system - annual test | | N/A | N/A | N/A | N/A | |
| 14.2.11 | Sprinkler system - periodic inspection | | N/A | N/A | N/A | N/A | |
| 14.2.12 | Is there evidence that daily monitoring is carried out? | | N/A | N/A | N/A | N/A | |

FIRE RISK ASSESSMENT ACTION PLAN

| | | | |
|--|------------|---------------------------------|------------|
| Suggested date of first review | 14/09/2016 | Suggested date of second review | 14/09/2017 |
| Any further reviews required (give frequency / dates and | | | |

Report compiled by:

| NAME | SIGNATURE | POSITION | DATE |
|-----------------|-----------------|----------------------------|------------|
| Michael Gaughan | Michael Gaughan | Health & Safety Consultant | 14/09/2015 |

| REVIEW | | | |
|---|-----------|----------|------|
| NAME | SIGNATURE | POSITION | DATE |
| | | | |
| Comments: Identify any measures that have been taken or | | | |

| REVIEW | | | |
|---|-----------|----------|------|
| NAME | SIGNATURE | POSITION | DATE |
| | | | |
| Comments: Identify any measures that have been taken or | | | |

| REVIEW | | | |
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| NAME | SIGNATURE | POSITION | DATE |
| | | | |
| Comments: Identify any measures that have been taken or | | | |