

FIRE RISK ASSESSMENT



Sample Fire Risk Assessment 51, Riverside View, Exeter, Devon, EX1 2BD

VALID BETWEEN	10/05/2000 - N/A
ASSESSED BY	Max Dolby Ryan Beard
ASSESSED ON	10/05/2000
ASSESSMENT REF.	RB-H55CGI
VERSION	1



1 INTRODUCTION

Overview

A **fire risk assessment** is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement.

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

Assessment Review

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

Significant Findings

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire.

The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

The matrix below explains how the assessor determines the building risk score. Carrying out the assessment's action recommendations should reduce the risk score.

SEVERITY ▾ LIKELIHOOD ▾	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	TRIVIAL	TOLERABLE	MODERATE
MEDIUM	TOLERABLE	MODERATE	SUBSTANTIAL
HIGH	MODERATE	SUBSTANTIAL	INTOLERABLE

- TRIVIAL RATING** Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
- TOLERABLE RATING** No major additional controls required. However, there might be a need for some improvements.
- MODERATE RATING** Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
- SUBSTANTIAL RATING** Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.
- INTOLERABLE RATING** Imminent risk of significant harm. Immediate action required.

Action Timescales and Severities

All remedial actions are given a timescale. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.

PLANNED WORKS	LONG TERM	MEDIUM TERM	SHORT TERM	IMMEDIATE
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All remedial actions are also given a severity which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.

BEST PRACTICE	TRIVIAL BREACH	SERIOUS BREACH
Matters that need to be addressed as good practice, but that do not constitute a significant threat to occupants	Matters that breach legislation but are not considered to constitute a serious threat to life safety	Serious breach of legislation, having the potential for serious injury to occupants

THIS DOCUMENT HAS NOT BEEN APPROVED; THE CONTENTS MAY CHANGE

2 SUMMARY

Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE
RB-H55CGI

ASSESSED ON, BY
10/05/2000, Max Dolby, Ryan Beard

APPROVED / VALIDATED ON, BY
Not Approved

START DATE RECOMMENDED REVIEW DATE
10/05/2000 — 10/05/2001

SIGNIFICANT FINDINGS
13 Actions / 21 Controls

PRODUCED FOR THE OVERALL RESPONSIBLE PERSON
MR John Smith

SPECIFICATION CONFIRMS TO
Our own internal quality system.

ASSESSMENT SCOPE
carry out type one fire risk assessment covering the building upstairs common areas, and outside public areas and car park.

Assessed Property

PROPERTY NAME
Sample Fire Risk Assessment

PROPERTY REFERENCE
RB-FMIWJF

ADDRESS
51
Riverside View
Exeter
Devon
EX1 2BD

FIRE RISK RATING

LIKELIHOOD **LOW**

Very low likelihood of fire as a result of negligible potential sources of ignition.

SEVERITY **SLIGHT HARM**

Outbreaks 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). Typically high level of compartmentation.

RISK **TRIVIAL**

Limited action is required, review FRA as recommended; existing controls are generally satisfactory.

ASSESSING / ACCREDITED ORGANISATION
225 Fire Solutions



225 FIRE SOLUTIONS
BUSINESS FIRE SOLUTIONS ACROSS THE SOUTH WEST

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Assessor Remarks

1. Identification of the fire hazards present in the building or premises, such as electrical equipment, heating systems, flammable materials, etc.
2. Assessment of the likelihood of a fire occurring, based on factors such as the nature of the building, the activities carried out, and the people present.
3. Evaluation of the potential consequences of a fire, such as damage to property, injury or loss of life.
4. Assessment of the current fire safety measures in place, including fire detection and warning systems, means of escape, and fire suppression equipment.
5. Identification of any deficiencies or gaps in the existing fire safety measures and recommendations for improvements.
6. Review of emergency procedures and training for staff and occupants.
7. Consideration of any additional measures that may be necessary to mitigate the fire risk, such as the installation of fire-resistant materials or the use of fire retardant treatments.
8. Development of a prioritized action plan for implementing the recommended improvements.
9. Review of the assessment on a regular basis to ensure that fire safety measures remain effective and up to date.

3 ASSET INFORMATION

Responsibility

Client Name
MR John Smith

Overall Responsible Person
MR John Smith

People
1 Item

Building

Property Type
Pub, Restaurant

Building Era / Age
Assumed 1980 - 1999

Building Heights
1 Item

Area
1 Item

Number of Flats
2

Structural Wall Material
Block / Stone

Structural Floor Material
Concrete

Structural Stairs Material
Concrete

Construction (Details)
Brick building with roof.....

Exterior Cladding
No Exterior Cladding

Electronic Entrance System
Yes

Carpark
External/Outdoor Carpark

Occupancy

Employees
Day staff

~ Number of Employees on duty
5

Employees (Extended)
5 employees on site with duty manager fire awareness trained.

Visitors
Day

Approx number of Visitors
50

People With Reduced Mobility
Elderly, Wheelchair Users

Approx number of People With Reduced Mobility
5

People with Reduced Mobility (Extended)
no staff members are known to have any reduced mobility.

visitors:

Highstreet shop available to all members of the public, which could have reduced mobility or disability.

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The overall shop front and layout, large open plan, wide double doorway, good Visibility and light into the store from the side walk would allow good and suitable access to wheelchairs and walking aids to enter the shop and exit.

Lone Workers
None

Young Persons Employed in the Premises
None

Means Of Escape

Escapes & Exits
3

Number Of Internal Escape Stairs
2

Number Of Final Exits
3

External Means Of Escape
External Escape Stairs

Types Of Lifts Installed
Goods Only

Evacuation Chairs Installed
No

Refuge Points Present
No

Stairwells Protected / Lobbied
No

Flat Doors Open Onto Stairs
No

Evacuation

Evacuation Strategy
Simultaneous Evacuation

Simultaneous Evacuation Strategy

Simultaneous evacuation involves evacuating the occupants together. It requires a means to alert all of these occupants to the need to evacuate, ie a fire detection and alarm system.

4 SIGNIFICANT FINDINGS

SUMMARY OF ACTIONS

- 15** **15 negative answers**
Out of a total of 85
- 13** **13 actions to complete**
Identified in this assessment
- 21** **21 controls describe existing measures**
Identified in this assessment

Severity ▶ ▼ Timescale	No Severity	Best Practice	Trivial Breach	Serious Breach
No Timescale	2	0	0	0
Planned Works	0	1	1	0
Long Term	0	1	2	0
Medium Term	0	3	1	0
Short Term	0	0	1	0
Immediate	0	0	0	1

Prevention

5 Negative Answers
6 Actions 14 Controls

Electrical

- ✓ Fixed installations are periodically inspected and tested
- ✓ Portable appliance testing is carried out
- ✓ There is suitable control over the use of personal electrical appliances
- ✓ There is suitable limitation of trailing leads and adapters
- ✓ All other measures have been taken to prevent fires of electrical origin

Valid PAT certificates were available on site. There is a system in place to ensure 12 monthly tests are carried out. All portable electrical equipment must be tested and certified once every 12 months in accordance with BS 7671.



There were no trailing leads seen within the common areas during the assessment. Tenants are responsible for their respective areas.

Extension cords can overheat and cause fires when used improperly. Overheating is usually caused by overloading or connecting appliances that consume more watts than the cord can handle. Damaged extension cords can also cause fires.

There is a system in place to ensure tests are scheduled every 5 years.

Fixed electrical wiring should be professionally tested every 5 years in accordance with BS 7671.

There is a satisfactory policy outlining the safe use of personal electrical devices. It appears to be being followed.

A valid electrical wiring test certificate compliant with BS 7671 was available on site and categorised the system as satisfactory.

Housekeeping

- ✓ Combustible materials appear to be separated from ignition sources
- ✗ Unnecessary accumulation or inappropriate storage of combustible materials or waste is avoided
- ✓ Gas and electricity intake/meter cupboards are adequately secured and kept clear of combustible materials
- ✓ A responsible person monitors housekeeping standards
- ✓ The overall standard of housekeeping is adequate

Move combustible materials from the meter cupboard and store it in a safe location.
To provide easy access to meters and equipment. Storing combustible material alongside gas and electrical equipment is a fire hazard.

REFERENCE RB-MEP4QZ

DUE 10/08/2000

TIMESCALE
MEDIUM TERM

SEVERITY
BEST PRACTICE

Gas intake / meter box is situated in basement

Gas intake / meter box is situated in basement, there are two storage areas adjacent from each other in two separate compartments.

Action plan -

- Remove and reposition combustible materials surrounding directly around gas intake and meter box.
- enclose the gas meter box with fire rated board seek professional guidance

REFERENCE RB-5ZEW83

DUE 10/06/2000

TIMESCALE
SHORT TERM

SEVERITY
TRIVIAL BREACH

A responsible person has been assigned to monitor the housekeeping standards. Documentation is available that describes the expected standards and the responsible person's role.

Arson

- ✓ Basic security against arson by outsiders appears reasonable
- ✗ Refuse bins are secured
- ✓ Instances of antisocial behaviour are monitored

Bins should be relocated to a position at least 6m from the building.

Bins were found to be located in unnecessarily close proximity of the building, contravening CFPA-E Guidelines.

REFERENCE RB-WK3U9V

DUE 10/08/2000

TIMESCALE
MEDIUM TERM

SEVERITY
BEST PRACTICE



The site has a known history of vandalism. This is recorded on the site risks.

Heating & Ventilation

- ✓ There is satisfactory control over the use of portable heaters
- ✓ Fixed heating and ventilation installations are subject to regular maintenance

At the time of the visit there were no portable heaters in use within the building.

The fixed heating and ventilation installations appear to have been maintained within the last 12 months. A system is in place to ensure maintenance is performed every 12 months.

Cooking

- ✓ Filters are cleaned or changed
- ✗ Ductwork is cleaned regularly
- ✓ All other reasonable measures have been taken to prevent fires as a result of cooking

Implement a system for scheduling regular maintenance of kitchen ductwork.

There is currently no system for scheduling regular maintenance of kitchen filters. Maintenance should be performed every three months to ensure safe operation.

REFERENCE RB-7Y5Q1N

DUE 10/11/2000

TIMESCALE
LONG TERM

SEVERITY
TRIVIAL BREACH

Smoking

- ✓ Smoking is prohibited in appropriate areas
- ✓ There are suitable arrangements for smokers
- ✓ The smoking policy appears to be observed
- ✗ 'No Smoking' signs are displayed in the common areas
- ✓ All other reasonable measures have been taken to prevent fires as a result of smoking

Review and install 'No Smoking' signs in the common areas as required.

'No Smoking' signage is not adequate. Occupants must easily understand where smoking is and is not prohibited. At least one 'No Smoking' sign must be visible in each common area of the property, including the outdoor areas.

REFERENCE RB-MK2DXL

DUE 10/08/2000

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH



3

Adequate outdoor smoking areas have been provided.

There is no evidence of smoking in prohibited areas.

Lightning Protection System

- ✓ There is a Lightning Protection System
- ✓ The lightning protection system is regularly maintained

An adequate lightning protection system has been provided for the building.

To comply with Regulation 6 of The Electricity at Work Regulations.

Contractors & Works

- ✓ There is satisfactory control over works carried out in the building
- ✓ Where appropriate, fire safety conditions are imposed on outside contractors
- ✗ Where appropriate, a permit to work system is used (e.g. for hot work)
- ✓ Suitable precautions are taken by in-house maintenance personnel who carry out works

Create a system to ensure valid permits are sought for all works (e.g. hot works).

There is currently no system in place to ensure permits are applied for and validity checked.

REFERENCE RB-G5EY85

DUE 10/11/2000

TIMESCALE
LONG TERM

SEVERITY
BEST PRACTICE

Fire Safety Signs & Notices

- ✓ There is a reasonable standard of fire safety signs and notices

Escape routes and fire exits are clearly signposted.



Instructions in the case of fire are clearly displayed.



Protection

4 Negative Answers
3 Actions 3 Controls

Means of Escape

- ✓ The construction and glazing on escape routes appear to be suitably fire resisting and in good condition
- ✓ Travel distances to a relative place of safety appear to meet nationally recognised guidelines
- ✓ There are enough fire escapes to support the number of people in the building
- ✗ There are no notable obstructions or trip hazards on escape routes
- ✓ Fire doors on escape routes only open in the direction of travel
- ✓ Fire doors provide suitable protection from fire and smoke
- ✓ Fire doors are fitted with self-closers
- ✗ Final exits are not obstructed externally and can be opened easily without needing a key
- ✓ There is suitable provision to support the expected numbers of disabled occupants

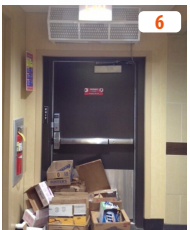
Clear obstruction from fire exits
Exits were found to be obstructed by ...

REFERENCE RB-H52R12
LOCATION rear exit door

DUE 11/05/2000

TIMESCALE
IMMEDIATE

SEVERITY
SERIOUS BREACH



Emergency Escape Lighting

- ✓ A reasonable standard of emergency escape lighting has been provided

There is an appropriate quantity of emergency escape lights. Testing of the system is performed monthly with records kept on site.



Giving Warning

- ✓ A reasonable fire detection and fire alarm system is provided in the common areas, where necessary
- ✓ If there is a communal fire detection and fire alarm system, it extend into the dwellings
- ✗ Where appropriate, a fire alarm zone plan has been provided
- ✓ Where appropriate, there are adequate arrangements for silencing and resetting an alarm condition
- ✓ The means of giving warning in case of fire are adequate

Provide an up to date fire zone map

Fire alarm zone plans are crucial for providing assistance to building occupants in the event of a fire. Essentially, they are clear 'maps' of the building, which will help orient people and emergency crews. As well as illustrating the fire alarm zones, they should also include: The building's levels

REFERENCE RB-E1UY6R

DUE 10/11/2000

TIMESCALE
LONG TERM

SEVERITY
TRIVIAL BREACH



LD1 alarm systems are installed throughout the premises

Category LD1 – Maximum life protection LD1 alarm systems are installed throughout the premises. Detectors are fitted in all areas that form escape routes and in all rooms and other areas, other than those that have a low risk of ignition, such as bathrooms and toilets.



Spread of Fire

- ✓ There are adequate levels of compartmentation between floors and between flats and the common escape routes
- ✓ There is reasonable limitation of linings that may promote fire spread
- ✓ As far as can reasonably be ascertained, there is reasonable fire separation within any roof space
- ✓ As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against the passage of fire, smoke and combustion products in the early stages of a fire
- ✓ There are adequate fire-protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke
- ✗ Compartmentation is of a reasonable standard

All carpets, curtains and other soft furnishings should be checked to ensure that they are suitably fire rated. If this can not be established the items should be replaced or treated with an appropriate product that

There is no evidence to suggest the carpets would adequately slow the spread of fire.

It may be possible to establish by inspecting the items as fire-rated materials would carry compliance labelling.

To comply with BS 5438-1989 and is tested to BS 4790.

REFERENCE RB-NGJKS1

DUE No Due Date

NO TIMESCALE

NO SEVERITY

Manual Fire Fighting

- ✓ There is a reasonable provision of manual fire extinguishing appliances
- ✓ All fire extinguishing appliances are readily accessible

In line with current guidance for a building of this type, no portable fire fighting equipment has been installed in communal areas.



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Management

6 Negative Answers
4 Actions 4 Controls

Procedures

- ✓ There are adequate procedures for investigating fire alarm signals
- ✓ There are suitable arrangements for summoning the fire and rescue service
- ✓ There are suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
- ✓ There are suitable arrangements for ensuring that the premises have been evacuated
- ✓ There is a suitable fire assembly point
- ✓ There are adequate procedures for evacuation of any disabled people who are likely to present
- ✓ There are suitable arrangements for means of escape for disabled occupants

Resident Engagement

- ✗ Information on fire procedures has been disseminated to residents
- ✗ Fire safety information is disseminated to new residents

To provide residents with fire safety information pack

To provide residents with information pack.

Referencing the Regulatory Reform (Fire safety) Order 2005 - To provide residents with information pack

When creating an information pack for your holiday rental, it is crucial to include fire safety information to ensure the safety of your guests.

Here are some essential fire-related details you should consider including:

1. **Emergency Contacts:** Provide the contact details of local emergency services, including the fire department, police, and medical services. Make sure to emphasize the importance of calling emergency services directly in case of a fire.
2. **Evacuation Plan:** Include a clear and detailed evacuation plan that outlines the escape routes from the property in case of a fire. Include floorplans, exit locations, and assembly points outside the building. Specify any unique features of the property that guests need to be aware of, such as alternative exits or fire escapes.
3. **Smoke Alarms and Fire Extinguishers:** Inform guests about the location of smoke alarms and fire extinguishers within the property. Explain how to operate these devices and emphasize their importance in case of a fire. Regularly check and maintain these safety devices to ensure they are in good working condition.
4. **Fire Safety Rules:** Clearly state fire safety rules and guidelines that guests should follow during their stay. This may include reminders to never leave cooking unattended, not to overload electrical outlets, and not to smoke inside the property or near flammable materials. Remembering to shut all door at night to restrict potential fire spread from compartment to compartment.
5. **Barbecue and Outdoor Fire Safety:** If your property has outdoor cooking facilities or a barbecue area, provide safety guidelines for their use. Include instructions on how to properly extinguish fires and dispose of hot coals or ashes.
6. **Fire Hazards:** Identify potential fire hazards within the property and provide guidance on how to avoid them. This may include keeping flammable items away from heat sources, not using candles or open flames indoors, or not storing combustible materials near electrical appliances.
7. **Fire Prevention Tips:** Offer some general fire prevention tips, such as not overloading electrical circuits, keeping heaters clear of flammable materials, and practicing caution with outdoor fires. Turning off cooking appliances and leaving cooking appliances unattended.
8. **Local Fire Regulations:** Research and include any specific local fire regulations or requirements that guests need to be aware of during their stay. This may include restrictions on open fires, fireworks, or other potentially hazardous activities.

Remember to regularly review and update the fire safety information in your information pack as necessary. Additionally, consider providing a printed copy of the fire safety information within the holiday rental itself for easy reference.

REFERENCE RB-AS3X1J

DUE No Due Date

TIMESCALE
PLANNED WORKS

SEVERITY
TRIVIAL BREACH

Training & Drills

- ✗ All staff given adequate fire safety instruction and training
- ✓ Staff are given additional training to cover any specific roles and responsibilities
- ✓ When the employees of another employer work in the premises, appropriate information on fire risks and fire safety measures are provided
- ✗ The content of the training provided considered adequate
- ✗ Fire drills are carried out at appropriate intervals

Staff fire training

Fire safety training reduces the likelihood of fires starting and gives employees the confidence to deal with emergencies. Employees that have fire safety training will be able to act accordingly to keep themselves and others safe.

REFERENCE RB-JHKF6Z

DUE No Due Date

TIMESCALE
PLANNED WORKS

SEVERITY
BEST PRACTICE

Responsible person / restaurant manager to provide up to date fire safety training and information to staff.

Responsible person / restaurant manager to provide up to date fire safety training and information to staff.

TIMESCALE
MEDIUM TERM

SEVERITY
BEST PRACTICE

Training and information would cover;

- Extinguisher location and application
- How to sound and silence the fire alarm system
- Fire exits and escapes
- Gas and cooking shut off locations
- The evacuation procedure for the visitor/customer area
- How to record and log testing and inspections
- Calling the fire service
- housekeeping / safe storage / electrical safety not overloading plugs ect.

Section 21 (Training) Regulatory Reform (Fire Safety) Order 2005

REFERENCE RB-VBDPTT

DUE 10/08/2000

Fire Safety Management

- ✓ There are suitable records of the fire safety arrangements
- ✓ Procedures in the event of fire are appropriately and properly documented, where appropriate
- ✓ Routine in-house inspections of fire precautions are undertaken

Maintenance & Testing

- ✓ Weekly testing and periodic servicing of the fire detection and fire alarm system is undertaken
- ✓ Monthly and annual testing routines are in place for the emergency escape lighting
- ✓ Annual maintenance of fire extinguishing appliances is undertaken
- ✓ Six-monthly inspections and annual testing of rising mains are undertaken
- ✓ There are periodical inspections of external escape staircases and gangways
- ✓ Weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)

Records

- ✓ Fire drills (where relevant)
- ✓ Fire training (where relevant)
- ✓ Fire alarm tests (where relevant)
- ✓ Appropriate record of false alarms (where relevant)
- ✓ Emergency escape lighting tests
- ✓ Maintenance and testing of other fire protection systems and equipment
- ✓ Fire doors, exits and locking/closing devices are regularly checked for damage that would affect operation or performance

Records

Records

There are several fire safety records that should be documented to ensure compliance with fire safety regulations and to maintain a safe environment. Some of the essential fire safety records to maintain include:

Fire Risk Assessment: A documented assessment of the potential fire hazards in the building, including identification of fire hazards, evaluation of fire safety measures in place, and recommendations for improvement.

Fire Safety Equipment Maintenance Records: Records of regular inspections, testing, and maintenance of fire safety equipment such as fire extinguishers, fire alarms, sprinkler systems, emergency lighting, and fire doors.

Fire Incident Reports: Detailed reports of any fire incidents that occur on the premises, including the date, time, location, cause, actions taken, injuries or damages, and any follow-up actions or investigations conducted.

Fire Safety Policies and Procedures: Written documentation of fire safety policies, procedures, and emergency evacuation plans, including details on evacuation routes, and emergency contacts.

Fire Safety Inspections and Audits: Records of regular inspections and audits conducted by fire safety authorities, insurance companies, or internal fire safety officers to assess compliance with fire safety regulations and identify any areas of improvement.

It is important to keep these fire safety records up to date, organized, and easily accessible for reference, regulatory compliance, and future audits or inspections.

REFERENCE RB-J8HUUH

DUE No Due Date

NO TIMESCALE

NO SEVERITY

The Emergency Escape Lighting was last serviced on (date) by (name/organisation).

The automatic fire detection and warning system was last serviced on (date) by (name/organisation).

The sprinkler system was last serviced on (date) by (name/organisation).

Information Boxes

- ✘ There is a suitably located premises information box for the fire and rescue service
- ✔ Arrangements are in place to keep the premises information box up to date

There is policy in place to inspect and review the information held inside the premises information box once every two years.



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5 PHOTOS



THIS DOCUMENT HAS NOT BEEN APPROVED; THE CONTENTS MAY CHANGE

Photos Continued...



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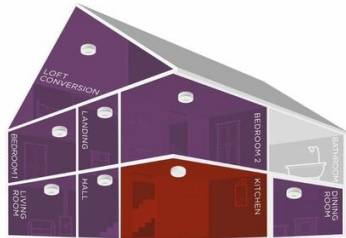


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THIS DOCUMENT HAS NOT BEEN APPROVED; THE CONTENTS MAY CHANGE

6 ACTION PLAN

Clear obstruction from fire exits.

Exits were found to be obstructed by ...

REFERENCE RB-H52R12

LOCATION rear exit door

DUE BY / ASSIGNED TO

11 May 2000

COMPLETED ON / BY

Gas intake / meter box is situated in basement.

Gas intake / meter box is situated in basement, there are two storage areas adjacent from each other in two separate compartments.

Action plan -

- Remove and reposition combustible materials surrounding directly around gas intake and meter box.
- enclose the gas meter box with fire rated board seek professional guidance

REFERENCE RB-5ZEW83

DUE BY / ASSIGNED TO

10 June 2000

COMPLETED ON / BY

Bins should be relocated to a position at least 6m from the building.

Bins were found to be located in unnecessarily close proximity of the building, contravening CFPA-E Guidelines.

REFERENCE RB-WK3U9V

DUE BY / ASSIGNED TO

10 August 2000

COMPLETED ON / BY

Move combustible materials from the meter cupboard and store it in a safe location.

To provide easy access to meters and equipment. Storing combustible material alongside gas and electrical equipment is a fire hazard.

REFERENCE RB-MEP4QZ

DUE BY / ASSIGNED TO

10 August 2000

COMPLETED ON / BY

Responsible person / restaurant manager to provide up to date fire safety training and information to staff.
Responsible person / restaurant manager to provide up to date fire safety training and information to staff.

Training and information would cover;

- Extinguisher location and application
- How to sound and silence the fire alarm system
- Fire exits and escapes
- Gas and cooking shut off locations
- The evacuation procedure for the visitor/customer area
- How to record and log testing and inspections
- Calling the fire service
- housekeeping / safe storage / electrical safety not overloading plugs ect.

Section 21 (Training) Regulatory Reform (Fire Safety) Order 2005

REFERENCE RB-VBDPTT

DUE BY / ASSIGNED TO

10 August 2000

COMPLETED ON / BY

Review and install 'No Smoking' signs in the common areas as required.

'No Smoking' signage is not adequate. Occupants must easily understand where smoking is and is not prohibited. At least one 'No Smoking' sign must be visible in each common area of the property, including the outdoor areas.

REFERENCE RB-MK2DXL

DUE BY / ASSIGNED TO

10 August 2000

COMPLETED ON / BY

Create a system to ensure valid permits are sought for all works (e.g. hot works).

There is currently no system in place to ensure permits are applied for and validity checked.

REFERENCE RB-G5EY85

DUE BY / ASSIGNED TO

10 November 2000

COMPLETED ON / BY

Implement a system for scheduling regular maintenance of kitchen ductwork.

There is currently no system for scheduling regular maintenance of kitchen filters. Maintenance should be performed every three months to ensure safe operation.

REFERENCE RB-7Y5Q1N

DUE BY / ASSIGNED TO

10 November 2000

COMPLETED ON / BY

Provide an up to date fire zone map.

Fire alarm zone plans are crucial for providing assistance to building occupants in the event of a fire. Essentially, they are clear 'maps' of the building, which will help orient people and emergency crews. As well as illustrating the fire alarm zones, they should also include: The building's levels

REFERENCE RB-E1UY6R

DUE BY / ASSIGNED TO

10 November 2000

COMPLETED ON / BY

All carpets, curtains and other soft furnishings should be checked to ensure that they are suitably fire rated. If this can not be established the items should be replaced or treated with an appropriate product that. There is no evidence to suggest the carpets would adequately slow the spread of fire.

It may be possible to establish by inspecting the items as fire-rated materials would carry compliance labelling.

To comply with BS 5438-1989 and is tested to BS 4790.

REFERENCE RB-NGJKS1

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Records.

Records

There are several fire safety records that should be documented to ensure compliance with fire safety regulations and to maintain a safe environment. Some of the essential fire safety records to maintain include:

Fire Risk Assessment: A documented assessment of the potential fire hazards in the building, including identification of fire hazards, evaluation of fire safety measures in place, and recommendations for improvement.

Fire Safety Equipment Maintenance Records: Records of regular inspections, testing, and maintenance of fire safety equipment such as fire extinguishers, fire alarms, sprinkler systems, emergency lighting, and fire doors.

Fire Incident Reports: Detailed reports of any fire incidents that occur on the premises, including the date, time, location, cause, actions taken, injuries or damages, and any follow-up actions or investigations conducted.

Fire Safety Policies and Procedures: Written documentation of fire safety policies, procedures, and emergency evacuation plans, including details on evacuation routes, and emergency contacts.

Fire Safety Inspections and Audits: Records of regular inspections and audits conducted by fire safety authorities, insurance companies, or internal fire safety officers to assess compliance with fire safety regulations and identify any areas of improvement.

It is important to keep these fire safety records up to date, organized, and easily accessible for reference, regulatory compliance, and future audits or inspections.

REFERENCE RB-J8HUUH

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Staff fire training.

Fire safety training reduces the likelihood of fires starting and gives employees the confidence to deal with emergencies. Employees that have fire safety training will be able to act accordingly to keep themselves and others safe.

REFERENCE RB-JHKF6Z

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To provide residents with fire safety information pack.

To provide residents with information pack.

Referencing the Regulatory Reform (Fire safety) Order 2005 - To provide residents with information pack

When creating an information pack for your holiday rental, it is crucial to include fire safety information to ensure the safety of your guests.

Here are some essential fire-related details you should consider including:

1. **Emergency Contacts:** Provide the contact details of local emergency services, including the fire department, police, and medical services. Make sure to emphasize the importance of calling emergency services directly in case of a fire.
2. **Evacuation Plan:** Include a clear and detailed evacuation plan that outlines the escape routes from the property in case of a fire. Include floorplans, exit locations, and assembly points outside the building. Specify any unique features of the property that guests need to be aware of, such as alternative exits or fire escapes.
3. **Smoke Alarms and Fire Extinguishers:** Inform guests about the location of smoke alarms and fire extinguishers within the property. Explain how to operate these devices and emphasize their importance in case of a fire. Regularly check and maintain these safety devices to ensure they are in good working condition.
4. **Fire Safety Rules:** Clearly state fire safety rules and guidelines that guests should follow during their stay. This may include reminders to never leave cooking unattended, not to overload electrical outlets, and not to smoke inside the property or near flammable materials. Remembering to shut all door at night to restrict potential fire spread from compartment to compartment.
5. **Barbecue and Outdoor Fire Safety:** If your property has outdoor cooking facilities or a barbecue area, provide safety guidelines for their use. Include instructions on how to properly extinguish fires and dispose of hot coals or ashes.
6. **Fire Hazards:** Identify potential fire hazards within the property and provide guidance on how to avoid them. This may include keeping flammable items away from heat sources, not using candles or open flames indoors, or not storing combustible materials near electrical appliances.
7. **Fire Prevention Tips:** Offer some general fire prevention tips, such as not overloading electrical circuits, keeping heaters clear of flammable materials, and practicing caution with outdoor fires. Turning off cooking appliances and leaving cooking appliances unattended.
8. **Local Fire Regulations:** Research and include any specific local fire regulations or requirements that guests need to be aware of during their stay. This may include restrictions on open fires, fireworks, or other potentially hazardous activities. Remember to regularly review and update the fire safety information in your information pack as necessary. Additionally, consider providing a printed copy of the fire safety information within the holiday rental itself for easy reference.

REFERENCE RB-AS3X1J

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