FIRE RISK ASSESSMENT REPORT
on behalf of Southampton City Council

for

Holcroft House
Thornhill
Southampton
SO19 6HA

Assessed by: Ian J Guy MIFPO MIFSM

Checked by: Darren Blackburn

Date assessed: 22nd December 2021

Date checked: 11th January 2022

Review date: 22nd December 2022

Project Number: 82657

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Contents

PREFACE/CONTACTS

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Responsible Person: Southampton City Council

SITE:

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Reviewed by: Darren Blackburn

SECTION 1 - INTRODUCTION

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

This report relates to the Fire Risk Assessment carried out at Holcroft House Residential Care Home. The survey was conducted by Ian J Guy of Tersus Consultancy Ltd on 22nd December 2021 on behalf of Southampton City Council.

Risk Assessment Type:

Type 1 - common parts only (non-intrusive)

Restriction and Exclusions:

This Type 1 Fire Risk Assessment was carried out on the common parts of the building, parts of the loft, where access was possible and representative bedrooms as directed by the Client.

Nature of Occupancy:

This building is a Residential Care Home.
This building operates around the clock.

Layout and Construction:

The Home is of Ground and Lower Ground floors only, with a single level for clients.(except for a two-step change, which is provided with an electrical stair lift). It is of traditional construction, with a pitched roof and undercroft, one containing a generator and fuel tank and the other, the gas boilers. Emergency lighting is installed throughout.

The number of Residents present on site: Up to 34
Only 20 at the time of inspection. There are 4 staff on duty at night.

The maximum number of employees present at any one time is approximately: 10
It is possible that contractors and cleaners could be present within the block, increasing this number.

The maximum number of sleeping occupants at any one time is approximately: 20+
At the time of inspection.

The number of people with impaired mobility: 20+
This is a purpose built unit, housing Residents with varying degrees of physical and mental disability (Dementia), which is constantly assessed. No lift is provided.

The number of lone workers at any one time is approximately: Unknown

The maximum number of young person's employed present at any one time is approximately: 0

The number of people typically present on site is: 30+

Fire Loss:

Detail of previous fire loss or events where the fire brigade have attended: none reported.

Occupancy Limits: Up to 40.

Number and width of exits:
Five exits around the premises, including the front entrance.

Basis of Assessment and Limitations/Caveats

The purpose of this report is to provide an assessment of the risk to life from fire in these premises based on site conditions and fire safety management.

The Fire Risk Assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The Report is based on information obtained from the assessed areas during the inspection and verbal or documented information supplied by the Client or their representative. The report does not reflect any areas, activities or processes that the assessor was not made aware of, it should be noted that random assessment/sampling might have been used to obtain information to make informal judgements pertinent to the risk assessment, in order to establish a comprehensive overview of existing conditions.

Unless information is provided to the assessor no assessment can be made of the combustibility or fire protection performance of any façade materials including, but not limited to, external cladding and associated core, filler and insulation plus any signage and associated insulation. As such the assessor accepts no liability for any loss, damage or other liability directly or indirectly arising as a result of the combustibility or fire protection performance of any façade materials. It should be noted that the assessment does not include a full survey of all fire doors in the premises, but representative visual assessment only of fire doors.

Whilst every effort has been made to ensure the accuracy of the content of this document, Eurosafe UK will accept no responsibility for any omissions as a result of limitations on access or information not supplied by the Client or occupier.

In accordance with Regulatory Reform (Fire Safety) Order 2005; this risk assessment must be reviewed regularly and/or whenever there is reason to believe this assessment may no longer be valid.

SECTION 2 – ASSESSMENT CONCLUSION

In accordance with Regulatory Reform (Fire Safety) Order 2005 a risk assessment must be carried out (recorded when there are five or more persons employed). It is advised that this risk assessment is reviewed regularly or whenever there is reason to believe that this assessment is no longer valid. We strongly recommend that regular review meetings are arranged to ensure the necessary remedial actions are completed and that changes to workplace activities are reviewed.

Observations:

This 'Home' is very well run, but physical building issues present a risk of fire that must be addressed in a timely manner.

Fire doors and general compartmentation are problematic, together with an obsolete fire alarm system.

Risk Level:

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	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 define 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Risk Area	Intolerable	Substantial	Moderate	Tolerable	Trivial
Identifying People at Risk				✓	
Fire Hazards			✓		
Fire Protection Measures		✓			
Management of Fire Safety				✓	
Overall	**Moderate**				

SECTION 3 – SIGNIFICANT FINDINGS/ACTION PLAN

It is considered that the following action points should be implemented in order to reduce risk from fire. The timescales for the completion of the action points is determined by the priority rating. The timescales below are for guidance only, it is recommended that action points are completed according to their risk rating, as follows: The above timescales are given only as a guide to assist implementation, although it is recommended that the work be carried out as soon as reasonably practicable.

Advisory: A recommendation offered as a guide to meet best practice.

Low: Poor practices or features that, whilst not presenting an immediate increased risk to life safety, would increase overall fire safety when implemented. Also includes provision of practices and features that are favourable but may exceed the minimum adequate standards as defined by the Regulatory Reform (Fire Safety) Order 2005. Improvements should be made within the next 12 months.

Medium: A breach of the fire safety legislation or inadequate control measures as identified by the Fire Risk Assessment. It is essential that action is taken to reduce the level of risk within the next 6 months.

High: A serious breach of the fire legislation which may result in serious injury or death of the occupants of the building and could result in legal action being taken by the enforcing authority against the responsible person. Urgent remedial action is necessary to significantly reduce the level of risk within 3 months.

Hazard: Means of Escape	**Priority: High**
Issue Ref: ES/82657/001	 
Significant Findings: The 'Protection' to the escape route(s) is compromised by various issues with Fire Doors. The straight cut 'Stable' door does not comply with BS or EN standards.	
Action Required: Reportedly, all Fire Doors are to be replaced imminently, with individual measurements having already been taken. In the meantime, temporary improvements can be made; • Cross corridor 'leaf and a half' doors – currently many half leaves are secured by single, flimsy bolts at the top of the door, (photo top left) including some made of brass. These should be replaced by strong, steel types, at both top and bottom of the door, as a temporary measure, to secure the leaf adequately. • The 'Stable' Door, as found, is not a Compliant Fire Door. The need for this solution is understood, however, an 'Engineered Solution' may be possible to allow this configuration to remain when the new Fire Doors are fitted.	

Actioned by:	**Date of Action:**
Comments Following Action:	

Hazard: Measures to Limit Fire Spread and Development	Priority: Medium
Issue Ref: ES/82657/002	  
Significant Findings: Works to sub divide the loft area remains unfinished. No information as to the completion date was available. Various instances of breaches filled with 'Pink Foam' were found.	
Action Required: This work should be completed in a timely manner. Upon completion, the works should be inspected by a person qualified to do so. Compliance paperwork should be held on site. The type and suitability of this foam could not be established – it should be replaced with compliant material.	
Actioned by:	**Date of Action:**
Comments Following Action:	

Hazard: Measures to Limit Fire Spread and Development	Priority: Medium
Issue Ref: ES/82657/003	
Significant Findings: No fire automatic fire fighting equipment provided to the catering kitchen.	
Action Required: Current guidance requires an automatic fire fighting system to be provided for catering kitchens. An Ansul type fire suppression system should be installed over the kitchen range.	
Actioned by:	**Date of Action:**
Comments Following Action:	

Hazard: Means of Giving Warning in Case of Fire	Priority: High
Issue Ref: ES/82657/004	
Significant Findings: The Fire Alarm system is clearly not L1 as described, as insufficient detectors are provided to attain this category. The system panels are obsolete, with spare parts not easily available if the system suffers a breakdown to any of the 3 panels. If the current system did suffer a breakdown, the Home could be without a Fire Alarm & Detection system for some time whilst temporary measures are put into place. This would cause an unacceptable risk to Residents and staff. Audibility levels must be carefully addressed – the 85db sounders currently in use are considered to be much too loud for a Residence of this type and may cause upset and confusion when operated.	
Action Required: The system should be replaced by a contemporary analogue addressable system to L1 standard, preferably 'Two Stage' Compartmentation and Sub Compartmentation lines must be established, any necessary upgrade works to them completed and the system designed and installed to that layout. A 'Fire Strategy' should be completed for the premises, based on those lines. The new system 'Cause and Effect' must be designed to enable this Strategy to work effectively. HTM 05-03 paragraphs 4.18 – 4.26 should be followed for specification and audibility. Connection to a Monitored 'Collector' station should be considered.	

Actioned by:	Date of Action:
Comments Following Action:	

Hazard: Dangerous Substances	Priority: Medium
Issue Ref: ES/82657/005	
Significant Findings: The 800 Litre diesel tank in the undercroft generator room had no bund installed and no warning sign for the attending Fire Brigade Crews.	
Action Required: A bund wall enclosure must be provided, which will accommodate the full contents plus 10% in the event of a leak from the tank. A DSEAR assessment should be considered. A Hazchem sign should be displayed on the outside wall to inform attending Fire Crews. Consideration should be given to Fire Protecting the office window above the door.	

Actioned by:	Date of Action:
Comments Following Action:	

Hazard: Electrical Sources of Ignition	Priority: Medium
Issue Ref: ES/82657/006	
Significant Findings: Many cases of improper cable fixings were found, mainly within the loft. At least one mains cable was plastic clipped. One mains cable was found to be taped into place.	
Action Required: Cables must be secured by suitable metal clips every 300mm. Plastic cable ties can be fitted, but only if the foregoing is implemented.	

Actioned by:	Date of Action:
Comments Following Action:	

Hazard: Means of Escape	Priority: Low
Issue Ref: ES/82657/007	
Significant Findings: Lockers reduce the width of the 'Dead End' corridor from the lower ground floor Staff room to below 1 Metre.	
Action Required: The lockers should be re-sited to allow full width of the single escape route corridor.	
Actioned by:	**Date of Action:**
Comments Following Action:	

Hazard: Lightning	Priority: Low
Issue Ref: ES/82657/008	No Photo
Significant Findings: No lightning protection evident within the premises.	
Action Required: The responsible person should determine whether lightning protection is required to the premises via a lightning protection survey.	
Actioned by:	**Date of Action:**
Comments Following Action:	

Hazard: Electrical Sources of Ignition	Priority: Medium
Issue Ref: ES/82657/009	No Photo
Significant Findings: There are several 415 Volt electrical boxes sited across the building, at least one within the 'Common Parts'	
Action Required: All 415 Volt units should be enclosed within an enclosure affording 30 minutes fire protection.	
Actioned by:	**Date of Action:**
Comments Following Action:	

SECTION 4 – IDENTIFYING PEOPLE AT RISK

General – Supporting Information:

As part of your Fire Risk Assessment, it is important to identify those at risk if there is a fire. To do this you need to identify where you have people present, either at permanent locations or at occasional locations around the premises, and to consider who else may be at risk, such as residents, customers, visiting contractors etc, and where these people are likely to be found. You must consider all the people who use the premises, but you should pay particular attention to people who may be especially at risk who work alone and/or in isolated areas, e.g. cleaners, security staff; people who are unfamiliar with the premises, e.g. contractors, visitors and customers; people with disabilities* or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly residents, customers or parents with children.

Observations:

All Residents (20 at the time of the visit) are dementia sufferers and need constant support from staff, both physical and mental. They are assisted throughout their day, so that in an emergency, residents are accustomed to being helped along – they each have a PEEP, which is regularly checked for suitability.

The home can reportedly accommodate up to 34 residents, but it is strongly recommended that the fire door work and other compartmentation issues are dealt with, and signed off, before any such increase. The Fire Risk Assessment should also be reviewed and updated on completion of the works.

A Evacu Plus chair is provided.

It was advised that there are no members of staff with mobility issues, all staff speak fluent English and there was no lone working being undertaken.

Identifying people at risk	Yes / No / N/A	Further action required ✓
1. Is there a lone working policy?	N/A	
2. Are people who are unfamiliar with the premises e.g. contractors, visitors and customers covered by the lone working policy?	N/A	
3. Is sufficient information given to visitors/contractors in relation to fire evacuation procedures?	Yes	
4. Are there arrangements in place for people with disabilities * or people who may have some reason for not being able to leave the premises quickly e.g. elderly residents/customers or parents with children?	Yes	
5. Are there arrangements in place for people with language difficulties?	Yes	

SECTION 5 – FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

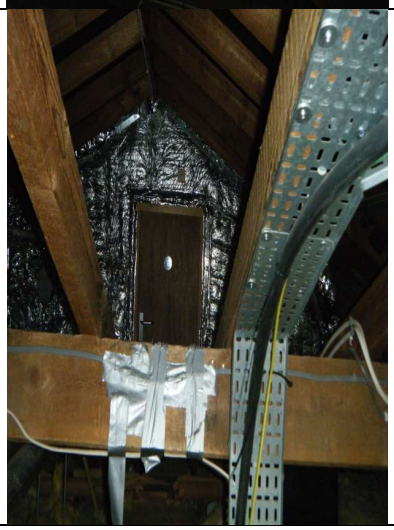
ELECTRICAL SOURCES OF IGNITION

General – Supporting Information:

All electrical equipment should be installed and maintained in a safe manner by a competent person. If portable electrical equipment is used, including items brought into a workplace by staff, then you should ensure that it visually inspected and undergoes portable appliance testing ('PAT') at intervals suitable for the type of equipment and its frequency of use (refer to HSG 107 Maintaining portable equipment). If you have any doubt about the safety of your electrical installation, then you should consult a competent electrician.

Observations and Photographic Evidence:

Portable appliances are subject to portable appliance testing.
The fixed electrical installation inspection is believed to be overdue/non compliant according to client records (a copy of the report has not been seen).
Many cables were taped or plastic clipped. Cables should be metal clipped every 300mm.
Plastic ties and taped cables shown.

Cables plastic clipped together	
Cables taped to beams	

Electrical sources of ignition	Yes / No / N/A	Further action required ✓
1. Is the use of trailing leads and multiple adapters kept to a minimum?	Yes	
2. Are flexes run in safe places where they will not be damaged?	No	✓
3. Electrical junction boxes or fuse/circuit breaker boxes with covers/panels not left ajar?	Yes	

Electrical sources of ignition	Yes / No / N/A	Further action required ✓
4. Is there a suitable policy regarding the use of personal electrical appliances?	N/A	
5. Is there a robust portable appliance testing regime?	Yes	✓
6. Are fixed installations inspected and tested (annually / bi-annually / five-yearly)?	N/A	

SMOKING

General – Supporting Information:

Carelessly discarded cigarettes and other smoking materials are a major cause of fire. A cigarette can smoulder for several hours, especially when surrounded by combustible material. Many fires are started several hours after the smoking materials have been emptied into waste bags and left for future disposal. In those areas where smoking is permitted, provide non-combustible deep and substantial ashtrays to help prevent unsuitable containers being used. Empty all ashtrays daily into a metal waste bin and take outside. It is dangerous to empty ashtrays into plastic waste sacks which are then left inside for disposal later.

Observations and Photographic Evidence:

No evidence was observed of staff smoking externally to the building during the visit. As the entrances open onto the public footpath the premises have no control of this area but no evidence of widespread smoking in those areas or smoking provision is present other than local public bins.

The no smoking policy appeared to be observed, there was no evidence of illicit smoking having taken place.

Smoking	Yes / No / N/A	Further action required ✓
1. Is there a suitable policy to prevent fires as a result of smoking?	Yes	
2. Is smoking prohibited in all areas of the building?	Yes	
3. Is smoking prohibited in appropriate areas?	Yes	
4. Are there suitable arrangements for those who wish to smoke?	Yes	
5. Did the policy appear to be observed at the time of inspection?	Yes	

ARSON
General – Supporting Information:
Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson.
Observations and Photographic Evidence:
No significant arson risks were noticed to the front or rear of both units during the visit.

Arson	Yes / No / N/A	Further action required ✓
1. Does basic security against arson by outsiders appear reasonable?	Yes	
2. Are fire loads which could be at risk of ignition by outsiders kept away from the premises?	Yes	
3. No arson attacks or threats of arson occurred in the last twelve months?	Yes	

PORTABLE HEATERS AND HEATING INSTALLATIONS

General – Supporting Information:

Individual heating appliances require particular care if they are to be used safely, particularly those which are kept for emergency use during a power cut or as supplementary heating during severe weather. The greatest risks arise from lack of maintenance and staff unfamiliarity with them. Heaters should preferably be secured in position when in use and fitted with a fire guard if appropriate. As a general rule, convector or fan heaters should be preferred to radiant heaters because they present a lower risk of fire and injury.

Observations and Photographic Evidence:

None found.

Portable heaters and heating installations	Yes / No / N/A	Further action required ✓
1. Is the use of portable heaters avoided as far as practicable?	Yes	
2. Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	Yes	
3. Are there suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	
4. Are fixed heating installations subjected to regular maintenance?	Yes	

COOKING
General – Supporting Information:
Typical installations used in cooking processes include deep fat fryers, ovens, grills, surface cookers, ductwork, flues, filters, hoods, extract and ventilation ducts and dampers. These cooking processes can operate with high temperatures, involving large quantities of oil and combustible food stuffs. Heat sources used for cooking processes include gas, electric and microwave. The main cause of fire is ignition of cooking oil, combustion of crumbs and sediment deposits, and ductwork fires from a build-up of fats and grease.
Observations and Photographic Evidence:
A catering kitchen is provided, the Servery of which opens into the lounge area. A Fire Retardant Roller Shutter is operated via the Fire Alarm system. The Government Guide requires that such catering facilities should be fitted with an Automatic Fire Fighting system, such as an 'Ansul' installation. Such a system should be installed by specialist contractors and suitably maintained.

Cooking	Yes / No / N/A	Further action required ✓
1. Are reasonable measures taken to prevent fires as a result of cooking?	Yes	
2. Are grease filters changed and cleaned regularly?	Yes	
3. All extraction flues and ductwork for fat and fume extraction, are regularly inspected and deep cleaned (continued cleaning to be in accordance with TR19/installers recommendations)?	Yes	
4. Are there suitable extinguishing appliances available?	Yes	
5. Do fryers have suitable temperature control?	Yes	
6. Main business kitchen, emergency shutdown provided for gas and electrical cooking?	Yes	

LIGHTNING
General – Supporting Information:
The provision of a lightning conductor system will not prevent the occurrence of a lightning strike. The purpose of the installation is to direct the current discharged from the strike to earth safely, protecting the structure and its occupants from the effects of the strike. Consideration should be given to BS/IEC 62305 'Protection Against Lightning', to the occupancy of the building, the height compared to other buildings in the area, the use of explosive chemicals and products on the site.
Observations and Photographic Evidence:
No lightning protection system was observed on the premises. It should be confirmed whether such a system is installed and if so, proper records of maintenance kept.

Lightning	Yes / No / N/A	Further action required ✓
1. Does the building have a lightning protection system?	TBC	
2. Has the system been regularly tested and inspected?	N/A	

HOUSEKEEPING
General – Supporting Information:
Good housekeeping will lower the chances of a fire starting, so the accumulation of combustible materials in all premises should be monitored carefully. Good housekeeping is essential to reduce the chances of escape routes and fire doors being blocked or obstructed. Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins, are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Never place skips against a building they should normally be a minimum of 6m away from any part of the premises.
Observations and Photographic Evidence:
General housekeeping was in excellent order throughout the premises.

Housekeeping	Yes / No / N/A	Further action required ✓
1. Are combustible materials separated from ignition sources?	Yes	
2. Is the accumulation of rubbish and waste avoided?	Yes	
3. Is the storage of combustible materials appropriate?	Yes	

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS
General – Supporting Information:
Fires are more frequent when buildings are undergoing refurbishment or alteration. You should ensure that, before any building work starts, you have reviewed the Fire Risk Assessment and considered what additional dangers are likely to be introduced. You will need to evaluate the additional risks to people, particularly in those buildings that continue to be occupied. Lack of pre-planning can lead to haphazard co-ordination of fire safety measures. Additional risks can include “hot work” such as flame cutting, welding, soldering, or paint stripping; blocking of escape routes, including external escape routes; introduction of combustibles.
Observations:
Southampton City Council is clear about fire safety standards when organisations are carrying out work within properties and communal areas. Contractors are required to follow corporate procedures and a suitable level of competence is required of all staff and operatives alongside sufficient measures such as RAMS and other safe systems of work. At the time of this assessment no contractors were present on site.

Hazards introduced by outside contractors and building works	Yes / No / N/A	Further action required ✓
1. Are safety conditions imposed on outside contractors?	Yes	
2. Is there satisfactory control over works carried out in the building by outside contractors (including “hot works” permits)?	Yes	
3. If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot works permits?	Yes	

DANGEROUS SUBSTANCES
General – Supporting Information:
Specific precautions are required when handling and storing dangerous substances to minimise the possibility of an incident. Your supplier should be able to provide detailed advice on safe storage and handling; however, the following principles will help you reduce the risk from fire HSE publishes guidance 8 about specific substances where appropriate information may need to be provided. If any of these, or any other substance that is not included but nevertheless presents more than a slight risk, is present in your premises, then you must provide such information to staff and others.
Observations and Photographic Evidence:
The 800 Litre diesel tank in the undercroft generator room had no bund wall installed and no warning sign on the outside wall to warn attending Fire Brigade Crews. A bund wall enclosure must be provided, which will accommodate the full contents plus 10% in the event of a leak from the tank. A DSEAR assessment should be considered. A Hazchem sign should be displayed on the outside wall. Consideration should be given to Fire Protecting the office window above the door.

Dangerous substances	Yes / No / N/A	Further action required ✓
1. If dangerous substances are, or could be used, has a risk assessment been carried out, as required by the Dangerous Substance and Explosive Atmosphere Regulations 2002?	No	✓
2. Are acetylene, propane, and butane cylinders etc, stored appropriately outside of the workplace?	N/A	
3. Are chemical stores sufficiently bunded in case of a leak or spillage?	N/A	
4. Are flammable liquids/substances stored within an appropriate fire-resistant cabinet?	N/A	
5. Is there a system in place to inform emergency services on arrival, of any dangerous substances on site?	N/A	

SECTION 6 – FIRE PROTECTION MEASURES

MEANS OF ESCAPE

General – Supporting Information:

You should ensure that your escape routes are suitable; easily, safely and immediately usable at all relevant times; adequate for the number of people likely to use them; free from any obstructions, slip or trip hazards; and available for access at all times.

Observations and Photographic Evidence:

Travel distances have been assessed and meet recommended guidelines.
The provision of final exits is as per original construction and considered to be adequate for the number of people expected to be present in the building at any one time, subject to the recommendations made.
Residents are all accommodated on the ground floor, facilitating escape in an emergency.
On completion of the Compartmentation works, including new Fire Doors, these routes should be satisfactory.

External doors were found to be in good working condition.

Means of escape	Yes / No / N/A	Further action required ✓
1. Is the building provided with reasonable means of escape in case of fire?	Yes	
2. Are the escape routes designed of an acceptable standard?	Yes	
3. Is there adequate provision of escape routes?	Yes	
4. Are fire exits easily and immediately operable where necessary?	Yes	
5. Do the fire exits open in the direction of escape where necessary?	Yes	
6. Do sliding or revolving doors have overrides installed?	N/A	
7. Is the means of securing exits suitable?	Yes	
8. Where there is a single direction of travel is the travel distances reasonable?	Yes	
9. Where there is an alternative means of escape is the travel distances reasonable?	Yes	
10. Is there suitable protection of escape routes?	No	✓
11. Are there suitable fire precautions for all inner rooms?	N/A	
12. There are no inner-inner rooms present?	Yes	
13. Are the escape routes unobstructed?	Yes	
14. Are escape routes kept free from displays or inappropriate storage involving combustible materials?	Yes	
15. Are there reasonable arrangements for means of escape for disabled people?	Yes	

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT
General – Supporting Information:
Many buildings are divided into different areas by fire doors and fire-resisting walls and floors. These are partly designed to keep a fire within one area, giving people more time to escape. You will need to identify which doors, walls and floors in your building are fire-resisting. There may be information available from when the building was built, if alterations have been made, or from a previously held fire certificate. High-risk areas should be separated from the rest of the premises.
Observations and Photographic Evidence:
A full Compartmentation Survey was carried out by 'Independent Fire Inspections Ltd' on the 12th March 2021. This report should be fully considered, including compartment breaches, fire door issues and loft compliance problems. A fully considered, staged, implementation of recommended works should be commenced and overseen by a competent 'Clerk of Works' to ensure a compliant standard. Building Regulation 38 should be fully complied with on completion.

Means to limit fire spread and development	Yes / No / N/A	Further action required ✓
1. Is the compartmentation within the building of a reasonable standard? [3]	No	✓
2. Are the linings that might promote fire spread of a reasonable standard?	Yes	
3. As far as reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of fire? [3] [4]	N/A	
4. Are kitchens with extensive cooking facilities adequately compartmented from other areas of the premises or is a fire suppression system installed?	Yes	✓
5. Are holes in the walls/risers suitably fire stopped? [3]	No	✓
6. Is the practice of holding open fire doors with manual devices avoided?	Yes	
7. Do fire doors have 3 no. hinges and suitable intumescent/cold smoke seals?	Yes	
8. Do fire doors self-close effectively into the door frame or are kept locked?	Yes	
9. Glazing on doors, walls and windows is suitably fire rated e.g. with kitemark displayed or wired glass?	Yes	

[3]) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.
[4]) A full investigation of the design of HVAC systems is outside the scope of this Fire Risk Assessment.

EMERGENCY ESCAPE LIGHTING
General – Supporting Information:
The primary purpose of emergency escape lighting is to illuminate escape routes, but it also illuminates other safety equipment. The size and type of your premises and the risk to the occupants will determine the complexity of the emergency escape lighting required. Borrowed lighting may be suitable in small premises where the light is from a dependable source, e.g. streetlamps, and it will adequately illuminate escape routes. Where borrowed lighting is not suitable, then a number of torches, in strategic positions, can be considered.
Observations and Photographic Evidence:
Emergency lighting is installed within the communal area of the block, which must be installed to BS 5266. The Assessor cannot confirm that the LUX levels within the premises would meet the required levels. LUX level readings should be recorded on the Emergency Lighting commissioning certificate. The building has an Automatic Generator in the undercroft, which replaces all power, including that to the lighting system. Standby Emergency Luminaires are also provided.

Emergency escape lighting	Yes / No / N/A	Further action required ✓
1. Is the provision of emergency escape lighting suitable? [5]	Yes	
2. Are fittings in suitable condition and functioning?	Yes	
3. Are escape routes adequately lit?	Yes	
4. Suitable test facilities in place?	Yes	
5. Maintained illuminated signage provided where applicable?	Yes	
[5]) Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.		

FIRE SAFETY SIGNS AND NOTICES
General – Supporting Information:
In simple premises, a few signs indicating the alternative exit(s) might be all that is needed. In larger and more complex premises, a series of signs directing people along the escape routes towards the final exit might be needed. Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. These make use of pictogram s employing the running man, an open door, and directional arrows.
Observations and Photographic Evidence:
A Hazchem sign should be displayed on the wall outside the generator room, giving information to attending Brigade crews about the diesel tank within. Fire Procedure signs are of yellow and black – non-standard – but this colour way complies to Dementia guidelines.

Fire safety signs and notices	Yes / No / N/A	Further action required ✓
1. Do the signs comply with Health & Safety (Safety Signs and Signals) Regulations 1996 or BS ISO 3864?	Yes	
2. Are fire action notices displayed prominently throughout the workplace?	Yes	
3. Are final exit doors indicated on the outside with a mandatory sign?	Yes	
4. Are internal fire doors labelled?	Yes	
5. Are escape routes clearly signed?	Yes	

MEANS OF GIVING WARNING IN CASE OF FIRE
General – Supporting Information:
Where an electrical fire-warning system is necessary then a straightforward arrangement typically includes the following: manual call points (break-glass call points) next to exits with at least one call point on each floor; electronic sirens or bells; and control and indicator panel. An alternative system of interconnected combined manual call points and sounders may be acceptable. If your building has areas where a fire could develop undetected or where people work alone and might not see a fire, then it may be necessary to upgrade your fire-warning system to incorporate automatic fire detection or install an automatic fire-detection and warning system.
Observations and Photographic Evidence:
The Fire Alarm system here is now obsolete (1997 Regulations) and should be replaced with a modern Analogue Addressable, two stage system. Sub Compartmentation lines must be established, and a 'Fire Strategy' completed for the premises. The new system 'Cause and Effect' must be designed to enable this Strategy to work effectively. Connection to a Monitored 'Collector' station should be considered.

Means of giving warning in case of fire	Yes / No / N/A	Further action required ✓
1. Is a manual or electrical fire alarm system provided?	Yes	
2. Is suitable automatic fire detection provided within the building?	Yes	✓
3. Is there a back-up power supply for the fire detection/warning system?	Yes	
4. Is the fire alarm system connected to a collector station?	No	✓
5. Are the fire alarm call points clearly visible and unobstructed?	Yes	
6. Visual warning units/indicating devices can be clearly seen in relevant areas when fire alarm is activated?	Yes	
[6]) Based on visual inspection, but no audible test or verification of full compliance with relevant British Standards carried out.		

MANUAL FIRE EXTINGUISHING APPLIANCES
General – Supporting Information:
The occupier/owner has a responsibility for the provision of appropriate firefighting equipment. It is also their responsibility to check that all firefighting equipment is in the correct position and in satisfactory order before the premises is used. Appropriate staff should be trained in the use of all such equipment. Fires are classed according to what is burning. Fire extinguishers provided should be appropriate to the classes of fire found in your premises.
Observations and Photographic Evidence:
Staff are reportedly not trained to use extinguishers. This policy should be reviewed, as prompt action with an extinguisher in the initial stages of a fire can be extremely effective. Staff spoken to were more than willing to attend such training.

Manual fire extinguishing appliances	Yes / No / N/A	Further action required ✓
1. Are there an adequate number of suitable fire extinguishers provided? (1 per 200 m^2) (1 per special risk)	Yes	
2. Are fire extinguishers and fire blankets located suitably placed and ready for use?	Yes	
3. Are extinguishers suitably charged and within service date?	Yes	

AUTOMATIC FIRE EXTINGUISHING SYSTEMS
General – Supporting Information:
Fire suppression systems can include sprinklers and other types of fixed installations designed to automatically operate and suppress a fire. Such systems should be maintained by a competent person.
Observations:
None present.

Relevant [7] automatic fire extinguishing systems	Yes / No / N/A	Further action required ✓
1. Are fixed firefighting installation in working order?	N/A	
2. Discharge head unobstructed?	N/A	
3. Sprinkler flow switch test facility available?	N/A	
[7]) Relevant to life safety and this risk assessment (as opposed to property protection).		

FIXED SYSTEMS AND EQUIPMENT
General – Supporting Information:
Building Regulations and other Acts, including local Acts, may have required firefighting equipment and other facilities to be provided for the safety of people in the building and to help fire fighters. Fire safety law places a duty on you to maintain such facilities in good working order and at all times. These may include access for fire engines and fire fighters; firefighting shafts and lifts; smoke-control systems; dry or wet rising mains and freighting inlets; information and communication arrangements e.g. fire telephones and wireless systems and information to brief the Fire and Rescue Service when they arrive; and firelighter's switches.
Observations:
None present; however Guidance requires an automatic Fire Fighting system to be provided for Catering Kitchens. An 'Ansul' type of installation should be provided over the kitchen range.

Other relevant [7] fixed systems and equipment	Yes / No / N/A	Further action required ✓
1. Is there suitable provision for fire-fighters switches for high voltage luminous tube signs, etc?	N/A	
2. Hydrants clearly marked, adequately located, unobstructed and in good state of repair (when within the Client demise)?	N/A	
3. Dry riser outlet boxes accessible, in good condition/locked if appropriate, locking straps in place, no rubbish/storage present?	N/A	
4. Manual or automatic opening vents and/or smoke extract systems where present, are in working order?	N/A	
[7]) Relevant to life safety and this risk assessment (as opposed to property protection).		

SECTION 7 – FIRE SAFETY MANAGEMENT

PROCEDURES AND ARRANGEMENTS

General – Supporting Information:

Your emergency plan should be appropriate to your premises and could include: how people will be warned if there is a fire; what staff should do if they discover a fire; how the evacuation of the premises should be carried out; where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated; identification of key escape routes, how people can gain access to them and escape from them to a place of total safety; arrangements for fighting the fire etc.

Observations:

The Fire logbook and other Fire Records were found to be in good order.
The Manager, Mrs. Fellowes, was very diligent regarding Fire Safety measures. This level of Management makes a substantial difference in the Fire Safety standard within the premises and should be commended.

Procedures and arrangements	Yes / No / N/A	Further action required ✓
1. Is a suitable evacuation policy in place for these premises?	Yes	
2. Is a policy in place to ensure visitors to the building are accompanied at all times by a member of staff and, where not, are given sufficient instruction on arrival on fire safety arrangements?	Yes	
3. Are fire procedures appropriate and properly documented, with names and locations of fire wardens displayed or made available throughout the building?	Yes	
4. If the layout and escape routes are not familiar to the people present, are members of staff present to give instructions and advice, a voice alarm or public address system?	N/A	
5. Are sufficient procedures in place to ensure that in the event of a fire, the Fire and Rescue Service is notified and receive on their arrival, sufficient information on missing persons, origin of fire, plans and layout of the building and refuge areas?	Yes	
6. Are competent person(s) appointed to assist in undertaking the relevant general fire safety precautions?	Yes	
7. Is there a fire safety logbook, giving sufficient details of fire detection and alarm systems testing, fire evacuation drills with information such as evacuation times, fire safety audits, and other significant information?	Yes	
8. Are monthly fire safety audits undertaken by fire wardens to cover the area of the building they are responsible for?	No	
9. Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes	
10. Is there a suitable assembly point, including trained persons and personal evacuation plans?	Yes	

11. Are there adequate procedures for the evacuation of any disabled people who are likely to be present including personal emergency evacuation plans?	Yes	
12. Have persons been nominated and trained to assist in the evacuation, including the evacuation of disabled people	TBC	
13. Is there appropriate liaison with Fire and Rescue Service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	No	
14. Has a procedure been established to review the Fire Risk Assessment periodically or when significant changes to the building or working practices are introduced?	Yes	
15. If you do not have direct control over the workplace, have you notified the owner or landlord of any fire safety related issues?	N/A	
16. If you share the workplace with others, do they know about the risks that you have identified?	N/A	
17. Are all company policies relating to fire safety reviewed regularly?	N/A	

TRAINING AND DRILLS

General – Supporting Information:

The actions of staff if there is a fire are likely to be crucial to their safety and that of other people in the premises. All staff should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. You should ensure that all staff and contractors are told about the emergency plan and are shown the escape routes. The training should take account of the findings of the Fire Risk Assessment and be easily understood by all those attending. It should include the role that those members of staff will be expected to carry out if a fire occurs. This may vary in large premises, with some staff being appointed as Fire Marshals or being given some other particular role for which additional training will be required.

Observations:

The Council's policy is not to fight fires, so no-one is trained to use extinguishers.
This policy should be reviewed, as prompt action with an extinguisher in the initial stages of a fire can be extremely effective.
This can make a crucial difference in a building such as this.

Training and drills	Yes / No / N/A	Further action required ✓
1. Are all staff given suitable fire safety instruction and training on induction?	Yes	
2. Are all staff given adequate "refresher training" at suitable intervals?	Yes	
3. Are fire drills carried out at appropriate intervals?	Yes	
4. Are staff with special responsibilities given additional training (e.g. fire wardens?)	Yes	

TESTING AND MAINTENANCE

General – Supporting Information:

You have responsibility for the provision of appropriate firefighting equipment. It is also your responsibility to check that all firefighting equipment is in the correct position and in satisfactory order before the premises are used. Appropriate staff should be trained in the use of all such equipment. All machinery, apparatus and office equipment should be properly maintained by a competent person.

All emergency escape lighting systems should be regularly tested and properly maintained to an appropriate standard. Most existing systems will need to be manually tested. However, some modern systems have self-testing facilities that reduce routine checks to a minimum.

Observations:

No records of statutory inspections available for perusal however records indicated the following are overdue or non compliant at present.

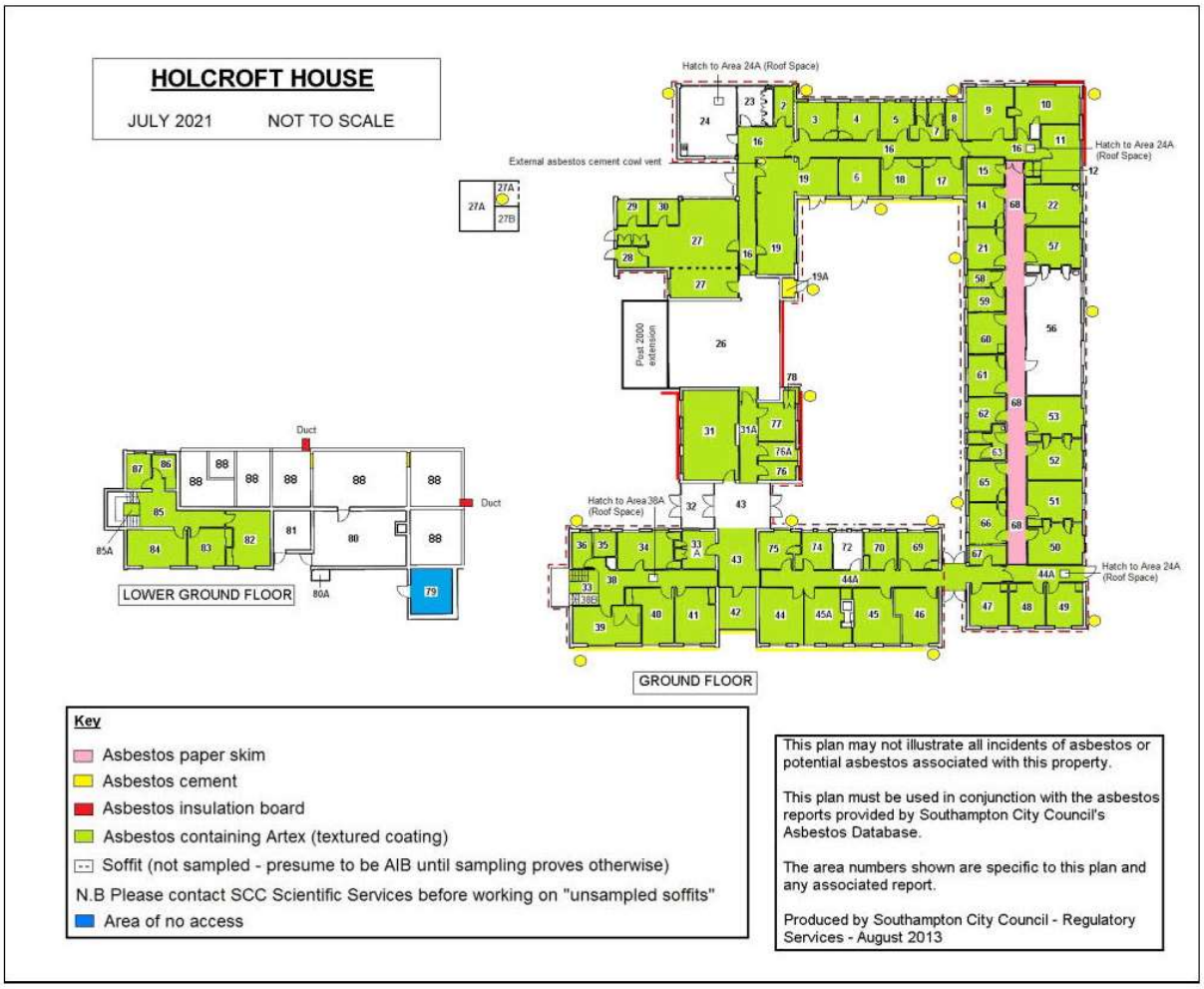
Elec - EICR Testing (Non Dom)
Duct Work Inspection
Fire Alarm Servicing-Detection
Access Control System
Generators

The Fire logbook was found to be in good order.

Testing and maintenance	Yes / No / N/A	Further action required ✓
1. Is the weekly testing and periodic servicing (6 monthly or quarterly, if required) of fire detection and alarm system in place?	Yes	
2. Is there routine testing (monthly and annually) for emergency escape lighting?	Yes	
3. Have all emergency generators been tested (as per manufacturer's instructions, normally run for one hour)?	N/A	
4. Are extinguishing appliances tested and inspected annually?	Yes	
5. Are external staircases and gangways inspected on a regular basis?	N/A	
6. Six-monthly inspection and annual testing of rising mains?	N/A	
7. Weekly, monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A	
8. Weekly testing and periodic inspection of sprinkler installations?	N/A	
9. Routine inspection of fire doors, final exit doors and or security fastenings?	Yes	
10. Other relevant inspections and tests Automatic door release mechanisms? Green - override points on doors linked to alarm system carried out? Smoke extract systems? Fire suppression systems in plant rooms etc? Kitchen canopy fire suppression systems?	N/A	

SECTION 8 – APPENDIX

APPENDIX A - DRAWINGS



APPENDIX B – BAFE CERTIFICATE

CERTIFICATE OF CONFORMITY

LIFE SAFETY FIRE RISK ASSESSMENT CERTIFICATE OF CONFORMITY

SSAIB Registered Provider: **NYOR061**

CERTIFICATE No. 9119815

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

PART 1 - ISSUER DETAILS

Issuing Organisation Name	Tersus Consultancy Limited
Bafe Registration no.	103052

PART 2 - CLIENT DETAILS

Customer's Name	Southampton City Council
Address	Holcroft House Thornhill Southampton Hampshire SO19 6HA

PART 3 - CERTIFICATION DETAILS

Locations on premises to which this assessment applies	This building is a Residential Care Home.		
Scope and purpose of fire risk assessment	Type 1 - Common Parts Only (Non-Intrusive)		
Effective date of assessment	22/12/2021	Review Date	22/12/2022
Unique reference no.	9119815		

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certified Organisation

Name: Darren Blackburn

Job Title: Director

Date of Issue: 05/01/2022

Signature:

SSAIB (certification body) can be contacted at: 7 - 11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne and Wear, NE25 9SX.
Tel: +44 (0) 191 296 3242 E-mail: certificate@ssaib.org Web: www.ssaib.org / www.ssaib.ie

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH www.bafe.org.uk :: +44 (0) 844 335 0897

THIS IS AN IMPORTANT DOCUMENT. PLEASE RETAIN FOR YOUR RECORDS.

APPENDIX C - NOTES ON THE RR(FS)O 2005

Previous General Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005 (the Order) replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. If a fire certificate has been issued in respect of the premises or the premises were built to recent building regulations, if no material alterations have been made and all physical fire precautions have been properly maintained, it is unlikely the need to make any significant improvements to your existing physical fire protection arrangements to comply with the Order. However, a Fire Risk Assessment must be carried out and all maintenance and records kept up to date to ensure that all the fire precautions in the premises remain current and adequate.

If a Fire Risk Assessment was previously carried out under the Fire Precautions (Workplace) Regulations 1999, as amended 1999, and the assessment has been regularly reviewed then you will need to revise that assessment taking account of the wider scope of the Order. Your premises may also be subject to the provisions of a licence or registration (e.g. under the Licensing Act 200378), and the fire authority may wish to review your risk assessment as part of the licensing approval process. Fire safety conditions within your licence should not be set by a licensing authority where the Order applies.

Background

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect ‘relevant persons’ in case of fire in and around most premises. The Order requires fire precautions to be put in place ‘where necessary’ and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the ‘responsible person’. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

If you are the responsible person you must have a Fire Risk Assessment carried out which must focus on the safety in case of fire of all ‘relevant persons’. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and young persons and must include consideration of any dangerous substance liable to be on the premises. The Fire Risk Assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

If your organisation employs five or more people, your premises are licensed or an alterations notice is in force, you must record the significant findings in the assessment. It is good practice to record your significant findings in any case.

Who enforces the Fire Safety Order?

The local Fire and Rescue authority (the Fire and Rescue Service) will enforce the Order in most premises. The exceptions are: Crown-occupied/owned premises where Crown fire inspectors will enforce; premises within armed forces establishments where the defence fire and rescue service will enforce; certain specialist premises including construction sites, ships (under repair or construction) and nuclear installations, where the HSE will enforce; and sports grounds and stands designated as needing a safety certificate by the local authority, where the local authority will enforce.

The enforcing authority will 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. If you are required to record the outcome of the assessment, they will expect to see a copy. If the enforcing authority is dissatisfied with the outcome of your Fire Risk Assessment or the action you have taken, they may issue an enforcement notice that requires you to make certain improvements or, in extreme cases, a prohibition notice that restricts the use of all or part of your premises until improvements are made.

If your premises are considered by the enforcing authority to be or have potential to be high risk, they may issue an alterations' notice that requires you to inform them before you make any changes to your premises or the way they are used. Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence. You have a right of appeal to a magistrate's court against any notice issued. Where you agree that there is a need for improvements to your fire precautions but disagree with the enforcing authority on the technical solution to be used (e.g. what type of fire alarm system is needed) you may agree to refer this for independent determination.