

FIRE RISK ASSESSMENT – TYPE 3

SMALL PAYING GUEST ACCOMMODATION

**THE OLD QUARRY,
ABBOTSFIELD,
WIVELISCOMBE,
SOMERSET.
TA4 2SU**



29TH JUNE 2023

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1. Introduction to your Fire Risk Assessment

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

This FRA should be reviewed by a competent person by the date indicated on page 8 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

Where your control measures were found to be adequate you must monitor and maintain those measures to ensure conditions do not deteriorate.

It is critical that the findings of the fire risk assessment are acted upon and that the significant findings of the assessment (and the assessment itself) are kept up to date.

The person with overall responsibility should nominate members of the management team to take ownership of each of the action points.

Although the Consultant has exercised all due diligence in the inspection of your premises and in the preparation of this report, there may be other matters that were not taking place at the time of the visit or that could occur, and our consultant was not informed of those matters. You should, therefore, carefully consider this report in its entirety to satisfy yourself that the main fire hazards and risks associated with your business have been covered.

Where fire compartments / fire dampers / ceiling voids were considered inaccessible for safety reasons and could not be physically accessed or were outside the visual range, the assessor cannot provide technical comment on these areas. Under these circumstances the responsibility to provide this technical information rests with the duty holder.

We have not inspected the cladding system or carried out any assessment of it. We cannot comment on any fire risk arising from any cladding system or the potential impact of the system on any other fire risks to which we have referred in this Fire Risk Assessment or in any other document or report. We advise you to appoint a suitably qualified and competent specialist to determine the nature and composition of any cladding system on any of your buildings and structures and to advise you what if any fire risks the cladding system gives rise to.

As the 'responsible person' under fire safety law you are under a duty to review your Fire Risk Assessment regularly and keep it up to date particularly if there is any reason to suspect that it may no longer be valid or there has been a significant change in the matters to which it relates including changes to the premises, changes to the work done on the premises, and where there is any reason to suspect that any material on or in the building or structure may give rise to a risk not previously identified or referred to or sufficiently assessed.

For the purposes of this Fire Safety Risk Assessment, we cannot comment on any risk arising from any smoke control system or the potential impact of the system on any other fire risks to which we have referred to in this Fire Risk Assessment or in any other document or report. We advise you to appoint a suitably qualified and competent specialist to inspect and assess any smoke control system fitted and to advise you on the risks that it gives rise to or to which it relates.

As the 'responsible person' under fire safety law you are under a duty to review your Fire Risk Assessment regularly at a date as detailed on Page 8 of this fire risk assessment document, after which CSAR Fire Ltd cannot be held liable. The fire risk assessment should also be reviewed particularly if there is any reason to suspect that it may no longer be valid or there has been a significant change in the matters to which it relates including changes to the premises, changes to the work done on the premises, and where there is any reason to suspect that the any material on or in the building or structure may give rise to a risk not previously identified, referred to or sufficiently assessed.

It is accepted that CSAR Fire Ltd has no control over the on-going management of the premises and neither can we be responsible for the failure to implement the significant findings documented within the fire risk assessment.

The responsibility for the on-going management of the premises and the decision to allow the premises to be used for its present purpose, remains with the responsible person(s).

Liability for management procedures for evacuation management, maintenance of firefighting equipment, testing and maintenance of fire alarms, testing and maintenance of emergency lighting, maintenance of signage, training of any staff cannot in any way be adopted by CSAR Fire Ltd because the ongoing management of the premises is not within CSAR Fire Ltd control.

2. Managing Fire Risk – ongoing control

A fire hazard is anything that has the potential to start a fire, or to contribute to a fire, such as ignition sources or unnecessary build-up of combustible materials.

Electrical equipment and wiring are common causes of fire. Therefore, you should take suitable measures to reduce the risk.

You must make sure that your electrical wiring has been checked by a qualified contractor. You must also look out for any signs of damage to cables, cracked or loose sockets.

The electrical installation in your premises should be subject to inspection and test at least every five years. Any work on the electrical installation should be carried out only by a competent electrical contractor. Normally defined as an electrical contractor certificated by the National Inspection Council for Electrical Installation Contracting (NICEIC) or a member of the Electrical Contractors Association (ECA). The fuse board and circuit breakers should be in good condition and correctly labelled.

Electrical appliances should be subject to regular checks to ensure that appliances remain in safe working condition in accordance with manufacturers' instructions. Check plugs to make sure that they are not damaged, are not overloaded and have properly rated fuses, and that cables are not frayed. Washing machines, tumble dryers and other white goods should be kept clean and in good working order. Any lint filters should be cleaned regularly. Appliances should be registered with the manufacturer and checked against current recall lists. You should carry out a visual check that all appliances appear to be in good condition between lets.

In bed and breakfast and similar accommodation, electrical appliances should be subject to periodic in-house service and testing in accordance with the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment.⁶

The use of extension cables, trailing leads and adaptors should be avoided wherever practicable.

3. Safety in Premises.

Smoking is a common cause of fire in domestic premises and results in more fatalities than any other cause. There should be a defined policy on smoking. Your smoking policy should also address the use of vaping materials and e-cigarettes.

In self-catering accommodation the best and safest option is to encourage people not to smoke. Persons who wish to smoke should ideally smoke outside the premises.

If you allow people to smoke within your premises, suitable provisions, such as safety ashtrays and bins, should be provided for the safe disposal of cigarettes and other smokers' materials.

Candles and tea lights are a common cause of fires and, sometimes, fatalities. You should not provide candles, tea lights or ethanol burners for use by guests, and there should be a policy in place prohibiting their use within the guests information book.

4. Preparing for emergencies

It is a requirement of The Regulatory Reform (Fire Safety) Order 2005 that there should be a suitable emergency plan for the premises. In many small buildings, fire action notices will suffice as the fire procedures are simple.

Suitable fire procedures must be developed to ensure that staff, guests and visitors are made aware of what action they need to take in the event of a fire. Someone staying in your short-term accommodation is unlikely to be familiar with the premises. If an alarm goes off during the night when people are asleep, they will be able to evacuate more quickly if you have told them what they need to do at the beginning of their stay.

A simple plan drawing may be useful for guests. This could include instructions on the back of the bedroom door and information in a welcome pack, including advice on how to call the emergency services and location details, especially if the postcode might not identify the location accurately.

Guests should be told to leave the building by the nearest available exit route if a fire breaks out. The fire and rescue service should be contacted, ideally from outside the premises.

Escape plans need to be appropriate for the whole range of potential guests, taking account of age, mobility and language. This means that allowing for escape through a window, for someone with limited mobility, is unlikely to be suitable. It is not acceptable to rely on the intervention of the fire and rescue service to evacuate guests or staff.

5. Controlling hazardous activities

Examples of new hazards or impairments to fire safety measures that can arise from building works. Contractors commonly cause fires, particularly while carrying out “hot work” involving use of blow lamps, work on flat roofs, etc. It should be ensured that contractors are competent and qualified in the particular specialism for which they are employed.

It is vital that control is exercised over such works to minimise any potential for a fire to be started. Usually, this is achieved by adopting a “permit to work” system, which places obligations on those carrying out the work to inspect the areas in which work is taking place, both before and after the work, and to take all necessary precautions, including the provision of accessible fire extinguishers.

6. Inspection, testing and maintenance of fire safety systems and equipment

It is normally be the case that there is a need for interlinked domestic smoke alarms and heat alarms (of the type normally found in houses and flats) in all areas where a fire might start. Smoke alarms should be installed in hallways, corridors, staircases, lounges, dining rooms and bedrooms.

Heat alarms should be installed in every kitchen, and in any other rooms (such as laundry or utility rooms), in which false alarms might occur from smoke alarms, due to cooking fumes, steam, dust, etc.

If roof voids contain any combustible materials or sources of ignition, detection should also be present there. It is not normally necessary to install smoke or heat alarms in bathrooms or toilets.

All smoke and heat alarms in the premises should be interlinked, so that, when any alarm device detects fire, all smoke and heat alarms give an audible alarm simultaneously. Interlinking may be by means of wiring or radio signalling. All smoke and heat alarms should be mains powered with a tamper-proof standby power supply consisting of a battery. These are technically known as Grade D1 alarms. These are to be checked at each change of let.

Additional equipment is available to provide a warning to Deaf or hard of hearing people in the event of fire. This comprises vibrating devices (for installation under pillows or mattresses) and/or flashing beacons.

Further guidance on the provision of fire detection and alarm systems for premises providing sleeping accommodation can be found in BS 5839: Part 6.

7. Emergency escape lighting

Normal light switches should be easy to find. You should think about whether, if a fire interrupts the electrical supply, any 'borrowed lighting' (e.g. from nearby street lighting) would be adequate to allow people to find their way out.

If not, you can replace or enhance existing light fittings with emergency escape lights, which have internal batteries that power the light in the event of a mains failure, at a reasonably low cost. These are recommended, particularly in hallways and staircases that may be difficult for guests to navigate in darkness should the mains power fail.

However, in the smallest premises, it may be acceptable to rely on rechargeable torches that illuminate automatically if the electrical supply fails. In that case, you should have one in each bedroom, with a sign that explains their function. These are to be checked at each change of let.

It is also possible to obtain "night lights" that remain plugged into sockets and provide lighting when the normal lighting is switched off or fails. (The sockets can still be used normally, by plugging electrical appliances into the night light.) If electrical sockets are located on escape routes, these can provide illumination of the escape route, but can also be removed from the socket for use as a torch.

You may need to consider external lighting to ensure outside areas and escape routes are well lit.

8. External fire escape routes

Where external routes, particularly involving metal escape stairways, are part of the means of escape, they should be subject to periodic inspection and maintenance. Fire safety inspections should include visual checks to look for:

- Evidence of damage or corrosion;
- Buildup of moss or other slip hazards;
- Trip hazards or obstructions on the stairway.

Survey by a specialist, at least once every five years, should also be included to ensure that the stairway still has suitable structural integrity.

PAS 79: 2012

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible person (e.g., employer) or person having control of the premises:	Paul Elliston
The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:	Paul Elliston
Fire safety at the premises is managed by:	Paul Elliston
Address of Premises	The Old Quarry, Abbotsfield, Wiveliscombe, Somerset. TA4 2SU
Person(s) consulted:	Paul Elliston
Assessor:	Trevor Lumbard GIFireE MIFSM NAFRAR (Tier 3)
Validator and Date of Validation:	Cory Lumbard TIFireE TIFSM NAFRAR (Tier 3) - 7 th July 2023
Unique Reference Name (URN):	Old Quarry_Wiveliscombe FRA June2023
Date of fire risk assessment:	29 th June 2023
Date of previous fire risk assessment:	Not Known
Suggested date for review:	June 2025

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

GENERAL INFORMATION

1.0	THE PREMISES <i>(Clause 12)</i>	
1.1	Number of floors:	One
1.2	Number of bedrooms:	3
	Number of staircases within the property:	None
2.0	Brief details of construction:	
	Premises is ground floor only with a timber construction with timber walls, timber floors & a pitched tiled roof. A main entrance door as well as another exit door is provided towards the rear of the property. 3 bedrooms are provided.	
3.0	OCCUPANTS ESPECIALLY AT RISK FROM FIRE <i>(Clause 12)</i>	
3.1	Number of Sleeping occupants:	5
3.2	Number of specially designed disabled bedrooms provided:	There are no disabled bedrooms provided within the property.
4.0	FIRE LOSS EXPERIENCE	
	None reported	
5.0	OTHER RELEVANT INFORMATION	
5.1	Is the premises part of a multi occupied premises.	The premises is a single occupied building with no shared areas.
6.0	RELEVANT FIRE SAFETY LEGISLATION	
6.1	The following fire safety legislation applies to these premises:	
	The Regulatory Reform (Fire Safety) Order 2005	
6.2	The above legislation is enforced by:	
	The County Fire and Rescue Service	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL	
7.	ELECTRICAL SOURCES OF IGNITION <i>(Clause 13 and Annex B)</i>
7.1	Are reasonable measures taken to prevent fires of electrical origin? ✓
7.2	More specifically:
	a) Are fixed installations periodically inspected and tested? ✓
	b) Is portable appliance testing carried out? ✓
	c) Is the use of trailing leads and adaptors avoided where possible? ✓
	d) Have all electrical appliances been registered with the manufacturer and are checked at the end of every let. ✓
	e) Are the Lint filters of the tumble dryers cleaned at the end of every let. ✓
	Relevant information (including description of arrangements and deficiencies observed):
	<ul style="list-style-type: none"> • The circuit box has been checked and correctly upgraded for the needs of the premises, including MCB and RCD provided. The system is within its test dates. • Electrical appliances are subject to regular checks to ensure that appliances remain in safe working condition in accordance with manufacturers instructions. • An adequate number of mains power sockets appear to have been provided for guests to use with no trailing wires provided. • Appliances have been registered with the manufacturer and are checked at the end of every let. • Lint filters of the tumble dryers are cleaned at the end of every let.
8.	SMOKING <i>(Clause 13 and Annex B)</i>
8.1	Is smoking permitted on the premises? ✓
8.2	Are there suitable arrangements for those who wish to smoke? ✓
	Relevant information (including description of arrangements and deficiencies observed):
	<ul style="list-style-type: none"> • There is a no-smoking policy throughout the property, including e-cigarettes with suitable external arrangements provided which is emptied on a change of let.

9.	ARSON <i>(Clause 13 and Annex B)</i>	
9.1	Are the premises adequately secured to prevent unauthorised access?	✓
9.2	Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built areas?	✓
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> Basic security against arson by outsiders appear reasonable with no unnecessary fire load in close proximity to the premises. 		
10.	PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS <i>(Clause 13 and Annex B)</i>	
10.1	Is there satisfactory control over the use of portable heaters?	N/A
10.2	Are fixed heating and ventilation installations subject to regular maintenance?	✓
10.3	Are there adequate fire precautions in place for the use of open fires and log burners?	✓
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> No Portable heaters provided A fitted wood burner provide heating to the premises which is regularly serviced annually. 		
11.	COOKING <i>(Clause 13 and Annex B)</i>	
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	✓
11.2	Are filters cleaned or changed and ductwork cleaned regularly?	✓

	Relevant information (including description of arrangements and deficiencies observed):	
	<ul style="list-style-type: none"> • There are instructions for the use of the electric oven provided within the introduction pack. • All of the cooking equipment supplied is regularly cleaned after each let and to ensure it is free from grease. • The cooker hood filter is checked after every let and cleaned/ replaced as necessary to prevent a buildup of grease. • The electric hob instructions are provided within the welcome information pack. • There is no facility for deep-fat frying within the premises. • No barbecue provided onsite. 	
12.	LIGHTNING (Clause 13 and Annex B)	
12.1	Does the building have a lightning protection system?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	<ul style="list-style-type: none"> • It is unlikely that this premises would require lightning conductor. 	
13.	HOUSEKEEPING (Clause 13 and Annex B)	
13.1	Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?	✓
13.2	Are combustible materials kept separate from ignition and heat sources?	✓
	Relevant information (including description of arrangements and deficiencies observed):	
	<ul style="list-style-type: none"> • Domestic waste is stored in a bin within the kitchen The bin will be emptied regularly by occupiers into the larger bins kept in an area away from the building. 	

14.	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS. <i>(Clause 13 and Annex B)</i>	
14.1	Is it ensured that all contractors who undertake work on the premises are competent and qualified?	✓
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • External contractors are approved by the Client and are required to submit method statements, risk assessments and, where necessary, arrangements for 'hot work'. • the ongoing monitoring of the work of external contractors is subject to the Client's procedures and inspections. 		
15.	DANGEROUS SUBSTANCES <i>(Clause 13)</i>	
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • The premises does not come under the DSEAR regulations. 		
16.	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION	
16.1	Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	✓
16.2	Are there any other significant fire hazards in the premises?	✓
16.3	Is the use of Candles and tea lights prohibited on the premises?	✓
16.4	Does the furniture and furnishings comply with the Furniture and Furnishings (Fire Safety) Regulations.	✓
<ul style="list-style-type: none"> • Only small quantities of cleaning products and other low risk chemicals are stored and do not present a hazard in terms of general fire precautions. • There are no candles or tea lights provided or allowed to be used in the property. • All furniture and furnishings that need to comply with the Furniture and Furnishings (Fire Safety) Regulations for rental accommodation do so. 		

FIRE PROTECTION MEASURES.		
17	MEANS OF ESCAPE FROM FIRE <i>(Clause 15c and Annex C)</i>	
17.1	Are all escape routes kept clear of obstructions to enable people to escape safely?	✓
17.2	Are all fire exits easily and immediately openable?	✗
17.3	Are distances of travel considered reasonable?	✓
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • The means of escape from the premises for the occupants is considered satisfactory. • The exits are not considered to be classed as easily openable. See the Action Plan for further details. • The premises are provided with adequate means of escape which is within the recognised travel distances recommended for this type of premises 		
18	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT <i>(Clause 15g)</i>	
18.1	It is considered that there is/ are:	
18.2	Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance?	N/A
18.3	Is the fire resistance of doors to stairways and escape routes considered adequate?	✗
18.4	Where necessary, are doors fitted with suitable self-closing devices that close the doors effectively?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • Fire compartmentation of the building is not a requirement for these premises. • The doors provided to protect the fire escape route is not considered satisfactory. See the Action Plan for further details. • Self closing devices are not required within these premises. 		

19.	ESCAPE LIGHTING <i>(Clause 15e)</i>	
19.1	Are there adequate levels of artificial lighting provided in the escape routes?	✓
19.2	Where necessary, has a reasonable standard of emergency escape lighting been provided?	X
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • The premises are provided with mains electric lighting which appears adequate throughout the escape routes. • It is recommended that additional emergency lighting is provided. See the Action Plan for further details. • A torch should be kept in all of the bedrooms with its location detailed on the guest information sheet. The torch and batteries should be checked before each separate occupation of the premises 		
20.	FIRE SAFETY SIGNS AND NOTICES <i>(Clause 15d)</i>	
20.1	Where necessary, is a reasonable standard of fire exit and fire safety signs provided?	✓
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • Appropriate levels of Fire Safety Notices and Signage where necessary are provided. 		
21.	MEANS OF GIVING WARNING IN CASE OF FIRE <i>(Clause 15b)</i>	
21.1	Are smoke and/or heat alarms/ detectors provided and is the extent and coverage considered adequate?	X
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> • The provision of heat and smoke detection is not considered satisfactory. 		

22.	MANUAL FIRE EXTINGUISHING APPLIANCES¹ <i>(Clause 15f)</i>	
22.1	Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blanket)?	✓
	Relevant information (including description of arrangements and deficiencies observed):	
	<ul style="list-style-type: none"> A fire blanket is fitted to the wall in the kitchen. 	
	MANAGEMENT OF FIRE SAFETY	
23.1	Are procedures in the event of fire appropriate and documented?	✓
	Is the information on fire safety and the action to take in the event of a fire given to guests?	✓
23.2	Are any staff members given regular instruction and training on the action to take in the event of a fire?	✓
23.3	Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?	✓
	Relevant information (including description of arrangements and deficiencies observed):	
	<ul style="list-style-type: none"> Checks of the fire exit routes are carried out at every change of let with these checks recorded. 	
23.4	Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?	✗
	Relevant information (including description of arrangements and deficiencies observed):	
	<ul style="list-style-type: none"> Fire doors should be subject to regular checks when fitted. 	

¹ Relevant to life safety and this risk assessment (as opposed to property protection)

23.5	Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?	N/A
23.6	In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?	X
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> No BS 5839: Part 1 fire alarm fitted or required. The detectors are all to be tested on the day that persons are letting the property. This should be recorded within a logbook. 		
23.7	Where fitted, are monthly and annual testing routines in place for the emergency escape lighting?	N/A
23.8	In self-catering premises, are torches provided and tested at every changeover?	X
23.9	Where provided are fire extinguishers subject to annual maintenance?	N/A
23.10	Is there periodic inspection of sprinkler/ water mist installations undertaken if fitted?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> No emergency lighting fitted. Torches have been provided within the premises which is considered satisfactory. These are to be checked prior to each let. No fire fighting equipment provided which is satisfactory, as guest will not be trained in its use. None installed 		
23.11	Are records of testing and maintenance maintained?	X
Relevant information (including description of arrangements and deficiencies observed):		
<ul style="list-style-type: none"> No records of fire alarm or torches testing were available at the time of visit. 		

FIRE RISK ASSESSMENT

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

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

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

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 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 defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the 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.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.





ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

	Trivial	Tolerable	✓
Item	Recommendations		Priority/ timescale
1.	Both the main entrance door and rear exit door from the rear corridor appeared to have deadlock fitted which requires a key to open from the inside. It is recommended that a thumb turn device is fitted to allow both doors to be easily openable without the use of a key from the inside while remaining locked on the outside.		P3
2.	It was noted that an additional door & frame should be provided to separate the kitchen/lounge area from the bedroom corridor. The door is not required to be a 30 minute fire door or self closing however a notice should be supplied on the door stating 'Keep Closed At Night' for guidance for the residents. This door will give residents adequate fire protection to give them time to escape from the rear exit door should a fire occur in the kitchen/lounge area.		P3
3.	It is recommended that rechargeable torches that illuminate automatically if the electrical supply fails is provided. One torch should be provided in each bedroom. A sign that explains their function should be provided in an area where guests will easily view.		P2
4.	An additional interlinked Smoke Detector should be provided above the newly installed fire door on the lounge side.		P2
5.	The interlinked Detection should be subject to testing between every change of occupant.		P1
6.	Once installed, The additional door & frame separating the kitchen/lounge & bedroom corridor should be inspected between every change of occupant, although it is not required to be a fire door, the door should be checked between change of occupants.		For Information Only
7.	Once installed, The emergency torches should be inspected and tested between every change of occupant.		For Information Only

Priority	P1 = Should be actioned immediately.	P2 = Should be actioned within 1 month
	P3 = Should be actioned within 6 months	P4 = Should be actioned within 11 months

PHOTO OBSERVATION

Section Number in the report:	Observation:	Photo:
7	The circuit box has been checked and correctly upgraded for the needs of the premises, including MCB and RCD provided. The system is within its test dates. All Electrical appliances are subject to regular checks to ensure that appliances remain in safe working condition in accordance with manufacturers instructions.	
17	Both the main entrance door and rear exit door from the rear corridor appeared to have deadlock fitted which requires a key to open from the inside. It is recommended that a thumb turn device is fitted to allow both doors to be easily openable without the use of a key from the inside while remaining locked on the outside.	
18	It was noted that an additional door & frame should be provided to separate the kitchen/lounge area from the bedroom corridor. The door is not required to be a 30 minute fire door or self closing however a notice should be supplied on the door stating 'Keep Closed At Night' for guidance for the residents. This door will give residents adequate fire protection to give them time to escape from the rear exit door should a fire occur in the kitchen/lounge area.	
22	A fire blanket is fitted to the wall in the kitchen.	

Appendix 1: Reviews of Fire Risk Assessment

Review of Fire Risk Assessments.

The fire risk assessment is a living document, which cannot remain valid for an unlimited length of time.

For compliance with The Regulatory Reform (Fire Safety) Order 2005, fire risk assessments need to be reviewed:

- Regularly (see below).
- When material alterations take place.
- When there is a significant change in the matters that were taken into account when the risk assessment was carried out, this includes a widespread change in the type of residents occupying the premises.
- When there is a reason to suspect that the original fire risk assessment is no longer valid (e.g., after a fire that occurred within, or spread to, the premises).

Review of a fire risk assessment is not necessarily the same as a repeat of the entire fire risk assessment process. If a thorough fire risk assessment has been carried out, a shorter review exercise might be carried out regularly, with a more fundamental new fire risk assessment completed at less regular intervals.

A review will normally be appropriate after significant work has been completed to address fundamental shortcomings identified by a fire risk assessment.

The frequency with which fire risk assessments should be reviewed in the absence of any known changes is not defined in the FSO. The date by which a fire risk assessment should be reviewed should be determined as part of the process of carrying out a fire risk assessment.

The frequency of review should take into account the rate at which changes, including those arising from the need for maintenance work, are likely to occur, and the risk to people that might arise from changes. This means that a less frequent review might be acceptable if there is close management control of the common parts, including frequent routine inspections.

As a general guide, for a low risk, modern brick or stone built premises (e.g., no more than three storeys above ground), a review every two years might be sufficient, with a new fire risk assessment completed every four years. For premises which are higher risk, arising from more combustible construction, the age of the building, etc., an annual review might be more appropriate, with a new fire risk assessment every two years.

Even if outside specialists carry out the fire risk assessments, it is possible that reviews could be carried out by those with less specialist knowledge, such as in-house staff (to whom suitable training could be given), as the review concentrates primarily on progress with the previous action plan and identification of changes.

Two yearly

Date	Reason for review	Findings of review	Action to be taken