



TRiMiST Fire and Safety Consultants

Fire Risk Assessment On behalf of

Wimblehurst Hotel



**6 Wimblehurst Road
Horsham
West Sussex**

Inspection Date: 20th April 2022
Review Date: April 2023

Assessor: Dan Burke

Wimblehurst Hotel
Horsham
Fire Risk Assessment 2022

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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 from fire.

The submission of this report constitutes neither a warranty of future results by TRiMiST Ltd nor an assurance against risk. The report represents only the best judgement of the consultant at the time of the visit, involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information. It is important that the client reads this report and is satisfied with the accuracy of the information provided. Any inaccuracies must be reported at the earliest opportunity so that the risk assessment and action plan can be amended accordingly.

The assessment follows a survey of those parts of the premises which are accessible, areas visibly and readily available without risk of causing damage to the premises or injury to the assessor. Due care is up most throughout the survey regarding safety, practicalities and constraints of being a visitor. So, no furniture or coverings have been moved or lifted.

Consultant: **Dan Burke**

Contact on Site: **Minday Bedi**

INTRODUCTION

The Regulatory Reform [Fire Safety] Order 2005 [RRO] came into force on the 1st October 2006.

Who does it affect?

This order affects employers and others who are responsible for buildings to which the public may have access, all non-domestic premises including the voluntary sector and the self-employed where the premises are separate from their homes.

Legal responsibility for complying with this order lies with the “Responsible Person”, that is, the person in control of the workplace.

Why is the RRO necessary?

The purpose of the Order is to simplify, rationalise and consolidate the legislation on fire safety in buildings; and to comply with European Directives on Fire Safety.

Previous to the introduction of the RRO there were over 100 regional and national Acts and Statutory Instruments incorporating fire safety provision, some of which were inconsistent or out of date and not applicable in today's circumstances.

What Type of Premises does the RRO Cover?

It is designed to protect in 12 categories – your area has been highlighted.

Offices and Shops

Factories and Warehouses

Sleeping Accommodation

Residential Care Premises

Educational Premises

Small and Medium Places of Assembly

Theatres and Cinemas

Large Places of Assembly

Health Care Premises

Open Air Events and Venues

Transport Premises and Facilities

Animal Premises and Stables

How do you comply?

The starting point for all categories listed above is the identification of a **Responsible Person**, who will be ultimately responsible for the safety of employees and relevant persons using the premises. This will normally be the person who owns or controls the business or premises [where two or more such persons share a responsibility, i.e., Landlord and tenant, they are obliged to co-operate]. The responsible person may appoint one or more **Competent Persons** to assist; however, the responsible person will still be accountable in law for meeting the Order.



Compliance Includes: -

- Ensuring that a Fire Risk Assessment is carried out, acted upon & regularly reviewed.
- Ensuring that one or more Competent Persons are appointed.
- Employees must be provided with clear and relevant information.
- Employees must also be consulted regarding their role in fire safety.
- Special consideration must be made for any employee under the age of 18.
- Taking into account non-employees/contract workers.
- Co-operating with other occupancies within the same building.
- Taking into account the presence of Dangerous Substances and the risk this presents to persons from fire.
- The provision of appropriate information, instruction and training to employees about the fire precautions present within their workplace.
- Ensuring that the premise and any equipment provided in connection with firefighting, fire detection and warning or emergency routes and exits are adequately maintained.



The Fire Risk Assessment.

The next step is to ensure that a Fire Risk Assessment is carried out as this forms the main ethos of the new Order.

The following contents of this document will be the Fire Risk Assessment and is compliant with the RRO. The Fire Risk Assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005: and associated legislation.



What is a Risk Assessment?

It is an organised look at what, in your workplace, could cause harm to people. It should pay particular attention to those at special risk, such as disabled persons, those who you know have special needs, children, and must include consideration of any dangerous substances liable to be on the premises.



Disabled: -

The Equality Act 2010 requires employers to make 'reasonable adjustments' to their premises to ensure that no employee is at a disadvantage. This includes ensuring that disabled 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 account of disabled people. It is essential that you identify the special needs of any disabled employees when planning your fire safety arrangements and evacuation procedures. You will also need to consider other less able –bodied people who may have access to your premises.

Executive Summary

This Executive Summary provides a brief overview of the key points of this report. The reader is referred to the body of the report for full details.

The premises are a brick built, 14-bedroom hotel. Guest rooms are spread over 3 floors, Ground, 1st and 2nd. There is a basement containing Boiler, Utilities and Storage. Fire safety measures are generally good, Staff training is booked for April 22. It appears that all training is done in house on an informal basis. Written fire management system for staff and guests is being updated and will be put into place in April and is to include what to do upon hearing the fire alarm, disabled policy and evacuation procedures for the hotel.

We have recommended a system based on BS9999 level 1.

The fire warning installation must be ensured to comply with BS5839 part 2 in accordance with requirements for a hotel /restaurant in your risk category. (C2)

057832 - (SS) Wimblehurst Limited (External)
kathy@ashtonleigh.co.uk
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Bhaskar Varma S

Persons at Risk, Fire Risk and Fire Reduction

The persons at greatest risk are persons unfamiliar with the building i.e., customers, contractors etc; especially any that may be in ambulant, this risk is controlled by good fire exit signage, fire resistance and code compliant travel distances along of course with an automatic fire warning installation, for an early warning of fire to allow time to evacuate the premises. This along with a very high ceiling gives adequate time to evacuate the premises. The FWI appears to be L1 standard,

Having assessed the fire hazards present, the occupancy profile and having evaluated the preventative and protective measures in place, fire risks are deemed to be commensurate with this type of building with the main risks being Arson, Electrical and cooking appliances as well of course as contractors carrying out work and carelessness. In this regards we class the risk profile based on BS9999 to be "C2" In this regards a management system based on a level 1 fire safety management strategy must be maintained.

Arson is a risk in shops and places of public access, infect in some areas of the UK is as high as 40 % vigilance by staff is paramount in arson awareness and maintain all unused areas and storage facilities locked shut and waste containers remote from the building.

Common areas for arson attacks are toilets/cloakrooms, in this regards fire loading must be kept to a minimum in these areas at all times, toilets should never be used to store combustible materials.

To control electrical/gas fire risk, all electrical appliances are subjected to PAT regime and gas and main electrics maintained regularly and certificated. Kitchen appliances including the extract ducting are also regularly serviced

General Information

1 The Premises

Number of Floors:	3 plus basement
Brief Details of Construction: construction	Timber and brick
Occupancy:	14 Bedroom Hotel

2 The Occupants

Approximate maximum number:	28
Approximate maximum number of employees:	5
Approximate maximum number of students :	Variable
Approximate number of members of public:	23

Occupants at special Risk

Sleeping:	28
Disabled:	None
Remote areas:	Basement cellar

3 Fire History

Date: 1999	Details: Kitchen Fire	Cause: Fat in Grill ignited,
Action Taken: Kitchen Destroyed , Fire Service attended, business fire safety follow up inspection.		

4 Other Relevant Information

5 Benchmark for Fire Risk Assessment Guidance:

Sleeping Accom and Offices and shops - HM Government Fire Safety Risk Assessment Guidance

6 Relevant Fire Safety Legislation

The following Fire Safety Legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

The above legislation is enforced by:

Local Authority Fire Service

Other legislation that makes significant requirements for Fire Safety in these premises

- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Building Regulations 2010 and building (Approved Inspectors etc) Regulations 2010
- The smoke-free (Premises and Enforcement) Regulations 2006
- BS9999:2008
- The management of Health and Safety at Work Regulations 1999
- SI 2002 No2677- The Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- SI 635:1989 The Electricity at Work Regulation
- SI 1988: No2451 – The Gas Safety (Installation and Use) Regulations 1998
- The Equality Act 2010
- Construction (Design and Management) Regulation 2015

The Legislation to which the above makes reference is enforced by;

- Health and Safety Executive (HSE)

Is there an alteration notice in force?

Yes

No



LIFE RISK ASSESSMENT

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 proper 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 a fire would be:

Low ☐ **Medium** ☒ **High** ☐

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.
- Moderate Harm:** Outbreak of fire could result in injury (including serious injury) of one or more Occupants, but is unlikely to result in 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 ☐

Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk- based control plan is based on one advocated by BS 8800 for general Health and Safety Risks.

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Please note that, although the purpose of this section is to place the fire risk in context, the above approach to 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 section. The risk assessment should be reviewed and looked at periodically.

Significant Findings of the Fire Risk Assessment and Action Plan

The following report is divided into 21 sections, each section carrying a priority for works to be completed. This report gives an overall breakdown of those areas that warrant remedial action. The remedial action will be given a priority code for the recommended completion.

- Priority 1 - Immediate action
- Priority 2 - Action within one month
- Priority 3 - Action within three months
- Priority 4 - Ongoing /rolling Programme for year

Following on from the report in the following section will be an overall action plan of all the remedial works that need to be carried out with a section to be signed and dated upon completion of the work.

These premises are managed by: Minday Bedi
The 'Responsible Person' is reportedly: Minday Bedi

The 21 sections redress the following 20 articles as required by the
REGULATORY REFORM (FIRE SAFETY) ORDER 2005;



Required Fire Safety Duties to be considered

- Article 8** Duty to take general fire precautions
- Article 9** Risk assessment
- Article 10** Principles of prevention to be applied
- Article 11** Fire safety arrangements
- Article 12** Elimination or reduction of risks from dangerous substances
- Article 13** Firefighting and fire detection
- Article 14** Emergency routes and exits
- Article 15** Procedures for serious and imminent danger and for danger areas
- Article 16** Additional emergency measures in respect of dangerous substances
- Article 17** Maintenance
- Article 18** Safety assistance
- Article 19** Provision of information to employees
- Article 20** Provision of information to employers and the self-employed from outside undertakings
- Article 21** Training
- Article 22** Co-operation and co-ordination
- Article 23** General duties of employees at work
- Article 24** Power to make regulations about fire precautions
 - (i).The Fire Safety (Employees' Capabilities) (England) Regulations 2010
- Article 37** Fire Fighters' switches
- Article 38** Maintenance of measures provided for protection of fire fighters
- Article 49** Application to the Crown and to the Houses of Parliament.

SECTION 1 - Fire Safety Legislation

		N/A	YES	NO
1.0	Does the Regulatory Reform Order apply to these premises?		✓	

Information:

The Regulatory Reform (Fire Safety) Order 2005 also has strict requirements for the regular undertaking and documentation of risk assessment reviews. Accordingly, it is essential that this fire risk assessment is reviewed yearly or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been significant change in the matters to which it relates, or if fire occurs.

These regulations provide for minimum fire safety standards in places where people work. They require virtually all employers to carry out a fire risk assessment of their workplace in order to identify, reduce or eliminate any fire hazards that may be found. Additionally, as there are 5 or more employees working for the company then a record must be kept of the findings of the risk assessment and be written down. Ensure risk reduction measures are implemented within the given time scales.

Action:

Priority	Area	Action Required	Date completed
Priority 1			
Priority 2			
Priority 3			
Priority 4	1.0	Share the findings with employees, implement reduction methods in time period. Review the fire risk assessment regularly and revise when necessary.	

SECTION 2 - Management of Fire Safety Procedures and Arrangements

		N/A	YES	NO
2.0	Person responsible for Fire Safety: Minday Bedi Competent person(s) appointed to assist in preventative and protective measures		✓	
2.1	Are there clearly defined written fire action and emergency evacuation procedures, including provision for role calls?			✓
2.2	Are there suitable arrangements for summoning the fire and rescue services		✓	
2.3	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards and access to the site?		✓	
2.4	Do Management liaise with the fire and rescue service (familiarisation visits)			✓
2.5	Are there sufficient fire wardens available to provide for all working hours, taking into account sickness and holidays?		✓	
2.6	Have Persons been nominated and trained to use fire extinguishing appliances		✓	
2.7	Have persons been trained and adequate procedures in place to help assist with evacuation, including evacuation of disabled people?	✓		
2.8	Have suitable Personal Emergency Evacuation Plans been prepared?		✓	
2.9	Are there suitable arrangements for dealing with those who are not normally on the premises (visitors/ contractors)		✓	
2.10	Are there suitable arrangements for ensuring that the premises have been evacuated		✓	
2.11	Is there a suitable fire assembly point, in a safe location, clear of the building and away from the fire service vehicle access?		✓	
2.12	Is there an alternative evacuation area available in the event that the nominated one is not available?		✓	

Information:

Having evaluated all fire safety provisions, policies and procedures and maintenance, improvement in procedures and records of tests are to be improved.

Suitable Policies and Procedures are to be put in place and recorded.

- Fire Safety policy
- Routine in-house inspections
- Fire plan
- Information for fire-fighters
- Fire Assembly points available
- Regular training and drills are regularly to be carried out incorporating disabled evacuation
- Full Maintenance and test procedures to be recorded.

An updated written fire action plan and emergency evacuation procedure is being updated.

Currently in the event of an alarm the owner/duty manager would go to the fire alarm panel, to identify which detector or call point had actuated they would then investigate the detector/ call point. If there was a fire they would call 999 and then evacuate the building by checking the log book of guests who are staying in the property and all staff just evacuate.

We would suggest to re look at the fire evacuation procedure and consider the following: When the alarm actuates, all staff go to the alarm panel where the Duty Manager can delegate who investigates the detector/call point, who dials 999 and which staff evacuate which rooms.

This would mean that all of those tasks could be carried out simultaneously and dramatically reduce the time taken to evacuate the building.

This must be written into a formal plan, so that all staff can familiarise themselves with it and understand what they must do in the event of the fire alarm sounding.

PEEPS must be prepared as required for hotel guests based on your emergency action plan

Based on BS 9999 I have taken this building to be risk category C2 in this regards the general fire safety management plan should be upgraded to come in line with a policy based on BS9999 level 1 C2 risk profile requires a level 1 management system.

BRITISH STANDARD BS 9999:2008 Management system.

Management systems should include procedures for anticipating and taking into account, either on a permanent or a temporary basis, changes to the occupancy and/or fire growth characteristics of the building and its contents over the life cycle of the building. These procedures should form part of the overall audit and review process for the fire safety strategy and should be able to determine whether any such changes will necessitate alterations to the fire precautions provided, including the management systems, and to put any such alterations into effect.

A level 1 system anticipates and proactively identifies the impact of any proposed changes, including changes to the occupancy, periods of abnormal occupancy, and fire growth characteristics. The system identifies any alternative protection and management measures that will be required as a result, and ensures that they are implemented

A level 2 system identifies and reacts to any changes as they occur, including changes to the occupancy, periods of abnormal occupancy, and fire growth characteristics. The system identifies any

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alternative protection and management measures that will be required as a result and ensures that they are implemented.

A level 3 system reviews any changes on a periodic basis. The system then identifies any alternative protection and management measures that will be required as a result and ensures that they are implemented. In all instances the procedures should include any necessary consultations with building control bodies and the fire and rescue authority.

Resources and authority for the management of fire safety to be effective, the fire safety manager(s) needs to be empowered and able to command sufficient resources to maintain the systems.

In a level 1 system, the manager(s) with responsibility for fire safety are empowered to ensure that legislative requirements are met; initiate testing, initiate maintenance or repair, and, where necessary, have direct control of staff responsible for these tasks. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

In a level 2 system, the responsibility for fire safety, and the necessary supporting staff and resources, is likely to be divided over a number of different individuals, departments or even companies. It is likely that the implementation of any necessary changes will require approval of those not directly responsible for the routine management of fire safety within the premises.

In a level 3 system, the managers determined as being responsible for fire safety are likely to have limited or no power or resources and are thus unlikely to be able to ensure that the fire safety systems are kept fully functional without reference to a third party.

Staffing level (staff–occupant ratio) The role of staff is an important element of the fire safety package provided. The appropriate staffing level (for fire safety purposes) for a particular building is influenced by the use of the building and fire growth characteristics; the types of occupants; the fire safety systems in place; and the roles and levels of the staff concerned in ensuring the fire safety of the occupants.

In a level 1 system, the staffing level provided is specifically appropriate to the building concerned, including the use of the building, the nature of the occupants, the management systems in place, and the active and passive systems provided. It also includes sufficient trained personnel to ensure that all occupants are assisted, or supported, to make their way out of the building effectively in an emergency – where necessary, e.g. in the case of elderly or disabled persons, or children, this might include making appropriate additional arrangements to ensure their safe evacuation. A level 1 system may include arrangements for security such as regular patrols, perimeter controls, entry control systems, and staff able to respond to an intrusion. A level 1 system will also provide for contingencies such as training, sickness, and other unexpected absences etc.

In a level 2 system, there will not be any arrangements for contingencies such as training, sickness, and other unexpected absences, etc., nor will there be provision for security such as regular patrols, perimeter controls, entry control systems, or staff able to respond to an intrusion.

In a level 3 system, the staffing levels and systems provided do not routinely and specifically address the issues identified above.

Training

In a level 1 system, the training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

In a level 2 system, the training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, but has no contingency provision.

In a level 3 system, general training is provided on a periodic basis.

Work control Management systems should control work on site, e.g. repairs to structure, and hot work.

Work Control

A level 1 work control system is developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

A level 2 work control system is developed reactively to work required on site to include clear lines of responsibility; a permit system; and logging and audit processes.

A level 3 work control system is reactive to work required on site.

Communications procedures Communications procedures include means of being alerted to a fire; communications between management, and between management and staff; messages to occupants; and communications with the fire and rescue service in the event of a fire.

A level 1 communications system can ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

A level 2 communications system will provide information to all those involved, with alternative formats as necessary, but will not have contingency arrangements.

A level 3 communications system is one that provides the necessary information but does not allow for alternative formats or contingency arrangements.

Maintenance and testing of fire safety systems Maintenance and testing is essential to ensure that fire safety systems will operate correctly in the event of a fire.

A level 1 maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all the times the building is in use. There will also be alternative procedures, etc., identified for those times when systems, equipment and other arrangements are not available or not functioning correctly.

A level 2 maintenance system is one where there is monitoring of the fire safety systems, and the equipment is kept fully functional at all the times the building is in use. When systems, equipment and other arrangements are not available or not functioning correctly, alternative procedures, etc., are determined reactively.

A level 3 maintenance system will not have a predetermined regime of maintenance and testing in place.

Liaison with the fire and rescue service A good relationship with the fire and rescue service will have benefits for both the occupier and the fire and rescue service. In particular it will ensure that the fire and rescue service are able to have an appropriate pre-determined response strategy for the premises concerned and will enable the occupier to seek advice where appropriate on: a) how to prevent fires and restrict their spread in their buildings and other property; b) the means of escape from buildings and other property in case of fire

In a level 1 system, the liaison is proactive in nature and includes effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics, and other relevant factors. The arrangements will also allow for routine meetings with the fire and rescue service, and additional meetings where a change in the building or its occupancy is proposed.

In a level 2 system, the liaison includes arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics, and other relevant factors. However, the arrangements are unlikely to provide for routine meetings with the fire and rescue service or where a change in the building or its occupancy is proposed.

In a level 3 system, the liaison is likely to be either non-existent or spasmodic. Contingency planning Contingency plans need to include preparation and response to a wide range of foreseeable events.

Planning

A level 1 planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures or floods

A level 2 system takes into account a narrow range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures.

A level 3 system does not have effective pre-planning and is unlikely to secure ongoing business continuity in the event of an emergency or incident.

Action:

Priority	Area	Action Required	Date completed
Priority 1	2.1	Ensure Fire Evacuation Plan is updated and all staff know what to do in the event of a fire.	April 22
	2.1	Fire Drills should be done on a regular basis and should be timed so you can see how long it is taking you to evacuate the hotel and make adjustments where necessary.	20.04.22
	2.7	Ensure that all staff receive training so that they know what the evacuation procedures are and what they must do to ensure the hotel has been evacuated, including people with mobility issues or any other disability	20.04.22
	2.8	Ensure Personal Evacuation Plans (PEEPS) are prepared for any mobility or sensory impaired persons.	Not req as do not have disabled staff/ guests
Priority 2			
Priority 3	2.1	A fire safety management policy in line with system based on BS9999 level 1 is to be introduced and promulgated.	On going
Priority 4			

SECTION 3 - Young Persons and Lone Workers

		N/A	YES	NO
3.0	Are young persons employed?		✓	
3.1	Do persons at any time work alone?		✓	
3.2	Are the work processes considered detrimental to young or lone workers?			✓
3.3	Is adequate training provided where necessary and PPE provided?	✓		
3.4	Are the premises suitable for young or lone workers		✓	

Information:

If Young persons or lone workers are employed, then suitable risk assessments must be carried out. This will need to take account of work experience persons. I was informed that there are currently 5 Young persons employed but they will always be under the supervision of more experienced staff.

It was noted that at night time, there was only one member of staff on duty. Therefore, it is essential that there is a written Lone Workers policy in place, particularly addressing what to do in the event of a fire and evacuation procedure as this will be different to the daytime routine.

Action:

Priority	Area	Action Required	Date completed
Priority 1			
Priority 2	3.1-3.3	Ensure suitable written risk assessments are carried out for lone workers and young persons.	
Priority 3			
Priority 4			

SECTION 4 – Fire Prevention – General

		N/A	YES	NO
4.0	Is the standard of housekeeping adequate?		✓	
4.1	Is there a system for controlling the quantities, safe use storage of combustible and/or flammable substances on the premises?		✓	
4.2	Are combustible materials separated from ignition sources?		✓	
4.3	Is the workplace clean and tidy with combustible waste materials and rubbish placed in designated containers?		✓	
4.4	Are waste and rubbish collected regularly and placed in safe and separate receptacles outside and clear of the premises?		✓	
4.5	Is there appropriate storage of hazardous materials?		✓	
4.6	Are staff working in high-risk areas aware of the risks and know what safety procedures to adopt?		✓	
4.7	Is all upholstered furniture in good condition and compliant with the current legislation?		✓	
4.8	Are staff aware and have they been trained to inspect and check for fire risks?		✓	
4.9	Does all staff understand the need and know how to report any potential fire hazard?		✓	
4.10	Does all staff understand self-closing fire doors?		✓	
4.11	Are all fire resisting and smoke doors that are generally held open during the day are these closed at night where necessary?		✓	

Information:

Housekeeping – The accumulation of rubbish and combustible waste materials is a hazard to the workforce in that it adds to the fire load of the building. Also, because arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure. All storage facilities should remain locked shut with keep lock shut signs on the doors. An audit of stock should be carried out within in all storage areas and redundant items removed to reduce general fire loading to a level that is reasonably practicable.

Upholstered Furniture – All upholstered furniture and decorations/displays should be compliant with the British Standard and in good condition. Furniture for non-domestic use should comply with the requirements of BS 7176, 1995 and BS7177, 1995

Arson-maintain storage facilities, unused areas and rubbish containers locked with doors carrying appropriate storage.

Waste – is Stored outside remote from building.

Storage was quite random, to summarise, Flammable materials should be stored separately from combustible materials, and both should be stored separately from Ignition sources, and this was not the case here with any combination stored together in various locations, particularly in the Basement.

Flammables stored with combustibles in wooden cupboard alongside electric meter, these should be stored separately. **At the review chemicals etc have now been removed from this area and staff have been informed not to store chemicals in that area.**



Various combustibles stored in same room as boiler. Either the Boiler needs boxing into its own fireproof cupboard or all the combustibles in that room should be stored elsewhere.

At the time of the review the boiler room has now been tidied and combustibles removed.



Linen stored next to gas meter and flammables (paint) on open shelves. Linen should be stored away from ignition sources. Flammables should be stored separately, away from ignition sources in their own lockable, flameproof cabinet. **At the review linen is no longer stored by the gas meter and all flammables have been removed, staff have been told not to store them in that area.**



Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4	4.0	Ensure basement area is kept locked at all times – ensure laundry is put away tidily, ensure chemicals are locked away in a cupboard away from heat sources and keep area tidy and free from combustibles.	

SECTION 5 - Fire Prevention
Electrical Installation, Appliances etc.

		N/A	YES	NO
5.0	Is the entire electrical installation in order?		✓	
5.1	Is testing carried out in accordance with the current edition of the Institution of Electrical Engineers Regulations for electrical installations (equivalent to BS7671:1992)		✓	
5.2	If the latest inspection shows work is necessary to make systems and equipment safe, has this work been carried out and by a qualified electrical engineer (NICEIC)	✓		
5.3	Are records regarding regular testing of fixed installation equipment, portable and personal electrical appliances up to date?		✓	
5.4	Is flexible electrical cable used safely (use kept to a minimum/ short length used)		✓	
5.5	Is there evidence of overloading of electrical circuits?		✓	
5.6	Is electrical equipment (light bulbs, heating appliances) kept away from combustible materials?		✓	
5.7	Is there a policy in place regarding the use of personal electrical appliances?		✓	
5.8	Is all staff aware that only trained personnel authorised by Management can make repairs or alterations to electrical systems and equipment?		✓	

Information:

It is a well-known fact that one of the most common causes of fire is from an electrical source. With the potential life risk in these premises, it is essential that the electrical installations meet the highest possible standards and to that end it is essential that the installation certificates for the main electrical switchgear, earthing and wiring installations are maintained as part of the fire risk assessment. In the event of any structural changes being made in the building, which affect the electrical installation, a competent electrical engineer should amend the certification. Whenever deficiencies are identified these should be rectified immediately.

Portable Appliance Testing (P.A.T.) - Inspections of such equipment should be carried out at regular intervals; this is a requirement of the Electricity at Work Regulations 1990 to ensure electrical safety. **Testing carried out April 2022 with an inventory.**

Hard Wire Test – A hard wire test should be carried out as per current guidance standards.
This was completed in April 2022

Extension leads –Those in use should be fused units and subjected to your PAT regime.

The owner said that Staff are not allowed to bring in their own appliances/ plugs if they do they must be PAT tested.

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4	5.0-5.1	Continue to update tests annually and mains electric 5 yearly.	

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SECTION 6 - Fire Prevention

Smoking

		N/A	YES	NO
6.0	Is smoking prohibited in the building?		✓	
6.1	Have suitable arrangements been made for those who wish to smoke?		✓	
6.2	Are designated smoking areas clearly indicated?		✓	
6.3	Do smoking areas have suitable facilities for the disposal of smoking materials, which are emptied regularly?		✓	
6.4	Are 'no smoking' rules rigorously enforced and that reasonable measures have been taken to prevent fires as a result of smoking?		✓	

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Information:

Smoking is not allowed in the building and metal receptacles for smoking waste have been made available in smoking areas outside, please ensure these are emptied.

Staff have been advised to report to the manager if they feel that someone is smoking in their rooms. Guests are also advised on arrival that smoking is not allowed and that there are designated areas outside.

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4			

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SECTION 7 - Fire Prevention

Arson

		N/A	YES	NO
7.0	Has Management considered the arson hazard?		✓	
7.1	Does basic security against arson by outsiders appear reasonable?		✓	
7.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?		✓	

Information:

Common areas for arson attacks are toilets/cloakrooms, in this regards fire loading must be kept to a minimum in these areas at all times, toilets should never be used to store combustible materials and all cloakrooms have belongings locked away

The accumulation of rubbish and combustible waste materials is a hazard to the workforce in that it adds to the fire load of the building. Also, because arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.

Storage facilities and unused unoccupied areas are another hot spot for arson, in this regards all storage facilities and unused unsupervised areas should be locked shut with doors fitted with appropriate signage.



Action:

Priority	Area	Action Required	Date Completed
Priority 1			
	7.0 – 7.2	There is a Large wooden shed in the back garden that is joined to the main building and contains large propane bottles for the kitchen. This needs to be secured with a padlock to minimise risk of arson.	April 22
Priority 2			
Priority 3			
Priority 4			

SECTION 8 - Fire Prevention

Portable Heaters

		N/A	YES	NO
8.0	Is the use of portable heaters avoided as far as practicable?		✓	
8.1	If portable heaters are used is the use of the more hazardous type (bar, lpg) avoided?	✓		
8.2	If portable heaters are used are suitable measures taken to minimise the hazard of ignition of combustible materials?	✓		

Information:

Ensure that if used, portable heaters are of a safe type i.e., no elements, remote from combustible materials.

None were seen at the time of inspection, and none are reportedly used. If they would ever be used, they should be of a safe type and placed remote from combustibles.

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4			

SECTION 9 – Fire Prevention

Cooking

		N/A	YES	NO
9.0	Are reasonable measures taken to prevent fires as a result of cooking?		✓	
9.1	Are all cooking appliances safe, properly maintained and only used for their original purpose?		✓	
9.2	Are all cooking ranges fitted with flame failure devices?			✓
9.3	Are filters and ductwork regularly cleaned and checked?	✓		
9.4	Are arrangements for liquid. Gaseous fuel supplied for cooking equipment adequate (easily accessible/ shut off valves)?		✓	
9.5	Are suitable extinguishing appliances available?		✓	
9.6	Fire Warning Suitable?		✓	

Information:

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4			

Section 10 – Fire Prevention

Gas

		N/A	YES	NO
10.0	Is there evidence of annual tests of pipe work?		✓	
10.1	Is there evidence of checks on appliances?		✓	
10.2	Are all staff aware that only trained personnel authorised by management can make repairs or alterations to liquid/ gaseous fuel supply systems?		✓	

Information:

It was noted that, although there is mains gas to the building, the kitchen appliances appear to run on bottles of propane stored in the outside shed.

ALL Gas must be inspected annually and certificated to ensure that it meets current standards this was completed in April 22.

Action:

Priority	Area	Action Required	Date Completed
Priority 1	10.0-10.2	All Gas must be inspected annually and certificated to ensure that it meets current standards.	April 22
Priority 2			
Priority 3			
Priority 4			

SECTION 11 - Fire Prevention

Lightning

		N/A	YES	NO
11.0	Is there a lightning protection system in place at the premises?			✓

Information:

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4			

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SECTION 12 - Hazards Introduced by outside contractors

	Hazards introduced by outside contractors	N/A	YES	NO
12.0	Are Fire Safety conditions imposed on outside contractors?			✓
12.1	Is there satisfactory control over works carried out in the building by outside contractors?			✓
12.2	Are contractors aware of the site fire procedures?			✓
12.3	Do all contractors provide RA and method statements prior to work carried out?			✓
12.4	If there are in- house maintenance personnel, are suitable precautions taken during works carried out by them, including the use of hot work permits, where appropriate?			✓
12.5	Suitable guidance is contained in the following publication: - Standard Fire Precautions for Contractors Engaged on Crown Works, Department of Environment and HMSO. - Fire Prevention on construction sites loss prevention council - Fire Safety in Construction Work, HSE. It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.		✓	

Information:

Fires are more frequent when buildings are undergoing refurbishment or alteration. You should:-
Ensure that your fire risk assessment is reviewed prior to building work commences. Consider the
Additional dangers and potential risks to occupants.

You should liaise and exchange information with contractors. Ask for a Methods Statement.

You should continuously monitor the impact of the building work on your fire precautions.

Written 'Permits to Work' should be provided for 'Hot Work' processes.

Ensure that a method statement and where appropriate Hot Works Procedure is followed at all times.

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4	12.5	Only use approved contractors and assures strict control at all times. Method statements hot works etc must be requested from contractors.	

SECTION 13 - Hazardous Substances

	Hazardous Substances	N/A	YES	NO
13.0	Are there any hazardous substances on site?		✓	
13.1	If substances are present- is relevant information provided?			✓
13.2	Is it likely that an explosive atmosphere can occur in the event of an incident?			✓
13.3	Have quantities been reduced to a minimum?		✓	
13.4	If so, have appropriate plans been made?		✓	
13.5	If dangerous substances are or could be used has a risk assessment been carried out, as required by the Dangerous Substance and Explosive Atmospheres Regulations 2002?	✓		

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Information:

Where a dangerous substance is present in or on the premises, the risk to relevant persons must either be eliminated or reduced as far as reasonably practicable. All COSHH material was suitable stored. It was reported that COSHH sheets are available.

Flammables – A Number of flammables including Paints and cleaning products were stored on open shelves or in wooden cabinets with no fire resistance. **These have been removed**

Hazardous Materials – Only such quantities as are required for the day's production needs should be taken out of store. The remaining stock should, if small, be kept in flameproof metal cabinets.

Biohazards – Nil

Oxygen Cylinders – NIL

**Action:**

Priority	Area	Action Required	Date Completed
Priority 1	13.0 - 13.1	All flammables, including paint, varnish, cleaning or any other product should all be stored in lockable flameproof metal cabinets remote from combustibles and ignition sources.	Been removed 19.04.22
Priority 2			
Priority 3			
Priority 4	13.5	Ensure COSHH sheets are available for any hazardous materials and maintained readily available for staff and emergency services.	On going

SECTION 14 - Fire Protection Measures

Means of Escape

		N/A	YES	NO
14.0	Is it considered that the premises are provided with reasonable means of escape?		✓	
14.1	Are fire exits sufficient to enable the persons present in any and all areas to evacuate safely?		✓	
14.2	Are all fire exits readily available?		✓	
14.3	Are all final exits and intermediate doors easily operable from the inside without the use of a key?		✓	
14.4	Do all final exits lead to a place of safety?		✓	
14.5	Are all fire escape routes free from obstruction?		✓	
14.6	Are all floors and stairway surfaces in good condition and free from tripping and slipping hazards?		✓	
14.7	Do all fire exits open in direction of escape where necessary?		✓	
14.8	Avoidance of sliding or revolving doors as fire exits where necessary?		✓	
14.9	Are fire resisting and smoke stop doors in good condition; are heat and smoke seals fitted correctly and all doors operating with self-closing devices working correctly?		✓	
14.10	Are all escape routes clearly and properly signed throughout their lengths with internal doors not forming part of a route clearly labelled as such?		✓	
14.11	Are fire doors closed when not in use?		✓	
14.12	Is there reasonable distance of travel		✓	

Information:

Exits - Wherever you are in the premises the fire exits provided allow you to turn your back on any incident and escape to a place of comparative safety i.e., two fire doors from the incident or the open air within a reasonable time.

Escape Routes – The escape routes in this building are well signed and well within prescribed limits, there are sufficient exit widths for the expected maximum occupancy of 28.

Fire Doors in General – Fire doors are the principle means whereby flames, smoke and toxic fumes are prevented from spreading into escape routes but are only effective if they remain shut at all times except when people are passing through the door opening that they protect. A maximum gap of 3-5 mm is acceptable between frame and door; all designated fire resisting doors must be fitted with intumescent strips with cold smoke seals that engage with the frame into which they close.

Carry out regular checks to means of escape to ensure that designated fire resisting doors do not have damaged or missing smoke seals. All doors are compliant, but checks need to be carried out regularly to ensure that smoke seals are not damaged and engage with the frame. A maximum gap of 3-4mm is acceptable

There are 2 external doors on the corridor that leads from the dining room to the kitchen. Both are currently fitted with Chubb type locks.

It would be a good Idea if the door onto the rear garden, were to be fitted with a push bar to open latch and appropriate signage so that it could be used as a Fire Exit By kitchen staff as there are no external doors from the kitchen.

Wooden Fire Exit door from dining room to back garden is sticking **This has been repaired.**



The door to the boiler room in basement is identified as a fire door with a sign that also says to keep it locked shut. **This door has been upgraded please check with carpenter its fire resistance and confirm.**

Door must be upgraded to FD30S with heat and smoke seals. As the door to the cellar is lockable, I see no reason why this door should be as long as it can be secured in the closed position with a normal door latch or equivalent.



On 2nd floor there is a small access door to the loft space. This has been upgraded to achieve minimum of 30 mins Fire resistance and should be kept locked to prevent access by guests.



Action:

Priority	Area	Action Required	Date Completed
Priority 1	14.3	Wooden door in Dining room to either be replaced or repaired.	Repaired April 22
	14.9	On 2 nd floor there is a small access door to the loft space. This door must be upgraded to achieve minimum of 30 mins Fire resistance and should be kept locked to prevent access by guests.	April 22
	14.9	The door to the boiler room needs to be upgraded to an FD30'S with heat and smoke seals.	April 22
Priority 2		Fire door between reception and stairs was wedged open. It must be ensured that this is closed at nighttime to protect the staircase and the escape route of guests on the upper floors.	On Going
Priority 3			
Priority 4	14.3	Upgrade the door leading onto the rear garden with a push bar to open latch so that it can be used by the kitchen staff.	

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SECTION 15 - Fire Protection Measures

Measures to limit fire spread and development

		N/A	YES	NO
15.0	Is it considered that there is Compartmentation of a reasonable standard?			✓
15.1	Is it considered that there is limitation of linings that may promote fire spread?		✓	

Information:

Compartmentation - The principle structural means for limiting the spread of fire is Compartmentation, dividing the building into compartments that are separated from each other by fire resistant walls and doors.

Penetration of fire walls by ducting or building services greatly reduces the effectiveness of the wall unless the spaces between the ducting or services and the hole through which they pass are completely filled with fire-resistant stopping. In addition, the integrity of the Compartmentation will also be compromised if the doors are damaged, badly fitting or wedged open. Fire doors are the principal means whereby flames, smoke and toxic gases are prevented from spreading into escape routes.

All Ceilings should be inspected by a professional to ensure that they give a minimum of 30 minutes fire resistance.

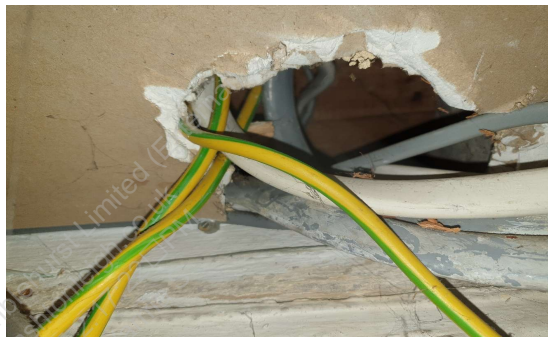
First floor Storage room by room 2 has a large piece of plaster missing from the ceiling and the wooden laths are exposed. This would promote rapid fire spread between floors and must be repaired asap. **This has been re plastered, April 22.**



On the ceiling outside room 12 there is a wooden inspection panel in the ceiling. It is unclear what this is for and there is no way of knowing what the fire resistance would be, it could promote rapid fire spread into the ceiling void and floor above. Have this panel inspected and either remove or upgrade to ensure a minimum of 30 minutes fire resistance. **The owner informed us that the panel on the other side has been covered with Fire resisting plasterboard in April 22.**



Cupboard in dining room containing hot water tank has holes in the ceiling where pipework passes through. These should be filled with suitable material affording a minimum of 30 minutes resistance to the passage of Fire, Heat and Smoke. **These have been filled in.**



The kitchen window opens into a wooden shed at the rear. This shed contains 2 large propane bottles a petrol lawnmower and other items.

This window needs to be upgraded to a fixed locked shut and afford a minimum of 30 minutes fire resistance so that if a fire were to start in the shed, it would not spread immediately into the main building.



The Ceiling in the dining room is clad with timber panelling. Potentially this would cause rapid fire growth were a fire to occur in this room. **Owner has had this inspected and she has confirmed that this is 30 min fire resisting,**



Action:

Priority	Area	Action Required	Date Completed
Priority 1	15.0-15.1	All Ceilings should be inspected by a professional to ensure that they give a minimum of 30 minutes fire resistance.	
	15.0-15.1	First floor Storage room by room the plaster needs to be replaced.	April 22
	15.0-15.1	On the ceiling outside room 12 there is a wooden inspection panel in the ceiling. Have this panel inspected and either remove or upgrade to ensure a minimum of 30 minutes fire resistance.	April 22
	15.0-15.1	Cupboard in dining room containing hot water tank should be in filled with suitable material affording a minimum of 30 minutes resistance to the passage of Fire, Heat and Smoke	April 22
	15.0-15.1	There are 2 holes above the electric meter in the basement. These should be filled with suitable material affording a minimum of 30 minutes resistance to the passage of Fire, Heat and Smoke	April 22
	15.0-15.1	The kitchen window needs to be replaced with a fixed locked shut with a minimum of 30 minutes fire resistance so that if a fire were to start in the shed, it would not spread immediately into the main building.	On going
	15.0-15.1	Have timber panelling inspected to ensure minimum 30 minutes fire resistance and if it does not meet the requirements, have it treated so that it does or remove altogether.	April 22
Priority 2			
Priority 3			
Priority 4			

SECTION 16 - Fire Protection Measures

Escape Lighting

		N/A	YES	NO
16.0	Is a reasonable standard of escape lighting system provided		✓	
16.1	Are all escape routes provided with adequate lighting at all times of the day and night where appropriate?		✓	

Information:

Emergency lighting units are strategically placed throughout the premises to assist with evacuation in the event of power failure, these are maintained and tested under contract, but your attention is drawn to the test under BS5266, which are a visual check weekly (indicator light) and a function test (switch on and off) monthly.

Emergency lighting is fitted in accordance with BS5266 and tested as required by A1 fire

At this site the Emergency lighting displays red L.E.D Lights as they are an old lighting system. These are regularly checked and serviced. Management should conduct monthly tests of Emergency lighting to ensure that it is working.



Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
	16.0	Carry out test during hours of darkness to assure adequate levels of emergency lighting to all routes.	On going
Priority 4	16.1	Ensure tests are carried out in accordance with BS5266 by for your unit.	April 22

SECTION 17 - Fire Protection Measures

Fire Safety Signs and Notices on Fire Stop and Exit Doors

		N/A	YES	NO
17.0	Is there a reasonable standard of fire safety signs and notices?		✓	
17.1	Are appropriate notices and signs of the type 'fire door keep shut closed' provided on all visible sides of all fire-resisting and smoke- stop doors?		✓	
17.2	Are appropriate 'pictogram' notices provided on all fire exit doors and routes such that at least one sign is always visible for all points on an exit route?		✓	
17.3	Do all 'panic bar' fire doors have suitably positioned 'push bar to open' signs?		✓	
17.4	Does all signage comply with Health and Safety (signs and signals) Regulations?		✓	

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Information:

Signs - are required to help people identify escape routes; find fire-fighting equipment/alarms etc. In general, the signs provided are adequate; however, a constant check needs to be made to ensure any damaged/misplaced signs are replaced.

All fire doors should carry a sign on both faces of each leaf, bearing the legend " Fire Door - Keep Shut", "Automatic Fire Door - Keep Clear" on open face, or "Fire Door - Keep Locked" [this last sign applies to fire doors to cupboards or service shafts that open into escape routes] as appropriate.

Notices – must be used, where necessary, to provide the following:-

- Instructions on how to use fire safety equipment.
- The actions to be taken in the event of fire.
- Information for the Fire & Rescue Service [e.g., Location of hazardous areas / gas & Electric - isolation points etc.] Areas to be used outside for fire assembly points.

All signage is well positioned and conforms to current requirements. Signage has been fitted with a sensible approach and is adequate in most areas.

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4	17.0	Regularly check that all signs are affixed appropriately as per above information and replace if required.	On Going

SECTION 18 - Fire Protection Measures**Fire Detection and Alarm Systems**

		N/A	YES	NO
18.0	Is the fire alarm system in full working order and serviced to BS5839pt 1 2000?		✓	
18.1	Is there a link to a central alarm monitoring station?			✓
18.2	Is the type of alarm installed suitable for the premise and appropriate for the occupancy and the fire risk?		✓	
18.3	Can a fire alarm be raised without placing anyone in danger?		✓	
18.4	Are there fire alarm call points located near to every exit on each floor of the premise?			✓
18.5	Are all alarm call points unobstructed and clearly visible?		✓	
18.6	Are the audible signals from the fire alarm operated weekly and are clearly audible throughout the premise?		✓	
18.7	Is there automatic fire detection provided?		✓	

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Information:

The fire warning installation must be ensured to comply with BS5839 part 1 in accordance with requirements for a hotel /restaurant in your risk category. (C2)

Although there is no legal requirement for the alarm to be connected to a monitoring company, in this case I would believe it would be beneficial that the Fire Service be called automatically.

In section 2 I have explained that under the existing Fire alarm and evacuation procedures, evacuation would take too long. Taking into account that there is only one staff member at the premises at nighttime, who would also be asleep, to then expect them to investigate the alarm, then dial 999 and then assist with evacuation would take too long if there was an actual fire.

Strictly speaking, there should be a call point on every level. It was noted that there was no call point on the 2nd floor landing and no call point at the top of the basement stairs. However, as Automatic fire detection is good, and travel distance to the next nearest call point is small (1st floor landing and Ground floor next to main entrance respectively) This is acceptable in my opinion.

Management must ensure that no smoke detector is covered for any reason and that this is strictly enforced with all guests.

The only exception to this is if outside contractors are conducting works that create a lot of dust. They may cover a detector head only if a thorough risk assessment has been carried out and alternative means of raising the fire alarm have been identified. Any covering should be removed immediately after work has finished.

Action:

Priority	Area	Action Required	Date Completed
Priority 1	18.1	Consider connecting the fire alarm system to a monitoring company.	
Priority 2			
Priority 3			
Priority 4	18.2	Ensure system complies with BS5839 part 1 L1 spacing.	A1 Fire services

SECTION 19 - Fire Protection Measures

Fire Fighting Equipment

		N/A	YES	NO
19.0	Are there adequate provisions of portable fire extinguishers which are suitable types for the risk where they are positioned?		✓	
19.1	Are ALL portable fire extinguishers and fire blankets suitably located, positioned on brackets, securely fixed to the wall, readily accessible and available for immediate use?		✓	
19.2	Are the locations of ALL portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs?		✓	
19.3	Are hose reels provided?			✓
19.4	Are there relevant automatic fire extinguishing systems?			✓
19.5	Are all fire hydrants in the vicinity clearly marked and accessible?		✓	

Information:

Well sited and appropriate to premises various areas.

Action:

Priority	Area	Action Required	Date Completed
Priority 1			
Priority 2			
Priority 3			
Priority 4			

SECTION 20 - Training and drills

		N/A	YES	NO
20.0	Have all staff received adequate fire safety instruction and training on induction that complies with The Management of Health and Safety at Work Regulations 1999?		✓	
20.1	Does all staff training provide information, training or instruction on the following:			-
20.2	Fire Risk in the premises:		✓	
20.3	Fire safety measures in the premises:		✓	
20.4	Action in the event of a fire:		✓	
20.5	Action on hearing the fire alarm signal:		✓	
20.6	Method of operation of manual call points:		✓	
20.7	Location and use of fire extinguishers:		✓	
20.8	Means for summoning the fire and rescue service:		✓	
20.9	Identity of persons nominated to assist with the evacuation:		✓	
20.10	Identity of persons nominated to use fire extinguishing appliances:		✓	
20.11	Are all staff given 'refresher training' at suitable intervals?		✓	
20.12	Are all staff with extra responsibilities (fire warden) given additional training and refreshed periodically?		✓	
20.13	Are adequate fire evacuation drills carried out at appropriate intervals?		✓	
20.14	When other employees from another employer are working at the premise are they given appropriate information and adequate instruction on fire risks and fire precautions?		✓	

Information:

The Management of Health and Safety at Work Regulations 1992 require employers to supply employees with adequate health and safety training and this must include general fire safety, and the Regulatory Reform (Fire Safety) Order 2005 states that you must provide adequate fire safety training for your staff. The type of training should be based on the particular features of your premises and should:

Take into account the findings of the fire risk assessment.

Explain your emergency procedures.

Take account of the work activity and explain the duties and responsibilities of staff.

Take place during normal working hours and be repeated periodically where appropriate.

Be easily understandable by your staff and other people who may be present; and

Be tested by fire drills

Your staff training should include the following:

What to do on discovering a fire.

- How to raise the alarm & what happens next.
- What to do upon hearing the alarm.
- The procedures for alerting members of the public and visitors.
- The arrangements for calling the Fire Service.
- The evacuation procedures
- The location & where appropriate the use of fire equipment.
- The location of escape routes, especially those not in normal use.
- How to open emergency exits.
- The importance of keeping fire doors closed.
- Where appropriate, how to stop machines and processes and isolate power supplies.
- The reasons for not using lifts.
- The importance of general fire safety, which includes good housekeeping.

Action:

Priority	Area	Action Required	Date Completed
Priority 1	20.0-20.14	Ensure all the above is attended to.	On Going
Priority 2			
Priority 3			
Priority 4			

SECTION 21 - Testing Maintenance and Records

		N/A	YES	NO
21.0	Adequate maintenance of premises		✓	
21.1	Are the required regular tests and maintenance recorded and carried out on:		✓	
21.2	Weekly testing and periodic servicing of fire detection and alarms?		✓	
21.3	Weekly testing and periodic maintenance of sprinkler systems or other suppression systems installed?	✓		
21.4	Weekly, monthly, six monthly and annual testing of fire-fighting lifts	✓		
21.5	Weekly routine checks of final exit doors/ security fastenings, auto closing doors etc...		✓	
21.6	Monthly and annual testing routines for emergency lighting?		✓	
21.7	Monthly testing of smoke/ heat control systems?	✓		
21.8	Monthly Health and Safety inspection			✓
21.9	Six monthly inspection and annual testing of rising mains	✓		
21.10	Annual maintenance of portable fire- fighting equipment?		✓	
21.11	Annual inspection and test lightning protection system	✓		
21.12	Periodic inspection of emergency generators	✓		
21.13	Periodic inspection of external escape staircases and gangways	✓		
21.14	Monthly testing of hoists	✓		
21.15	Fire awareness training		✓	
21.16	Fire warden training/ refresher		✓	
21.17	Fire evacuation drills		✓	
21.18	Gas certificate		✓	
21.19	Electrical safety certificate		✓	

Information:

All equipment provided to assist safe escape from your workplace, in the event of fire needs to be kept in efficient working order. This includes all fixtures and fittings such as fire doors, stairway, corridors, fire alarms, firefighting equipment, notices and emergency lighting.

All maintenance is carried out regularly and training and testing is done. We suggest keeping back up hard copies to show this is done including personal training records, then should a fire occur where these records are maintained and stored, a backup is available.

Action:

Priority	Area	Action Required	Date Completed
Priority 1	21.0	Ensure all testing and maintenance listed under section 21 is performed at the correct intervals and documented.	On Going
Priority 2			
Priority 3	21.0-21.19	Assure backup copies of the following are kept remote from the premises. a) Fire drills b) Fire alarm tests. c) Emergency lighting tests. d) Fire training. e) Monthly Health and Safety/ Fire precaution inspections including young persons. f) Portable firefighting equipment maintenance and training. g) Gas/electrical appliance service records.	On Going
Priority 4			

Fire Risk Assessment Action Plan

The following action items have been prioritised with relevance to urgency and should be implemented accordingly

Priority 1 – Immediate Action

Section	Action Required	Review Date	Date Completed	Completed by
2.1	Ensure Fire Evacuation Plan is updated, and all staff know what to do in the event of a fire.	April 2022		
2.1	Fire Drills should be done on a regular basis and should be timed so you can see how long it is taking you to evacuate the hotel and make adjustments where necessary.	20.04.22	20.04.22	Trimist Fire
2.7	Ensure that all staff receive training so that they know what the evacuation procedures are and what they must do to ensure the hotel has been evacuated, including people with mobility issues or any other disability	April 2022	20.04.22	Owner and ELearning
2.8	Ensure Personal Evacuation Plans (PEEP) prepared for any mobility or sensory impaired persons.	On Going		
5.0	There were several Electrical Consumer units, all of these must be boxed into their own flame proof cabinets affording at least 30 mins fire resistance, see information section 5.		April 22	
7.0 – 7.2	There is a Large wooden shed in the back garden that is joined to the main building and contains large propane bottles for the kitchen. This needs to be secured with a padlock to minimise risk of arson.	On Going		
10.0-10.2	ALL Gas must be inspected annually and certificated to ensure that it meets current standards.		April 22	
13.0 - 13.1	All flammables, including paint, varnish, cleaning or any other product should all be stored in lockable flameproof metal cabinets remote from combustibles and ignition sources.		Removed April 22	
14.3	Upgrade the door leading onto the rear garden with a push bar to open latch so that it can be used by the kitchen staff.	On Going		
14.3	Wooden door in Dining room to either be replaced or repaired.		Repaired April 22	
14.9	On 2 nd floor there is a small access door to the loft space. This door must be upgraded to achieve minimum of 30 mins Fire resistance and should be kept locked to prevent access by guests.		Upgraded April 22	

14.9	The door to the boiler room needs to be upgraded to an FD30'S with heat and smoke seals.		Upgraded confirm fire rating April 22	
15.0-15.1	All Ceilings should be inspected by a professional to ensure that they give a minimum of 30 minutes fire resistance.	On Going		
15.0-15.1	First floor Storage room by room 2 has a large piece of plaster missing this need to be replaced.		Repaired April 2022	
15.0-15.1	On the ceiling outside room 12 there is a wooden inspection panel in the ceiling Have this panel inspected to ensure a minimum of 30 minutes fire resistance.		Upgraded April 2022	
15.0-15.1	Cupboard in dining room containing hot water tank has holes in the ceiling where pipework passes through. These should be filled with suitable material affording a minimum of 30 minutes resistance to the passage of Fire, Heat and Smoke		Repaired April 22	
15.0-15.1	There are 2 holes above the electric meter in the basement. These should be filled with suitable material affording a minimum of 30 minutes resistance to the passage of Fire, Heat and Smoke		Repaired April 22	
15.0-15.1	The kitchen window needs to be replaced with a fixed locked shut with a minimum of 30 minutes fire resistance so that if a fire were to start in the shed, it would not spread immediately into the main building.	On Going		
15.0-15.1	Have timber panelling inspected to ensure minimum 30 minutes fire resistance and if it does not meet the requirements, have it treated so that it does or remove altogether.		Oner has checked	
18.1	Consider connecting the fire alarm system to a monitoring company.	On Going		
20.0	Ensure all in section 20 information is attended to.	On Going		
21.0	Ensure all testing and maintenance listed under section 21 is performed at the correct intervals and documented.	On Going		

Priority 2 – Action within 1 month

Section	Action Required	Review Date	Date Completed	Completed by
3.1-3.3	Ensure suitable written risk assessments are carried out for lone workers and young persons.	On Going		
14.9	Fire door between reception and stairs was wedged open. It must be ensured that this is closed at nighttime to protect the staircase and the escape route of guests on the upper floors.	On Going		

16.0	Management should conduct monthly tests of Emergency lighting to ensure that it is working.	On Going		
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Priority 3 – Action within 3 months

Section	Action Required	Review Date	Date Completed	Completed by
2.1	A fire safety management policy in line with system based on BS9999 level 1 is to be introduced and promulgated	June 2022		
5.3	When small appliances are 12 months old, ensure that all electrical equipment is subjected to your PAT regime and that an inventory of equipment to be tested is maintained. This was currently out of date.		April 22	
5.7	Ensure policy for personal equipment is in place. This must include PAT regime.		Staff do not bring in	
16.0	Carry out test during hours of darkness to assure adequate levels of emergency lighting to all routes.	On going		
21.0-21.19	Assure backup copies of the following are kept remote from the premises. a) Fire drills b) Fire alarm tests. c) Emergency lighting tests. d) Fire training. e) Monthly Health and Safety/ Fire precaution inspections including young persons. f) Portable firefighting equipment maintenance and training. g) Gas/electrical appliance service records.	On going		

Priority – ongoing

Section	Action Required	Review Date	Date Completed	Completed by
1.0	Share the findings with employees, implement reduction methods in time period. Review the fire risk assessment regularly and revise when necessary.	On Going		
4.0	Ensure basement area is kept locked at all times – ensure laundry is put away tidily, ensure chemicals are locked away in a cupboard away from heat sources and keep area tidy and free from combustibles.	On Going		
5.0-5.1	Continue to update tests annually and mains electric 5 yearly.	On Going		
12.5	Only use approved contractors and assures strict control at all times. Method statements hot works etc must be requested from contractors.	On Going		
13.5	Ensure COSHH sheets available for any hazardous materials and maintained readily available for staff and emergency services.	On Going		
16.1	Ensure tests are carried out in accordance with BS5266 by for your unit.	On Going	A1 FIRE	
17.0	Regularly check that all signs are affixed appropriately as per above information and replace if required.	On Going		
18.2	Ensure system complies with BS5839 part 1 L2 spacing.	On Going	Serviced by A1	

Supportive Information

057832 - (SS) Wimblehurst Limited (External)
kathy@ashtonleigh.co.uk
10/27/2025 2:17:22 PM
Bhaskar Varma S

Emergency Plan



Emergency Plan

Keep safe and plan your escape, you need to plan in advance, the action that your employees, visitors (and other people in the workplace) should take in the event of a fire. If you employ more than 5 people then you must have a written emergency plan. This emergency plan should be kept in the workplace and be available to your employees' representatives (where appointed) and be available for inspection by the Fire Authority.



Purpose of the plan

- To tell people what to do if there is a fire; and
- To ensure that the workplace can be safely evacuated.

In drawing up your plan you need to take into account the results of your Fire Risk Assessment. For most workplaces it should be easy to prepare a reasonable and workable emergency plan. In some smaller workplaces the final result may be some simple instructions covering the above points and a simple fire action notice. However, in larger and more complex workplaces, the emergency plan will need to be more detailed.



Plan Contents

Your plan should be clearly written and provide instructions on:

- Action on discovering a fire
- How people will be warned if there is a fire
- Evacuation details
- Assembly point and roll call
- Identification and details of escape routes
- Firefighting equipment
- Duties and identity of employees with specific roles
- Arrangements for those at risk- contractors, Visitors, disabled....
- Special arrangements for high-risk areas
- How to call the emergency services and liaison responsibilities
- Employee training needs and arrangements for completion

In larger, more complex workplaces you should also include a simple, single line plan of the workplace showing:

- Essential features such as escape routes, stairways, exits etc.
- Location of firefighting equipment
- Location of manually operated call points
- Location of services i.e. – electrical intake, water stop cock, gas/ oil shut off valves.

METHOD STATEMENT

Are you going to be compromising any of our fire safety provisions i.e.?

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Fire Warning Installation.

Emergency Lighting.

Self-Closing Fire Resisting Doors.

Fire Resisting Doors that are normally locked shut.

Disabling any fire exits or routes.

Blocking Escape Routes.

Creating trip hazards.

Assimilating combustible waste within or around the premises.

IF HEAT MAKING EQUIPMENT IS TO BE USED OR HEAT MAY BE GENERATED FROM ANY PROCESS;
A HOT WORKS CERTIFICATE MUST BE GIVEN.

IF HAZARDOUS OR FLAMMABLE MATERIALS ARE GOING TO BE USED OR PLACED WITHIN OR AROUND THE BUILDING; A RISK ASSESSMENT MUST BE CARRIED OUT.

ANY HAZARDOUS RESIDUE FROM PROCESSES MUST BE RISK ASSESSED. THIS MUST INCLUDE SENSORY RESIDUE IE EXCESSIVE NOISE, ODOURS ETC.



Hot Work Permit

Hot Work is not permitted unless suitable controls are implemented, and this form is completed and signed by a responsible person.

Name of person and their company performing the Hot Work:

Date of Work (date): ____/____/____

Permit No: _____

(Work Order Number) _____

Location of Work:

(Be specific including building, floor and room, location, description or number)

Description of Work:

This permit is valid from: (time _____ (date): ____/____/____ to

(Time _____ (date): ____/____/____

Special Precautions:

I have inspected the work site; I have arranged for the local fire alarm smoke detector/s or zone to be to be isolated where necessary and all other necessary precautions taken.

Name: Signed: Date:

(Person performing the work)

The fire alarm and panel has been isolated, I have inspected the work site, and declared the site safe for hot work to proceed. Alternative methods of raising the alarm in case of fire are in place.

Name: Signed: Date:

(Responsible Officer)



FIRE WATCH (if required)

Work site and all adjacent areas where sparks may have spread were inspected by me during, and for at least thirty (30) minutes after the work was completed and no fire conditions were noted. The fire alarm system, detectors and panel has been reinstated to full working order.

Name: Signed:

(time _____ (date): ____/____/____)

(Fire Watcher)

Hot works commenced at:

(time _____ (date): ____/____/____)

Hot works completed at:

(time _____ (date): ____/____/____)

The fire alarm has been reinstated at:

(time _____ (date): ____/____/____)

The fire alarm system, detectors and panel have been reinstated to full working order and the work site has been inspected by me and declared safe following the cessation of hot work.

Name: Signed:

(time _____ (date): ____/____/____)

Signed: (Responsible Officer)



PRECAUTIONS CHECKLIST

GENERAL PRECAUTIONS Yes No or N/A

	N/A	YES	NO
Are flammable and combustibles removed or protected?			
Are available sprinklers, hose reels and extinguishers in service/operable?			
Is floor swept clean and wet down where necessary?			
Is arc flash shielding in place?			
Is ventilation adequate?			
Is hot-work equipment in good repair?			
Is fire watch required?			
Is fire panel isolated? (Checked with Security)			
Are smoke/thermal detectors isolated? (Checked with Security)			
Has the Management Officer been informed of details of hot work?			
PRECAUTIONS WITHIN 12 METRES OF WORK			
Is combustible liquid, vapor, gases removed or protected?			
Are combustible floors protected?			
Are flammable liquids, dust, lint removed or protected?			
Is explosive atmosphere in area eliminated?			
Are all wall and floor openings covered?			

WORK ON WALLS OR CEILINGS			
Is construction non-combustible and without combustible coverings or insulation?			
Are combustibles on the other side of wall or ceiling moved away?			
Are fire resistant coverings under works to collect sparks?			
WORK ON ENCLOSED EQUIPMENT			
Is enclosed equipment cleaned of all combustibles?			
Are containers purged of flammable liquids/vapors?			
FIRE WATCHER			
Is a Fire Watcher required?			
If required, has Fire Watcher been properly briefed?			
Is the Fire Watcher trained in use of this equipment and raising the alarm?			
Is the Fire Watcher provided with an appropriate fire extinguisher?			
Has the fire panel been reinstated?			
----- ALL QUESTIONS MUST BE ANSWERED -----			

Name: Signed:

(time) _____

(date): ____/____/____

Signed: (Responsible Officer)