



Fire Risk Assessment

**Wimblehurst House
Wimblehurst Road,
Horsham
West Sussex
RH12 2ED**



Date: 18th May 2026

CONTENTS

SECTION 1

INTRODUCTION
COMPETENCE OF RISK ASSESSOR
EXECUTIVE SUMMARY
GENERAL INFORMATION
SIGNIFICANT FINDINGS

SECTION 2 - SUMMARY OF FINDINGS

SECTION

NUMBER

- 1 CONTROL OF ELECTRICAL HAZARDS
- 2 CONTROL OF SMOKING RISKS
- 3 ARSON
- 4 PORTABLE HEATERS AND HEATING INSTALLATIONS
- 5 COOKING
- 6 LIGHTNING
- 7 HOUSEKEEPING & STORAGE RISKS
- 8 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS
- 9 DANGEROUS SUBSTANCES
- 10 OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING
PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS
- 11 MEANS OF ESCAPE FROM FIRE – ESCAPE ROUTES
- 12 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT
- 13 EMERGENCY ESCAPE LIGHTING
- 14 FIRE SAFETY SIGNS AND NOTICES
- 15 MEANS OF GIVING WARNING IN CASE OF FIRE
- 16 PORTABLE FIRE FIGHTING EQUIPMENT
- 17 SPRINKLER SYSTEM
- 18 GAS FLOOD SYSTEM
- 19 HOSE REELS
- 20 DRY/WET RISING MAINS
- 21 FOAM INSTALLATIONS
- 22 MANUAL/AUTOMATIC SMOKE VENTILATION
- 23 FIRE SHUTTERS/CURTAINS
- 24 LIFTS
- 25 PLANT ISOLATION
- 26 RISK TO FIRE FIGHTERS DURING OPERATIONS & ACCESS
- 27 PROCEDURES AND ARRANGEMENTS
- 28 TRAINING AND DRILLS
- 29 RECORD KEEPING
- 30 MISCELLANEOUS

SECTION 3 – ACTION PLAN AND REMEDIAL ACTIONS

APPENDIX 1 – EVACUATION PROCEDURES

SECTION 1

INTRODUCTION

The consultant has been instructed to undertake a full Fire Risk Assessment of buildings that comprise Wimblehurst House, Wimblehurst Road, Horsham West Sussex RH12 2ED.

The report does not include detailed safety procedures or method statements necessary to control and/or eliminate the risks as identified during the assessment. Guidance is provided to allow the responsible person(s) the opportunities to control and/or eliminate the defects on a short-term scale and thereby achieve legal compliance.

The report only addresses those parts of the property which were accessible at the time of the inspection. In general, the structural features of the premises and those that were hidden from open view, e.g. roof and ceiling voids, compartmentation, above ceiling ducts, cabling, separation etc., may not have been subject to inspection.

Additionally, it must be stressed that the process did not include a detailed review of the installation, suitability and functionality of existing life safety fire systems. It is assumed that all systems have been installed to the relevant legislation and British Standards. It is further assumed that the life safety systems are being maintained in accordance with the same legislation and British Standards.

It is important to note that the assessment cannot guarantee to cover every aspect of all likely risks. All recommendations included within this report are based solely upon the evidence seen and discussions held at the time of the inspection. No assurances can be guaranteed that any subsequent inspections or routine visits undertaken by a member of an appropriate enforcing authority (with statutory powers) will not result in other areas of non-compliance being reported.

The purpose of the assessment was to address all applicable statutory requirements as imposed by relevant fire safety legislation. The assessments are intended to be suitable and sufficient in identifying the risks to employees and other relevant persons who may be affected in respect of the activities undertaken at the premises.

From 1st October 2006, Fire Certificates issued under former legislation ceased to be valid as legal documents in England, Wales and Scotland. The Regulatory Reform (Fire Safety) Order 2005 now imposes requirements on the 'responsible person' to ensure fire safety measures for premises are adequate and well managed.

The principal requirement of the Regulatory Reform (Fire Safety) Order 2005 is to carry out a Fire Risk Assessment. This will be an appraisal of the workplace and work activities to identify potential fire hazards and to decide who might be placed in danger in the event of a fire. Risks arising from the identified hazards then need to be evaluated to decide whether the existing fire precautions are adequate or whether more needs to be done.

Completing the Fire Risk Assessment and implementing any identified improvements will assist in demonstrating that the legislative requirements have been met and confirm that the premises is managed and maintained safely in terms of the hazards and risks from fire.

The Assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons working in or resorting to the premises.

There are five aspects that the consultant has used his professional judgement to consider: -

- **Identification of Hazards**
- **Assessment of those at Risk**
- **Evaluation of the Risk**
- **Methods of Control**
- **Further Controls that are Necessary**

Due regard has been given to the standards of fire safety required for the premises and training that is necessary to maintain and wherever possible to improve those standards, and the records to be kept.

The conclusions of the Risk Assessment have been reached by consideration of the HM Government guides Fire Safety Risk Assessment, Fire Safety Risk Assessment - Means of Escape for Disabled People, and various fire-related British Standards. The standards of the Guide and other documents have been applied reasonably to provide and maintain satisfactory Fire Safety Standards and Fire Safety Management.

COMPETENCE OF RISK ASSESSOR

This risk assessment was undertaken by Scott Hartnoll who was a Fire Officer by profession for 23 years of which 15 years were spent within a regulatory fire safety and enforcement team. He has carried out numerous Fire Risk assessments and visits in accordance with current legislation and has been approved on the Institute of Fire Engineers Fire Risk Assessor Register and a tier 2 Fire risk assessor with the Institute of Fire Safety Managers.

This Competent Person is capable to carry out a fire risk assessment by virtue of his training, competence, knowledge and appropriate level of experience in accordance with the relevant government guidelines.

Originator: Scott Hartnoll

Date 18th May 2026



EXECUTIVE SUMMARY

The building was a 14-room hotel based over 3 floors consisting of the ground first and second floors with a basement area where the boiler is located. The premises is currently going through a change of use to be a House of Multiple Occupation and used as living accommodation for staff from Ashton Leigh and Ashton Grange.

There is the main entrance to the front and a fire escape exit to the rear of the property. There is a separate kitchen located on the ground floor and away from the escape route.

There is a single main staircase that accesses the bedrooms on the upper floors located off the staircase.

A small single stair towards the rear of the property extends from the ground to first floor for rooms 14 and 15. The door to the staircase is within the main stair enclosure.

A fire alarm and emergency lighting are installed within the premises and is maintained.

Firefighting media is available and is suitable for the used of the premises.

The boiler is located in the basement area and has been tested and records are available.

The main's fixed wiring has been tested and remedial works have been completed.

Bedrooms are fitted with fire doors, closing devices and intumescent strips and cold smoke seals.

Staff have appropriate training from the care homes.

This building has been rated as a **Tolerable** risk level (see rating method tables page 6). Account has been taken of the age of the building and realistic fire precautions; therefore the consultants opinion that the recommendations in this assessment are necessary and achievable.

Any actions necessary are detailed within the Remedial Actions at section 3 and given a risk category, but as this is only a summary you are advised to read the commentary in each relevant section.

Notes of action taken and completion dates should be inserted in the summary as the recommendations are dealt with.

The satisfactory completion of the recommendations in this report should satisfy the requirements of the regulations and enable you to operate a safe premise.

It is recommended that this fire risk assessment is reviewed within **12 months or if there is a significant change** in the premises that affects the fire precautions. This includes:

- Changes to work activities or the way that they are organized, including the introduction of new equipment.
- Alterations to the building, including the internal layout.
- Substantial changes to the furniture and fittings.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g. fire-detection and alarm systems, sprinklers or ventilation systems.
- Significant problems reported by staff.
- A significant increase in the number of people present.
- The presence of people with some difficulty or specific form of disability.
- Changes in staff ratios.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the residual hazard from fire to staff and customers within this building is **Tolerable**.

The time for rectification is judged reasonable for the risk category based upon the guidelines set by the fire authorities with previous legislation, particularly the Fire Precautions Act 1971. However, the rectification should be undertaken sooner whenever possible.

RATING METHOD - Overall Building Risk Rating

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of severity and likelihood, such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

$$RISK = Severity \times Likelihood$$

MEASURES OF SEVERITY (CONSEQUENCE)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption.
2	Minor	Injury requiring formal first aid treatment causing interruption of work for 3 days or less. Moderate financial loss.
3	Serious	RIDDOR reportable - over 3 day lost-time injuries. Medical treatment required. Moderate environmental implications. High financial loss. Moderate loss of reputation. Moderate business interruption.
4	Major	RIDDOR reportable - major injuries. Permanent Injuries. High environmental implications. Major financial loss. Major loss of reputation. Major business interruption.
5	Fatalities	Single or multiple deaths involving any persons.

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

MEASURES OF LIKELIHOOD (PROBABILITY)

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 - 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 - 40%	The event could occur at some time.
3	Moderate	41 - 60%	The event should occur at some time.
4	Likely	61 - 80%	The event is expected to occur in most circumstances.
5	Certain	81 - 100%	The event will occur in most circumstances.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is **Unlikely**.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

SEVERITY	LIKELIHOOD				
	Very Unlikely	Unlikely	Moderate	Likely	Certain
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Serious	3	6	9	12	15
Major	4	8	12	16	20
Fatalities	5	10	15	20	25

KEY:  Trivial risk  Tolerable risk  Moderate risk  Substantial risk  Intolerable risk

Accordingly, it is considered that the risk to life from fire at this building is **Tolerable**.

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 may be a need for consideration of 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. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may 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.

The time for rectification is judged reasonable for the risk category based upon the guidelines set by the fire authorities on previous legislation, particularly the Fire Precautions Act 1971; however, the rectification should be undertaken sooner whenever possible.

Please 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 sections. The risk assessment should be reviewed periodically.

SIGNIFICANT FINDINGS

There was 1 significant finding:-

SIGNIFICANT FINDING	RISK
Fire doors are not being adequately maintained	Smoke and/or hot gases could bypass the doors and relevant persons could become trapped or be delayed during evacuation of the premises.

These and all other findings are listed in Section Three – Action Plan and Remedial Actions; along with a recommended time scale for improvement.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person	Ashton Care homes Limited
Address	Wimblehurst house Wimblehurst Road, Horsham, West Sussex, RH12 2ED
Assessor	Scott Hartnoll
Dates of fire risk assessment	18 th May 2026
Date of previous fire risk assessment	20 th April 2022
Suggested date for review	May 2027
Date	18 th May 2026

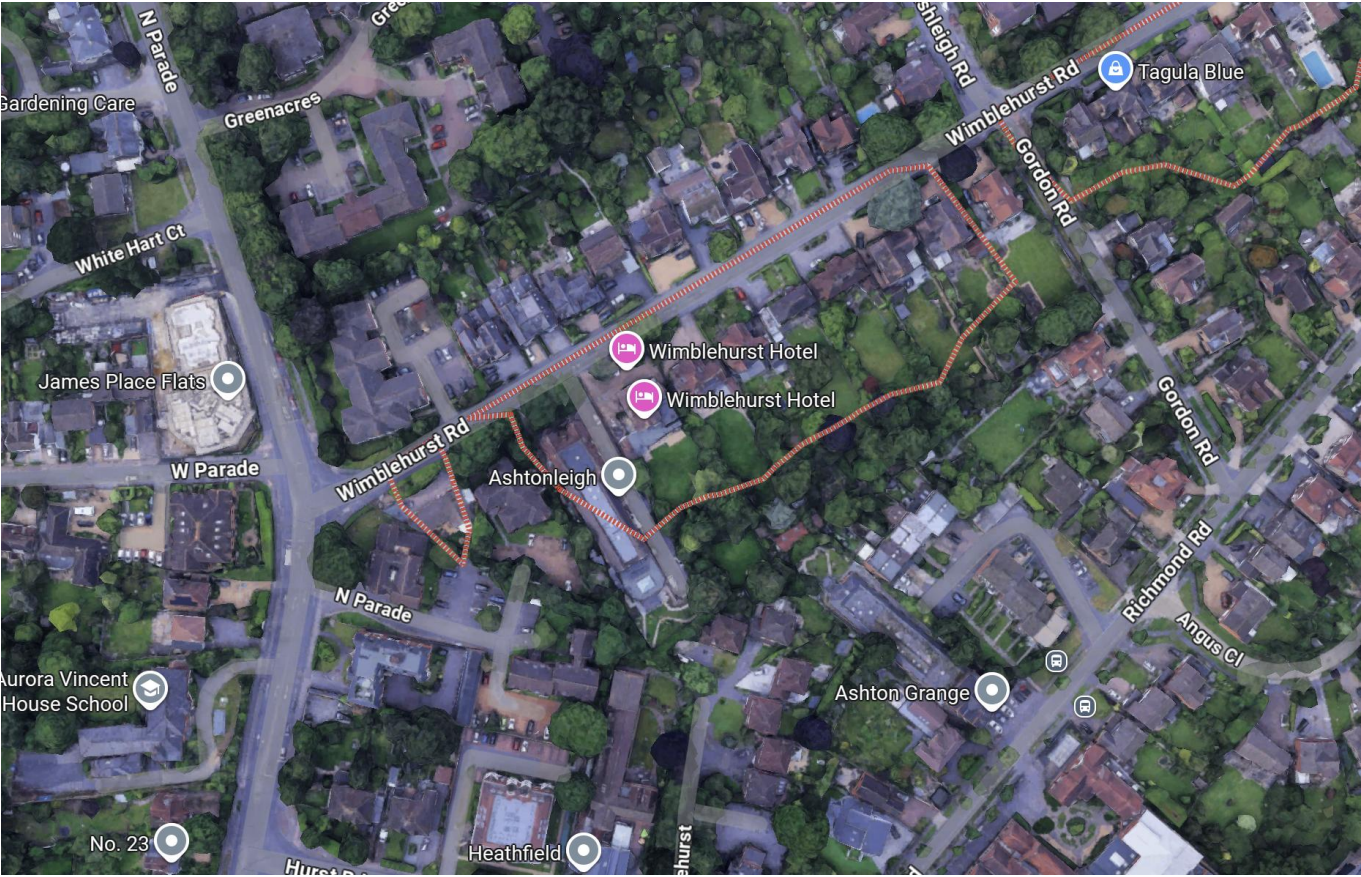
The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

GENERAL INFORMATION

1. The Premises	
1.1 Number of floors	3 plus the basement area
1.2 Approximate floor area	266m ² per floor
1.3 Brief details of construction	The construction is traditional brick and timber build with a pitched and flat roof areas.
1.4 Brief description of building/s	The building was a 14-room hotel based over 3 floors consisting of the ground first and second floors with a basement area where the boiler is located. The premises is currently going through a change of use to be a House of Multiple Occupation and used as living accommodation for staff from Ashton Leigh and Ashton Grange. There is the main entrance to the front and a fire escape exit to the rear of the property. There is a separate kitchen located on the ground floor and away from the escape route. The boiler is located in the basement area. There is a single main staircase that accesses the bedrooms on the upper floors located off the staircase. A small single stair towards the rear of the property extends from the ground to first floor for rooms 14 and 15. The door to the staircase is within the main stair enclosure.
1.5 Use of premises	Shared housing for care home staff
2. THE OCCUPANTS	
2.1 Approximate number	28(max) based on 2 per room
2.2 Approximate number of employees at any one time	None
2.3 Maximum number of members of the public at any one time	None
2.4 Associated times/hours of occupation	24/7
3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE	
3.1 Sleeping occupants	Yes
3.2 Disabled occupants	No
3.3 Occupants in remote areas and lone workers	Yes
3.4 Young persons	No
3.5 Others	N/A

4. FIRE LOSS EXPERIENCE	None
5. OTHER RELEVANT INFORMATION	The premises is to be used by staff for AshtonLeigh and AshtonGrange.
6. RELEVANT FIRE SAFETY INFORMATION	
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	West Sussex Fire and Rescue Service
6.3 Other legislation that makes significant requirements for the fire precautions in these premises (other than the Building Regulations 2010)	• The Building Regulations 2010 • Management of Health and Safety at Work Regulations 1999 • Workplace (Health, Safety and Welfare) Regulations 1992 • Health and Safety (Safety Signs and Signals) Regulations 1996 • Disability and Equality Act 2010 • The Electricity at Work Regulations 1989 • The Gas Safety (Installation & Use) Regulations 1998 • The Furniture and Furnishings (Fire) (Safety) Regulations 1988 • Fire Safety Act 2021
6.4 The legislation to which 6.3 makes reference is enforced by	Various Enforcing Authorities.

SITE LAYOUT -



SECTION 2 SUMMARY OF FINDINGS

1 CONTROL OF ELECTRICAL HAZARDS							
1.1	Has the wiring installation had a 5 yearly, periodic wiring check in accordance with the IEE Regulations?	N/A		Yes	X	No	
1.2	Is the test certificate available?	N/A		Yes	X	No	
1.3	Is a programme of portable appliance testing (PAT) in place?	N/A		Yes		No	X
1.4	Is a suitable policy in place regarding use of personal electrical appliances?			Yes	X	No	
1.5	Is all electrical equipment not required to operate continuously switched off when the workplace is unoccupied?			Yes	X	No	
1.6	Are trailing leads limited, controlled and maintained safely?			Yes	X	No	
1.7	Comments: The fixed wire has been tested and the EICR report is available showing the system as satisfactory with a re-test in three years. This was completed on 01/04/2022. It is recommended that the fixed wiring is retested by a competent person. Electrical items have been PAT tested 08/12/2025.						

2 CONTROL OF SMOKING RISKS							
2.1	Is smoking allowed outside of the building?			Yes	X	No	
2.2	Are dedicated smoking areas provided?	N/A		Yes	X	No	
2.3	Are there suitable provisions for the disposal of cigarettes?	N/A		Yes	X	No	
2.4	Comments: No smoking is allowed within the premises. The previous smoking area was outside the front where a smoking been has been provided. It is recommended that staff use this area.						

3 ARSON							
3.1	Is the building/site vulnerable to arson attack?			Yes	X	No	
3.2	Are security measures sufficient to reduce the risk?			Yes	X	No	
3.3	Is CCTV in operation?			Yes		No	X
3.4	Is entry to the premises restricted?	N/A		Yes	X	No	
3.5	Is there a security presence on site?			Yes		No	X
3.6	Is access to waste materials restricted (i.e. are wheelie bins in a secure compound or secured away from the building)?	N/A		Yes	X	No	
3.7	Comments: Rubbish is stored outside the front of the building.						

4 PORTABLE HEATERS AND HEATING INSTALLATIONS							
4.1	Is the use of portable heaters avoided as far as practicable?			Yes	X	No	
4.2	If portable heaters are used:						
	Is the use of more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	N/A		Yes	X	No	
	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A		Yes	X	No	
4.3	Are fixed heating installations subject to regular subject to regular maintenance?			Yes	X	No	
4.4	Comments						
	Some portable heaters were found in the premises. There was a mix of oil filled radiators and small convector heaters. Otis recommended that convector heaters are not used in the premises.						
	The premises has gas central heating, and the last test was completed on 09/09/2025.						

5 COOKING							
5.1	Does cooking take place?			Yes	X	No	
5.2	Are reasonable measures taken to prevent fires as a result of cooking?			Yes	X	No	
5.3	More specifically:						
	Filters changed and ductwork cleaned regularly?			Yes	X	No	
	Suitable extinguishing alliances available			Yes	X	No	
5.4	Comments:						
	A kitchen is available for staff to use. This is located away from the means of escape on the ground floor.						

6 LIGHTNING							
6.1	Do the premises have a lightning protection system?			Yes	X	No	
6.2	If so is there an annual inspection and test of the lightning protection system?			Yes	X	No	
6.3	Comments:						
	There is no lightning protection system, and a system is not required.						

7 HOUSEKEEPING & STORAGE RISKS							
7.1	Is the standard of housekeeping adequate?			Yes	X	No	
7.2	Is unnecessary accumulation of combustible materials and waste avoided?			Yes	X	No	
7.3	Are combustible materials suitably stored?			Yes	X	No	
7.4	Are storage cupboards fitted with fire resisting doors kept locked?	N/A		Yes	X	No	
7.5	Are hazardous / flammable materials suitably stored?	N/A		Yes	X	No	
7.6	Are plant rooms and electrical cupboards kept clear of storage of inappropriate materials?	N/A		Yes	X	No	
7.7	Comments:						
	The main staircase was free from storage.						
	Combustible items were being stored under electrical equipment in the basement area. The area under the electrical equipment should not be used for storage. These items should be removed and the area kept clear at all times.						

8 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS							
8.1	Are fire safety conditions imposed on outside contractors			Yes	X	No	
8.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?			Yes	X	No	
8.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work",			Yes	X	No	
8.4	Comments:						
	The premises are controlled by the staff in Ashtonleigh next door and the policies and procedures regarding the control of contractors will be managed by staff from the care home,						

9 DANGEROUS SUBSTANCES							
9.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored in the premises?			Yes	X	No	
	If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	X	Yes		No	
9.3	Comments:						
	None.						

10 OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS	
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10.1	Hazards:
	Asbestos survey has been completed.
10.2	Comments and deficiencies observed:

FIRE PROTECTION MEASURES

11 MEANS OF ESCAPE FROM FIRE – ESCAPE ROUTES							
11.1	Are there an adequate number of fire exits?	Yes	X	No			
11.2	Are fire exits suitably secured (i.e. fitted with a single type of fastening such as lever handled latch, push-bar or push-pad)?	Yes	X	No			
11.3	Can exits be easily and immediately opened?	Yes	X	No			
11.4	Are fire exits subject to routine checks to ensure they operate as required?	Yes	X	No			
11.5	Are escape routes suitable for persons with disability?	Yes	X	No			
11.6	Are all escape routes unobstructed and safe to use?	Yes	X	No			
11.7	Are escape routes protected, where necessary, by suitable fire resisting doors and construction?	N/A		Yes	X	No	
11.8	Are travel distances appropriate?	N/A		Yes	X	No	
11.9	Are external escape routes well marked and guarded against the risk of falling?	N/A		Yes	X	No	
11.10	Is there a periodic inspection of external escape staircases and gangways?	N/A	X	Yes		No	
11.11	Are any roof-lights or glazed upstands adjacent to external escape routes suitable guarded and fire resisting where necessary?	N/A	X	Yes		No	
11.12	Do fire resisting self-closing doors shut fully from any angle of release?	N/A		Yes		No	X
11.13	Unless held open with a magnetic door hold, or similar device are all fire resisting doors kept shut?	N/A		Yes	X	No	
11.14	Where provided/fitted, do door selectors operate correctly?	N/A	X	Yes		No	
11.15	Comments:						
	There is a suitable amount of exits with the main entrance, the rear exit and there is an additional exit that leads direct to outside that is not marked as an escape route. It is recommended that this door located in the kitchen corridor area is made available for escape purposes. With appropriate signage installed. Doors require maintenance as the doors either do not close fully into the frame or intumescent strips are missing or have gone hard/painted over. For example – Door to kitchen corridor doesn't not close fully into the frame, has an inappropriate closing device installed and intumescent strips and cold smoke seals are missing. Door leading from the room with the rear exit doesn't not close fully into the frame, has intumescent strips only. Door to staircase that leads to room 11 and 12 has hard cold smoke seals Double doors to the room by kitchen are not fire doors Door to kitchen is not a fire door Door to dining room doesn't not close fully into the frame. Boiler room door only tow hinges and intumescent strips and seals missing or fitted incorrectly. Room 3 strips and seals missing from top of door. Room 5 strips and seals missing from top of door. Room 6 strips and seals missing from top of door and others are hard and need replacing. Room 7 strips and seals are hard and need replacing						

	All intumescent strip and cold smoke seals and closing device should be check for correct fitting and replace hard seals. Closing devices should be adjusted or replaced.
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12 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT							
12.1	Are the compartmentation walls/partitions of an acceptable standard?	N/A		Yes	X	No	
12.2	Are the compartmentation floors of an acceptable standard?	N/A		Yes	X	No	
12.3	Are any fire resisting ceilings of an acceptable standard?	N/A		Yes	X	No	
12.4	Is there a reasonable limitation of linings that may promote fire spread?	N/A		Yes		No	X
12.5	Comments: Room 7 has polystyrene installed on the ceiling and will be combustible. It is recommended that the polystyrene is either removed or treated with a suitable fire retardant to give fire resistance to the ceiling. Electrical cables are passing through the ceiling in the basement area and inappropriate foam has been used to fill the breach. The foam should be cut back, and a suitable fire resisting product should be used to enclose the remaining foam. There is a gap above the door to the basement. The gap should be filled with a suitable fire resisting produce that closes this gap and provides a minimum of 30 minutes fire resistance.						

13 EMERGENCY ESCAPE LIGHTING							
13.1	Does the premises have suitable emergency escape lighting?			Yes	X	No	
13.2	Does the emergency escape lighting cover areas in the immediate vicinity of final exits?	N/A		Yes	X	No	
13.3	Does the emergency escape lighting cover external escape routes?	N/A	X	Yes		No	
13.4	Is the emergency lighting tested in accordance with BS 5266-8?			Yes	X	No	
13.5	Are all tests recorded in the fire safety logbook?			Yes		No	X
13.6	Comments: No records were available for the monthly testing. Ensure that the monthly flick test of the emergency lighting is completed and records kept.						

14 FIRE SAFETY SIGNS AND NOTICES							
14.1	Are all fire exits not in common usage signed?			Yes	X	No	
14.2	Is there adequate provision of directional signage?	N/A		Yes	X	No	
14.3	Is the signage in accordance with BS 5499 (i.e. pictographic or pictographic with text)?	N/A		Yes	X	No	
14.4	Are Fire Action Notices provided alongside manual (break-glass) call points and storey/final exits?	N/A		Yes	X	No	
14.5	Are they appropriately worded?				X		
14.6	Are clear instructions given alongside emergency devices such as green box bypasses and panic exit devices?	N/A	X	Yes		No	
14.7	Other deficiencies with fire safety signs and notices						X
14.8	Comments: Fire exit signage has been provided. Call points have emergency action notices. It is recommended that the door that leads direct to outside is marked as a fire exit with appropriate signage installed above and the door should be easily openable without the use of a key. Rooms have fire instructions within.						

15 MEANS OF GIVING WARNING IN CASE OF FIRE							
15.1	Is a suitable fire alarm provided?	N/A		Yes	X	No	
15.2	What type is it?	Electric		X	Manual		
15.3	Does it incorporate remote transmission of the alarm signal?	N/A		Yes		No	X
15.4	Does it appear to comply with BS 5839-1?	N/A		Yes	X	No	
15.5	Does it incorporate AFD?	Smoke	X	Heat	X	Flame	
15.6	Is the AFD coverage full or partial?	Full		X	Partial		
15.7	Is it tested in accordance with BS 5839 -1?	N/A		Yes	X	No	
15.8	Are all tests recorded in the fire safety logbook?			Yes	X	No	
15.9	Comments The fire alarm has been maintained by A1 fire alarm systems on 14/08/2025 and is due another service and test. The fire alarm appears to conform to BS5839 pt 1. L3. The fire alarm is tested weekly.						

16 PORTABLE FIRE FIGHTING EQUIPMENT							
16.1	Are fire extinguishers provided?			Yes	X	No	
16.2	Are the fire extinguishers appropriate to the risk?	N/A		Yes	X	No	
16.3	Are fire blankets provided?	N/A		Yes	X	No	
16.4	Is all portable firefighting equipment suitably located?	N/A		Yes	X	No	
16.5	Are they either wall mounted or placed in appropriate trays?	N/A		Yes	X	No	
16.6	Are they provided with appropriate ID/Use signage?	N/A		Yes	X	No	
16.7	Is it tested in accordance with BS 5306?			Yes	X	No	
16.8	Are all tests recorded in the fire safety logbook?			Yes		No	X
16.9	Comments:						
	The fire fighting equipment is suitable for the use of the premises and has been tested and maintained. The last service was completed in 08/2025. Fire blankets have been provided in the kitchen.						

17 SPRINKLER SYSTEM									
17.1	Is a sprinkler installed?					Yes		No	X
17.2	Full or partial installation?				Full		Partial		
17.3	If partial, areas covered:								
17.4	Does it appear to comply with BS 5306?				N/A		Yes		No
17.5	Is it tested in accordance with BS 5306?				N/A		Yes		No
17.7	Name of maintenance company:								
17.8	Are all tests recorded in the fire safety logbook?					Yes		No	
17.9	Comments:								
	None.								

18 GAS FLOOD SYSTEM									
18.1	Is a gas total flood extinguishing system installed?					Yes		No	X
18.2	Does it appear to comply with BS 5306?				N/A		Yes		No
18.3	Is it tested in accordance with BS 5306?				N/A		Yes		No
18.4	Name of maintenance company:								
18.5	Are all tests recorded in the fire safety logbook?					Yes		No	
18.6	Comments:								
	None.								

19 HOSE REELS									
19.1	Are hose reels installed?					Yes		No	X
19.2	Are they tested in accordance with BS 5306?				N/A		Yes		No
19.3	Name of maintenance company:								
19.4	Are all tests recorded in the fire safety logbook?					Yes		No	
19.5	Comments:								
	None.								

20 DRY/WET RISING MAINS									
21.1	Are dry/wet rising mains installed?					Yes		No	X
21.2	Are they suitably identified?				N/A		Yes		No

21.3	Are they tested in accordance with BS 5306?	N/A		Yes		No	
21.4	Name of maintenance company:						
21.5	Are all tests recorded in the fire safety logbook?			Yes		No	
21.6	Comments:						
	None.						

22 FOAM INSTALLATIONS

22.1	Is a foam installation installed?			Yes		No	X
22.2	Are they tested in accordance with BS 5306?	N/A		Yes		No	
22.3	Name of maintenance company:						
22.4	Are all tests recorded in the fire safety logbook?			Yes		No	
22.5	Comments:						
	None.						

23 MANUAL/AUTOMATIC SMOKE VENTILATION

23.1	Is manual/automatic smoke ventilation installed?			Yes		No	X
23.2	Is it tested in accordance with BS 7347 or BS EN 12101?			Yes		No	
23.3	Name of maintenance company:						
23.4		Yes		No			
23.5	Comments:						
	Manual smoke ventilation.						

24 FIRE SHUTTERS/CURTAINS

24.1	Are automatic fire shutters provided?			Yes		No	X
24.2	Are they serviced/maintained at least annually?	N/A		Yes		No	
24.3	Name of maintenance company:						
24.4	Are all tests recorded in the fire safety logbook?			Yes		No	
24.5	Comments:						

25 LIFTS							
25.1	Are firefighting lifts installed?			Yes		No	X
25.2	Are evacuation lifts installed?			Yes		No	
25.3	Are they tested/serviced/maintained?	N/A		Yes		No	
25.4	Are all tests recorded in the fire safety logbook?	N/A		Yes		No	
25.5	Comments:						
	There are no lifts in the premises.						

26 PLANT ISOLATION							
26.1	Are gas isolation cocks identifiable?	N/A		Yes	X	No	
26.2	Is there an automatic gas shut off system?	N/A		Yes		No	X
26.3	Does any air-conditioning shut down, or reverse to act as smoke extraction?	N/A	X	Yes		No	
26.4	Are plant isolation systems serviced/tested at least annually?	N/A	X	Yes		No	
26.5	Name of maintenance company:	approved contractor					
26.6	Are all tests recorded in the fire safety logbook?			Yes		No	X
26.7	Comments:						
	The gas has manual shut off only.						

27 RISK TO FIRE FIGHTERS DURING OPERATIONS & ACCESS							
27.1	Are there any apparent risks to fire fighters at these premises?			Yes		No	X
27.2	Is access for Fire and Rescue Service vehicles unobstructed?			Yes	X	No	
27.3	Is pedestrian access for fire fighters unobstructed?			Yes	X	No	
27.4	Is the Fire and Rescue Service made aware of security features such as barriers and security doors?	N/A	X	Yes		No	
27.5	Are operational Fire and Rescue Service crews invited to visit for firefighting awareness purposes?	N/A	X	Yes		No	
27.6	Comments:						
	There is adequate access for firefighters off the main road.						
	The fire service would be familiar with this type of premises and as it is small would not visit						

MANAGEMENT OF FIRE SAFETY

33. PROCEDURES AND ARRANGEMENTS

28.1	Fire safety is managed by:
	Ashton Care homes Limited

28.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes	X	No	
	Comments:				
	TS Fire Consulting Ltd				

28.3	Is there a suitable record of the fire safety arrangements	Yes	X	No	
	Comments:				

28.4	Appropriate fire procedures in place?			Yes	X	No	
	More Specifically:						
	Are procedures in the event of fire appropriate and properly documented?	N/A		Yes	X	No	
	Are there suitable arrangements for summoning the fire and rescue service			Yes	X	No	
	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	N/A		Yes	X	No	
	Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A		Yes	X	No	
	Are there suitable fire assembly points?	N/A		Yes	X	No	
	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A		Yes	X	No	
	Comments:						
	Procedures for fire are the same as policy and procedures for Ashton Leigh car home next door and is under the same responsible person.						

28.5	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	N/A	X	Yes		No	
	Comments:						
	The premises is being converted into staff accommodation for the care home.						

28.6	Routine in-house inspections of fire precautions (e.g. in the course of routine health and safety inspections)?	N/A		Yes	X	No	
	Comments:						
	Quarterly health and safety inspections are completed and records are available.						

29 TRAINING AND DRILLS

29.1	Do all employees undergo fire safety training on induction?	N/A		Yes	X	No	
29.2	Are all employees given refresher fire safety training at least annually?	N/A		Yes	X	No	
29.3	Are employees with special responsibilities (i.e. fire wardens and people nominated to assist with disabled evacuation) given additional training?	N/A		Yes	X	No	
29.4	Are employees trained in the use of fire extinguishers?	N/A		Yes	X	No	
29.5	Does all staff training provide information, instruction or training on the following:				X		
	Fire risks in the premises?	N/A		Yes	X	No	
	The fire safety measures on the premises?	N/A		Yes	X	No	
	Action in the event of fire?	N/A		Yes	X	No	
	Action on hearing the fire alarm signal?	N/A		Yes	X	No	
	Method of operation of manual call points?	N/A		Yes	X	No	
	Location and use of fire extinguishers?	N/A		Yes	X	No	
	Means for summoning the fire and rescue service?	N/A		Yes	X	No	
	Identity of persons nominated to assist with evacuation?	N/A		Yes	X	No	
	Identity of persons nominated to use fire extinguishing appliances	N/A		Yes	X	No	
29.6	Comments:						
	Staff are trained in the care homes, and this training would be suitable for this type of accommodation. It was not clear if the evacuation procedures for the premises were clearly understood. Ensure that staff that are responsible for evacuation are fully aware of what to do in the event of an emergency and that the premises is checked to ensure that all persons staying in the premises have been accounted for.						

29.7	Are fire drills carried out at appropriate intervals?	N/A	X	Yes		No	
	Comments:						

29.8	When the employees of another employer work in the premises:						
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	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A	X	Yes		No	
	Is it ensured that the employees are provided with adequate instructions and information?	N/A		Yes	X	No	
	Comments:						
	Emergency action notices have been provided.						

30 RECORD KEEPING

30.1	Is the fire safety logbook available on site?	Yes	X	No	
30.2	Does it contain records of all appropriate fire safety testing, maintenance, service, drills and training?	Yes	X	No	
30.3	Comments:				
	Records were available				

31 MISCELLANEOUS

31.1	Comments:				
	None				

SECTION 3 ACTION PLAN AND REMEDIAL ACTIONS

This section sets out specific defects found and the remedial measures (further controls) needed. The measures are those considered by The Fire Risk Assessor to be necessary to meet a reasonable standard of general fire precautions in the premises.

The Responsible Person should review the measures and initiate action in the recommended time scale as follows:

HIGH PRIORITY	<u>Initiate</u> remedial action immediately**. Completion to be prioritised but may not always be immediate.
MEDIUM PRIORITY	Review within three months*. All work that can be undertaken by site staff is to be progressed with the <u>aim for</u> completion in two weeks. For all work that needs outside contractors involvement, obtain quotations for work as soon as possible. Place orders and <u>aim for</u> completion within a month subject to the contractor's availability and the contract extent.
LOW PRIORITY	Review within six months*. All work that can be undertaken by site staff is to be progressed with the aim for completion in not more than three months. For all work that needs outside contractors' involvement, obtain quotations as soon as possible. Place orders and <u>aim for</u> completion within a further three months maximum.
NOTE	A note will be placed on the fire risk assessment when control measures have been implemented following the completion of a significant finding. This will usually be for when the non-compliance cannot meet current day standards or restrictions are in place for heritage sites. These notes may have been agreed with the local Fire Authority. The note will stay in the further control measures as they cannot be completed but will be reviewed regularly. If any changes occur, then the control measures should be reviewed, and any further consultation should take place with the Fire Authority if required.

In the following table listing the Remedial Actions required; the Responsible Person should enter the name of the person or contractor responsible for the rectification in the column headed "BY WHOM" and the date for completion in the column headed "BY WHEN". When a deficiency is completed and signed off no further action is required. As an item of work is completed and has been checked satisfactory by the responsible person, he/she should sign and date in the last two columns in the correct rows.

Note: ** If the Fire Risk Assessor considers that there is a need for urgent remedial action he will specify a date or time for completion.

* Where there are constraints that render the "aimed-for" date of completion impractical the Responsible Person should ensure that the required/recommended actions are included in a programmed schedule of works that involves minimum practical timescales and which demonstrates that the issues are being correctly addressed.

SECTION 3
ACTION PLAN AND REMEDIAL ACTIONS

NO.	HAZARD	REMEDIAL ACTION	PHOTO	RISK CATEGORY	ALLOCATED TO	DATE (completed)
1	The fixed wire has been tested and the EICR report is available showing the system as satisfactory with a re-test in three years.	This was completed on 01/04/2022. It is recommended that the fixed wiring is retested by a competent person.		Medium		
2	Electrical cables are passing through the ceiling in the basement area and inappropriate foam has been used to fill the breach.	The foam should be cut back and a suitable fire resisting product should be used to enclose the remaining foam		Medium		
3	There is an additional exit that leads direct to outside that is not marked as an escape route.	It is recommended that this door located in the kitchen corridor area is made available for escape purposes. With appropriate signage and an easily openable lock installed.		Medium		

4	Fire doors to bedrooms had various issues with intumescent strips and cold smoke seals fitted. Some doors did not have cold smoke seals installed to the top of doors or would not close fully into the frame.	It is recommended that maintenance is carried out to all doors within the building. See section 11		Medium		
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5	Some portable heaters were found in the premises. There was a mix of oil filled radiators and small convector heaters. Otis recommended that convector heaters are not used in the premises.	It is recommended that convector heaters are not used in the premises.		Medium		
6	The door to the kitchen is not a fire door.	The kitchen should be fitted with a fire door with a hydraulic self-closing device and intumescent strips and cold smoke seals.		Medium		

7	Combustible items were being stored under electrical equipment in the basement area.	The area under the electrical equipment should not be used for storage. These items should be removed and the area kept clear at all times.		Medium		
8	There is a gap above the door to the basement.	The gap should be filled with a suitable fire resisting produce that closes this gap.		Medium		

9				Medium		
10	A wall has been installed where the reception used to be located. There are gaps to the wall that separated this area to a sleeping area.	The gaps should be closed off so that there is no way smoke can pass through the wall into the corridor as there is access to a stair in this location.		Medium		

11	Room 7 has polystyrene installed on the ceiling and will be combustible.	It is recommended that the polystyrene is either removed or treated with a suitable fire retardant to give fire resistance to the ceiling.		Medium		
12	The kitchen door is not a fire door.	A fire door should be installed to the kitchen and fitted with a hydraulic closing device and intumescent strips and cold smoke seals.		Medium		
13	No records were available for the monthly testing.	Ensure that the monthly flick test of the emergency lighting is completed.		Medium		
14	Some items were being stored within rooms and up against doors.	It is recommended that these items are moved to a more suitable location for storage.		Medium		

20	It was not clear if the evacuation procedures for the premises were clearly understood.	Ensure that staff that are responsible for evacuation are fully aware of what to do in the event of an emergency and that the premises is checked to ensure that all persons staying in the premises have been accounted for.		Medium		
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- High
Medium
Low

– As soon as possible
– Within 3 months
– Within 6 months

