

Fire Protection Services Surrey Ltd

Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005

For



MAPLE MANOR PARKING, PARRS YARD, UXBRIDGE, UB7 0EW

Date of Assessment: 22/8/2023	Responsible Person: TIM LAWLEY
Assessment By: Laurence Page	Telephone 07590211201
Date of all actions to be completed: 22/10/2022	Email tim.lawley@mapleparking.co.uk

Type of inspection carried out: Preliminary life assessment; Type one non evasive; Visual

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¹ This fire risk assessment actions need to be completed by the date suggested and reviewed by a competent person if there is any reason that the actions have not be carried out, the fire risk assessment is no longer valid, Fire Protection Services Surrey Ltd will not take responsibility it is down to the

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Workplace Fire Precautions Legislation

Fire Risk Assessment

Employer or other responsible person: TIM LAWLEY

Address of property: MAPLE MANOR PARKING, PARRS YARD, HEATHROW, UB7 0EW

Person (s) consulted: Mr. Laurence Page

Assessor: Fire Protection Services Surrey Ltd

Date of fire risk assessment: 22ND August 2023

Date of previous fire risk assessment: N/A

Date of all Actions to be carried out: 22ND October 2023

Suggested date for review¹: August 2024

Type of inspection carried out, preliminary life assessment; type one non evasive, visual.

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

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What is a Fire Risk Assessment?

It is an organized look at what, in your workplace, could cause harm to people as a result of a fire. It should pay particular attention to those at special risk such as disable persons, those who have special needs, children and must include consideration of any flammable substances likely to be on the premises.

Why have a Fire Risk Assessment?

Good management of fire safety in your premises is essential to ensure that any fire safety matters that arise are always efficiently addressed. In simple premises this can be achieved by the manager or owner maintaining and planning fire safety in conjunction with general health and safety

From 1st October 2006 it became law to carry out Fire Risk Assessments in the workplace. The risk assessment is part of the Regulatory Reform (fire safety) Order 2005.

At Fire Protection Services (Surrey) Ltd, we understand that enforcing something that is now law can often feel quite imposing and unnecessarily costly for the small to medium enterprise.

For that reason alone, even though you have taken the step to comply, we want to give our customers 10 better reasons than the fact that 'it's now the law' to reassure that what you have done is a very sensible and worthwhile thing.

The following facts relate to 2003
(Source: St Johns Ambulance 2005)

1. The UK Fire and Rescue service attended 1.1 million incidents
2. Of which, 621,000 were fires
3. 473,000 were false alarms
4. In these fires, 593 people died
5. Another 15,500 were injured in fires
6. The total cost to society was £7.7billion
7. The number of workplace fires attended was 31,900
8. In which 28 people lost their lives because of fire
9. A further 1,700 people were injured in the workplace because of fire
10. The average cost to each workplace was £58.00 and 40% of businesses never recover from the loss

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Disclaimer

- All services provided by the Consultant are advisory only. Whilst such advice will be provided with reasonable skill and care, the Consultant, by providing such advice, does not assume responsibility for the actual performance of statutory duties owed by the Client, such as risk assessment, training and staff instruction / induction and monitoring.
- The purpose of Fire Risk Assessment is to offer guidance on best practice. It is the Client's responsibility to have an active Health and Safety management programme and the Consultant does not warrant to undertake responsibility for Health and Safety at the site.
- In relation to any investigation by regulatory, enforcement or government agencies, the Consultant will provide advice only to the Client and does not act as the Client's agent or representative, nor is the Consultant responsible for communicating or liaising with such agencies.
- The Client, at all times, remains responsible for compliance with the statutory duties under the Health and Safety at Work Act 1974 (and other legislation). Nothing within the terms or performance of this contract is intended to represent a delegation of such duties to the Consultant.
- The Client warrants to the Consultant that all information of whatsoever nature provided by the Client to the Consultant is comprehensive and accurate in all material respects and that the Consultant is entitled to rely on its accuracy, without conducting any verification work, for the purpose of delivering the Services or any Additional Services.
- The Consultant is not liable for any criminal penalty imposed upon the Client, or any civil damages awarded against the Client, or associated costs in either proceedings.

Fire Protection Services Surrey Ltd cannot accept any legal or financial responsibility for any events, actions or outcomes consequent upon the use of this Fire Risk Assessment, or advice given either at the time or subsequently.

1 Introduction

This Fire Risk Assessment was undertaken on behalf of MAPLE MANOR PARKING on 22ND August 2023 by Laurence Page.

The Fire Risk Assessment has been conducted to enable to comply with the Regulatory Reform (Fire Safety Order) 2005. This places a duty on them to conduct a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions they need to take so as to comply with the requirements and prohibitions imposed on them by or under this Order.

This Risk Assessment only takes into account the areas of the building occupied by MAPLE MANOR PARKING and any hazard or shortcoming that could affect the lives of any persons employed or 'relevant persons' that may lawfully use or transgress through the premises.

This Risk Assessment assesses the fire risks, the protective and preventative measures and processes / procedures in force within the premises against established standards. The assessment identifies necessary controlling measures to remove or reduce risk to an acceptable level and produces an action plan for compliance.

The Risk Assessment should be reviewed annually, when there is going to be a significant change to the activity or process to which it relates, or when a new activity / process is planned. MAPLE MANOR PARKING should recognise that Risk Assessments are a continual process, which should be monitored, reviewed and revised at appropriate intervals.

****Please note that the below findings need to be carried out, we will not accept responsibility or liability for non-compliance of our advice***



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2 Risk Key

The risk key used to complete this Fire Risk Assessment is based on the risk level estimator and the control plan in BS 8800(Guide to Occupational Health & Safety Management Systems).

Table 1: Risk Level Control Plan

RISK LEVEL		ACTION AND TIMESCALE
1	TRIVIAL	No action is required and no documentary records need to be kept.
2	TOLERABLE	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
3	MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within an agreed time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
4	SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
5	INTOLERABLE	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

Table 2: Risk Level Estimator (BS 8800)

RISK	SLIGHTLY HARMFUL	HARMFUL	EXTREMELY HARMFUL
HIGHLY UNLIKELY	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
UNLIKELY	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
LIKELY	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

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3 Property Description and Activities

Brief details of construction & use of premises.

Two large Nissan huts on a large carp parking site for the use of a checking in office, and storage.

Number 1 Hut has a small office, kitchen, toilets and reception area where customers come to book in and catch the shuttle bus.

Number 2 Hut is used for storage

The company has a security gate which is manned 24/7 to log all visitors onto the site.

3A GENERAL NOTES :

*Extension cables - where there is a need to use extension cables, the correct length for the job must be used. If the extension cable is too long for the job, it can do one of two things; If the majority of the cable remains coiled, it can and undoubtedly will, overtime, overheat.; If it is uncoiled, but left loose, whilst less of a fire risk, it becomes a safety hazard.

The correct length should be used with the cable clipped to a fixed point and the socket fixed securely to a wall or other secure item. The extension cable should also never be too short allowing it to either hang or be stretched.

*Halogen Lights:- Whilst halogen lights are perfectly safe when fitted correctly and in normal use, they do create a lot of heat close to the bulb. For this reason I would advise against leaving them on for long periods unattended, i.e. overnight or during the weekend close.

*Computer Stations/Hardware payment:- It is important to keep computer hardware as clear of loose fuels (paper & notices) as possible. Whilst spontaneous fires are rare they do occur and a cluttered workstation that has many ignition & fuel flashpoints aids the rapid spread of fire. If notice boards are required around the computer area, it would be safer to use them to the side of the computer hardware, rather than directly above.



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4 General Observations & Methodology

A visual inspection was undertaken and discussions were held with MAPLE MANOR PARKING , in relation to the maintenance and use of the fire related services.

5 Personnel Hazard Exposure Analysis

Type	Numbers (approx.)	Frequency
Employees /Staff (Day)	6	Daily
Customers	Varies supervised at all times	Daily
Contractors	Variable	Daily
Visitors	Variable	Daily
Trespassers	Unlikely	Unlikely
Sleeping occupants	N/A	
Disabled Occupants	Unknown	

This Fire Risk Assessment is Type 1.

A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Regulatory Reform (Fire Safety Order) 2005.

No known mobility issues; no disabled staff are currently employed; no special needs have been identified; no Personal Emergency Evacuation Plans (PEEPs) are required.

Fire safety and emergency evacuation procedures cover safe supervision and evacuation of all staff, contractors, clients, hirers and visitors including the general public.

The number of staff members available to move occupants (this will include the level of training given to staff in moving occupants)

The degree of mobility of each occupant who may have to use the evacuation chair, and this would come into a progressive horizontal evacuation.

You should ensure that staffing levels are sufficient and available at all times to facilitate the movement of people who are less able or less able bodied.

This will come under on all occupants who depend on staff members to assist with their escape, hence organizing evacuation training for the staff.

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Inspection and testing

Item	Frequency of Inspection	Comment / Issues
Fire detection & alarm	Risk Based maintenance via contractor and weekly testing programme	Number 1 hut has detection Number 2 is under review
Sprinklers	6 monthly / annual maintenance check plus weekly testing	N/A
Emergency & escape lighting	monthly / annual requirement	Borrowed lighting to all areas N/A
Fire hose reels	Annual	N/A
Fire extinguishers	Annual	Arrangements in place
Induction training	As appropriate	Arrangements in place
Fire safety awareness training	As appropriate	Arrangements in place
Fire warden training	As appropriate	Arrangements in place
Fire evacuation drill	Every 12 months – but often more frequent	Arrangements in place
Checks on doors	Weekly.	Arrangements in place
Fixed electrical installation	10 yearly / 5 yearly / 3 yearly	Arrangements to be made
Portable appliance testing	Annual or as appropriate	Arrangements to be made
Gas / Oil fired boilers	Annual	N/A
Emergency generators	Monthly / Annual	N/A
Kitchen extract systems	Annual or as appropriate	N/A
External fire escapes	5 yearly/as appropriate	N/A

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General Notes

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Any naked flames i.e. candles, should be placed in appropriate holders and monitored at all time

If disabled people visit the premises there will always be enough human resource to aid a safe and speedy evacuation. In the case of staff and visitors with hearing impairments, the alarms should include a flashing strobe alarm in strategic locations. In the case of blind visitors as with all disabled occupants' their presence should be brought to the attention of nominated fire marshals to ensure appropriate assistance is provided in the event of an emergency evacuation.

The disability discrimination act 1995 requires employers to make reasonable adjustments to their premises to ensure that no employee is at a disadvantage. This includes ensuring that disable people can leave the premises safely in the event of a fire. As an employer, you are therefore under obligation to ensure that your emergency plan takes into account of the disabled employees when planning you fire safety arrangements and evacuation procedures. You will also need to consider other less able bodied people who have access to your premises.

You should liaise and exchange information with contractors ASK FOR METHOD STATEMENTS

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6 FIRE RISK ASSESSMENT

1	Means of Escape	Yes	No	N/A	Comments / Action Taken
a	Are an appropriate number of Escape Routes Provided?	Yes			The criteria for an escape route (Staircase enclosures and corridors) is that they will be kept free of combustible storage, free of anything that reduces the available exit width or anything that could constitute a trip hazard. Front & rear both huts
b	Are all travel distances suitable?	Yes			The travel distance from all areas was noted to be within the recommendations set out in the available guidance.
c	Are all Fire Exits available & in good order and can they be opened easily without a key.	Yes			Fire exits ARE NOT permitted to be to be provided with locks that require a key to enable for them to be opened. Open 24/7
d	Is there a suitable level of Fire Escape Route / Fire Exit signage/Fire Doors? Are all fire doors FD30's standard? Have fire doors self-closing and are intumescent strips and smoke seals fitted.	Yes			The Fire Escape Route / Fire Exit signage is in place and clearly visible. The practice of propping fire doors will prevent it serving its purpose and places not only the building at risk but also the persons inside the building.
e	Are any holes or gaps in walls, ceilings and floors properly sealed e.g. where services such as ventilation ducts and electrical cables pass through them?	Yes			Any holes, gaps or breaks in the elements of structure, reduces the fire integrity of the building and will allow the unrestricted spread of fire and smoke to other parts of the building. Small holes or gaps should be in-filled with materials such as fire resisting foam. All good
f	Can all the final exit doors be opened easily and immediately if there is an emergency?	Yes			All final doors need to be checked daily the check list will assist.



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Means of Escape

Comments and hazards observed?

Fire Exit Door Locked.

The criteria for a fire exit door are that it must be capable of being opened easily and immediately and without the use of a key.

Escape routes obstructed.

The criteria for an escape route (Staircase enclosures and corridors) is that they will be kept free of combustible storage, free of anything that reduces the available exit width or anything that could constitute a trip hazard.

No facilities for any person with a disability.

Under the Disability Discrimination Act, if disabled people could realistically expect to use the service, which you provide, then you must anticipate any reasonable adjustments that could make it easier for that right to be exercised.

Accordingly if disabled people are going to be in your premises, then you must also provide safe means for them to leave if a fire occurs.

Fire Doors held open by unapproved means.

The purpose of a fire resisting door is to protect the escape routes from the effects of smoke and fire.

The practice of propping fire doors will prevent it serving its purpose and places not only the building at risk but also the persons inside the building.

Fire Doors without smoke seals

To prevent the egress of smoke between the fire door and its frame, and keeping smoke out of the escape routes, it is necessary to provide each fire door with both cold smoke seals and intumescent strips.

Fire resisting and self-closing door required.

Fire doors are required to protect the occupants and prevent the unrestricted spread of fire and smoke to other parts of the building.

Cupboards to be made up to a fire resisting standard.

Storage areas are high risk and should be fire resisting.

Existing fire doors to be made self-closing.

A fire door is only capable of preventing the spread of fire and smoke if it is capable of being self-closing.

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Fire Doors & Fire Door Regulations 2023

Fire doors are primarily designed to keep smoke, heat, and flames of a fire at bay, unlike regular doors mainly designed to separate rooms and enhance security by limiting access or sound insulation.

To demonstrate its effectiveness in slowing down or preventing the spread of smoke and fire within a building, a fire door comes with a fire resistance rating.

They are specifically designed to withstand fire for up to 30 minutes.

They are a legal requirement for flats which open onto communal areas shared with other tenants. This is to make sure crucial escape routes are protected if a fire breaks out.

They are designed to automatically close behind you in the event of fire, holding flames back and stopping the spread of the fire and toxic smoke into escape routes, corridors and other flats in the block.

Closing mechanisms, gaps, seals and hinges are some of the other distinguishing features of a fire door.

Gaps on the sides and tops of the fire door should have a maximum width of four millimetres.

There should be a thin seal (intumescent) running down the middle visible on the door frame and door profile. To completely close the gap between the door and the frame during a fire, the seal should be sensitive to heat – and thus swell when exposed to relatively high temperatures.

At the very least, three millimetre hinges should be used.

Last but not least, the fire door should be capable of closing itself, without sticking, when opened halfway, when equipped with the right closing mechanism.



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2	Emergency Lighting	Yes	No	N/A	Comments / Action Taken
a	Is there an appropriate level of Emergency Lighting in place and placed on all escape routes?			N/A	

3	Provision of Fire Fighting Equipment	Yes	No	N/A	Comments / Action Taken
a	<p>Is there an appropriate level of Fire Fighting equipment and are all the fire extinguishers located in the correct area?</p> <p>Comments and hazards observed?</p> <p>Inadequate provision of extinguishers.</p> <p>Fire extinguishers not properly mounted?</p> <p>Fire extinguishers obstructed?</p> <p>Fire extinguishers without tamper seals and pins?</p> <p>Fire extinguishers missing?</p>	Yes			<p>All portable fire fighting equipment must be available for immediate use at all times and not utilised as hanging devices or for the tidying of electrical cables.</p> <p>The extinguishers should be visually checked on a monthly basis to ensure that they can be easily reached and immediately available.</p> <p>Advice should be given to staff to prevent the extinguishers being misused.</p> <p>All sited in the correct with certification in place.</p>
b	Is there Sprinkler protection to the premises			N/A	

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4	Automatic Fire Detection & Warning	Yes	No	N/A	Comments / Action Taken
a	Is there an appropriate fire alarm system and is it in working order.		No		<p>Number 1 Hut has automatic fire detection.</p> <p>Number 2 Hut recommend 2 x smoke detectors to be fitted to the ceiling.</p>
b	Are the fire alarm call point's detectors and fire bells/sounders free from obstruction defects and damage?		No		<p>The management should also carry out a weekly audibility test on the fire alarm system by actuating a different alarm call-point on each occasion. This is done by using the test key in one of the alarm call-points. I refer to 4a</p> <p>Number 2 Hut recommend 2 x smoke detectors to be fitted to the ceiling.</p>
c	Can the means of the warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?		No		<p>The alarm should be audible in all parts of the building above normal background noise.</p> <p>A record of the test must be maintained in the Fire Log Book I refer to 4a</p> <p>Number 2 Hut recommend 2 x smoke detectors to be fitted to the ceiling.</p>
d	There is a reasonable standard of fire safety signs and notices?	Yes			<p>The provision of Fire Action Notices is not comprehensive. Written instructions on the actions to be taken in the event of a fire should be strategically placed at suitable locations within the building.</p>

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5	Combustible Materials	Yes	No	N/A	Comments / Action Taken
a	Is the Fire Loading controlled? Ignition & fuels must be separated	Yes			Please ensure all ignition and fuels sources are separated. All rubbish needs to be cleared away at the end of every working day, any portable heating sources MUST be well maintained and kept away from combustible materials do not use portable gas heaters in any area.
b	Are the General Housekeeping arrangements suitable?	Yes			The general housekeeping arrangements within the property was noted to be good within each hut. Good Housekeeping can lower the chances of a fire. All waste bins need to be emptied at the end of each working day. Would recommend keeping bins in a designated area away from the main entrance door.

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6	Sources of Ignition & Fuel	Yes	No	N/A	Comments / Action Taken
a	Is a program in place to maintain, test and certificate the portable electrical appliances?		No		I refer to Action plan
b	Has the fixed electrical wiring been inspected / tested within the last 5 years?		No		All electrical installations deteriorate with time and should be inspected and tested every 3 to 5 years for continued service. Such safety checks are commonly known as 'periodic inspection' or 'domestic electrical installation condition report'
c	Are any other sources of ignition controlled?	Yes			A No Smoking Policy is in place within the business as a whole. There was no accumulation of combustible waste materials and strict security arrangements are in place.
d	What sources of ignition are present? sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get very hot or cause sparks	Yes			Electrical mains intake, all plugs and sockets, All portable electrical items, wall heaters.
Da	What sources of fuel are present? sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture.	Yes			All soft furnishings, cleaning materials, aerosols, petrol in the parked vehicles

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7	Maintenance of Fire Safety Systems	Yes	No	N/A	Comments / Action Taken
a	Is there a program in place to maintain / service the portable and fixed fire detection / fighting systems?		No		All certification needs to be kept with the fire risk assessment for the appropriate authorities see. Hut 2 under review I refer to Action plan

8	Fire Instruction & Training	Yes	No	N/A	Comments / Action Taken
a	Is there a written fire evacuation procedure in place and if so, is it tested (i.e. Fire Evacuation Drills)?	Yes			A written Fire Evacuation Plan within this assessment, please ensure it's placed on all fire exits.
b	Upon receiving this risk assessment please brief all the staff about the emergency plan and put up on the wall in all key areas and fire exits. (Manager to ensure the emergency plan is correctly administered in to where to go in an emergency evacuation) ready for the head count.	Yes			The number and capability of persons present will influence the assessment of the escape routes, all staff must be trained in emergency evacuation procedures and there must always be enough staff to Action this.
c	Have all staff been told about the emergency plan, and what to do in an emergency Evacuation?	Yes			All staff need to know exactly where to assemble in an emergency evacuation. I refer to Action Plan
	Has a fire drill been carried out recently?	Yes			Would recommend that a fire drill is carried out whenever new staff or residents join or move in to the property, and recorded in your fire log book.

9	Access for the Fire Service	Yes	No	N/A	Comments / Actions Taken
a	Is there suitable access to & within the property for the Fire Service?	Yes			There are no apparent risks, limitation or obstructions in relation to access to or within the premises for the Fire Service.

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Points to be checked

1. Keep this assessment available to all interested parties
2. Review this assessment regularly, making note of all recommendations
3. The risk assessment should be reviewed if:
 - a) There are Actions that need to be addressed on the fire risk assessment, the owner of the business is responsible for the actions to be addressed, and Fire Protection Services Surrey will not be held responsible if the actions advised are not carried out I refer to page 4 there is an action list.
 - b) There is a reason to suspect it is no longer valid
 - c) If there has been a significant change in the matters to which it relates
4. It is the owner's responsibility to update the fire risk assessment.

Signed:Mr Laurence Page

Dated:.....22nd August 2023



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NOTES

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7 Action Plan for Significant Findings

Recommendation	Completion Target Date	Date of Completion
A company policy should be introduced to prevent items of personal electrical items being used on the premises.	22/10/2023	
It is recommended by the Electricity at Work Regulations' that the electrical safety. That all electrical powered items are PAT TESTED and certificated.	22/10/2023	
<ul style="list-style-type: none">Upon receiving the Fire Risk Assessment document, brief all staff about the Emergency Evacuation Plan included in the document.Include in initial training for new recruits.Nominate staff to undertake any roles i.e. Fire Marshalls - update Emergency Evacuation Plan with names & duties.Laminate Emergency Evacuation Plan and the Sample Checklist - Place on walls in all key areas (i.e. Staff room, Kitchen & Fire Exits).Would recommend that a fire drill is carried out whenever new staff or residents join or move in to the property, and recorded in your fire log book.		
Number 2 Hut recommend 2 x smoke detectors to be fitted to the ceiling.	22/10/2023	
All devices for securing final exits must be capable of being opened immediately and easily without the use of a key in the event of an emergency.	Check Daily	
SIGNS ARE REQUIRED TO HELP PEOPLE IDENTIFY ESCAPE ROUTES: find fire fighting equipment/ alarms. In general the signs provided are adequate: however a constant check needs to be made to ensure any damaged /mislaid signs are replaced immediately.	Check Daily	

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7 Action Plan for Significant Findings

Recommendation	Completion Target Date	Date of Completion
<p>All electrical installations deteriorate with time and should be inspected and tested every 3 to 5 years for continued service. Such safety checks are commonly known as 'periodic inspection' or 'domestic electrical installation condition report'.</p> <p>A electrical inspection reports will:</p> <ul style="list-style-type: none">• Reveal if any of your electrical circuits or equipment are overloaded.• Find any potential electric shock risks and fire hazards.• Identify any defective electrical work.• Highlight any lack of earthing or bonding. Tests are also carried out on wiring and fixed electrical equipment to check that they are safe. A schedule of circuits is also provided, which is invaluable for a property.	22/10/2023	
<ul style="list-style-type: none">• All staff involved in the movement, storage & display of aerosol cans should be adequately instructed, trained & supervised.• Damaged leaking aerosol cans should be removed immediately to a safe, secure well ventilated place prior to disposal.• Segregation of stocks of aerosol cans from other items e.g by the use of caging for larger quantities of aerosols can a fire resisting enclosure should be used.• Cleaning & other staff should be made aware of potential dangers of aerosol cans & the disposal.• Never leave aerosols on the window sills as the heat from the sun can put these products under pressure and leak.	Check daily and policy needs to be in place for storage	

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DEFINITIONS USED

The following definitions apply in relation to the various words used within the contents of this Fire Risk Assessment.

Fire Resisting

The construction of doors, walls, floors and other forms of structure using materials in such a manner that if they were tested in accordance with the guidance given in the relevant part of B.S.476, would resist the passage of flame and smoke for at least half an hour or any other time specified in the report.

Self Closing Device

Apparatus fitted to doors to enable them to close automatically after persons have passed through. Overhead door closers are preferable to closers fitted between the doorframe and the door leaf. Doors fitted with self-closers must not be provided with any other method of holding the doors in the open position - except an approved electromagnetic 'hold-open' device connected into an automatic fire alarm system, which will release the door upon the operation of the Fire Alarm. In certain circumstances, a battery operated 'Doorguard' release may also be fitted.

Intumescent Materials

These are materials which, if subjected to heat, swell to form a barrier against the passage of heat and flame. Intumescent varnish or paint can cover materials to reduce the surface spread of flame or to upgrade some types of wooden doors to an acceptable standard. It should be noted that intumescent materials do not prevent the passage of "cold" smoke.

Fire and Cold Smoke Seals

In order to maintain the integrity of fire resisting doors, fire and cold smoke seals are fitted to the edges of the door or to the door frames. Fire seals consist of an intumescent strip, whilst cold smoke seals take the form of nylon brush or neoprene blade strips. It is common for both types of seals to be incorporated into a single fitting.

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Continued.

Fire Stopping or Stopped

Terms used to describe the in-filling of voids, passages or small holes with fire resisting materials. Larger voids when it is necessary to change cables or pipe work regularly, could be filled with intumescent pillows (illustrated). Small holes, often formed when pipe work and cabling are installed, can be in-filled with intumescent mastic to provide a satisfactory standard.

Emergency Fastenings



Panic bolt



Panic latch

Fastenings fitted to doors used as emergency exits and which provide an element of security. The most common forms are panic bolts and panic latches. These are usually found on doors leading to open air and where their use would be by large numbers of people or where people are not familiar with the layout of the building.

Emergency bolts and fastenings

 It is generally considered that their installation is only suitable where the persons likely to use them can be given regular fire instruction. Advice should be sought before installing such fastenings. All emergency fastenings must be clearly marked as to the method of their operation.

Emergency bolt with door alarm

 These may be acceptable under certain conditions, such as less than 10 employees in daytime occupancy or 10 full time residents in sheltered housing. The alarm would reduce the risk of unauthorised access.

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Locks & Fastenings



All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately opened by one easy method without the use of a key (e.g. Panic bolt or latch and thumb turns where there are small numbers of people) If maintaining a higher degree of security is important, a “cylinder” type lock, (Yale) can be installed on the exit door.



Fire resisting self-closing doors should not be fitted with cabin hooks or other unapproved holding devices.

Emergency Lighting



A system of lighting designed to operate in the event of a failure of the mains lighting system. Such lighting should be wired in a manner that it would operate in the event of a failure of a local lighting circuit. Its design, construction and maintenance should be in accordance with the guidance given in relevant parts of British Standard BS 5266 or its European equivalent. The system must be regularly tested and maintained with records kept in the Fire Safety Log book.

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Fire Alarm System



A fire alarm system is a means for giving warning in case of fire. It is activated by means of manual call points (Illustrated) or automatic detection and is provided with sounders of sufficient number and audibility to enable the warning to be heard throughout the building. Such systems should be designed, constructed, installed and maintained in accordance with the latest editions of the relevant parts of British Standard **B.S.5839** or its European equivalent. The system must be regularly tested and maintained, with records kept in a Fire Safety Log Book.

Exit Sign

A sign  indicating "Exit", "Emergency Exit" or "Fire Exit", in white lettering on a green background.

Lettering on the notices should be of an adequate size. Each sign to be provided with the appropriate graphic pictogram symbol as described in British Standard **B.S.5499** or its European equivalent (e.g. the 'running' man type symbol) along with directional arrow where appropriate.

Directional Exit Sign



A sign with a green background providing the running man pictogramme and a directional arrow, in white, that will indicate the direction to the nearest fire exit. The sign must conform to British Standard **B.S. 5499**

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Fire Instruction/Action Notice



A fire instruction or action notice describes the action to be taken in the event of a fire. Lettering on the notice should be white in colour on a blue background and should incorporate a blue circle. In hotel properties, the notice should include a simple floor layout plan placed on the back of the room entrance door. Any written instructions should ideally be in at least 3 languages. The example shown is a suggested format for a general fire action notice.

Fire Door- Keep Shut Notice



Self-closing fire resisting doors should have a notice fitted at eye level on both sides of the door stating **Fire Door - Keep Shut**. The lettering on these notices should be at least 5mm in height and be white in colour on a blue, circular background.

Keep Locked Shut Notice



A notice stating "Keep Locked Shut" is fitted to the outside of fire resisting doors which are not provided with self closing devices. Usually found on doors to cupboards or areas containing plant and building services. Lettering on these notices should be white in colour on a blue, circular background and be at least 5mm in height.

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Fire Exit- Keep Clear Notices

 A notice usually found on the outside of exit doors to warn people not to obstruct the exit with storage, transport, etc. Lettering on the notice should be at least 40mm in height, white in colour on a blue background or have a blue circle incorporated in its design.

“Automatic fire Door-Keep Clear” Notice



Where the door is fitted with electromagnetic releases or a 'Doorguard' release, a sign stating **“Automatic Fire Door - Keep Clear”** should be fitted.

Assembly Point Sign



A sign located in the open air where persons escaping the building can assembly in order that a roll call can be taken

Extinguisher Identification Signs



A sign to indicate the location of a fire extinguisher and provide information, in written and pictogramme form, about its contents and suitability for different types of fire.

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Signs & Notices - British Standards

All notices should be designed and printed in accordance with the guidance given in British Standard B.S. 5499 "Fire Safety Signs, Notices and Graphic Symbols :- Part 1. Part 3 gives the specification for internally illuminated fire safety signs. **The Safety Signs and Signals Regulations 1996** now require the provision of 'flame-symbol' signs to be sited to denote each fire alarm call point, the location of extinguishers, hose reels, fire assembly points etc.

Note: All notices and signs should be constructed in good quality materials. "Home made" signs should not be used unless a sign has been damaged or removed and a replacement has been ordered. The use of 'photoluminescent' signs is recommended especially in residential properties such as hotels, children's homes, nursing homes, hospitals etc.

Means of Escape

Should be kept clear and available at all times when the premises are occupied, and be kept free from ALL obstructions and combustible material. They should be properly maintained and all Fire Doors onto means of escape should be kept closed when not in use. Emergency EXIT doors should ideally open in the direction of escape.

Electrically Operated Doors

All doors fitted with electrically operated door release mechanisms should release to the 'open' position in the event of a power failure. They should also release automatically in the event of the fire alarm sounding. They should also be fitted with 'break-glass' (or switched) release points on the side from which escape is required.

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Portable first-aid fire fighting equipment

A workplace should be provided with appropriate first-aid fire fighting equipment (extinguishers, fire Blankets and Hose reels) which should be kept available for use at all times and be properly maintained in compliance with the latest Code of Practice. They must not be hidden from view. Pictogram type signs should be provided.

Fire Precautions Records & Fire Emergency Plans

All fire precautions records and Fire Emergency Plan should be kept up to date, and also be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format and include:

- The action to be taken upon discovering a fire.
- The location of escape routes and alternatives.
- The location and type of all portable fire-fighting equipment.
- What to do if the fire alarm sounds.
- Responsibility for Calling the Fire Brigade.
- Evacuation of the Workplace - including those particularly at risk.
- Power & Process isolation.
- Assembly Points outside the Buildings(s)
- Liaison with the Emergency Services.
- Use of Fire EXIT and escape routes.
- Correct Use of all Fire Fighting Equipment.
- Responsibilities and duties in case of fire including Fire Marshalls.
- Any training necessary to establish the above.

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Fire Training

All employees and contractors employed to work in the premises should be trained in the Fire Procedure, and up to date records of the training be kept. Employers should nominate employees (as Fire Wardens or Fire Marshalls) to assist in implementing the fire safety measures as may be required for the site. Extinguisher training is mandatory for all staff.

Handicapped Persons

Procedures for handicapped persons should be in place and special arrangements made for their safety as appropriate. In appropriate cases use of an “EVAC” Chair should be considered. Further advice on “EVAC” chairs can be supplied if required

NOTES

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SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document are required to be maintained by the responsible person at all times when the premises are occupied and should also include occupation by contractors and cleaning staff employed on the premises.

Means of escape	Must be kept clear, available at all times when the premises are occupied and kept free from ALL obstructions, combustible materials, trip hazards and anything that reduces the available width of the exit route. They should be properly maintained and all fire doors that lead onto a means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building must be capable of being opened easily, with one single action and without the use of a key.
Fire Alarm Systems	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied. They should be tested and maintained to comply with the relevant code of practice. (Audibility testing carried out weekly and serviced annually)
Electrically Operated Doors.	Any doors fitted with electrically operated release mechanism should operate in the event of a power failure or on the sounding of the fire alarm.
Portable Fire Fighting Equipment	A workplace should be provided with suitable fire fighting equipment appropriate to the risk. It must be kept available at all times and be properly maintained. (Weekly check by the occupier and annual servicing)
Fire Signs & Notices.	All fire signs and notices should conform to B.S. 5499. They should be kept visible, in good order and to be fixed permanently in position.
Emergency Escape Lighting.	Where installed, it should be in good working order, be properly maintained and comply with B.S. 5266. (Tested monthly by the occupier and serviced annually)
Training.	All employees and contractors employed to work in a premises should be properly trained in fire procedures. Up to date records of training should be maintained in the Fire Log Book.
Physically or Sensory Disabled Persons.	If any person with a disability regularly uses the premises, the premises must be adapted to allow them to be aware of the sounding of the fire alarm and to allow them to make their escape.
Steps, Stairs, Corridor & Floor Surfaces.	All should be maintained in good order, with non-slip surfaces where necessary, and without any possible trip hazard that could impede someone making their escape.
Furniture & Equipment.	Furniture should be in good condition without showing exposed foam. Should be placed where they will not cause obstruction or prevent someone trying to make their escape.
Fire Hazards.	All combustible storage should be kept in such a way that they do not represent a fire hazard. Any flammable materials should be kept to a minimum, stored appropriately and safely so as not to be exposed to the risk of ignition.
Fire Precautions Records & Fire Emergency Plan.	All fire related records and Fire Emergency Procedures /Plans and Records should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

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Fire Safety Routines

Routine Frequency	Record
Daily	
<ul style="list-style-type: none"> • Fire alarm indicator panel for normal condition (BS 5839) • Emergency escape lights (check for faults) (BS 5266) • Fire safety signs and fire extinguishers in position • Escape routes unobstructed • Fire resisting doors shut 	None or log book if fault None or log book if fault
Nightly	
<ul style="list-style-type: none"> • Waste bins emptied etc. • Electric plugs removed and sockets not overloaded • Fire resisting doors held on electromagnetic door holders closed 	None or log book if fault None or log book if fault None or log book if fault
Weekly	
<ul style="list-style-type: none"> • Fire alarm test (actuation from different trigger devices) & any associated passive systems • (Including doors held open/shut by electromagnets) (BS 5839) • Fire fighting equipment (visual check) • Open exit doors not in daily use. • Fire fighting lifts (Operation) (BS5588) or evacuation lifts • Operation of pressurisation system 	Log book Log book Log book Log book Log book Log book
Monthly	
<ul style="list-style-type: none"> • Emergency Escape lighting test including any auto start generator (simulated mains failure) (BS 5266)) • Fire fighting equipment (visual check) • Open exit doors not in daily use. • Safety Inspection • Fire fighting lifts (BS5588) • Fire alarm (if an automatic generator is used as secondary power source) (BS 5839) • Inspection of pressurisation system • Automatic opening doors - open on power cut • Test any standby generators (e.g. Fire alarm, emergency lighting etc) 	Log book Log book Log book Log book Log book Log book Log book Log book Log book
Quarterly (3 monthly)	
<ul style="list-style-type: none"> • Fire alarms (BS 5839) • Sprinklers (BS 5306/BS EN 12845) if required 	Log book Log book
Six monthly	
<ul style="list-style-type: none"> • Fire evacuation drills • Fire alarm (BS 5839) ALTERNATIVE TO QUARTERLY • Sprinklers (dry valve and alarm receiving centre only) (BS 5306/BS EN 12845) If required • Dry/wet risers inspection (BS 5306) - IF APPLICABLE 	Log book Log book / Test Certificate Log book / Test Certificate Log book

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Annual	
<ul style="list-style-type: none"> • Fire warden training • Fire fighting equipment (BS 5306) • Emergency escape lighting (Full discharge test)(BS 5266) • Fire alarm (BS 5839) • Sprinklers (BS 5306/BS EN 12845) IF APPLICABLE • Fire fighting lifts (BS5588) or evacuation lifts IF APPLICABLE • Dry/wet risers test (BS 5306) IF APPLICABLE • Smoke vents/control systems (maintenance) IF APPLICABLE 	Label Log book / Test Certificate Log book / Test Certificate
Three yearly	
<ul style="list-style-type: none"> • External escape stairs/balconies/walkway • Sprinklers (BS 5306/BS EN 12845) 	Engineers report Log book / Test Certificate
Five yearly	
<ul style="list-style-type: none"> • Fire fighting equipment (discharge test-most types (BS 5306) • Fire alarm wiring test (BS 5839) 	Label Log book / Test Certificate.
Ten yearly	
<ul style="list-style-type: none"> • Fire extinguishers (discharge test-carbon dioxide and some dry powder only (BS 5306) 	Label
Fifteen yearly	
<ul style="list-style-type: none"> • Sprinklers (BS 5306 / BS EN 12845) (Some pump suction tanks only) 	Log book / Test certificate
<p>It is recommended that one person or organisation be nominated to be responsible for the maintenance of the fire precautions within the premises and the completion of all the records so as to ensure that the necessary entries are made into the logbook.</p>	

Emergency Evacuation Plan

If you discover a fire:

Activate the fire alarm immediately if there is one.

Leave the building at the nearest/safest available fire exit
Call the fire brigade, dial '999' and give them this address:

MAPLE MANOR PARKING,

PARRS YARD,

HEATHROW,

UB7 0EW

The main assembly point in case of evacuation is



Use nearest available fire exit
Do not stop to collect personal belongings

Do not use any lifts

Close all doors behind you

Do not re-enter the building

Report any missing persons to senior staff or fire brigade officer

The following colleagues should check that all staff are clear of the relevant areas before they evacuate the premises.

The Manager is to carry out a head count at the assembly point

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Additional Notes.