



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

## SUMMONS

Dear Member

12 February 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 17 February 2020 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
Parish Clerk

**PUBLIC PARTICIPATION:** \*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Council on issues relevant to the business of the Parish Council.

## AGENDA

### APOLOGIES

#### 1 DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must be specified.

#### 2 MINUTES (PAPER A, PAGES 3-10)

- (a) To confirm the minutes of the meeting held on 20 January 2020 as a correct record;
- (b) To note the minutes of the Planning Committee meeting held on 20 January 2020; and
- (c) To confirm the minutes of the Community Events Sub-Committee meeting held on 10 February 2020.

#### 3 CO-OPTION OF PARISH COUNCILLOR

To consider an application received for the vacancy and confirm appointment to the Parish Council.

#### 4 COMMUNITY CAFÉ (REPORT B, PAGES 11-13)

To receive interim findings of the Community Café Task & Finish Group and receive a presentation from the Fountain Café.

#### 5 HCC LIBRARY SERVICE CONSULTATION (REPORT C, PAGES 14-16)

To discuss the Council's formal response to the consultation.

#### 6 REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT D, PAGES 17-25)

To receive and approve the report of the RFO.

#### 7 INTERNAL AUDITOR – INTERIM REPORT (REPORT E, PAGES 26-28)

To consider the recommendations in the report and agree the Audit Action Plan.

**8 FIRE RISK ASSESSMENTS (REPORT F, PAGES 29-130)**

To consider the outcome of the recent Fire Risk Assessments undertaken on the Pavilion and Horton Heath Community Centre.

**9 GROUNDS MAINTENANCE EXTERNAL CONTRACT WORK (REPORT G, PAGES 131-133)**

To consider a proposal, including payment of additional insurance payment, allowing the Grounds Maintenance team to undertake external contract work.

**10 BOROUGH & COUNTY COUNCILLORS' REPORT**

**11 MEMBERSHIP OF COMMITTEES**

To consider any changes that the Council might wish to make.

**To: Councillors**

D Abbott  
S Anderson  
P Barrett  
C Bird  
N Couldrey

H Douglas (Chairman)  
K Forfar  
T Higby  
Vacancy  
H McGuinness

T Mignot  
D Scott  
P Spearey (Vice-Chairman)  
B Tennent  
G Warrillow

**Officers**

L Greenslade (Deputy Clerk)  
M Stephens (Clerk)



# Fair Oak & Horton Heath Parish Council

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Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

A

## Minutes of the FULL COUNCIL meeting held on Monday 20 January 2020 at 7.00 pm at 2 Knowle Park Lane, Fair Oak

P – present, Ab – absent, Ap – apologies.

Ap	Cllr Abbott	P	Cllr Douglas	P	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	Ap	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey
Ap	Cllr Bird		Vacancy	Ap	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	P	Cllr Warrillow

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade Deputy Clerk, Mrs J Cahill, Responsible Finance Officer & Mr M Johnson, Operations Manager

### PUBLIC SESSION

There were no members of the public present.

### 84 DECLARATIONS OF INTEREST

Cllrs Douglas & Couldrey in Minute No. 88.

### 85 MINUTES OF MEETINGS (PAPER A)

#### RESOLVED:

- That the minutes of the Full Council meeting held on 16 December 2019 be signed by the Chairman as a correct record;
- That the minutes of the Planning Committee held on 16 December 2019 be noted;
- That the minutes of the Community Events Sub-Committee held on 13 January 2020 and the recommendations therein be approved and signed by the Chairman as a correct record; and
- That the minutes of the Asset committee held on 13 January 2020 and recommendations therein be approved and signed by the Chairman as a correct record.

### 86 PLANNING APPLICATION

Members discussed the following planning application:-

#### Application No F/19/86707

**Site Address:** Southampton International Airport, Mitchell Way, Eastleigh, SO18 2HG

**Description:** Construction of a 164-metre runway extension at the northern end of the existing runway.

**Comments:** Members raised concerns over environmental issues, traffic and noise

and were sympathetic with local residents. They felt their knowledge on the technicalities of the application was beyond their ability and would be guided by the experts.

**87 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)**

Members considered the report of the Responsible Financial Officer.

**RESOLVED:**

- a) That the contents of the report be noted; and
- b) That the BACS payments be authorised.

**88 PROPOSED CHANGES TO WYVERN CATCHMENT (REPORT C)**

Cllrs Douglas & Couldrey disclosed a pecuniary interest as a Trustee and Governor of Wyvern College. They concluded that under common law there were no issues to prevent them from speaking.

Cllr Spearey took the Chair.

The Council considered the proposed changes to the Wyvern catchment.

**RESOLVED**

That the Parish Council support the proposals.

Cllr Douglas resumed the Chair.

**89 WORKSHOP SESSION**

Members discussed key priorities and plans for the development of a corporate plan and action plan.

**RESOLVED**

- a) That the Task & Finish group be established to consider the development of a corporate plan and action plan; and
- b) That Cllrs Forfar, Higby & Warrillow be appointed on the Group.

This was all the business and the meeting closed at 8.15 pm.

Signed.....Chairman



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

### Minutes of the Planning & Highways Committee meeting held on Monday 20 January 2020 at 6.30 pm at 2 Knowle Park Lane, Fair Oak

P – present, Ab – absent, Ap – apologies.

#### Committee:

Ab	Cllr Abbott	P	Cllr McGuinness (Vice Chairman)
P	Cllr Forfar	P	Cllr Mignot
	Vacancy	Ap	Scott (Chairman)

**Officers in attendance:** Mrs L Greenslade, Deputy Clerk.

#### PUBLIC PARTICIPATION

One member of the public was present to outline details of his application, number H/1987053.

#### 21 DECLARATIONS OF INTEREST

None received.

#### 22 MINUTES

##### RESOLVED

That the minutes of the meeting held on 16 December 2019 be approved as a true and accurate record.

#### 23 YOUTH SHELTER RELOCATION

Member discussed the proposals put forward by the Operations Manager to relocate the youth shelter, following on from the Asset Committee. Three options were suggested.

##### RESOLVED

That the youth shelter be relocated north, adjacent the existing play area.

#### 24 PLANNING APPLICATIONS

Cllrs discussed planning applications received to week ending 10 January 2020 and made the following comments: -

**Application No:** [T/19/86935](#)

**Site Address:** 28m opposite 48/50 Dean Road, Dean Road, Fair Oak, SO50 7JE

**Description:** 1 no. Oak G14 A- Remove 2 no. Oaks G14 B & C- Reduce by 3-4m on southern side. 1 no. Horse Chestnut T47- Crown lift lower crown 4m above ground level over the open space.

**Comments:** Members were sympathetic with neighbour's objections but would be guided by the EBC Tree Officer's report.

**Application No:** [T/19/87041](#)

**Site Address:** Lime Cottage, 349A Fair Oak Road, Fair Oak, SO50 8AA

**Description:** 1 no. Lime - Crown lift to approx 5 metres above ground to clear the power cables and remove all epicormic growth from the trunk.

**Comments:** Members noted the decision already made by EBC.

**Application No:** [T/19/87058](#)

**Site Address:** 2 The Hedges, Botley Road, Horton Heath, SO50 7QJ

**Description:** 1 no. Oak (T1) - Remove epicormic growth.

**Comments:** Members noted the decision already made by EBC.

**Application No:** [T/19/87059](#)

**Site Address:** Lakesmere House, Allington Lane, Fair Oak, SO50 7DB

**Description:** Group of mixed species (G1) - Prune to give 2m clearance from buildings.

1 no. Oak (T2) - Remove deadwood over 50mm.

1 no. Ash (T4) - Reduce over extended lateral branches on eastern side of canopy by up to 2m. 1 no. Oak (T5) - Remove deadwood over 50mm..

**Comments:** Members raised no objection subject to the satisfaction of the Tree Officer.

**Application No:** [H/19/87031](#)

**Site Address:** 2 Heath Cottages, Winchester Road, Fair Oak, SO50 7GT

**Description:** Single storey side extension

**Comments:** No objection

**Application number:** [F/19/86986](#)

**Site Address:** Rosemary, Botley Road, Horton Heath, SO50 7DW

Construction of 1no. detached two-bedroom dwelling with associated parking.

**Comments:** No objection

**Application No:** [H/19/87053](#)

**Site Address:** Hammerley Farm, Burnetts Lane, Horton Heath

**Description:** Loft conversion to provide second floor living accommodation with front and rear dormers and side gable alterations

**Comments:** No objection

**Application No:** [H/19/87046](#)

**Site Address:** 1 Chapel Drove, Horton Heath, SO50 7DL

**Description:** Two-storey side and single-storey rear extension with 4no. rooflights and roof & elevational alterations.

**Comments:** No objection

**Application No:** [X/19/87095](#)

**Site Address:** 349 Fair Oak Road, Fair Oak, SO50 8AA

**Description:** Variation of condition no 2 of planning permission F/18/83458 for the construction of 2no. four bedroom detached houses with integral garages and parking following demolition of existing dwelling.

**Comments:** No objection

**Application No:** [H/19/87048](#)

**Site Address:** The Mazels, Knowle Lane, Horton Heath, SO50 7DZ

**Description:** Raising of roof to provide enlarged first floor living accommodation, raising of chimney, first floor side extension, front porch, alterations to fenestration including Juliet balconies to rear and side elevations and 3no. front dormers, detached carport with study above and new front boundary fence

**Comments:** No objection

**Application No:** [H/19/87105](#)

**Site Address:** 4 Fir Tree Close, Horton Heath SO50 7BZ

**Description:** Proposed single storey rear extension following removal of existing conservatory and extension

**Comments:** No objection

## DECISIONS

The following list of “decisions made” were noted:-

**Application Details** H/19/86605 Householder planning

**Decision** 3 Dec 2019 Permit Delegated Decision

**Proposal** Single storey side and rear extension

**Location** 46 Sandy Lane, Fair Oak, SO50 8ET

**Application Details** H/19/86706 Householder planning

**Decision** 5 Dec 2019 Permit Delegated Decision

**Proposal** Single storey rear extension and elevational alterations.

**Location** 46 Shorts Road, Fair Oak, SO50 7EH

**Application Details** F/18/83986 Full planning

**Decision** 4 Dec 2019 Permit BFOHH – Bishopstoke, Fair Oak and Horton Heath Local Area Committee

**Proposal** Erection of 26no. dwellings, public open space, landscaping, car parking and associated works.

**Location** Land north of Mortimers Lane and west of Hall Lands Lane, Fair Oak, SO50 7BD

**Application Details** F/18/83954 Full planning

**Decision** 10 Dec 2019 Permit Delegated Decision

**Proposal** Construction of three (3) office buildings (B1a Use Class) including access, parking, landscaping, pumping station and associated works following demolition and clearance of site (partial amendment to application F/17/80640)

**Location** Land east of Knowle Lane, Knowle Lane, Horton Heath, SO50 7D

**Application Details** H/19/86512 Householder planning

**Decision** 18 Dec 2019 Permit Delegated Decision

**Proposal** Two storey rear extension with raised patio

**Location** 12 Athena Close, Fair Oak, SO50 8QP

**Application Details** F/19/86119 Full planning

**Decision** 18 Dec 2019 Permit Delegated Decision

**Proposal** Erection of 1 no. bungalow with associated landscaping, amenity areas and a means of access from Anson road.

**Location** Land east of Anson Road, Horton Heath

**Application Details** H/19/86768 Householder planning

**Decision** 20 Dec 2019 Refuse Planning Permission For Delegated Decision

**Proposal** Construction of a second storey extension over an existing single storey element.

**Location** Wildwood, East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA

**Application Details** H/19/86728 Householder planning

**Decision** 23 Dec 2019 Permit Delegated Decision

**Proposal** Erection of shed in front garden

**Location** 6 Crowd Hill Terrace, Winchester Road, Fair Oak, SO50 7HD

**Application Details** CS/19/87035 Consultations

**Decision** 23 Dec 2019 Raise No Objection To Delegated Decision

**Proposal** HCC consultation request: Extensions and alteration works at Fair Oak Infant and Junior School.

**Location** Fair Oak Infant School, Botley Road, Fair Oak, SO50 7AN

**Application Details** H/19/86975 Householder planning

**Decision** 30 Dec 2019 Withdrawn By Applicant Delegated Decision

**Proposal** Two storey side extension, front porch and parking space to the front

**Location** 1 Stamford Way, Fair Oak, SO50 7JJ

**The plans and documents for the above applications can be accessed via the Eastleigh Borough Council Planning Portal by clicking on the links above.**

**RESOLVED**

- a) That the comments set out above, be submitted to the Borough Council; and
- b) That the planning decisions be noted.

This was all the business and the meeting closed at 7.05 pm.

Signed ..... Chairman





## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

### Minutes of the Community Events-Sub Committee meeting held on Monday 10 February 2020 at 10.00 am at 2 Knowle Park Lane, Fair Oak

P – present, Ab – absent, Ap – apologies.

#### Committee:

P	Cllr Anderson	P	Cllr McGuiness (Vice Chairman)
P	Cllr Douglas (Chairman)	P	Cllr Spearey
P	Cllr Forfar	Ab	Cllr Warrillow

**Officers in attendance:** Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk.

#### PUBLIC PARTICIPATION

Representatives were present from St Thomas' and the 1<sup>st</sup> Fair Oak Scout Group.

#### 13 DECLARATIONS OF INTEREST

None received.

#### 14 MINUTES (PAPER A)

That the minutes of the meeting held on 13 January 2020 (approved by the Full Council on 20 January 2020) as a correct record) be noted.

#### 15 VE DAY CELEBRATION

Members discussed the event programme for the VE Day Celebration on Saturday 27 June 2020.

The Clerk outlined the proposed schedule for the day. Points raised included: -

Children's tea party to be restricted to 200 for ages pre-school to year 4. The food to be distributed in two sessions 3-4 and 4-5 pm. Tickets to be available on the Parish Council's website (free of charge).

Marquee quotes received for a 300 standing 9 x 21 m  
£950 Main Occasion (frame marquee)  
£1323 Hampshire Party Marquees – clearspan marquee  
Alresford Marquees unable to provide 2 pole marquee

Grandad Camp – Marcia Cook offered to chase up.

Wyvern Jazz Band – Linda Greenslade in liaison with Andy Veale.

Traditional fairground rides – Charles Cole be asked to provide Chairplane and swing boat rides, and coconut shy and hook a duck.

Marcia Cook offered to investigate "plate smashing" and "throw a wet sponge" activities.

Swing Dancers – Sue Merritt to be approached

1<sup>st</sup> Fair Oak Scout Group to provide refreshment tent.

Ice cream van to be sourced.

A5 marketing leaflets – quote for distribution to all households

Fountain Café unable to help on the day but offered to provide 200 cakes for the children's tea party.

Cllr Forfar agreed to manage/run the children's squash station.

Local Vicar to introduce the event – Gary Stupple offered to arrange.

John Goss be approached to escort the Mayor.

Publicity – Gary Stupple offered to do pre and on the day publicity.

Dave Piper unable to attend with his military vehicle – Martin Johnson offered to investigate another source.

**RESOLVED:**

That Main Occasion be asked to provide a marquee at £950.

**16 DATE OF NEXT MEETING**

Tuesday 24 March at 6.30 pm.

This was all the business and the meeting closed at 10.50 am.

Signed ..... Chairman

**COUNCIL – 17 FEBRUARY 2020****COMMUNITY CAFE TASK AND FINISH GROUP – INITIAL REPORT****1. PURPOSE**

- 1.1 The Community Cafe Task and Finish Group was established by the Full Council. The aim of the Group was to review the work currently undertaken by the Fountain Café (not-for-profit Community Café), local demand, and the need to extend and expand the current service provided. This report presents the initial findings of the Group for consideration by the Full Council.

**2. INTRODUCTION AND CONTEXT**

- 2.1 The terms of reference for the Community Cafe Change Task and Finish Group are as follows: -
- a) To consider the current work of the Foundation Café and their future direction of travel and how this supports the priorities of the Council.
  - b) To consider the current demand for the Café, in conjunction with the gap of provision within the Village.
  - c) To review how the Council could support the work of the Café and make recommendations to the Full Council on its findings.
- 2.2 In presenting this initial report, the Group considers that it has completed its work in respect of item (a) & (b) of the terms of reference.
- 2.3 The membership of the Group is as follows: -

Cllr Dan Abbott  
Cllr Kristina Forfar (Chairman)  
Cllr Trudie Higby  
Parish Clerk & Bookings Officer  
Kat Mephram, Mr & Mrs Nicolson & Gary Stupple (Fountain Café Representatives)

**3. WORK AND FINDINGS OF THE TASK AND FINISH GROUP**

- 3.1 At their first meeting, the above terms of reference were agreed; and the Fountain Café gave a presentation on the management of the Café and its ethos as well as the future direction of travel.
- 3.2 The Group considered use of the Café as a centre for the community to meet, particularly those most vulnerable, isolated and alone in the community. Members also commended the Café for its outreach work, particularly the social enterprise scheme currently being provided by the Café in its work placements.
- 3.3 The Group went on to consider the increase in demand at the Café which in its current location and restricted opening times (being only able to open on a Wednesday between 9.30 – 11.00am), was finding it difficult to keep up with. Members also recognised that there was currently no café provision in the village centre. Members were also reminded that as part of the Shorts Road/NCP Play Area community consultation undertaken in 2018, many residents had requested a café.
- 3.4 The Group considered the increased partnership work that had already taken place

with the Café in the form of the Council offering the use of Horton Heath Community Centre to the Café to undertake its weekly baking (free of charge). In addition, the Café had provided valuable support the Council at its Christmas tabletop event by holding a pop-up Café. The Café would continue to support the Council at other community events the next one being the VE Celebration Day in June.

- 3.5 The Group were informed that the Café would shortly seek to register as a Community Interest Company (CIC).
- 3.6 The Group considered the Café's expansion options and a suitable new venue to support this, the use of the site at Shorts Road (currently occupied by the dilapidated scout hut) was considered as the desired location, being in the centre of the village and next to the new play area. As the future use of this site remained uncertain due to the uncertain negotiations with the Scouts regarding the surrender of their lease, the Group, whilst expressing their frustration with this position, at their second meeting, agreed to pursue other site options.
- 3.7 The Group discussed the use of temporary prefabricated structures (such as wooden cabins/wooded clad storage containers) for the new café. The minimum size of structure needed (50x20ft) to support a café and the desire to have a carbon neutral building, with solar panels, planters & community garden, was also considered.
- 3.8 Subsequent to the Group's second meeting, the Council was made aware of Hampshire County Council's library consultation, which proposed the closure of Fair Oak Library. Members of the Group requested the Clerk to explore the retention of this facility, with a community led library/community café as a preferred model.
- 3.9 Members of the Group felt strongly that supporting the expansion of the Café, by sourcing an alternative venue, of vibrant, innovative design, with sustainability and community-focused as core values, would not only meet key priorities of the Parish Council, but would also meet the growing demand for a community café. In addition, this would also ensure that the expanding community had a central hub in which to meet. And where other essential outreach services could be held.

#### **4. NEXT STEPS**

- 4.1 In order to ensure that all members of the Council are fully briefed on the work of the Café, its growing demand and future options, Café representatives will provide a short video/presentation at the Full Council meeting.
- 4.2 The Group will hold further meetings to discuss site options, not ruling out Shorts Road (pending the outcome of the negotiations with the 2<sup>nd</sup> Fair Oak Scout Group) and report back final recommendations to the Council for consideration.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 Whilst the cost of facilitating a Community Café in the centre of the village is yet unknown, as now firm location/premises has been determined, the Parish Council has £40,000 allocated in the New Century Park Ear Marked Reserves from Section 106 monies for the original purpose of clearing the Shorts Road site and expanding community facilities at New Century Park. As the negotiations with the Scouts currently look uncertain, the Council may wish to divert these funds to support the provision of this much needed community facility elsewhere.
- 5.2 The Group have also discussed the use of crowdfunding to meet shortfalls in any funding gaps.

## **6. CRIME & DISORDER IMPLICATIONS**

- 6.1 The addition of a much-needed community café would have a positive impact on anti-social behaviour in the centre of the village.

## **7. ENVIRONMENTAL IMPLICATIONS**

- 7.1 A carbon neutral central community hub would a positive impact generally by raising awareness of sustainability, recycling, and also limit car usage by encourage users to walk to its centre location. The Café building would also enhance the local area by either replacing a dilapidated building or by utilising an existing premises in the village.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

- 8.1 The Café have expressed a desire to increase their social enterprise programmes, providing work experience to those with learning needs as well as outreach work focusing on social isolation & loneliness.

## **9. RECOMMENDATIONS**

That the Council: -

- (a) Note the initial report of the Community Cafe Task and Finish Group; and
- (b) Request that the Parish Clerk identify all site options for a new community café building.

### **Further information:**

Cllr Kristina Forfar  
Task and Finish Group Chairman

### **Enquiries:**

Melanie Stephens – Parish Clerk

### **Background Papers:**

Task and Finish Group working papers

## FULL COUNCIL – 17 FEBRUARY 2020

### HAMPSHIRE COUNTY COUNCIL – LIBRARY SERVICE CONSULTATION 2020

#### 1. REPORT PURPOSE

- 1.1 To consider the draft consultation response attached at Appendix 1.

#### 2. BACKGROUND

- 2.1 Hampshire County Council is currently consulting on proposed changes to the Library Service. The full document is available at <https://documents.hants.gov.uk/consultation/libraries-info-booklet.pdf>
- 2.2 The proposed changes include the option of the closure of Fair Oak Library.
- 2.3 The County Council have indicated that their rationale behind proposals is to respond to the changing behaviours of users and the need to make savings of £1.76 million from the Library Service, which through other efficiencies across the County Council, are needed to bridge the current funding gap.
- 2.4 The County Council held a drop-in consultation session at the Library on Tuesday 11 February.
- 2.5 The consultation runs from 9 January 2020 to 18 March 2020. Feedback received during the consultation period will inform decisions to be made by the HCC Executive Member for Recreation and Heritage in summer 2020.

#### 3. DRAFT RESPONSE

- 3.1 In drafting the consultation response the Parish Clerk: -
- Put a community call to action on the Council's website and facebook page. Six responses were received. Four have indicated their wish to attend and speak at the Full Council meeting.
  - Sought comments from the three Schools. So far, only Wyvern Secondary School has responded.
  - Met with HCC Head of Libraries.
  - Attended the consultation drop-in session held at the Library.
  - Evaluated county and local statistics, the Equality Impact Assessment and referred to national research from Voices for Libraries and the Arts Council.
- 3.2 Various preferred options are set out in the consultation document. The first being **no closure**.
- 3.3 Other options proposed are indicative options which if considered by the County, need to be examined in further detail. Should the County respond positively to these suggestions, the matter will be brought before the Council for further discussion and consideration.

#### 4. RECOMMENDATIONS

- 4.1 That the Council considers the draft response attached at Appendix 1 and, subject to any amendments made at the meeting, authorizes the Parish Clerk, in consultation with the Chairman of the Council, to submit a response on behalf of the Parish Council.

#### Further information:

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

## HAMPSHIRE COUNTY COUNCIL – LIBRARY SERVICE CONSULTATION 2020

Please find below Fair Oak & Horton Heath Parish Council's formal response to the above consultation. In drafting its response, the Parish Council has considered the consultation document, regional statistics and the Commission of Inquiry – Vision for Hampshire 2020 documents.

The Council would like to remind the County of its legal obligation under the Public Libraries & Museums Act 1964. We believe that proposals within the consultation document fall short of the requirements of the Act.

The Parish Council will demonstrate below how the rationale to close Fair Oak Library is fundamentally flawed. This local library is highly valued by our local community and the closure would have a negative impact in several ways: on children; on the physical, mental and emotional health of residents; on lifelong learning; and community cohesion and inclusivity; and on local economics.

The County under the requirements of the Act are obliged to provide a comprehensive and efficient library service. Meaning that the library services need to be accessible to anyone and everyone regardless of the user's income, socio-economic background, level of education, gender, race, age, mobility and a myriad factors and their resources should cover their geographic area efficiently regardless of the area's size. In the consultation document, it suggests that with the closure of Fair Oak, residents would be able to access the services of other nearby libraries (Winchester, Eastleigh and Bishops Waltham). These libraries are only accessible to a limited section of the community. The alternative locations pose an immediate barrier to residents on limited incomes and those most vulnerable with complex needs who would have difficulties travelling to these alternative locations. Winchester, Eastleigh and Bishops Waltham are not local to Fair Oak residents who have no affinity to these areas.

Whilst the document highlights that Fair Oak is not a deprived area, scoring 9.1 out of 10 in the IMD index (10 being the least deprived), the Parish is aware of that there are those living in the area with limited incomes. There are children from lower income families in the village whose only access to free books is the local library. The Literacy Trust widely reports that children who do not have access to books or a desk at home are more likely to struggle with reading. The local library provides a safe space where children can overcome barriers through free access to books, computers and the internet. Closing the library would have a negative impact upon the development of children within the Parish. With more and more school libraries closing, children from lower income families will be put at a disadvantage ultimately impacting on their learning, skills and limiting their options for the future.

The consultation document highlights the low number of visits to the library. And states that the footfall figures include all visitors not just library members borrowing books. What is not acknowledged is that the significantly reduced opening hours and obvious lack of investment in the library offer has had a direct impact on this. Library services should be fully accessible to all users when they require it, with opening hours that meet the needs of working people and children's groups. Reducing library opening hours in a bid to save money has a direct impact on usage, a library is not going to be used more if it is open less. The Parish Council would ask the County whether it has adequately promoted and invested in Fair Oak library to avoid such a closure?

The data used for informing the County's rationale does not seem to consider future developments in the Parish. Fair Oak will be developing considerably in future months and years. Eastleigh Borough Council's local plan has identified their Strategic Options Site in Fair Oak with an estimated 5,500 dwellings. Current developments taking place include in

excess of 500 dwelling in addition to an estimated 2,000 dwelling development in Horton Heath.

It is fair to say that significant growth in the population of the Parish, increasing far greater than that of any other Parish in the Borough and indeed Hampshire's average growth rate will have a significant impact on the use of library provision.

Furthermore, the consultation document does not acknowledge how important the library is for health and wellbeing of residents and how it supports the community. The library is a hugely important local resource for residents which plays host to several popular free community groups and events all of which are invaluable particularly to our most vulnerable residents. These groups and events have a positive impact on social inclusion and community cohesion. The increasing number of cuts to public services has meant that vulnerable people are often set adrift and, in many areas, the only thing that remains open to them in the library. The library staff in Fair Oak provide informal mental and wellbeing support to elderly, vulnerable and isolated individuals. The essential role this library plays in promoting the general wellbeing of the community and its citizens is not acknowledged in the County's document.

When examining the issue of equality, the decision to close the library will clearly have an impact on groups with protected characteristics: older and younger people and people with mobility, cognitive and other disabilities. The County must carefully consider decisions and impact on these groups. Particularly when the annual saving suggested (£37,000) is a drop in the ocean in the wider context of the County's overall budget.

The rationale for closure of Fair Oak library (and other libraries across Hampshire) are in direct conflict of the strategic priorities of HCC, more specifically the climate emergency declaration made in June 19 and the recommendations of the Commission of Inquiry – Vision for Hampshire 2020. By suggesting that the local service be removed and residents travel (by car or bus) would only increase the Fair Oak's carbon emissions.

Furthermore, HCC's Commission of Inquiry document states that "Communities that are connected, diverse, sustainable and happy are the cornerstone of a thriving, equitable and prosperous society, placing people at the centre so a culture of resilience and self-help can be nurtured." The proposal to close Fair Oak library is in complete contradiction to this. Once this essential community hub is lost it is lost forever.

The consultation document in recognising the importance of local libraries to the local community states that it would welcome approaches from organisations. In that vein, and in seeking to support, enable and empower our local community to be more resilient, the Parish Council asks the County Council to consider the following options:

- 1) That there be no closure;
- 2) That reduced opening hours be applied, condensed into full days, with rest of the building being available for hire by community groups for the provision of community activities (the Parish Council would offer support of bookings management), providing rent to the County to offset the annual expenditure on the service provision;
- 3) That the County either gift the building to the Parish Council/or leases the building at a peppercorn rent, including existing stock, allowing the Parish Council to provide an alternative library model; and
- 4) That the library be co-located within an existing centralised community building.

The Parish Council requests that the above options be considered fully prior to any final decision being made and that open dialogue take place between both authorities to explore the feasibility of the above options.



Financial Statement Summary

- Total cash held across all bank accounts as at 31<sup>st</sup> January is £696,509
- Total Petty cash held as at 31<sup>st</sup> January is £48.36
- Total receipts for January into the current account was £58,840  
(see attached for breakdown)
- Total current account payments for January was £41,295  
(see attached for breakdown)
- Total BACS invoice payments outstanding is £5,681
- There are no cheques that require signing this month.

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Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2020

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/01/2019	Current Account	81,553.67
31/01/2020	Premier Account	307,228.99
31/01/2020	Public Sector Deposit Fund	307,678.68
31/01/2020	Petty Cash	48.36

**696,509.70**

All Cash & Bank Accounts

1	Current Account	81,553.67
2	Premier Account	307,228.99
3	Public Sector Deposit Fund	307,678.68
4	Petty Cash	48.36
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>696,509.70</b>

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		64,008.62					64,008.62	
Banked: 01/01/2020		39.00						
Sales Recpts Page 18		39.00	39.00		100			Sales Recpts Page 18
Banked: 02/01/2020		468.00						
Post Office		468.00			1200	250	468.00	Room hire -HH
Banked: 05/01/2020		130.00						
J.G		130.00		21.67	1200	230	108.33	Hall Hire - woodlands
Banked: 07/01/2020		28.00						
Sales Recpts Page 7		28.00	28.00		100			Sales Recpts Page 7
Banked: 08/01/2020		4,244.52						
HMRC		4,244.52			105		4,244.52	VAT REFUND (SEPT- DEC)
Banked: 08/01/2020		292.00						
SWFC		292.00			1300	100	292.00	FOOTBALL
Banked: 09/01/2020		55.00						
EBC		55.00			1200	150	55.00	Room Hire - Parish office
Banked: 09/01/2020		52.00						
C.W		52.00		8.67	1200	230	43.33	Hall Hire - woodlands
Banked: 13/01/2020		143.00						
J.G		143.00		23.83	1200	230	119.17	Hall hire - woodlands
Banked: 13/01/2020		56.00						
Sales Recpts Page 8		56.00	56.00		100			Sales Recpts Page 8
Banked: 13/01/2020		84.00						
Sales Recpts Page 9		84.00	84.00		100			Sales Recpts Page 9
Banked: 13/01/2020		56.00						
Sales Recpts Page 10		56.00	56.00		100			Sales Recpts Page 10
Banked: 13/01/2020		28.00						
Sales Recpts Page 11		28.00	28.00		100			Sales Recpts Page 11
Banked: 13/01/2020		28.00						
Sales Recpts Page 12		28.00	28.00		100			Sales Recpts Page 12
Banked: 13/01/2020		28.00						
Sales Recpts Page 13		28.00	28.00		100			Sales Recpts Page 13
Banked: 13/01/2020		28.00						
Sales Recpts Page 14		28.00	28.00		100			Sales Recpts Page 14
Banked: 15/01/2020		28.00						
Sales Recpts Page 5		28.00	28.00		100			Sales Recpts Page 5
Banked: 15/01/2020		62.00						
Sales Recpts Page 6		62.00	62.00		100			Sales Recpts Page 6

Continued on Page

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 16/01/2020		432.00						
H.I		432.00			1200	150	432.00	Room hire - PO
Banked: 17/01/2020		60.00						
D.L		60.00		10.00	1200	230	50.00	Hall hire - woodlands
Banked: 17/01/2020		104.00						
H.B		104.00			1200	250	104.00	Hall hire HH
Banked: 21/01/2020		74.00						
K.R		74.00			1200	230	74.00	Hall hire - woodlands
Banked: 24/01/2020		204.00						
M.B		204.00			1530	510	204.00	Memorial
Banked: 24/01/2020		50.00						
scouts		50.00			1900	100	50.00	rent
Banked: 28/01/2020		72.00						
A.S		72.00		12.00	1200	230	60.00	Room hire
Banked: 28/01/2020		78.00						
C.P		78.00		13.00	1200	230	65.00	Hall hire - woodlands
Banked: 29/01/2020		532.08						
Fleet line marker		532.08		88.68	4875	600	443.40	refund
Banked: 30/01/2020		50,000.00						
trans Premier Account		50,000.00			210		50,000.00	Current act top up
Banked: 31/01/2020		97.47						
Sales Recpts Page 15		97.47	97.47		100			Sales Recpts Page 15
Banked: 31/01/2020		46.25						
Sales Recpts Page 16		46.25	46.25		100			Sales Recpts Page 16
Banked: 31/01/2020		13.00						
Sales Recpts Page 17		13.00	13.00		100			Sales Recpts Page 17
Banked: 31/01/2020		1,098.50						
Sales Recpts Page 19		1,098.50	1,098.50		100			Sales Recpts Page 19
Banked: 31/01/2020		35.00						
Sales Recpts Page 20		35.00	35.00		100			Sales Recpts Page 20
Banked: 31/01/2020		48.75						
Sales Recpts Page 21		48.75	48.75		100			Sales Recpts Page 21
Banked: 31/01/2020		45.00						
H.G		45.00			1200	230	45.00	Hall Hire - woodlands
Banked: 31/01/2020		39.00						
C.M		39.00			1200	230	39.00	Hall hire - woodlands

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Date: 10/02/2020

## Fair Oak &amp; Horton Heath Parish Council

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## Cashbook 1

User: JOANNA

## Current Account

For Month No: 10

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 31/01/2020	-39.00						
	C.M	-39.00			1200	230	-39.00	Hall hire - woodlands
<b>Total Receipts for Month</b>		58,839.57	1,803.97	177.85			56,857.75	
<b>Cashbook Totals</b>		122,848.19	1,803.97	177.85			120,866.37	

Continued on Page

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/01/2020	BT	DD	99.00		16.50	4120	240	82.50	Tel and Broadband PO
2/01/2020	BT	DD	99.00		16.50	4120	250	82.50	Tel and Broadband HH
2/01/2020	southern electric	DD	53.00		8.83	4405	240	44.17	Electricity Pav
3/01/2020	southern electric	DD	245.23		40.87	4405	150	204.36	electricity -PO
6/01/2020	The open sapces soci	DD	45.00		7.50	4132	110	37.50	subscription
7/01/2020	Tescos	VISA	75.66		12.61	4305	210	63.05	Fuel
0/01/2020	barclaycard	DD	48.00		8.00	4140	110	40.00	payment terminal
3/01/2020	Overline	DD	163.46		27.24	4120	110	136.22	Tel system - Office
3/01/2020	Overline	DD	63.79		10.63	4120	230	53.16	Tel system -woodlands
3/01/2020	uk fuels	DD	7.20		1.20	4305	210	6.00	Fuel
3/01/2020	o2	DD	33.53		5.59	4125	110	27.94	Mobiles
3/01/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
3/01/2020	digital river	VISA	49.99			4150	110	49.99	digital river
5/01/2020	Grants	BACS	3,000.00			4850	600	3,000.00	Grants
5/01/2020	payroll	BACS	11,941.20			4000	110	4,602.04	payroll
						4000	200	7,339.16	payroll
6/01/2020	Payzone	DD	22.20		3.70	4140	110	18.50	Card terminal
6/01/2020	sage payroll	DD	19.20		3.20	4132	110	16.00	sage payroll
6/01/2020	Facebook Ad	VISA	10.00		1.67	4150	110	8.33	Facebook Ad
1/01/2020	ACELIFTAWAY	72714	82.28	82.28		500			allotment toilet
1/01/2020	AXIS	72715	96.00	96.00		500			Engineer callout alarm PO
1/01/2020	DYNAMIKA UK	72716	192.00	192.00		500			water sample - HHCC
1/01/2020	EBC	72717	28.03	28.03		500			Emptying of Dog Bins
1/01/2020	FIRECARE &SECURITY	72718	693.60	693.60		500			Fire Risk assessment - Pavilli
1/01/2020	FORMATT	72719	127.50	127.50		500			PC Checkups
1/01/2020	HALC	72720	342.00	342.00		500			Councillor training
1/01/2020	HCC	72721	55.31	55.31		500			Stationary
1/01/2020	INTERCLEAN	72722	788.40	788.40		500			contract cleaning
1/01/2020	Light Angels	72723	455.52	455.52		500			Xmas lights
1/01/2020	MALCOLM MACNEISH	72724	190.00	190.00		500			installation of socket-xmas
1/01/2020	PPL	72725	5,623.03	5,623.03		500			music licence - HHCC
1/01/2020	QIC systems	72726	479.04	479.04		500			Marketing support - December
1/01/2020	REALTIS BUSINESS SOLUTIONS	72727	202.80	202.80		500			allotments software annua sup
1/01/2020	SMART MARKETING	72728	78.00	78.00		500			Marketing support
1/01/2020	SOURCE SUPPLIES	72729	575.14	575.14		500			Nappy Bin service (annual
1/01/2020	SURREY HILLS	72730	690.00	690.00		500			legal advice - scout lease
1/01/2020	survey monkey	72731	384.00	384.00		500			Subscription renewal charg
1/01/2020	TRADE UK	72732	122.98	122.98		500			materials
1/01/2020	Travis perkins	72733	303.60	303.60		500			Alloy tower for xmas lights
1/01/2020	HMRC	BACS	2,964.77			4000	110	1,061.27	paye dec
						4000	200	1,903.50	PAYE- dec
1/01/2020	hampshire pensions	BACS	3,317.08			4010	110	1,205.36	pensions - dec
						4010	200	2,111.72	pensions - dec
1/01/2020	hampshire pensions	BACS	3,301.56			4010	110	1,163.96	pensions - Nov
						4010	200	2,137.60	pensions - Nov

Date: 10/02/2020

## Fair Oak &amp; Horton Heath Parish Council

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## Cashbook 1

User: JOANNA

## Current Account

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/01/2020	HMRC	BACS	2,943.39			4000	110	1,018.49	paye
						4000	200	1,924.90	paye
1/01/2020	Mrs P	BACS	54.60			1200	230	54.60	Refund of hall booking
2/01/2020	Martin ames	BACS	150.24			4070	110	150.24	reimbursement
3/01/2020	BRSA	DD	73.17			4410	230	73.17	Water -crowdhill
3/01/2020	facebook ad	VISA	10.00			4150	110	10.00	facebook ad
4/01/2020	ICO	DD	35.00			4132	110	35.00	ICO Payment
4/01/2020	EBC	DD	217.10		36.18	4680	300	180.92	Trade Bin
4/01/2020	British Gas	DD	53.44		8.91	4400	150	44.53	Gas - PO
4/01/2020	TESCO	VISA	139.51		23.25	4305	210	116.26	fuel
4/01/2020	amazon	VISA	21.48			4990	110	21.48	Keyboard and mouse set
8/01/2020	Firecare and security	BACS	162.00		27.00	4425	230	135.00	Fire alarm call out
0/01/2020	BT	DD	1.87		0.31	4120	110	1.56	tel and broadband
1/01/2020	amazon	VISA	351.98			4595	300	351.98	2x barricade boot brushes
<b>Total Payments for Month</b>			41,294.52	11,509.23	261.80			29,523.49	
<b>Balance Carried Fwd</b>			81,553.67						
<b>Cashbook Totals</b>			122,848.19	11,509.23	261.80			111,077.16	

Creditors for Month No 11

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
10/01/2020	3010		SURREY	SURR001	66.67	13.33	80.00	4070	110	66.67	legal fees - HH community cent
31/01/2020	1138		SMART	SMAR001	65.00	13.00	78.00	4875	600	65.00	Marketing support
31/01/2020	27492		REALTIS	REAL001	354.00	70.80	424.80	4133	110	354.00	bookings relaunch
31/01/2020	576427		CONDOR	COND001	57.03	11.41	68.44	4085	110	57.03	printer consumables
31/01/2020	112493		HARDING	HARD	230.01	46.00	276.01	4315	210	230.01	vehcile repair - Fuel filter
31/01/2020	1020		TRADE	TRAD001	39.58	7.92	47.50	4540	290	39.58	postconcrete
31/01/2020	3345		TRADE	TRAD001	49.97	10.00	59.97	4540	290	49.97	nuts bolts and washers
31/01/2020	4006		TRADE	TRAD001	476.62	95.32	571.94	4540	290	476.62	misc materials
31/01/2020	4014		TRADE	TRAD001	30.00	0.00	30.00	4540	290	30.00	misc materials
31/01/2020	7541		TRADE	TRAD001	21.92	0.00	21.92	4540	290	21.92	misc materials
31/01/2020	0373		TRADE	TRAD001	247.47	49.49	296.96	4540	290	247.47	cutting discs
31/01/2020	8723		CART	CART	83.25	16.65	99.90	4315	210	83.25	VAN SERVICE
31/01/2020	8708		CART	CART	258.72	51.74	310.46	4315	210	258.72	Vehicle service
31/01/2020	9172		CART	CART	549.17	109.83	659.00	4300	210	549.17	vehicle service
31/01/2020	73068		ACE	ACE001	85.71	17.14	102.85	4820	500	85.71	Allotment toilets
31/01/2020	18837		FOX	FOX001	20.83	4.17	25.00	4435	250	20.83	window cleaning -HH
31/01/2020	6975		STREET	STRE001	445.00	89.00	534.00	4645	310	445.00	oak stain bench
31/01/2020	102.24		TRAV	TRAV	85.20	17.04	102.24	4875	600	85.20	xmas lights take down
31/01/2020	10692		TRAV	TRAV	413.94	82.79	496.73	4415	230	413.94	reattach Teleflex opening
31/01/2020	3396		APPLETON	APP001	33.00	6.60	39.60	4645	310	33.00	bench plaque
31/01/2020	3397		APPLETON	APP001	33.00	6.60	39.60	4670	320	33.00	bench plaque
31/01/2020	215888		SOURCE	SOUR001	100.00	20.00	120.00	4440	150	100.00	Bin liner exchange
31/01/2020	215887		SOURCE	SOUR001	265.00	53.00	318.00	4440	230	265.00	Sanitary bin liner - annual
31/01/2020	50		SJH	SJH	44.00	8.80	52.80	4415	150	44.00	air con unit repairs
31/01/2020	5014		EBC	EBC001	217.10	0.00	217.10	4680	230	217.10	Trade Refuse
31/01/2020	9650		EBC	EBC001	217.10	0.00	217.10	4680	250	217.10	Trade refuse - woodlands
31/01/2020	9400		EBC	EBC001	23.36	4.67	28.03	4680	300	23.36	Dog Bins
31/01/2020	1205		EBC	EBC001	76.70	0.00	76.70	4440	150	76.70	Recycle collection



Creditors for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2020	8123		EBC	EBC001	233.80	0.00	233.80	4680	150	233.80	refuse collection
31/01/2020	8201		CONDOR	COND001	46.81	9.36	56.17	4085	110	46.81	printer consumables
31/01/2020	11836		FIREC	FIREC	399.00	79.80	478.80	4425	250	399.00	Fire risk assessment HH
31/01/2020	2220		QIC	QIC	199.60	39.92	239.52	4133	110	199.60	Monthly licence
31/01/2020	0258		LANDF	LANDF	212.50	42.50	255.00	4595	510	126.00	cemetery hedges
								4834	550	86.50	Trees
TOTAL INVOICES					5,681.06	976.88	6,657.94	5,681.06			

VAT ANALYSIS CODE S @ 20.00% 4,884.44 976.88 5,861.32

VAT ANALYSIS CODE Z @ 0.00% 796.62 0.00 796.62

TOTALS	5,681.06	976.88	6,657.94
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## INTERNAL AUDIT ACTION PLAN

**Matters arising from interim Internal Audit for 31 March 2020 undertaken on 19 January 2020**

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
Sales ledger	The council appears to still not be using the sales ledger as it is intended. Invoices appear to be being entered into the accounts system on the date they are paid rather than the tax point.	Invoices from the booking system are now transferring automatically but other invoices such as allotments and sports fees and burials do not appear on the aged debtors system. This means that members have no clear view of money owed to the council. All invoices should be raised within the accounting system so that they appear on the ledger and bad debts can be monitored.	Following the bookings software relaunch, all hall bookings and sports pitch hirings are now being raised through the sales ledger. Thus ensuring that any unpaid invoices will show on the aged debtor report going forwards.  The RFO will work with the deputy Clerk on migrating allotments and burials onto the booking system.
Purchase ledger	There are some invoices on the ledger that are several months old. Their payment status should be reviewed and settled.	Members and officers should review the aged ledger balances on a quarterly basis to ensure that they are correct.	Going forwards, the RFO will print out a copy of the aged debtor report on a quarterly basis for member review.
Internal Audit report	The internal audit reports are noted, but no clear action plans are agreed by members <i>(also raised last year)</i>	The members of the council should agree clear timescales to action each of the matters raised by internal and external auditors	Officers of the Council address each action after every audit and report verbally at the meeting.  Members will be sent an action plan following every audit to address this.

External Audit	The Council received a qualified audit because the AGAR was not approved in the correct manner.	Members should ensure that the AGAR section 1 is approved in advance of Section 2 and that both are properly recorded.	Following the completion of the year end accounts, the Council will ensure that at the following Full council meeting the AGAR section 1 will be approved in advance of Section 2 and that both are properly recorded.
Inquorate meetings	During the year a planning meeting was cancelled due to being inquorate, despite a significant number of applications.	The dates of all meetings are published well in advance. Electors expect members to represent them on planning matters. Members should try to ensure that all meetings are quorate.	A member survey will be sent out shortly to ascertain whether meeting dates/structures could be altered to assist in this.  The terms of reference for this Committee will be altered giving Officer greater delegated powers to respond to applications preventing the need for lengthy meetings/meetings.
General reserves	The general reserve of the council is now at the upper end of the guidance level. <i>(also raised last year)</i>	Councils do not have the power to hold savings. Precepted funds should be used in a timely manner for the benefit of residents.	The Council will review its general reserve fund and ear marked reserves at the Finance Committee in February.  Following audits (fire/health and safety) on the Pavilion and Horton Heath Community Centre it is likely that members will be requested to approve quotes for unbudgeted items which will need to be taken from the general reserve.

Bank reconciliation approval	It appears that only one or two members of the council are carrying out the internal audit control of checking the bank reconciliation.	All members in rotation should perform the internal controls so that they are aware of the systems and understand the records of the council.	The Responsible Finance Officer has updated the bank mandate to include all Cllrs. The Finance Regulations will be reviewed at the Council meeting on 17 February and members will be requested to undertake this in rotation at every Council meeting.
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## **FULL COUNCIL – 17 FEBRUARY 2020**

### **FIRE RISK ASSESSMENTS - PAVILION & HORTON HEATH COMMUNITY CENTRE**

#### **1. INTRODUCTION**

- 1.1 Whilst carrying out a review of all Council risk assessments, it was found that fire risk assessments were necessary at both Horton Heath Community Centre and the Lapstone Pavilion.
- 1.2 Due to the complexity of these assessments, and as our sole service provider, Firecare were instructed to carry out the required risk assessments.

#### **2. FIRE RISK ASSESSMENT FINDINGS**

- 2.1 Inspection of the two premises was carried out on 21/01/20. As a result, a number of action points have been identified that require immediate, short, medium and long term intervention. The action report for each premises is attached at Appendix 1.
- 2.2 The Operations Manager is working closely with Firecare to ensure that the Parish Council complies with The Regulatory Reform (Fire Safety) Order 2005. Those actions identified as requiring immediate intervention are being actioned and of the other actions identified, upgrades and improvements to the fire alarm systems at both premises is required along with various other items of fire-fighting equipment and signage.
- 2.3 Of immediate concern is the Lapstone Pavilion which is currently only protected by three unlinked battery-operated domestic fire alarms. These are non-compliant for commercial premises. None of the fire alarms are located on the ground floor which include all the changing rooms, grounds staff workshop and boiler room. The Council is required to address this safety issue within six months. All other action points must be addressed within one year.

#### **3. FINANCIAL IMPLICATIONS**

- 3.1 The Council has received quotations back from Firecare for the upgrade and installation works identified at both properties and the works required and bill of quantities have also been forwarded to other fire alarm contractors to quote as one price is greater than £5,000.
- 3.2 Once all quotations are received these will be passed to the Council for consideration at its next meeting in March. As there no budget for these works, the cost will have to be met from general reserves.

#### **4. RECOMMENDATIONS**

- 4.1 That the Council notes the content of this report; and
- 4.2 That the Operations Manager present final quotes for immediate action point works for Council approval at its meeting in March.

#### **Further information:**

Martin Johnson, Operations Manager  
[grounds@fairoak-pc.gov.uk](mailto:grounds@fairoak-pc.gov.uk)

#### **Background Papers:**

None

## Fire Risk Assessment

Completed on 20/01/20



For – Fair Oak & Horton Parish Council, Pavilion, Lapstone Playing Fields

By Charlie Kemp

**Fire**Care, Security & Electrical Ltd

This report is broken down into six sections

Section 1 – Introduction

Section 2 – General information

Section 3 – The review

Section 4 – Schedule of Responsibilities

Section 5 – The process and legal information

Section 6 – Article Extracts from the RRO 2005

# Section 1 – Introduction

## Your Fire Risk Assessment (FRA)

The importance of a FRA is crucial to the business for many reasons. Failure to comply with the findings within this report may leave you open to prosecution from various agencies, personal litigation claims and business insurances being made invalid. Prosecutions through the courts are running in some cases up to hundreds of thousands of £pounds, imprisonment and civil claims in their £millions. These cases have been brought against responsible persons whether or not there has been a fire or if anyone has been injured.

Every year countless lives are lost or people injured, buildings damaged, businesses close or business disrupted by fire or false alarms. These costs in some cases are never estimated but in most cases the cost of complying with legislation is more cost effective than the costs of a prosecution, bad publicity, loss of customers or the cost of a real fire.

We may recommend certain actions in this report which will require you to employ 'competent' persons to carry out work, it is your responsibility to ensure all tradesmen both internally and those brought in from the outside of the company are 'competent'. We would always recommend you request evidence of this competency in the form of certificates, and or, any CPD training. In the case of alarms, emergency lights and extinguishers, third party accreditation schemes such as BAFE, UKAS or any other accreditation scheme where third party accreditation/compliance is regularly monitored. Failure to employ competent persons, may lead to prosecution, so it is vital that all work is managed.

Through this report certain actions may be recommended in relation to the fire safety systems, however it is equally important that the management of a Fire Policy and strategy is equally as important as the safety systems themselves. There is little point having the best fire system in the world, if staff are not trained, regularly updated, risks are not managed and emergencies planned for. This report is a snapshot on the day of the assessment, regular reviews must occur, or if any material changes occur with the building, the volume of staff, changes in escape routes, changes in work practices, then the risk assessment must be reviewed.



**In this report:**

We have relied on information supplied to us at the time of the assessment by the responsible person or their representative and that this information is true and representative of the facts and are not misleading.

We have assumed all relevant building regulations were applied at the time of construction and any time after for additional works carried out. If this is not the case this must be identified.

We have not looked in roof spaces, eaves or other hidden areas except those pointed out to us or those areas that have been identified as having a specific fire risk attached to it.

We have no control over the ongoing management of the premises, once the report has been completed we are leaving the actions and requirements to be completed by onsite responsible persons and management and we cannot be held responsible for the failure to implement significant findings. The decision to allow the premises to be used for its present purpose, remains with the responsible person.

We have not had full access to the premises or an opportunity to test for fire protection or sufficient fire separation. Our observations have been based on visual observation only, and without appropriate surveys being carried out.

We have considered the Regulatory Reform (Fire Safety) Order 2005 when completing this report, however third-party enforcement agencies, such as local authorities or building control may have additional requirements which have not been considered in this report.

The Risk Assessment was completed on the date detailed on the first page of this report, subsequent changes to the premises, subsequent faults in equipment, or deterioration in the premises and testing requirements have not been included in this report and must be part of management reviews and also if necessary further completion of additional risk assessments.

## Section 2 – General information

### Findings - Action Points Time Periods

**Immediate** - these actions must be completed immediately, **Short Term** – these actions must be completed within the next month – 3 months

**Medium Term** – these actions must be completed in the next 3 – 6 months, **Long Term** – these items must be completed 6 – 12 months

This is the Fire Risk Assessment for		Fair Oak & Horton Heath Parish Council
The Responsible Person is		Mell Stephens
Day-to-day responsibility for ensuring this policy is put into practice is delegated to		Martin Johnson
Address of Premises	<b>Pavilion, Lapstone Playing Fields,  Horton Heath, Fair Oak, Eastleigh,  Hampshire, SO50 7PS</b>	<p>What actions occur in the case of an activation?</p> <p><b>Single Stage Evacuation</b> – This is a total evacuation to an Assembly Point outside the building.</p> <p>The recommended evacuation time is 2.5 minutes to a protected area or final exit.</p> <p><b>– Action Point</b></p>
Previous FRA's completed by and Date	Unknown	
Is the Responsible person fully aware of their responsibilities and duties?	Yes	
Does the company have a fire log book correctly filled out by the company and all servicing/maintenance companies?	No, a fire log book was available on site but was not correctly filled in by onsite staff showing up to date user tests completed on a weekly / monthly basis.	
<p><b><u>Actions</u></b></p> <p><b>1.</b> Ensure fire log is suitable and sufficient to record down all information on the building such as extinguisher servicing, alarm servicing, alarm tests, emergency light checks fire door checks, evacuation drills etc. This must be filled in by onsite staff and also every time an engineer visits site and action must be taken to ensure details are updated regularly.</p>		<p>Items such as fire door failures, false fire alarms etc. and weekly tests of the fire alarm and monthly checks would need to be recorded in a fire log book and remedial actions taken and planned for. They should not wait for a fire risk assessment to identify the issues.</p>

<p><b>2.</b> It is recommended a dedicated Fire log book is available for each building located under the fire panel.</p> <p><b>3.</b> The checks that are required and must be completed by trained staff / fire wardens and then recorded in the fire log book by the fire panel area when fitted.</p> <ul style="list-style-type: none"> <li>• Weekly checks of fire alarms when fitted, testing a different call point each week when fitted and pressing the buttons on existing detectors in the meantime until call points have been fitted.</li> <li>• Monthly checks of fire doors, emergency lights, fire extinguishers, and signage.</li> </ul> <p><b>4.</b> Staff must be trained in what to inspect and how to do it for example what to check on a fire door.</p> <p><b>Action Point: 1, 2, 3, 4</b>  Time to complete: <b>Short</b>  Completed by:</p>		
Overall risk rating of the business	<b>Medium risk due to lack of detection and being able to alert persons of a fire.</b>	
Signed: (Employer)		Date:
Subject to review, monitoring and revision by a <u>competent</u> person, <u>or</u> :	<b>FireCare, Security &amp; Electrical Ltd</b>	Every: 12 months

## Section 3 – The Review including pictures

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their Fire Risk Assessment. You have a duty to implement the suggested changes detailed below within a ‘reasonable’ time period for the safety and security of staff and buildings. **(RRO Article 9 – please read Article 9 section later in this report)**

<b>Main Use of Building</b>	<p>This is a detached building, sports pavilion used by various sports teams afforded over 2 floor levels.</p> <p>The 1<sup>st</sup> floor is linked to the ground floor via a central staircase which has been fitted with a stairlift. The 1<sup>st</sup> floor consists of a clubroom with a kitchen area, storage cupboards and ladies and gents’ toilets.</p> <p>The ground floor consists of internally an official’s changing room, disabled toilet and water treatment cupboard and accessed externally 4 changings rooms, groundman’s workshop area, storage cupboards, boiler room and chemical storage cupboard.</p>
Hours occupied?	Various hours Mon-Sun, meetings in the evenings and occupied at weekends for sports activities.
Number of staff in total employed?	2-3 staff possibly operate in the building maintenance and cleaning staff.
Number of visitors or guests or an average day/week?	50-75 per week on average depending on how many teams and supporters are onsite.
<b>Persons at risk</b>  <b>Disabled (sight, hearing, mobility, learning)</b>  <b>Lone Workers and their locations</b>	<p>None - <b>Action Point</b></p> <p>Yes, possibly cleaning staff, grounds men or maintenance staff and a lone worker policy is in place with procedures in what to do in the event of a fire— <b>Action Point</b></p>

Young Persons	None – <b>Action Point</b>
<b>General</b>	<b>Comments</b>
<b>Building</b>	
Constructed from?	Brick built, solid walls and tiled roof
Age of building?	1930's
Floor Levels?	2
Total Volume of fire exits from the building?	1 from the main building.
Total Volume of exit doors?	1 from the main building.
Outbuildings	External garage used to store groundmen's equipment lawnmowers, fuel, grass seeds etc. (Not accessed)
Is the building in a good state of repair?	Yes
Can the structure be fully assessed to ensure it is compliant with current fire regulations?	<p>On a fire risk assessment, it is not possible to assess the full fire integrity of the building. This includes assessment under ceiling structures, voids, lofts, roof spaces, basements, lifts, risers etc.</p> <p><b>If you are</b> concerned about the fire integrity of the building it is recommended a full structural survey is completed on the building by a structural survey specialist to ensure that it is compliant with current fire regulations.</p> <p><b>Action Point 5</b></p> <p>Time to complete: <b>Long</b></p> <p>Completed by:</p>
Are there any lift shafts in the building and are they fitted with fire retardant materials?	No lift fitted in the building
Is the building occupied by other tenants – if so on what floors?	<p>Yes, various clubs and committees.</p> <p><b>Article 22 of the RRO advises that</b> Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order.</p>

	<p>To this end you must ask for a copy of any other tenants'/ user's risk assessments and share your risk assessment with them and any areas of concern discuss together.</p> <p>The purpose being to understand that evacuation can be made from the building within the designated periods with the use of suitable alarms, lights etc and any to understand any activities between tenants/ users that may impact on this escape.</p> <p><b>Action Point 6</b> Time to complete: <b>Immediate</b> Completed by:</p>
Are higher risk areas of ancillary accommodation sufficiently separated from the remainder of the building by fire resisting construction?	Yes
Is the building a tall building or in the open and does it require lightning protection?	No

<b>Smoking</b>	Compliant	Non-Compliant	TBC	N/A
Is there a company policy on smoking?	✓			
Are these locations suitable and being correctly managed?	✓			
<p><b>Comments</b> This is a no smoking building and there were no signs of smoking debris, in or around the building.</p> <p><b>Action Point</b></p>				

<b>Electrical</b>	Compliant	Non-Compliant	TBC	N/A
Are all electrical installations checked as per current BS 7671: 2008 standards 3/5 years for fixed wire, light fittings, sockets, fuse boards etc.?			?	
Are all electrical items PAT tested?	✓			
Extension leads rolled out?	✓			
Is appropriate safe handling of extension leads reducing overloading of extension leads being applied?	✓			
Are extensions and flexes run in safe places where they will not be damaged?	✓			
Are they free from dust and fluff build up?	✓			
Is the main intake room and switch gear kept clear?	✓			
Are switch/fuse book covers in place?	✓			
Are all cables securely fixed with metal clips or other metal structures to prevent cables draping down in a fire situation causing potential injury or preventing escape?	✓			

**Comments**

Electrical safety of a building is crucial with electrical fires causing a large percentage of all fire in buildings. I was advised the electrical safety certificate had not been completed to current standards and recommendations with BS 7671: 2008 states that all buildings must have working electrical installation being carried out every 3 or 5 years depending on the wiring and use of the building.

PAT testing was undertaken at the time of this inspection to current C&G 2377 standards.

**Action Point**

All buildings must have working electrical installation and supply, to ensure your electrical installation is suitably maintained, an electrical hard-wired safety check is recommended every 3 or 5 years and it is recommended that a safety certificate is obtained. This activity needs to be completed by a trained electrician. It is recommended once complete the safety certificate is stored with the fire log book. (Please note that all items identified on the electrical certificate must also be completed by the times specified by the electrician to comply with the legislation)

**Time to complete:**    **Medium**                      **Completed by:**                      **Date:**                      **Action No: 7**

<u>Gas/Oil</u>	Compliant	Non-Compliant	TBC	N/A
Are gas appliances and installations being correctly checked as per current regulations?	✓			
Are gas appliances in a good state of repair?	✓			
Are gas appliances fixed to the wall or on hard standing?	✓			
Are gas boilers well ventilated?	✓			
<b>Comments</b> On inspection I was informed that the gas safety checks are being completed on all gas appliances / boilers annually.				
<b>Action Point</b>				

<u>Cooking</u>				
Is cooking occurring in this building?	<b>No</b>			
	Compliant	Non-Compliant	TBC	N/A
Are cooking appliances maintained and ductwork cleaned regularly?				✓
Are wet chemical extinguishers available for cooking with deep fat fryers?				✓
No water extinguishers fitted in a kitchen where frying or deep fat fryers are being used?				✓
<b>Comments</b> No cooking was noted onsite at the time of inspection.				
<b>Action Point</b>				



<b>Portable Heating</b>	Compliant	Non-Compliant	TBC	N/A
Are portable heaters used in the premises, if so, are they low risk?				✓
If so, are they being correctly managed?				✓
No portable heaters to be plugged into extension leads?				✓
<b>Comments</b> At the time of inspection, no portable heaters were noted in this building.				
<b>Action Point</b>				

<b>Arson</b>	Compliant	Non-Compliant	TBC	N/A
Are any measures considered and being adopted to reduce arson?	✓			
Are any other security measures in place? Security fencing, lights, gates, security-controlled entrance etc.	✓			
Are there any other examples of arson being committed in the surrounding areas?				✓
Is waste/rubbish being effectively stored away from the buildings?	✓			
<b>Comments</b> Arson is still a common cause of fires in the UK, this includes both external and internal damage from intruders. Any form of security device such intruder alarm, CCTV, high security shutter or locks fitted to windows and doors reduce the opportunist arsonist.				
<b>Action Point</b>				

<b>General Housekeeping</b>	Compliant	Non-Compliant	TBC	N/A
Is the building being generally kept in a clean and tidy condition?	✓			
Are combustible materials being kept clear from sources of ignition?	✓			
Waste packaging reduced?	✓			
Are limited combustible materials being stored?	✓			
Are fire protection materials still in place on seating / chairs in the building?	✓			
<b>Comments</b> Combustible items are not just those generally regarded as highly combustible, such as foam or polystyrene, but all materials, which will readily catch fire such as cardboard, paper, cotton, linen etc. Reducing fire loading down is crucial in a building and the guidance is for excess combustibles and flammable liquids to be either be removed or reduced to as low as possible to reduce the risk of fire spreading.				
<b>Action Point</b>				

<b>Hazardous/highly flammable Materials</b>	Compliant	Non-Compliant	TBC	N/A
Are hazardous/highly flammable materials kept on site stored in a secure location, fire resisting cabinet?	✓			
Have data sheets been prepared and locations recorded on a plan?			?	
Are these available for the fire brigade in an emergency?			?	
Are limited highly flammable materials being stored, or the volume reduced?	✓			
Is there sufficient ventilation of flammable items?	✓			
<b>Comments</b> Quantities of flammable materials were stored inside a chemical cupboard to the rear of the property and a suitable cabinet/store had been provided. When a zone chart is fitted, this should be annotated with the location of any hazardous/ flammable materials in the building and data sheets available.				
<b>Action Point</b>				
<div style="border: 1px solid black; padding: 5px;">             A suitable notice displayed at the fire panel when fitted and signs displayed at the relevant door detailing what is stored within the building e.g. flammable liquids.           </div>				
<b>Time to complete: Immediate      Completed by:      Date:      Action No: 8</b>				

<b>Fire Exits</b>	Compliant	Non-Compliant	TBC	N/A
Are there sufficient fire exits for the size of the building and the users of the building?			?	
Internal doors having a minimum of 750mm clearance including furniture?	✓			
All final doors unlocked or locked by a one-handed fastening and no keys used and clear of obstruction at all times?	✓			

### Comments

**Emergency routes and exits 14.** — (1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

(a) emergency routes and exits must lead as directly as possible to a place of safety;

(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;

(c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time; (

d) emergency doors must open in the direction of escape;

(e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;

(f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;

All buildings must be afforded with 2 exits. However, this is not always the case due to the age of the building or the development and reconfiguration of the building over the years. This can be mitigated by up to date compliance to the fire regulations and instigation of up to date fire systems. Please see comments in the remainder of the report under fire detection, emergency lights and firefighting.

### Action Point

2 final exit doors were not noted onsite and the fire systems were not up to current standards, please see comments raised on emergency lights, fire detection and firefighting and these must be brought up to current standards.

**Time to complete:** Short

**Completed by:**

**Date:**

**Action No: 9**

<b>Fire Doors</b>	Compliant	Non-Compliant	TBC	N/A
A door or shutter, together with its frame and furniture provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and / or smoke to a predetermined level of performance – BS 476 standards.				
Are the fire doors kept to a good standard?	✓			
Have no more than a 3 mm gap top, and sides?	✓			
Close fully to the frame with a self-closing mechanism?		x		
If open, held open only by a mechanical device linked in some format to the fire alarm?			?	
Do they have 3 fire rated hinges?	✓			
Do they have intumescent strips and cold smoke seals to restrict smoke and heat ingress?	✓			
Smoke seals are not painted over or damaged?		x		
Doors to cupboards, service ducts, vertical shafts, electric cupboards and gas boiler cupboards must be marked as 'fire door keep locked' on any escape route, and are they locked?	✓			
<b>Comments</b> <p>Fire doors are installed in buildings to protect high risk areas or to create compartments in the building, both for the protection of persons within the building. A suitably fitted fire door slows down the transfer of smoke, heat and fire around the building allowing for a speedier escape or to protect persons who may be restricted from leaving the building.</p> <p>The Clubroom fire door did not close effectively to the frame ensuring the restriction of smoke, heat and fumes is effectively restricted in the case of a fire, this could have been caused by a non-effective self-closer, doors being restricted by carpets or other obstructions or no self-closer fitted to these door</p> <p>There was evidence of the fire door to the Clubroom being wedged open by some sort of non-mechanical device, it is illegal to wedge open fire doors which do not directly link to a fire alarm as this allows smoke, fumes and heat to travel around the building unrestricted.</p> <p>The fire door to the Clubroom intumescent and smoke seals were partly damaged and part of the door was fitted with an intumescent seal only and should be changed to a combined intumescent and smoke seal, affecting the control of smoke in the building allowing smoke to travel quickly around the building, potentially causing escape routes to be blocked and persons trapped, this is required by the correct installation of fire doors and good compartmentation.</p>				

### Action Point

The Clubroom fire door as detailed above does not close effectively to the frame, each door should be assessed and either the self-closer must either be adjusted or replaced, or carpentry work instigated as required to ensure the doors close effectively creating a compartment.

**Time to complete:**     **Medium**                      **Completed by:**                      **Date:**                      **Action No: 10**

Door wedges must be removed from the building immediately, if fire doors are to be held open alternative mechanical methods of holding open a fire door linked to the fire alarm must be considered such as Dorgards or hard-wired magnetic door stays, electric hold open devices.

**Time to complete:**     **Immediate**                      **Completed by:**                      **Date:**                      **Action No: 11**

Intumescent and cold smoke seals must be replaced to the Clubroom door listed above, either new seals fitted or where appropriate the intumescent strip removed and combined cold smoke seals and intumescent strips fitted.

**Time to complete:**     **Medium**                      **Completed by:**                      **Date:**                      **Action No: 12**

<b>Safe exiting</b>	Compliant	Non-Compliant	TBC	N/A
Corridors free from combustible materials?	✓			
Escape routes not through areas of higher risk?	✓			
Corridors free from electrical appliances?	✓			
Are all floors, stairways and pathway surfaces in good condition and free from trip hazards?	✓			
Are exits, hallways, doors and gangways suitable width at least width of at least 750mm.	✓			
Can escape be made from a protected area within 2.5 mins?	✓			
Are exit routes and outside exits doors flat or ramped so wheelchairs can be used in an emergency?	✓			
<b>Comments</b> <b>Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –</b> <p>(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.</p> <p>(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—</p> <p>(a) emergency routes and exits must lead as directly as possible to a place of safety;</p> <p>(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;</p> <p>(c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;</p> <p>(d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;</p> <p>(f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency</p> <b>Action Point</b>				

<b><u>Restricting the spread of fire</u></b>	Compliant	Non-Compliant	TBC	N/A
Are wall and ceiling surface linings of good standard and condition?		x		
Is there adequate fire compartmentation?		x		
Are service openings and ducts in floors and walls suitably 'fire stopped'?	✓			

#### **Comments**

The lack of a compliant fire door in the building breaks the fire compartmentation in the building. Compartmentation is created with products that will last at least 30 minutes in a fire situation, the ceiling tiles, plastered walls and fire doors all create these compartments in a building. Compartments are not only utilized to save lives but also to protect parts of the building from the impacts of a fire. A small amount of work is required to create suitable compartmentation as detailed on the fire doors.

The compartment has been broken in the boiler room at the rear of the building by the ceiling breaking through. This area must be repaired or filled with fire resistant materials such as fire board, plaster board or intumescent silicone.

#### **Action Point**

Compartmentation is required to slow down the spread of fire in various different parts of the building. This is created with various materials able to withstand a minimum of 30 minutes fire resistance. The ceiling inside the boiler room must be repaired or filled with fire resistant materials such as fire board, plaster board or intumescent silicone.

**Time to complete:**     **Short**

**Completed by:**

**Date:**

**Action No: 13**

<b>Emergency Lighting</b>	Compliant	Non-Compliant	TBC	N/A
Are emergency lights fitted and are they sufficient for the building?		x		
Is there sufficient coverage on the main escape routes?		x		
Does each fire compartment have at least 2 emergency lights?		x		
Direct light onto stairs and sub landings?	✓			
Within 2 meters of safety signs (escape route signs)?		x		
Corridor lighting fitted to ceilings?	✓			
Inside disabled toilets?	✓			
Toilets, showers and changing rooms which have no natural lighting or which have multiple closet facilities?	✓			
Near fire and first aid equipment, extinguishers, call points?		x		
Are they located near changes in floor levels?	✓			
Near high risk task areas to allow safety of operation? Machinery, kitchens, examination and treatment rooms, plant and switch rooms, reception areas?		x		
Outside Exit doors?	✓			
Illuminate side and rear escape routes to a place of total safety?		x		
Are emergency lights being regularly serviced if fitted?			?	

#### Comments

##### Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

(h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

The Emergency Lighting system must be provided across the premises to BS5266 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 12 monthly intervals to these standards. Please be aware these standards can be amended from time to time.



Emergency lights are fitted to a building to provide lighting in the case of a failure of normal electrical lights in hours of darkness or low-level lighting. Emergency lights have battery backups switching to battery in the case of a failure of the internal lights and must provide lighting throughout the building along all work areas and escape routes, to exit doors and outside of exit doors.

The following areas **appeared** to have insufficient emergency lights fitted as per BS5266 standards. Lack of suitable emergency lights can reduce the speed of escape or to make safe a work activity from these areas (This list is not exhaustive and a full review must be carried out): -

- Inside the kitchen area of the Clubroom to cover the kitchen, the Co2 extinguisher and first aid box.
- On the escape route from the Clubroom to cover the escape route and fire exit route sign.
- Inside and outside the boiler room being a high task area.
- Outside the changing rooms which will provide light away from the building on the external escape.
- Inside the groundman's workshop area.

It is an acceptable deviation to BS5266 standards to only have a 1-hour emergency light drain down test in this building due to the use of the building and it is unlikely to need to be reoccupied in a fire situation as no sleeping risks or vulnerable persons are onsite.

#### Action Point

Further investigation must be made to the areas listed above to ensure sufficient emergency lights are in place, if not, further emergency lights fitted to ensure suitable emergency lighting in the building in the hours of darkness or darkened areas with no natural light as required under BS5266 standards.

**Time to complete:** **Medium** **Completed by:** **Date:** **Action No: 14**

Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to the current BS5266 standards, emergency lights must be inspected and serviced at least annually and suitable certification provided. It could not be confirmed during inspection that emergency lights are being serviced.

**Time to complete:** **Short** **Completed by:** **Date:** **Action No: 15**

It is an acceptable deviation to BS5266 standards to only have a 1-hour emergency light drain down test in this building due to the use of the building and it is unlikely to need to be reoccupied in a fire situation as no sleeping risks or vulnerable persons are onsite. Servicing companies must carry out a 1 hour drain only to emergency lights.

**Time to complete:** **Medium** **Completed by:** **Date:** **Action No: 16**

<b>Fire Detection</b>	Compliant	Non-Compliant	TBC	N/A
Is an adequate electrical fire alarm fitted?		x		
Is this fire alarm being serviced at least every 6 months to BS5839 standards?			?	
Has a servicing label been fitted to the fire panel?			?	
Is the fire panel fitted at the front door as detailed in BS5839 standards?			?	
Are fire detectors fitted and are they adequate for the premises?		x		
Are detectors fitted more than 500m of any obstruction or wall?		x		
Any void greater than 800mm must have a detector fitted within 10% of the highest point and is one fitted?		x		
Are detectors installed covering escape routes, staff rooms and offices?		x		
Are sounders located within all compartments?		x		
Are sounders/bells the same across the whole site?			?	
Will sounders or bells provide sufficient decibel levels for all areas?			?	
Are heat detectors located in kitchens instead of smoke alarms?				
Are smoke detectors covering areas of greater risk such as computer rooms, flammable stores, etc.?		x		
Smoke or heat detectors changed at the manufacturers recommendations e.g. 10 years to ensure the system can be guaranteed?			?	
A local, key-switched point of isolation for the fire alarm fitted?			?	
Is there a fire zone chart available?		x		
Are call points within 45 meters of any point, or less if less mobile people?		x		
Are call points fitted at the top of stairs?		x		
Are call points fitted at every openable door whether fire exit or not, also includes shutters to a place of total safety?		x		
Are call points fitted in high task areas?		x		
<b>Comments: Article 13 – The Regulatory Reform (Fire Safety) Order 2005</b> <b>Fire-fighting and fire detection</b> <b>13. — (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—</b>  <b>(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms;</b>				

Currently it appears that there are a few hardwired smoke detectors fitted in the building and not clear if they are interlinked.

The Fire Alarm system must be provided across the premises to L5 level of BS5839 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 6 monthly intervals to these standards. Please be aware these standards can be amended from time to time. An L5 fire alarm system a non-prescriptive system in which the protected area(s) and or the location of detectors is designed and specified to satisfy a specific fire risk objective. In this case detection should be fitted on the escape routes and circulation areas and to the boiler room, chemical storage cupboard and groundman's workshop area.

There is inadequate coverage of detection in the building with the fire alarm system not being compliant to L5 levels. The following areas did not appear to have sufficient detection: -

- Any apex ceiling/roof rising greater than 600mm from the wall to the top of the ceiling/roof must have detection fitted along the roof line inside the Clubroom on the 1<sup>st</sup> floor, the detector inside this room is currently on the side wall and not central to the room.
- All escape routes should have detection fitted and further detection should be fitted outside the ladies and gents' toilets on the 1<sup>st</sup> floor, the corridor outside the Clubroom on the 1<sup>st</sup> floor and the entrance lobby at the bottom of the stairs ground floor.
- Further detection should be fitted inside the external boiler room, chemical cupboard and groundman's workshop area.

A fire panel should be located at the front door to comply with BS5839 standards, please note extract from BS5839 below:

### **23 Control and indicating equipment (Fire Panel)**

#### **23.2.1 The following recommendations are applicable to the siting of CIE.**

*Indicating equipment, in conjunction with suitable manual control facilities, should be sited at an appropriate location for both staff and firefighters responding to a fire signal, such that controls can be readily operated and indications are readily visible. This should normally comprise an area on the ground floor close to the entrance to the building likely to be used by the fire and rescue service,*

And for service companies, the location and also the height the fire panel is fitted.

### **23 Control and indicating equipment**

*All control, indicating and power supply equipment that is likely to need routine attention for maintenance should be sited in readily accessible locations that facilitate safe maintenance work.*

During a risk assessment it is unclear if suitable fire alarm sounding noise levels are available across all areas of the premises as required under BS5839 standards. This should be to 65db and 5d(B) over any background noise. A full audibility survey should be carried to confirm compliance for suitable notification as per BS5839. It appears that sounders should be fitted in the external changing rooms, the groundman's workshop area, the Clubroom and corridors to the 1<sup>st</sup> floor and the lobby entrance on the ground floor where the panel should be fitted.

The guidance and best practice from manufacturers of fire alarm systems is for all detectors to be changed at the correct manufacturer's intervals as detectors become de-sensitised over time, manufacturers will not warrant a fire alarm system with detectors over 10 years of age. This is guidance and best practice but also instigated to reduce false alarms and to compliment this BS5839 requires servicing and maintenance to manufacturers alarm system specification. It is therefore recommended detectors are changed at the 10-year interval.

When fitted the fire panel must have a local point of isolation, as per BS7671, to enable safe maintenance. This must require the use of a special tool or key to prevent accidental deactivation. An isolation device must be fitted to the fire panel.

A fire zone chart is required to be fitted at the fire panel when fitted. This is a pictorial plan of the building with the various zones from the fire panel detailed on it. Failure to have one is now classed as a major non conformity under BS5839 guidelines. This chart is required to not only assist building users but also the fire service in the case of an emergency. Please see note below direct from BS5839 standards:

### **23 Control and indicating equipment**

*On or adjacent to indicating equipment, there should be a diagrammatic representation of the building, showing at least the building entrances, the main circulation areas and the division into zones. The diagrammatic representation may comprise any of the following: 1) an illuminated mimic diagram;*

*2) a VDU with an appropriate back up; or*

*3) a printed, correctly orientated, zone plan (see 3.68).*

### **47 User Management**

*Ensuring that, where necessary, a suitable zone plan is displayed and is kept up-to-date*

Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to the current British Standards

BS5839 – 20.2 stipulates

MCPs should be located on escape routes and, in particular, at all storey exits and all exits to open air that lead to an ultimate place of safety (whether or not the exits are specifically designated as fire exits).

Call points therefore must be fitted at the exit to each floor level or each final exit door and the groundman's workshop and the boiler room being a high task area.

The updated BS5839 standards for 2017 require all call points to have call point covers to prevent false alarms when fitted. These are plastic covers which restrict access to a call point so accidental operation or malicious activation are reduced if not prevented.

#### Action Point

An adequate electrical fire alarm should be fitted in the building as stipulated above to bring the system up to BS5839 L5 standards.			
<b>Time to complete:</b>	<b>Medium</b>	<b>Completed by:</b>	<b>Date:</b>
The guidance and best practice from manufacturers of fire alarm systems is for all detectors to be changed at the correct manufacturer's intervals as detectors become de-sensitised over time, manufacturers will not warrant a fire alarm system with detectors over 10 years of age. It is recommended a rolling program of changing detectors instigated.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
The ceiling structure from wall to the apex of the ceiling roof was larger than 600m and detection then must be fitted to the top of the Apex of the roof as per BS5839 standards, this was noted in the Clubroom.			
<b>Time to complete:</b>	<b>Medium</b>	<b>Completed by:</b>	<b>Date:</b>
When fitted the fire panel must have a local point of isolation, as per BS7671, to enable safe maintenance. This must require the use of a special tool or key to prevent accidental deactivation. An isolation device must be fitted to the fire panel.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
A fire zone chart must be installed at the fire panel when fitted as this is a major non conformity to current BS5839 standards.			
<b>Time to complete:</b>	<b>Medium</b>	<b>Completed by:</b>	<b>Date:</b>
Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to current BS 5839 standards, the fire alarm system must be inspected and serviced every 6 months and suitable certification provided. It could not be confirmed during inspection that the fire alarm system is being serviced every 6 months.			
<b>Time to complete:</b>	<b>Medium</b>	<b>Completed by:</b>	<b>Date:</b>
Call points must be fitted at the exit to each floor level as per BS5839 standards on stairs and additional call points must be fitted as above to comply to BS5839 standards.			
<b>Time to complete:</b>	<b>Medium</b>	<b>Completed by:</b>	<b>Date:</b>
Call point covers must be fitted to all call points when fitted to comply to 2017 BS5839 standards and these must be fitted to prevent false alarms.			
<b>Time to complete:</b>	<b>Medium</b>	<b>Completed by:</b>	<b>Date:</b>

<b>Fire Fighting</b>	Compliant	Non-Compliant	TBC	N/A
Is there sufficient firefighting equipment available for the risks on site?		x		
At least 2 Class A combustible extinguishers and Co2 per floor level?		x		
Is the correct type of equipment being used?	✓			
Have they been serviced to BS5306 part 3 standards in the last 12 months? Hoses and horns correctly tightened?		x		
Are extinguishers located in prominent positions, ideally not inside rooms but on main corridors, at exit doors or outside rooms or cupboards?	✓			
Are extinguishers free from obstruction?	✓			
Are extinguishers fitted less than 1m to grab handle for all extinguishers over 4kg in weight?	✓			
Is there suitable electrical coverage every 10m?	✓			
Is a powder extinguisher fitted to cover boilers in the building?		x		
Fire blankets fitted in appropriate areas?		x		
Are extinguishers fitted more than 1m from a heat source?	✓			
Are extinguishers wall hung or on stands, except schools where stands cannot be used?	✓			
Advice given to carry out H & S assessment where a powder extinguisher has been fitted?	✓			

#### Comments

#### Article 13 – The Regulatory Reform (Fire Safety) Order 2005

##### *Fire-fighting and fire detection*

**13.** — (1) *Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—*

*(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarm*

The Firefighting equipment must be provided across the premises to BS5306 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 12 monthly intervals to these standards. Please be aware these standards can be amended from time to time.

The updated BS5306 standards in 2012 require that a minimum of 2 combustible type (Class A) extinguishers must be fitted to each floor level as a minimum, the 1<sup>st</sup> floor did not appear to have sufficient extinguishers and an additional class A extinguisher should be fitted.

The fire extinguishers did not appear to have been serviced to BS5306 standards as the following was noted onsite: -

- Hoses or horns had not been correctly tightened which could allow the medium to leave from these areas instead of the correct location at the end of the horn or hose

BS5306 standards require a powder extinguisher to be fitted near a gas boiler and a further powder extinguisher must be fitted at the boiler room.

Access was not gained to the external garage where lawnmowers, equipment and probably fuel are stored and is recommended to have a dry powder fitted in this location if there is not currently one fitted.

A health and safety assessment must be completed by all persons in the vicinity of a powder extinguisher and their health assessed understanding the impacts on the use of powder extinguishers

#### Action Point

The extinguishers must be serviced to a standard, BS5306 standards are the accepted standard across the UK and the current servicing company does not appear to be servicing to these standards as detailed above.

**Time to complete:** Medium **Completed by:** **Date:** **Action No: 25**

As per BS5306 standards all gas boilers must have a powder extinguisher fitted and a further 2kg powder must be fitted at the boiler room and possibly a further dry powder located at the external groundman's garage.

**Time to complete:** Short **Completed by:** **Date:** **Action No: 26**

A health and safety assessment must be completed by all persons in the vicinity of a powder extinguisher and their health assessed understanding the impacts on the use of powder extinguishers.

**Time to complete:** Short **Completed by:** **Date:** **Action No: 27**

The groundman's workshop area in the main building had a kettle, microwave and toaster located in this area and a fire blanket should be fitted.

**Time to complete:** Medium **Completed by:** **Date:** **Action No: 28**

<b>Signage</b>	Compliant	Non-Compliant	TBC	N/A
Have all the following signs been installed to indicate emergency devices, escape routes onsite or fire doors as per BS5499 standards?				
No smoking	✓			
Fire Extinguisher ID signs?	✓			
Call Point Signs?			?	
Fire Exit route signs?		×		
Fire Exit Signs?	✓			
Fire Door Keep shut/locked?		×		
Fire Exit Keep Clear?	✓			
Fire Action Notices?	✓			
<b>Comments</b> <b>Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –</b> <p>(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—</p> <p>(g) emergency routes and exits must be indicated by signs</p> <p>and</p> <b>Article 13 of The Regulatory Reform (Fire Safety) Order 2005</b> <p><b>13. — (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—</b></p> <p><i>(b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.</i></p>				



The following signs must be fitted to comply with BS5499 standards, where possible being made from photoluminescent materials: -

- The fire exit route sign fitted on the door on the 1<sup>st</sup> floor corridor should be moved above the door frame and not on the door.
- A fire door keep shut sign should be fitted to the back of the fire door at the top of the stairs, on the front of the fire door to the Clubroom and on the back of the fire door into the lobby area at the top of the stairs 1<sup>st</sup> floor.
- All call points when fitted will require call point signs.
- The additional extinguishers when fitted will require fire extinguisher ID signs.
- The external chemical store sign has faded away and needs replacing.

#### Action Point

The signs detailed above must be fitted as detailed within BS5499 standards, ideally these signs would be made from photoluminescent materials being illuminated in low level lighting.

**Time to complete:** Short

**Completed by:**

**Date:**

**Action No: 29**

<b>Management</b>	Compliant	Non-Compliant	TBC	N/A
Is a suitable fire safety management policy in place for securing the effective management of fire safety at the premises? (see information in the comments section)			?	
Is a suitable and sufficient evacuation procedure in place? (see information in the comments section)			?	
Has this been communicated to staff recently?			?	
Are staff aware of this and regularly updated?			?	
Does the company have an effective induction process for all staff and contractors?			?	
Is the Risk Assessment being reviewed annually?			?	
Have all actions been completed from previous FRA?			?	
Will staff be advised of the comments/actions raised on the fire risk assessment?			?	
Is the customer aware alterations, changes to floor plans etc. require further risk assessments?	✓			

### Comments

#### **Article 11 of The Regulatory Reform Fire Safety Order 2005 advises –**

(1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

(2) The responsible person must record the arrangements referred to in paragraph (1) where— (a) he employs five or more employees;

Therefore, all premises must have suitable and sufficient fire policy, this is a document created or signed off by The Responsible Person and it details for example, the importance of fire safety, who is responsible in the various buildings (nominated staff), who are the fire wardens and any staff training, the importance of the fire risk assessment and what it covers, reporting of any risks identified by staff, reporting of any incidents, any dangerous working practices or substances and how they are managed and controlled, etc. This is not a full list but must cover eventualities and desired risk management by The Responsible Person. This document must be reviewed annually and shared with staff ideally annually.

#### **Article 4 of The Regulatory Reform Fire Safety Order 2005 advises –**

*In this Order "general fire precautions" in relation to premises*

*(a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises*

*(b) measures in relation to the means of escape from the premises;*

*(c) measures for securing that, at all material times, the means of escape can be safely and effectively used;*

*(d) measures in relation to the means for fighting fires on the premises;*

*(f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—*

*(i) measures relating to the instruction and training of employees; and (ii) measures to mitigate the effects of the fire.*

**Article 15 of The Regulatory Reform Fire Safety Order 2005 also advises –**

*(1) The responsible person must—*

*(a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;*

As detailed above in Articles 4 and 15 all premises must have a fire evacuation procedure completed by the organisation, the more complicated the building or the higher risk activities or personnel within the building (e.g. sleeping risks, young children, working with production lines or higher risk activities) the more detailed the evacuation procedure. The evacuation procedure must detail what must be carried out on either noticing a fire or on activation of the fire alarm. It must cover what activities are required to be completed (see also firefighting plan in the next section), but it must also detail escape routes, fire exits and who must use those fire exits (larger buildings and volume of staff utilizing designated escape routes and exit doors).

The evacuation procedure must work closely in line with fire drills and the firefighting plan, testing all eventualities, e.g. blocked escape routes, persons trapped in a building and their activities, assisting vulnerable persons or those physically or mentally impaired, fighting fires when safe to do so and how this will be managed. This list is not exhaustive, the evacuation procedure must be reviewed at least annually, changes to activities or structures in the building and then after each fire evacuation or drill to ensure it is up to date and relevant and if it requires changing, must be changed immediately and communicated to all staff and especially to those staff that have any activities at the time of a fire or fire alarm activation.

Contractors entering the building are classed as employees and checks should be carried out to confirm that a suitable induction is being provided including fire precautions onsite.

**Article 8 of The Regulatory Reform Fire Safety Order 2005 advises –**

*1) The responsible person must—*

*(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and*

*(b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.*

**Article 9 – Risk assessment of The Regulatory Reform Fire Safety Order 2005 advises**

*Risk assessment 9. —*

- (1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.*
- (2) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date*

As per articles 8 and 9 above a suitable and sufficient fire risk assessment must be in place, this must be completed by a competent person and any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date as detailed above. There is no definition of regularly but **annually** is generally accepted to be best practice as stipulated by The Chief Fire Officers association.

The risk assessment stipulates specific time periods for actions to be completed and these should be adhered to from this risk assessment making sure The Responsible Person is not left open to prosecution under Article 8 and other Articles of The Regulatory Reform Fire Safety Order.

Any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date. There is no definition of regularly but **annually** is generally accepted to be best practice

The significant findings from the fire risk assessment must be shared with staff as detailed under **Article 9 of The Regulatory Reform Fire Safety Order 2005**.

**Action Point**

A suitable fire policy must be agreed by management and signed off by The Responsible Person (see above). This must include good communication to all staff/ users of the building.

This must be communicated to staff/ users of the building at least annually and confirmation from these staff/users of the building obtained to ensure they are aware of the fire precautions onsite.

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 30</b>
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A suitable and sufficient fire evacuation procedure must be detailed for the premises and each subsequent premises by the organisation. This evacuation procedure must consider all eventualities that may occur in the premises and actions completed by staff or other persons. This evacuation procedure must be trained to staff and in line with the fire training plan. (see comments above)

Fire drills and evacuations will test the fire evacuation procedure and if required subsequent changes to this procedure.

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 31</b>
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Induction communication/training must occur for all contractors and temporary staff so they are aware of all the fire precautions on site. It is advisable a tick sheet is developed and signed by these individuals confirming they understand the fire regulations on site			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 32</b>			
The time periods for actions on this or previous risk assessments must be adhered to ensure the building is safe, relevant persons are protected and The Responsible Person is not left open to prosecution.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 33</b>			
The Risk assessment must be reviewed at least annually or immediately if any material changes occur to the building including structural changes etc. and these must be risk assessed following completion of the work.			
<b>Time to complete:</b>	<b>Long</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 34</b>			
The significant finding from this assessment must be shared with staff/ building users as per Article 9 of The Regulatory Reform (Fire Safety) Order 2005.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 35</b>			

<b>Fire Training and Drills</b>	Compliant	Non-Compliant	TBC	N/A
Are all new staff trained on Basic Fire Awareness training when they join the company?			?	
Are all staff trained yearly Basic Fire Awareness?			?	
Have a suitable volume of fire wardens been specifically appointed and trained?			?	
Does this cover operating the fire warning system?			?	
Fighting fires with portable extinguishers?			?	
Emergency plans?			?	
Are fire evacuation exercises carried out at suitable intervals ensuring these are unannounced, scenarios used to test all the skills of a fire warden and that post evacuation exercise to check the fire evacuation plan?			?	
Are records available of all staff training?			?	

#### **Comments**

Staff should be trained in what to do in the event of a fire or activation of the fire alarm system and a suitable firefighting plan be designed including the practical application of extinguishers as required under Article 13 of The Regulatory Reform (Fire Safety) Order 2005.

#### **Article 21 of The Regulatory Reform (Fire Safety) Order 2005 advises**

**Training 21.** — (1) *The responsible person must ensure that his employees are provided with adequate safety training—*

*(a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of—*

*(i) their being transferred or given a change of responsibilities within the responsible person's undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking; (iii) the introduction of new technology into the responsible person's undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.*

(2) The training referred to in paragraph (1) must—

(a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises; (b) be repeated periodically where appropriate; (c) be adapted to take account of any new or changed risks to the safety of the employees concerned;

### Article 13 of The Regulatory Reform Fire Safety Order 2005 advises –

Responsible persons are required to take measures for fire-fighting in the premises (e.g. the drawing up of a suitable fire-fighting plan) where necessary for the purpose of safeguarding relevant persons in case of fire. Such measures as are taken will be tailored to the circumstances of the premises. Responsible persons shall nominate a sufficient number of their employees to implement those measures and ensure that they are adequately trained and equipped to carry out their responsibilities. This provision must complement rather than replace fire and rescue authorities' fire-fighting role.

The intention of the Order was to:

*"... make it clear that firefighting equipment must be considered as a possible means of reducing a risk of fire spreading, providing protection and for providing assistance to others ... It must also be considered as a possible means of mitigating the detrimental effects of a fire."*

Nominated relevant persons must be able to tackle a fire if it is safe to do so and they know how to do it safely. They must not put themselves at risk to fight fire; their personal safety remains the priority. **Nonetheless this priority must not be used by responsible persons to avoid compliance with this requirement.** by training an adequate number of employees to undertake first aid fire-fighting duties and inherent in that training must be the teaching of employees to recognise when first-aid fire-fighting is or is not safe to implement.

Although a limited number of staff are working onsite at any given time, fire drills should still be practiced and recorded within the fire log book.

### Action Point




A suitable firefighting plan must be designed with a suitable volume of competent persons trained and appointed to fight a fire and trained in the practical applications of extinguishers, these staff are often called fire wardens or marshals. Their role is to complement the fire services activities and reduce the risk of a fire spreading injuring persons and causing unnecessary damage while onsite.

<b>Time to complete:</b> <b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 36</b>
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Although a limited number of staff are working onsite at any given time, fire drills should still be practiced and recorded within the fire log book.

<b>Time to complete:</b> <b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 37</b>
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**Photographic Information in relation to Fire Risk Assessment**

Action Point No:	<b>10</b>	Action Point No:	<b>11</b>	Action Point No:	<b>12</b>
					

Action Point No:	<b>13</b>	Action Point No:	<b>19</b>	Action Point No:	<b>29</b>
					



## Section 4 – Schedule of responsibilities

Routine tests/inspections	<p>Daily – escape route checks ensuring they are clear and fire exit doors open fully</p> <p>Weekly – Fire Alarm test</p> <p>Monthly – Extinguishers, emergency lights, fire doors, safety signs</p> <ul style="list-style-type: none"> <li>All inspection/tests must be recorded in your fire log book</li> </ul>
Means of escape	Kept clear at all times including buildup of materials on corridors, deliveries and trip hazards. All fire doors must be kept closed and not held open unless with a mechanical device, all door wedges or other items holding doors must be removed immediately.
	All doors must be able to be opened with one simple movement, no keys. All security doors must have a failsafe system of automatically opening if the alarm goes off, or a power failure. This includes both internal doors and final exit doors such as sliding and rotating doors
Escape lighting	All escape routes now must have emergency lights fitted and natural light cannot be relied up. These lights must clearly illuminate the escape route and escape doors both internally and externally. These lights must ideally be serviced annually to BS5266 standards.
Fire Alarm	If fitted, must be serviced every 6 months to BS5839 standards, documentation from service provider must confirm this.
Fire Extinguishers	All workplaces require firefighting equipment, which must be free from obstruction at all times and in easily locatable positions and identified by location signs. They must be serviced annually to comply with BS5306 standards and labels on extinguishers and certificates from servicing company must confirm this.
Training	<p>All employees and contractors must be trained in premises fire safety and precautions and regularly retrained, BS9999 states all staff must receive annual refresher training. Records of training must be recorded in the fire log book.</p> <p>The company must appoint employees to assist them in the roles (Fire Wardens/Marshalls) This must be a suitable volume to cover holidays, sickness, lunch breaks etc. These staff must receive regular refresher training BS9999 states these staff must receive annual refresher training. Records of training must be recorded in the fire log book.</p>

Signage	Various signs are required in the workplace, the escape route must be clearly signed indicating the route to the closest fire exit no matter where you are in a building. Other signs include fire extinguisher location signs, fire call point signs, no smoking signs and fire door keep clear signs.
Physical or Sensory impaired individuals	Procedures must be in place to ensure these individuals can safely access and egress from the building. This includes visitors, temporary staff, permanent staff and those who may be temporarily impaired due to accidents and sickness. A PEEP would be required in most cases.
Policies/Plans	A fire Policy and evacuation policy must be documented. This must be regularly updated and communicated to staff. The findings of the Fire Risk Assessment must also be communicated to staff.

## Requirements of an emergency plan

<p>An emergency plan must be documented and communicated to staff on a regular basis and must include the following:</p>	<ul style="list-style-type: none"><li>• What must staff do if they discover a fire</li><li>• How will people be warned of a fire</li><li>• The correct method of raising the alarm or warning people, including location of call points</li><li>• Location of firefighting equipment and who is trained to use it</li><li>• The action to be taken on hearing the alarm</li><li>• The duties of any specific staff members</li><li>• How and when the premises must be evacuated</li><li>• Details of escape routes, plans if possible</li><li>• Arrangements for ensure guests/customers egress safely</li><li>• Arrangements for any persons who are disabled or predetermined PEEPs in place</li><li>• Arrangements for calling the fire brigade</li><li>• Location of assembly points</li><li>• Roll call if necessary</li><li>• Who will liaise with fire brigade and management (senior)</li><li>• Procedures for detailing any hazardous or highly flammable items and their locations</li><li>• Who will maintain this plan and how often reviewed?</li><li>• Details of the importance of fire doors ensuring they are kept shut at all times</li><li>• The importance of ensuring evacuation and escape routes are clear at all times</li><li>• The importance of keeping firefighting equipment clear at all times</li><li>• The importance of all staff being responsible for their actions.</li></ul>
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# Section 5 – The process and legal information

## This Assessment

This Fire Risk Assessment (FRA) has been completed in line with current legislation in particular the Regulatory Reform (Fire Safety) Order 2005 (RRO). Within the RRO responsibilities have been passed to a 'Responsible person' within the organisation to undertake certain key responsibilities.

As detailed under the RRO Article 3, The 'Responsible person' could be several individuals in a building however in general terms the person is either/or:

- **The Business owner**
- **The Director with delegated authority**
- **The MD**
- **The Chief Executive**
- **The property Owner/Landlord**
- **Those in charge of a building**

Complications arise when there are several 'Responsible person' with a building such as the landlord and subsequent tenants and in the case of contractors working on site, the responsible person for the contractor. These responsibilities extend to the premises and the staff alike even if the individuals are you employed by you directly. These responsibilities extend to the following duties

- Carry out a suitable Fire Risk assessment completed by a competent person. (Competency is judged by expert knowledge, qualifications and experience)
- Means of fighting fire
- Means of detecting fire and advising staff through alarms
- Development of a Fire Policy
- Development of Evacuation Procedures
- Maintaining Evacuation routes, lights and signs
- Training and Instruction on basic fire awareness and hazards within the workplace and communication of the processes and procedures.
- Provide sufficiently trained staff to assist the Responsible Person with these evacuation procedures (Fire Wardens)
- Employ one or more competent people to assist the 'Responsible person' with their duties

- Maintaining all equipment.
- Carrying out an FRA review on a regular basis or when risks within a building change.

This report will specifically refer to the duties required from the customer, however action points may be advised to liaise with other 'Responsible persons' within a premise.

### Competent Persons

The role of a competent person/s cannot be underestimated. A competent person is not a member of staff with limited experience or knowledge. Competency is judged by expert knowledge, experience and qualifications and in some cases takes many years to amass.

- A competent person is required to assist the 'Responsible person' with carrying out the FRA, assisting in writing a Fire Policy, evacuation plan and assisting with training of staff and fire wardens.
- Competent persons are also required to service fire protection equipment such as Fire Alarms, emergency lights and Extinguishers and fire blankets.
- Competent persons may also be required to assist the 'Responsible person' with fire evacuation drills on their request.

### The Report

This assessment follows a stringent Risk Assessment of the premises detailed on page 1 of the FRA. The risk assessment is designed to:

- **To Identify** all factors which may cause harm to people, property and/or the environment during or as a result of a fire.
- **To consider** the likelihood of that harm actually happening and the possible consequences that could come from it
- **To enable** the responsible person to plan, implement and monitor the preventative and protective measures to ensure risks are as low as reasonably practicable at all times.

### The report is structured in the following way:

1. An introduction of the building including its use
2. The report is then broken-down identifying risks around the building, and making necessary comments on them, recording down any significant findings.

3. The last section of the report refers to Actions that we recommend need to be undertaken by the responsible person to remedy these significant findings, to ensure they are compliant with current legislation. Each action point will have a specific prioritisation and timescale and have a specific section to sign when this action is completed.

### Prioritisation of Actions

Each action will be given a prioritisation to ensure the Responsible person has some sort of schedule to work to. Our classifications are immediate, short, medium and long term and are detailed below:

1. **Immediate** - these actions must be completed immediately where possible, risks that present a clear and present risk of fire and injury to persons, or are so quick to implement they need no thought.
2. **Short Term** – these actions must be completed within the next 3 months where possible, there are risks that present a risk of fire and injury to persons.
3. **Medium Term** – these actions must be completed in the next 3 - 6 months as they are less serious than short term risks, however still require work to be completed in a timely fashion to reduce the risks to property and injury to persons.
4. **Long Term** – these actions must be completed in the next 6 – 12 months and are of a less serious nature but still represent risks that need further action.

### Review of Fire Safety Risks

Legislation changes on a regular basis and so does the use and internal risks within a premises, therefore it is essential that FRA's are reviewed on a regular basis, we will always recommend an FRA is reviewed no longer than 12 months. This is also a requirement as specified under article 9 of the Regulatory Reform (Fire Safety) Order 2005. However, in certain situations this review period may change to a reduced time period.

Examples of this include:

- Change of use of a building
- Change of building materials used in construction
- Building of new or extension works to an existing premises
- Bringing in new materials/equipment onto the premises especially hazardous or flammable materials
- Changing the flow of a building
- Sharing of a premises

The Responsible person must ensure risks are managed on an ongoing basis and not left to the next review period. If you have any doubts about changing risks or are planning changes to a building, we would suggest you inform us at the earliest possible opportunity.

- This report does not detail information in relation to the construction of the building and how it will perform in a fire, it identifies general day to day risks in the business. If this is required it is recommended a full structural survey is completed.
- This report covers injury to individuals and does not consider the impact to the building

### **The Hierarchy of legislation**

The Hierarchy of the regulations in relation to fire and fire protection are detailed high level as follows:



## Section 6 – Relevant Articles – The Regulatory Reform (Fire Safety) Order 2005

### Article 3 – Meaning of “responsible person”

#### The Regulatory Reform (Fire Safety) Order 2005

**Meaning of "responsible person" 3.** *In this Order "responsible person" means—*

- (a) in relation to a workplace, the employer, if the workplace is to any extent under his control; (b) in relation to any premises not falling within paragraph (a)—*
- (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.*

### Article 4 – Meaning of “general fire precautions”

#### The Regulatory Reform (Fire Safety) Order 2005

**Meaning of "general fire precautions" 4.** *—(1) In this Order "general fire precautions" in relation to premises means, subject to paragraph (2)—*

- (a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises; (b) measures in relation to the means of escape from the premises; (c) measures for securing that, at all material times, the means of escape can be safely and effectively used; (d) measures in relation to the means for fighting fires on the premises; (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—*
- (i) measures relating to the instruction and training of employees; and (ii) measures to mitigate the effects of the fire.*
- (2) The precautions referred to in paragraph (1) do not include special, technical or organisational measures required to be taken or observed in any workplace in connection with the carrying on of any work process, where those measures —*
- (a) are designed to prevent or reduce the likelihood of fire arising from such a work process or reduce its intensity; and (b) are required to be taken or observed to ensure compliance with any requirement of the relevant statutory provisions within the meaning given by section 53(1) of the Health and Safety at Work etc 1974.*
- (3) In paragraph (2) "work process" means all aspects of work involving, or in connection with—*
- (a) the use of plant or machinery; or (b) the use or storage of any dangerous substance.*



## Article 5 – Duties under this Order

### The Regulatory Reform (Fire Safety) Order 2005

**Duties under this Order 5.** —(1) Where the premises are a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises. (2) Where the premises are not a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises, so far as the requirements relate to matters within his control. (3) Any duty imposed by articles 8 to 22 or by regulations made under article 24 on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person referred to in paragraphs (1) and (2), who has, to any extent, control of those premises so far as the requirements relate to matters within his control. (4) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to—

(a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends.

(5) Articles 8 to 22 and any regulations made under article 24 only require the taking or observance of general fire precautions in respect of relevant persons.

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(a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends.

(5) Articles 8 to 22 and any regulations made under article 24 only require the taking or observance of general fire precautions in respect of relevant persons.

## Article 9 – Risk assessment

### The Regulatory Reform (Fire Safety) Order 2005

**Risk assessment 9.** —(1) *The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.*

*(2) Where a dangerous substance is or is liable to be present in or on the premises, the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1. (3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—*

*(a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions,*

*and where changes to an assessment are required as a result of any such review, the responsible person must make them. (4) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5). (5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1. (6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—*

*(a) he employs five or more employees; (b) a licence under an enactment is in force in relation to the premises; or (c) an alterations notice requiring this is in force in relation to the premises.*

*(7) The prescribed information is—*

*(a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and (b) any group of persons identified by the assessment as being especially at risk.*

*(8) No new work activity involving a dangerous substance may commence unless—*

*(a) the risk assessment has been made; and (b) the measures required by or under this Order have been implemented.*

## Article 12 – Elimination or reduction of risks from dangerous substances

### The Regulatory Reform (Fire Safety) Order 2005

**Elimination or reduction of risks from dangerous substances 12.** —(1) Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable. (2) In complying with his duty under paragraph (1), the responsible person must, so far as is reasonably practicable, replace a dangerous substance, or the use of a dangerous substance, with a substance or process which either eliminates or reduces the risk to relevant persons. (3) Where it is not reasonably practicable to eliminate risk pursuant to paragraphs (1) and (2), the responsible person must, so far as is reasonably practicable, apply measures consistent with the risk assessment and appropriate to the nature of the activity or operation, including the measures specified in Part 4 of Schedule 1 to this Order to—

(a) control the risk, and (b) mitigate the detrimental effects of a fire.

(4) The responsible person must—

(a) arrange for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances; and (b) ensure that any conditions necessary pursuant to this Order for ensuring the elimination or reduction of risk are maintained.

## Article 13 – Fire-fighting and fire detection

### The Regulatory Reform (Fire Safety) Order 2005

#### **Fire-fighting and fire detection**

**13.** —(1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—

(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and (b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.

(2) For the purposes of paragraph (1) what is appropriate is to be determined having regard to the dimensions and use of the premises, the equipment contained on the premises, the physical and chemical properties of the substances likely to be present and the maximum number of persons who may be present at any one time.

(3) The responsible person must, where necessary—

(a) take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned; (b) nominate competent persons to implement those measures and ensure that the number of such persons, their training and the

*equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned; and (c) arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.*

*(4) A person is to be regarded as competent for the purposes of paragraph (3)(b) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures referred to in that paragraph.*

## **Article 14 – Emergency routes and exits**

### **The Regulatory Reform (Fire Safety) Order 2005**

**Emergency routes and exits 14.** —(1) *Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. (2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—*

- (a) emergency routes and exits must lead as directly as possible to a place of safety; (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible; (c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time; (d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits; (f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency; (g) emergency routes and exits must be indicated by signs; and (h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.*

## Article 15 – Procedures for serious and imminent danger and for danger areas

### The Regulatory Reform (Fire Safety) Order 2005

**Procedures for serious and imminent danger and for danger areas 15.** —(1) *The responsible person must—*

- (a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons; (b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and (c) ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.*
- (2) Without prejudice to the generality of paragraph (1)(a), the procedures referred to in that sub-paragraph must—*
  - (a) so far as is practicable, require any relevant persons who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it; (b) enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal) to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger; and (c) save in exceptional cases for reasons duly substantiated (which cases and reasons must be specified in those procedures), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger.*
- (3) A person is to be regarded as competent for the purposes of paragraph (1) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the evacuation procedures referred to in that paragraph.*

## Article 17 – Maintenance

### The Regulatory Reform (Fire Safety) Order 2005

**Maintenance 17.** —(1) *Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.*

- (2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.*
- (3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.*
- (4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).*
- (5) Where the occupier of the other premises is not also the owner of those premises, the references to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.*

## Article 18 – Safety assistance

### The Regulatory Reform (Fire Safety) Order 2005

**Safety assistance 18.** —(1) *The responsible person must, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the preventive and protective measures. (2) Where the responsible person appoints persons in accordance with paragraph (1), he must make arrangements for ensuring adequate co-operation between them. (3) The responsible person must ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the premises, the risks to which relevant persons are exposed and the distribution of those risks throughout the premises. (4) The responsible person must ensure that—*

*(a) any person appointed by him in accordance with paragraph (1) who is not in his employment—*

*(i) is informed of the factors known by him to affect, or suspected by him of affecting, the safety of any other person who may be affected by the conduct of his undertaking; and (ii) has access to the information referred to in article 19(3); and*

*(b) any person appointed by him in accordance with paragraph (1) is given such information about any person working in his undertaking who is—*

*(i) employed by him under a fixed-term contract of employment, or (ii) employed in an employment business,*

*as is necessary to enable that person properly to carry out the function specified in that paragraph.*

*(5) A person is to be regarded as competent for the purposes of this article where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventive and protective measures. (6) Paragraph (1) does not apply to a self-employed employer who is not in partnership with any other person, where he has sufficient training and experience or knowledge and other qualities properly to assist in undertaking the preventive and protective measures. (7) Paragraph (1) does not apply to individuals who are employers and who are together carrying on business in partnership, where at least one of the individuals concerned has sufficient training and experience or knowledge and other qualities—*

*(a) properly to undertake the preventive and protective measures; and (b) properly to assist his fellow partners in undertaking those measures.*

*(8) Where there is a competent person in the responsible person's employment, that person must be appointed for the purposes of paragraph (1) in preference to a competent person not in his employment.*

## Article 19 – Provision of information to employees

### The Regulatory Reform (Fire Safety) Order 2005

**Provision of information to employees 19.** —(1) *The responsible person must provide his employees with comprehensible and relevant information on—*

*(a) the risks to them identified by the risk assessment; (b) the preventive and protective measures; (c) the procedures and the measures referred to in article 15(1)(a); (d) the identities of those persons nominated by him in accordance with article 13(3)(b) or appointed in accordance with article 15(1)(b) ; and (e) the risks notified to him in accordance with article 22(1)(c).*

*(2) The responsible person must, before employing a child, provide a parent of the child with comprehensible and relevant information on—*

*(a) the risks to that child identified by the risk assessment; (b) the preventive and protective measures; and (c) the risks notified to him in accordance with article 22(1)(c),*

*and for the purposes of this paragraph, "parent of the child" includes a person who has parental responsibility, within the meaning of section 3 of the Children Act 1989, for the child. (3) Where a dangerous substance is present in or on the premises, the responsible person must, in addition to the information provided under paragraph (1) provide his employees with —*

*(a) the details of any such substance including—*

*(i) the name of the substance and the risk which it presents; (ii) access to any relevant safety data sheet; and (iii) legislative provisions (concerning the hazardous properties of any such substance) which apply to the substance; and*

*(b) the significant findings of the risk assessment.*

*(4) The information required by paragraph (3) must be—*

*(a) adapted to take account of significant changes in the activity carried out or methods or work used by the responsible person; and (b) provided in a manner appropriate to the risk identified by the risk assessment.*

## Article 21 – Training

### The Regulatory Reform (Fire Safety) Order 2005

**Training 21.** —(1) *The responsible person must ensure that his employees are provided with adequate safety training—*

*(a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of—*

*(i) their being transferred or given a change of responsibilities within the responsible person's undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking; (iii) the introduction of new technology into the responsible person's undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.*

*(2) The training referred to in paragraph (1) must—*

*(a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises; (b) be repeated periodically where appropriate; (c) be adapted to take account of any new or changed risks to the safety of the employees concerned; (d) be provided in a manner appropriate to the risk identified by the risk assessment; and (e) take place during working hours.*

## Article 22 – Co-operation and co-ordination

### The Regulatory Reform (Fire Safety) Order 2005

**Co-operation and co-ordination 22.** —(1) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—

(a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order; (b) (taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and (c) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

(2) Where two or more responsible persons share premises (whether on a temporary or a permanent basis) where an explosive atmosphere may occur, the responsible person who has overall responsibility for the premises must co-ordinate the implementation of all the measures required by this Part to be taken to protect relevant persons from any risk from the explosive atmosphere.



# Fire Risk Assessment

Completed on 20/01/20



For – Fair Oak & Horton Parish Council, Horton Heath Community Centre

By Charlie Kemp

**Fire**Care, Security & Electrical Ltd

This report is broken down into six sections

Section 1 – Introduction

Section 2 – General information

Section 3 – The review

Section 4 – Schedule of Responsibilities

Section 5 – The process and legal information

Section 6 – Article Extracts from the RRO 2005

# Section 1 – Introduction

## Your Fire Risk Assessment (FRA)

The importance of a FRA is crucial to the business for many reasons. Failure to comply with the findings within this report may leave you open to prosecution from various agencies, personal litigation claims and business insurances being made invalid. Prosecutions through the courts are running in some cases up to hundreds of thousands of £pounds, imprisonment and civil claims in their £millions. These cases have been brought against responsible persons whether or not there has been a fire or if anyone has been injured.

Every year countless lives are lost or people injured, buildings damaged, businesses close or business disrupted by fire or false alarms. These costs in some cases are never estimated but in most cases the cost of complying with legislation is more cost effective than the costs of a prosecution, bad publicity, loss of customers or the cost of a real fire.

We may recommend certain actions in this report which will require you to employ 'competent' persons to carry out work, it is your responsibility to ensure all tradesmen both internally and those brought in from the outside of the company are 'competent'. We would always recommend you request evidence of this competency in the form of certificates, and or, any CPD training. In the case of alarms, emergency lights and extinguishers, third party accreditation schemes such as BAFE, UKAS or any other accreditation scheme where third party accreditation/compliance is regularly monitored. Failure to employ competent persons, may lead to prosecution, so it is vital that all work is managed.

Through this report certain actions may be recommended in relation to the fire safety systems, however it is equally important that the management of a Fire Policy and strategy is equally as important as the safety systems themselves. There is little point having the best fire system in the world, if staff are not trained, regularly updated, risks are not managed and emergencies planned for. This report is a snapshot on the day of the assessment, regular reviews must occur, or if any material changes occur with the building, the volume of staff, changes in escape routes, changes in work practices, then the risk assessment must be reviewed.

**In this report:**

We have relied on information supplied to us at the time of the assessment by the responsible person or their representative and that this information is true and representative of the facts and are not misleading.

We have assumed all relevant building regulations were applied at the time of construction and any time after for additional works carried out. If this is not the case this must be identified.

We have not looked in roof spaces, eaves or other hidden areas except those pointed out to us or those areas that have been identified as having a specific fire risk attached to it.

We have no control over the ongoing management of the premises, once the report has been completed we are leaving the actions and requirements to be completed by onsite responsible persons and management and we cannot be held responsible for the failure to implement significant findings. The decision to allow the premises to be used for its present purpose, remains with the responsible person.

We have not had full access to the premises or an opportunity to test for fire protection or sufficient fire separation. Our observations have been based on visual observation only, and without appropriate surveys being carried out.

We have considered the Regulatory Reform (Fire Safety) Order 2005 when completing this report, however third-party enforcement agencies, such as local authorities or building control may have additional requirements which have not been considered in this report.

The Risk Assessment was completed on the date detailed on the first page of this report, subsequent changes to the premises, subsequent faults in equipment, or deterioration in the premises and testing requirements have not been included in this report and must be part of management reviews and also if necessary further completion of additional risk assessments.

## Section 2 – General information

### Findings - Action Points Time Periods

**Immediate** - these actions must be completed immediately, **Short Term** – these actions must be completed within the next month – 3 months

**Medium Term** – these actions must be completed in the next 3 – 6 months, **Long Term** – these items must be completed 6 – 12 months

This is the Fire Risk Assessment for		Fair Oak & Horton Parish Council, Horton Heath Community Centre.
The Responsible Person is		Mell Stephens
Day-to-day responsibility for ensuring this policy is put into practice is delegated to		Martin Johnson
Address of Premises	Botley Road,  Horton Heath, Eastleigh,  Hampshire, SO50 7DU	<p>What actions occur in the case of an activation?</p> <p><b>Single Stage Evacuation</b> – This is a total evacuation to an Assembly Point outside the building.</p> <p>The recommended evacuation time is 2.5 minutes to a protected area or final exit.</p> <p>– <b>Action Point</b></p>
Previous FRA's completed by and Date	Unknown	
Is the Responsible person fully aware of their responsibilities and duties?	Yes	
Does the company have a fire log book correctly filled out by the company and all servicing/maintenance companies?	No fire log book was available on site.	
<p><b><u>Actions</u></b></p> <p>1. Ensure fire log is suitable and sufficient to record down all information on the building such as extinguisher servicing, alarm servicing, alarm tests, emergency light checks fire door checks, evacuation drills etc. This must be filled in by onsite staff and also every time an engineer visits site and action must be taken to ensure details are updated regularly.</p>		

<p><b>2.</b> It is recommended a dedicated Fire log book is available for each building located under the fire panel.</p> <p><b>3.</b> The checks that are required and must be completed by trained staff / fire wardens and then recorded in the fire log book by the fire panel area:</p> <ul style="list-style-type: none"> <li>• Weekly checks of fire alarms, testing a different call point each week.</li> <li>• Monthly checks of fire doors, emergency lights, fire extinguishers, and signage.</li> </ul> <p><b>4.</b> Staff must be trained in what to inspect and how to do it for example what to check on a fire door.</p> <p><b>Action Point: 1, 2, 3, 4</b>  Time to complete: <b>Short</b>  Completed by:</p>		
Overall risk rating of the business	<b>Medium risk due to lack of detection and emergency lights.</b>	
Signed: (Employer)		Date:
Subject to review, monitoring and revision by a <u>competent</u> person, <u>or</u> :	<b>FireCare, Security &amp; Electrical Ltd</b>	Every: 12 months

## Section 3 – The Review including pictures

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their Fire Risk Assessment. You have a duty to implement the suggested changes detailed below within a ‘reasonable’ time period for the safety and security of staff and buildings. **(RRO Article 9 – please read Article 9 section later in this report)**

<b>Main Use of Building</b>	<p>This is a community center afforded over 2 floor levels.</p> <p>The 1<sup>st</sup> floor consists of 2 offices/ meeting rooms and a water heater cupboard linked to the ground floor via a central staircase into the front entrance lobby area.</p> <p>The ground floor consists of kitchen, main hall, storage area, front room used as a post office facility, entrance lobby area, lady’s toilet, gent’s toilet, disabled toilet and storage cupboard.</p>
Hours occupied?	Mon-Sun various hours from 8am -10pm
Number of staff in total employed?	2-3 staff possibly operate in the building maintenance and cleaning staff.
Number of visitors or guests or an average day/week?	Various numbers throughout the week used by various clubs and different activities, the largest being the church on a Sunday with approximately 30 people attending.
<b>Persons at risk</b>  <b>Disabled (sight, hearing, mobility, learning)</b>	<p>Possibly members of the public hiring or using the center</p> <p><b>- Action Point 5</b></p> <p>Those staff/guests with any form of disabilities or impairment must be risk assessed and escape considered as part of the PEEP process.</p> <p>Suitable and sufficient volume of staff/ helpers must be available at all times to assist any persons with disabilities subject to the PEEP process.</p>

<p><b>Lone Workers and their locations</b></p> <p><b>Young Persons</b></p>	<p>The PEEP process must be considered as part of your overall Management Policy.</p> <p>Yes, possibly cleaning staff or maintenance staff and a lone worker policy is in place with procedures in what to do in the event of a fire – <b>Action Point</b></p> <p>None – <b>Action Point</b></p> <p><b>Action Point: 5</b></p> <p>Time to complete: <b>Short</b></p> <p>Completed by:</p>
<b><u>General</u></b>	<b><u>Comments</u></b>
<b><u>Building</u></b>	
Constructed from?	Brick built, solid walls and tiled roof
Age of building?	1930's
Floor Levels?	2
Total Volume of fire exits from the building?	5
Total Volume of exit doors?	6
Outbuildings	Nil
Is the building in a good state of repair?	Yes
Can the structure be fully assessed to ensure it is compliant with current fire regulations?	<p>On a fire risk assessment, it is not possible to assess the full fire integrity of the building. This includes assessment under ceiling structures, voids, lofts, roof spaces, basements, lifts, risers etc.</p> <p><b>If you are</b> concerned about the fire integrity of the building it is recommended a full structural survey is completed on the building by a structural survey specialist to ensure that it is compliant with current fire regulations.</p>



	<p><b>Action Point 6</b></p> <p>Time to complete: <b>Long</b></p> <p>Completed by:</p>
Are there any lift shafts in the building and are they fitted with fire retardant materials?	No lift fitted in the building
Is the building occupied by other tenants – if so on what floors?	<p>Yes</p> <p><b>Article 22 of the RRO advises that</b> Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order.</p> <p>To this end you must ask for a copy of any other tenants’/ users risk assessments and share your risk assessment with them and any areas of concern discuss together.</p> <p>The purpose being to understand that evacuation can be made from the building within the designated periods with the use of suitable alarms, lights etc and any to understand any activities between tenants that may impact on this escape.</p> <p><b>Acton Point 7</b></p> <p>Time to complete: <b>Immediate</b></p> <p>Completed by:</p>
Are higher risk areas of ancillary accommodation sufficiently separated from the remainder of the building by fire resisting construction?	Yes
Is the building a tall building or in the open and does it require lightning protection?	No

<b>Smoking</b>	Compliant	Non-Compliant	TBC	N/A
Is there a company policy on smoking?	✓			
Are these locations suitable and being correctly managed?	✓			
<b>Comments</b> This is a no smoking building and there were no signs of smoking debris, in or around the building.				
<b>Action Point</b>				

<b>Electrical</b>	Compliant	Non-Compliant	TBC	N/A
Are all electrical installations checked as per current BS 7671: 2008 standards 3/5 years for fixed wire, light fittings, sockets, fuse boards etc.?		×		
Are all electrical items PAT tested?	✓			
Extension leads rolled out?	✓			
Is appropriate safe handling of extension leads reducing overloading of extension leads being applied?	✓			
Are extensions and flexes run in safe places where they will not be damaged?	✓			
Are they free from dust and fluff build up?	✓			
Is the main intake room and switch gear kept clear?	✓			
Are switch/fuse book covers in place?	✓			
Are all cables securely fixed with metal clips or other metal structures to prevent cables draping down in a fire situation causing potential injury or preventing escape?	✓			
<b>Comments</b> Please note that a test certificate does not confirm compliance if remedial works have been identified. These remedial works must be completed as soon as physically possible and a further certificate provided confirming compliance and a safe electrical installation.  Electrical safety of a building is crucial with electrical fires causing a large percentage of all fire in buildings. I was advised the electrical safety certificate had not been completed to current standards and recommendations with BS 7671: 2008 states that all buildings must have working electrical installation being carried out every 3 or 5 years depending on the wiring and use of the building.				

PAT testing was undertaken at the time of this inspection to current C&G 2377 standards.

**Action Point**

All buildings must have working electrical installation and supply, to ensure your electrical installation is suitably maintained, an electrical hard-wired safety check is recommended every 3 or 5 years and it is recommended that a safety certificate is obtained. This activity needs to be completed by a trained electrician. It is recommended once complete the safety certificate is stored with the fire log book. (Please note that all items identified on the electrical certificate must also be completed by the times specified by the electrician to comply with the legislation)

**Time to complete:** **Medium**

**Completed by:**

**Date:**

**Action No: 8**

<u>Gas/Oil</u>	Compliant	Non-Compliant	TBC	N/A
Are gas appliances and installations being correctly checked as per current regulations?	✓			
Are gas appliances in a good state of repair?	✓			
Are gas appliances fixed to the wall or on hard standing?	✓			
Are gas boilers well ventilated?	✓			

**Comments**

On inspection I was informed that the gas safety checks are being completed on all gas appliances / boilers annually.

**Action Point**

<b>Cooking</b>				
Is cooking occurring in this building?	<b>Yes</b>			
	Compliant	Non-Compliant	TBC	N/A
Are cooking appliances maintained and ductwork cleaned regularly?			?	
Are wet chemical extinguishers available for cooking with deep fat fryers?				✓
No water extinguishers fitted in a kitchen where frying or deep fat fryers are being used?				✓
<p><b>Comments</b></p> <p>A cleaning regime is in place for the kitchen extraction unit. It must be confirmed that the whole of the ductwork can be cleaned by staff onsite. If this is not possible a professional cleaning company must be employed and the ductwork cleaned on an annual basis.</p> <p><b>Action Point</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Extractor fans, hoods and ductwork in the kitchen area must be cleaned professionally by an outside contractor annually and a certificate obtained and given to the company, checks must be made to ensure this occurs.</p> <p><b>Time to complete:    Medium                      Completed by:                      Date:                      Action No: 9</b></p> </div>				

<b>Portable Heating</b>	Compliant	Non-Compliant	TBC	N/A
Are portable heaters used in the premises, if so, are they low risk?				✓
If so, are they being correctly managed?				✓
No portable heaters to be plugged into extension leads?				✓
<p><b>Comments</b></p> <p>At the time of inspection, no portable heaters were noted in this building.</p> <p><b>Action Point</b></p>				

<b>Arson</b>	Compliant	Non-Compliant	TBC	N/A
Are any measures considered and being adopted to reduce arson?	✓			
Are any other security measures in place? Security fencing, lights, gates, security-controlled entrance etc.	✓			
Are there any other examples of arson being committed in the surrounding areas?				✓
Is waste/rubbish being effectively stored away from the buildings?	✓			
<b>Comments</b> Arson is still a common cause of fires in the UK, this includes both external and internal damage from intruders. Any form of security device such intruder alarm, CCTV, high security shutter or locks fitted to windows and doors reduce the opportunist arsonist.				
<b>Action Point</b>				

<b>General Housekeeping</b>	Compliant	Non-Compliant	TBC	N/A
Is the building being generally kept in a clean and tidy condition?	✓			
Are combustible materials being kept clear from sources of ignition?	✓			
Waste packaging reduced?	✓			
Are limited combustible materials being stored?			?	
Are fire protection materials still in place on seating / chairs in the building?	✓			
<b>Comments</b> Combustible items are not just those generally regarded as highly combustible, such as foam or polystyrene, but all materials, which will readily catch fire such as cardboard, paper, cotton, linen etc. Reducing fire loading down is crucial in a building and the guidance is for excess combustibles and flammable liquids to be either be removed or reduced to as low as possible to reduce the risk of fire spreading.  There is a considerable number of combustible items stored in the storage area to the rear of the main hall from clothing, manuals, boxes, paper etc. The fire precautions state under Article 4 of the RRO that combustible items must either be removed or reduced to as low as possible to reduce the risk of fire spreading.				
<b>Action Point</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> Combustible/highly flammable items must be either stored in a sterile area or reduced as low as possible, the principle being to either remove completely from the building to external storage or destruction or reduce this includes the storage area at the back of the main hall and good housekeeping must be adopted to rectify this. </div>				
<b>Time to complete:</b> <b>Medium</b> <b>Completed by:</b> <b>Date:</b> <b>Action No: 10</b>				

<b>Hazardous/highly flammable Materials</b>	Compliant	Non-Compliant	TBC	N/A
Are hazardous/highly flammable materials kept on site stored in a secure location, fire resisting cabinet?				✓
<b>Comments</b> No hazardous or volumes of highly flammable items were noted onsite at the time of inspection.				
<b>Action Point</b>				

<b>Fire Exits</b>	Compliant	Non-Compliant	TBC	N/A
Are there sufficient fire exits for the size of the building and the users of the building?	✓			
Internal doors having a minimum of 750mm clearance including furniture?	✓			
All final doors unlocked or locked by a one-handed fastening and no keys used and clear of obstruction at all times?	✓			
<b>Comments: Emergency routes and exits 14.</b> — (1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.  (2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons —  (a) emergency routes and exits must lead as directly as possible to a place of safety; (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible; (c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time; d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits; (f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;				
<b>Action Point</b>				

<b>Fire Doors</b>	Compliant	Non-Compliant	TBC	N/A
A door or shutter, together with its frame and furniture provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and / or smoke to a predetermined level of performance – BS 476 standards.				
Are the fire doors kept to a good standard?	✓			
Have no more than a 3 mm gap top, and sides?	✓			
Close fully to the frame with a self-closing mechanism?		x		
Do they have 3 fire rated hinges?	✓			
Do they have intumescent strips and cold smoke seals to restrict smoke and heat ingress?	✓			
Smoke seals are not painted over or damaged?	✓			
Doors to cupboards, service ducts, vertical shafts, electric cupboards and gas boiler cupboards must be marked as 'fire door keep locked' on any escape route, and are they locked?		x		
<p><b>Comments</b></p> <p>Fire doors are installed in buildings to protect high risk areas or to create compartments in the building, both for the protection of persons within the building. A suitably fitted fire door slows down the transfer of smoke, heat and fire around the building allowing for a speedier escape or to protect persons who may be restricted from leaving the building.</p> <p>The fire doors at the bottom of the stairs into the front entrance lobby, the post office fire door, the kitchen fire door and the fire door into the main hall from the lobby area did not close effectively to the frame ensuring the restriction of smoke, heat and fumes is effectively restricted in the case of a fire, this could have been caused by a non-effective self-closer, doors being restricted by carpets or other obstructions or no self-closer fitted to these doors.</p> <p>It was noted the water boiler door at the top of the stairs was not locked at the time of inspection because the padlock had broken and 'fire door keep locked' signs displayed. Doors on corridors with higher risk appliance such as water boilers must have a suitable fire door fitted and must be locked at times and a fire door keep locked sign fitted on the facing side of the door. In the event of a fire the doors would be pushed open by the heat and the smoke which would compromise the escape route in the building.</p> <p><b>Action Point</b></p> <div> <p>Those doors as detailed above do not close effectively to the frame, each door should be assessed and either the self-closer must either be adjusted or replaced, or carpentry work instigated as required to ensure the doors close effectively creating a compartment.</p> <p><b>Time to complete: Medium      Completed by:      Date:      Action No: 11</b></p> </div>				

Those doors listed above must be locked at all times unless in use and fire door keep locked signs displayed. They do not require self-closers fitting but must have intumescent and cold smoke seals fitted ensuring the door touches the frame with no more than 3mm gap between door and frame.

**Time to complete:**     **Short**

**Completed by:**

**Date:**

**Action No: 12**



<b>Safe exiting</b>	Compliant	Non-Compliant	TBC	N/A
Corridors free from combustible materials?	✓			
Escape routes not through areas of higher risk?	✓			
Corridors free from electrical appliances?	✓			
Are all floors, stairways and pathway surfaces in good condition and free from trip hazards?	✓			
Are exits, hallways, doors and gangways suitable width at least width of at least 750mm.	✓			
Can escape be made from a protected area within 2.5 mins?	✓			
Are exit routes and outside exits doors flat or ramped so wheelchairs can be used in an emergency?	✓			
<b>Comments</b> <b>Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –</b> <p>(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.</p> <p>(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—</p> <p>(a) emergency routes and exits must lead as directly as possible to a place of safety;</p> <p>(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;</p> <p>(c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;</p> <p>(d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;</p> <p>(f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency</p> <b>Action Point</b>				



<b>Emergency Lighting</b>	Compliant	Non-Compliant	TBC	N/A
Are emergency lights fitted and are they sufficient for the building?		x		
Is there sufficient coverage on the main escape routes?		x		
Is the room larger than 60sqm and is sufficient coverage available?	✓			
Does each fire compartment have at least 2 emergency lights?		x		
Direct light onto stairs and sub landings?		x		
Within 2 meters of safety signs (escape route signs)?		x		
Fitted above the fire panel?	✓			
Corridor lighting fitted to ceilings?	✓			
Inside disabled toilets?	✓			
Toilets, showers and changing rooms which have no natural lighting or which have multiple closet facilities?	✓			
Near fire and first aid equipment, extinguishers, call points?	✓			
Are they located near changes in floor levels?	✓			
Near high risk task areas to allow safety of operation? Machinery, kitchens, examination and treatment rooms, plant and switch rooms, reception areas?	✓			
Outside Exit doors?		x		
Illuminate side and rear escape routes to a place of total safety?		x		
Are emergency lights being regularly serviced if fitted?			?	
<b>Comments</b> <b>Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –</b> <p>(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—</p> <p>(h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.</p> <p>The Emergency Lighting system must be provided across the premises to BS5266 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 12 monthly intervals to these standards. Please be aware these standards can be amended from time to time.</p>				

Emergency lights are fitted to a building to provide lighting in the case of a failure of normal electrical lights in hours of darkness or low-level lighting. Emergency lights have battery backups switching to battery in the case of a failure of the internal lights and must provide lighting throughout the building along all work areas and escape routes, to exit doors and outside of exit doors.

The following areas **appeared** to have insufficient emergency lights fitted as per BS5266 standards. Lack of suitable emergency lights can reduce the speed of escape or to make safe a work activity from these areas (This list is not exhaustive and a full review must be carried out): -

- The stairs from the 1<sup>st</sup> to the ground floor require an emergency light.
- The rear storage area requires an emergency light in the room to also cover the fire exit route sign.
- The 5 exits from the building require emergency lights outside the doors which will also cover the external route away from the building and defibrillator equipment located at the front entrance.
- The lobby area outside the main hall requires an emergency light for the escape route and the fire exit route sign.
- The front room post office has the main fuse board located in the room and requires a further emergency light fitted.

It is an acceptable deviation to BS5266 standards to only have a 1-hour emergency light drain down test in this building due to the use of the building and it is unlikely to need to be reoccupied in a fire situation as no sleeping risks or vulnerable persons are onsite.

#### Action Point

Further investigation must be made to the areas listed above to ensure sufficient emergency lights are in place, if not, further emergency lights fitted to ensure suitable emergency lighting in the building in the hours of darkness or darkened areas with no natural light as required under BS5266 standards.

**Time to complete:** **Medium** **Completed by:** **Date:** **Action No: 15**

Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to the current BS5266 standards, emergency lights must be inspected and serviced at least annually and suitable certification provided. It could not be confirmed during inspection that emergency lights are being serviced.

**Time to complete:** **Short** **Completed by:** **Date:** **Action No: 16**

It is an acceptable deviation to BS5266 standards to only have a 1-hour emergency light drain down test in this building due to the use of the building and it is unlikely to need to be reoccupied in a fire situation as no sleeping risks or vulnerable persons are onsite. Servicing companies must carry out a 1 hour drain only to emergency lights.

**Time to complete:** **Medium** **Completed by:** **Date:** **Action No: 17**

<b>Fire Detection</b>	Compliant	Non-Compliant	TBC	N/A
Is an adequate electrical fire alarm fitted?	✓			
Is this fire alarm being serviced at least every 6 months to BS5839 standards?			?	
Has a servicing label been fitted to the fire panel?	✓			
Is the fire panel fitted at the front door as detailed in BS5839 standards?	✓			
Are fire detectors fitted and are they adequate for the premises?		x		
Are detectors installed covering escape routes, staff rooms and offices?		x		
Are sounders located within all compartments?	✓			
Are sounders/bells the same across the whole site?	✓			
Will sounders or bells provide sufficient decibel levels for all areas?	✓			
Are heat detectors located in kitchens instead of smoke alarms?		x		
Are fire shutters tested and records kept if linked to the fire alarm?			?	
Smoke or heat detectors changed at the manufacturers recommendations e.g. 10 years to ensure the system can be guaranteed?			?	
A local, key-switched point of isolation for the fire alarm fitted?	✓			
Is there a fire zone chart available?	✓			
Are call points in good condition?	✓			
Are call points within 45 meters of any point, or less if less mobile people?	✓			
Are call points fitted at the top of stairs?	✓			
Are call points fitted at every openable door whether fire exit or not, also includes shutters to a place of total safety?	✓			
Are call point covers in place covering all call points in the building to protect against false alarms?			?	
Are call points fitted in high task areas?	✓			
<b>Comments</b> <b>Article 13 – The Regulatory Reform (Fire Safety) Order 2005</b> <b>Fire-fighting and fire detection</b> <b>13. — (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—</b> <b>(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms;</b>				

The Fire Alarm system must be provided across the premises to L4 level of BS5839 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 6 monthly intervals to these standards. Please be aware these standards can be amended from time to time. An L4 fire alarm system provides detection on all escape routes comprising circulation areas and spaces such as corridors and stairways.

There is inadequate coverage of detection in the building with the fire alarm system not being compliant to L4 levels. The following areas did not appear to have sufficient detection: -

- A detector should be fitted on the stairs from the 1<sup>st</sup> floor to the ground floor on the escape route.
- A detector should be fitted in the lobby area by the fire panel.
- A heat detector should be fitted inside the kitchen.
- A detector on the escape route outside the ground floor toilets, kitchen and main hall.

The guidance and best practice from manufacturers of fire alarm systems is for all detectors to be changed at the correct manufacturer's intervals as detectors become de-sensitised over time, manufacturers will not warrant a fire alarm system with detectors over 10 years of age. This is guidance and best practice but also instigated to reduce false alarms and to compliment this BS5839 requires servicing and maintenance to manufacturers alarm system specification. It is therefore recommended detectors are changed at the 10-year interval.

Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to the current British Standards.

The updated BS5839 standards for 2017 require all call points to have call point covers to prevent false alarms. These are plastic covers which restrict access to a call point so accidental operation or malicious activation are reduced if not prevented. If accidental operation or malicious activation is occurring onsite then consideration to fit call point covers should be made.

#### Action Point

Additional detection is required in the building as stipulated above to bring the system up to BS5839 L4 standards.

**Time to complete:** Medium **Completed by:** **Date:** **Action No: 18**

The guidance and best practice from manufacturers of fire alarm systems is for all detectors to be changed at the correct manufacturer's intervals as detectors become de-sensitised over time, manufacturers will not warrant a fire alarm system with detectors over 10 years of age. It is recommended a rolling program of changing detectors instigated.

**Time to complete:** Short **Completed by:** **Date:** **Action No: 19**

Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to current BS 5839 standards, the fire alarm system must be inspected and serviced every 6 months and suitable certification provided. It could not be confirmed during inspection that the fire alarm system is being serviced every 6 months.

**Time to complete:**    **Medium**                      **Completed by:**                      **Date:**                      **Action No: 20**

If accidental operation or malicious activation is occurring onsite then consideration to fit call point covers should be made.

**Time to complete:**    **Medium**                      **Completed by:**                      **Date:**                      **Action No: 21**

<b>Fire Fighting</b>	Compliant	Non-Compliant	TBC	N/A
Is there sufficient firefighting equipment available for the risks on site?		x		
At least 2 Class A combustible extinguishers and Co2 per floor level?		x		
Is the correct type of equipment being used?		x		
Have they been serviced to BS5306 part 3 standards in the last 12 months?	✓			
Are extinguishers located in prominent positions, ideally not inside rooms but on main corridors, at exit doors or outside rooms or cupboards?	✓			
Are extinguishers free from obstruction?	✓			
Are extinguishers fitted less than 1m to grab handle for all extinguishers over 4kg in weight?		x		
Is there suitable electrical coverage every 10m?		x		
Is a powder extinguisher fitted to cover boilers in the building?		x		
Are extinguishers fitted more than 1m from a heat source?		x		
Are extinguishers wall hung or on stands, except schools where stands cannot be used?	✓			
Advice given to carry out H & S assessment where a powder extinguisher has been fitted?				

#### Comments

#### Article 13 – The Regulatory Reform (Fire Safety) Order 2005

##### ***Fire-fighting and fire detection***

**13.** — (1) *Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—*

*(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarm*

The Firefighting equipment must be provided across the premises to BS5306 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 12 monthly intervals to these standards. Please be aware these standards can be amended from time to time.

The updated BS5306 standards in 2012 require that a minimum of 2 combustible type (Class A) extinguishers must be fitted to each floor level as a minimum, the 1<sup>st</sup> floor did not appear to have sufficient extinguishers and a further class A extinguisher should be fitted.

The water extinguishers located at the main hall were higher than 1m to grab handle, they must be no more than 1m to grab handle due to manual handling requirements and the ensure damage is not caused to extinguishers or injury to persons dropping accidentally from height.



BS5306 standards require a suitable fire extinguisher to be fitted within 10m of an electrical risk, electrical risks are any items such as printers, laptops, PC's, televisions, fridges, microwaves, machinery with electrical controls, fuse boards etc. and there is insufficient coverage within 10m of electrical risks of CO2 extinguishers. A further Co2 should be fitted in the front entrance lobby area to cover the main fuse board inside the post office room and fire panel.

The water extinguisher fitted at the front entrance lobby area by the fire panel and inside the main hall entrance from the lobby corridor were fitted within 1m of a heat source.

BS5306 standards require a powder extinguisher to be fitted near a gas boiler and a powder extinguisher must be fitted at the kitchen. A health and safety assessment must be completed by all persons in the vicinity of a powder extinguisher and their health assessed understanding the impacts on the use of powder extinguishers.

#### Action Point

Extinguishers must not be fitted greater than 1m to grab handle and the extinguishers must be lowered and must be noted by your current servicing company.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 22</b>			
Additional CO2 extinguishers must be fitted in the building to comply with BS5306 standards locating them within 10m of any electrical risks and a full survey is recommended.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 23</b>			
The extinguishers at the front entrance lobby area and inside the main hall within 1m of a heat source which is against BS5306 standards and these must be relocated to a more suitable location.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 24</b>			
As per BS5306 standards all gas boilers must have a powder extinguisher fitted and a further 2kg powder must be fitted at the kitchen. A health and safety assessment must be completed by all persons in the vicinity of a powder extinguisher and their health assessed understanding the impacts on the use of powder extinguishers.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
<b>Action No: 25</b>			

<b>Signage</b>	Compliant	Non-Compliant	TBC	N/A
Have all the following signs been installed to indicate emergency devices, escape routes onsite or fire doors as per BS5499 standards?				
No smoking	✓			
Fire Extinguisher ID signs?	✓			
Call Point Signs?		x		
Fire Exit route signs?	✓			
Fire Exit Signs?		x		
Fire Door Keep shut/locked?		x		
Fire Exit Keep Clear?		x		
Fire Action Notices?	✓			
Assembly point/s?			?	
<p><b>Comments</b></p> <p><b>Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –</b></p> <p>(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—</p> <p>(g) emergency routes and exits must be indicated by signs</p> <p>and</p> <p><b>Article 13 of The Regulatory Reform (Fire Safety) Order 2005</b></p> <p><b>13. — (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—</b></p> <p><b>(b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.</b></p>				

The following signs must be fitted to comply with BS5499 standards, where possible being made from photoluminescent materials: -

- A fire door keep locked sign to the water boiler on the 1<sup>st</sup> floor.
- A fire assembly point sign located in the car park as a focal point for all to see.
- A call point sign to the left side fire exit inside the main hall and the kitchen call point.
- A fire exit sign from the kitchen above the door frame, a green running man with the words fire exit and the arrow pointing right.

#### Action Point

The signs detailed above must be fitted as detailed within BS5499 standards, ideally these signs would be made from photoluminescent materials being illuminated in low level lighting.

**Time to complete:** Short

**Completed by:**

**Date:**

**Action No: 26**

<b>Management</b>	Compliant	Non-Compliant	TBC	N/A
Is a suitable fire safety management policy in place for securing the effective management of fire safety at the premises? (see information in the comments section)			?	
Is a suitable and sufficient evacuation procedure in place? (see information in the comments section)			?	
Has this been communicated to staff/ users recently?			?	
Are staff/ users aware of this and regularly updated?			?	
Does the company have an effective induction process for all staff and contractors?			?	
Is the Risk Assessment being reviewed annually?			?	
Have all actions been completed from previous FRA?			?	
Will staff/ users be advised of the comments/actions raised on the fire risk assessment?			?	
Is the customer aware alterations, changes to floor plans etc. require further risk assessments?	✓			
<b>Comments</b> <b>Article 11 of The Regulatory Reform Fire Safety Order 2005 advises –</b> (1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. (2) The responsible person must record the arrangements referred to in paragraph (1) where— (a) he employs five or more employees;  Therefore, all premises must have suitable and sufficient fire policy, this is a document created or signed off by The Responsible Person and it details for example, the importance of fire safety, who is responsible in the various buildings (nominated staff), who are the fire wardens and any staff training, the importance of the fire risk assessment and what it covers, reporting of any risks identified by staff, reporting of any incidents, any dangerous working practices or substances and how they are managed and controlled, etc. This is not a full list but must cover eventualities and desired risk management by The Responsible Person. This document must be reviewed annually and shared with staff ideally annually.  <b>Article 4 of The Regulatory Reform Fire Safety Order 2005 advises –</b> <i>In this Order "general fire precautions" in relation to premises</i> <i>(a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises</i> <i>(b) measures in relation to the means of escape from the premises;</i> <i>(c) measures for securing that, at all material times, the means of escape can be safely and effectively used;</i> <i>(d) measures in relation to the means for fighting fires on the premises;</i> <i>(f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—</i> <i>(i) measures relating to the instruction and training of employees; and (ii) measures to mitigate the effects of the fire.</i>				

**Article 15 of The Regulatory Reform Fire Safety Order 2005 also advises –**

*(1) The responsible person must—*

*(a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;*

As detailed above in Articles 4 and 15 all premises must have a fire evacuation procedure completed by the organisation, the more complicated the building or the higher risk activities or personnel within the building (e.g. sleeping risks, young children, working with production lines or higher risk activities) the more detailed the evacuation procedure. The evacuation procedure must detail what must be carried out on either noticing a fire or on activation of the fire alarm. It must cover what activities are required to be completed (see also firefighting plan in the next section), but it must also detail escape routes, fire exits and who must use those fire exits (larger buildings and volume of staff utilizing designated escape routes and exit doors).

The evacuation procedure must work closely in line with fire drills and the firefighting plan, testing all eventualities, e.g. blocked escape routes, persons trapped in a building and their activities, assisting vulnerable persons or those physically or mentally impaired, fighting fires when safe to do so and how this will be managed. This list is not exhaustive, the evacuation procedure must be reviewed at least annually, changes to activities or structures in the building and then after each fire evacuation or drill to ensure it is up to date and relevant and if it requires changing, must be changed immediately and communicated to all staff and especially to those staff that have any activities at the time of a fire or fire alarm activation.

Contractors entering the building are classed as employees and checks should be carried out to confirm that a suitable induction is being provided including fire precautions onsite.

**Article 8 of The Regulatory Reform Fire Safety Order 2005 advises –**

*1) The responsible person must—*

*(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and*

*(b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.*

**Article 9 – Risk assessment of The Regulatory Reform Fire Safety Order 2005 advises**

*Risk assessment 9. —*

- (1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.*
- (2) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date*

As per articles 8 and 9 above a suitable and sufficient fire risk assessment must be in place, this must be completed by a competent person and any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date as detailed above. There is no definition of regularly but **annually** is generally accepted to be best practice as stipulated by The Chief Fire Officers association.

The risk assessment stipulates specific time periods for actions to be completed and these should be adhered to from this risk assessment making sure The Responsible Person is not left open to prosecution under Article 8 and other Articles of The Regulatory Reform Fire Safety Order.

The significant findings from the fire risk assessment must be shared with staff as detailed under **Article 9 of The Regulatory Reform Fire Safety Order 2005**.

**Action Point**

A suitable fire policy must be agreed by management and signed off by The Responsible Person (see above). This must include good communication to all staff/ users

This must be communicated to staff/ users at least annually and confirmation from these staff obtained to ensure they are aware of the fire precautions onsite.

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 27</b>
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A suitable and sufficient fire evacuation procedure must be detailed for the premises and each subsequent premises by the organisation. This evacuation procedure must consider all eventualities that may occur in the premises and actions completed by staff or other persons. This evacuation procedure must be trained to staff and in line with the fire training plan. (see comments above)

Fire drills and evacuations will test the fire evacuation procedure and if required subsequent changes to this procedure.

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 28</b>
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Induction communication/training must occur for all contractors and temporary staff so they are aware of all the fire precautions on site. It is advisable a tick sheet is developed and signed by these individuals confirming they understand the fire regulations on site

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 29</b>
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The time periods for actions on this or previous risk assessments must be adhered to ensure the building is safe, relevant persons are protected and The Responsible Person is not left open to prosecution.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>
The Risk assessment must be reviewed at least annually or immediately if any material changes occur to the building including structural changes etc. and these must be risk assessed following completion of the work.			
<b>Time to complete:</b>	<b>Long</b>	<b>Completed by:</b>	<b>Date:</b>
The significant finding from this assessment must be shared with staff as per Article 9 of The Regulatory Reform (Fire Safety) Order 2005.			
<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>

<b>Fire Training and Drills</b>	Compliant	Non-Compliant	TBC	N/A
Are all new staff trained on Basic Fire Awareness training when they join the company?			?	
Are all staff trained yearly Basic Fire Awareness?			?	
Have a suitable volume of fire wardens been specifically appointed and trained?			?	
Does this cover operating the fire warning system?			?	
Fighting fires with portable extinguishers?			?	
Emergency plans?			?	
Are fire evacuation exercises carried out at suitable intervals ensuring these are unannounced, scenarios used to test all the skills of a fire warden and that post evacuation exercise to check the fire evacuation plan?			?	
Are records available of all staff training?			?	
<p><b>Comments</b></p> <p>Staff should be trained in what to do in the event of a fire or activation of the fire alarm system and a suitable firefighting plan be designed including the practical application of extinguishers as required under Article 13 of The Regulatory Reform (Fire Safety) Order 2005.</p> <p><b>Article 21 of The Regulatory Reform (Fire Safety) Order 2005 advises</b></p> <p><b>Training 21.</b> — (1) <i>The responsible person must ensure that his employees are provided with adequate safety training—</i></p> <p><i>(a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of—</i></p> <p><i>(i) their being transferred or given a change of responsibilities within the responsible person's undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking; (iii) the introduction of new technology into the responsible person's undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.</i></p> <p>(2) The training referred to in paragraph (1) must—</p> <p>(a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises; (b) be repeated periodically where appropriate; (c) be adapted to take account of any new or changed risks to the safety of the employees concerned;</p>				



### Article 13 of The Regulatory Reform Fire Safety Order 2005 advises –

Responsible persons are required to take measures for fire-fighting in the premises (e.g. the drawing up of a suitable fire-fighting plan) where necessary for the purpose of safeguarding relevant persons in case of fire. Such measures as are taken will be tailored to the circumstances of the premises. Responsible persons shall nominate a sufficient number of their employees to implement those measures and ensure that they are adequately trained and equipped to carry out their responsibilities. This provision must complement rather than replace fire and rescue authorities' fire-fighting role.

The intention of the Order was to:

*"... make it clear that firefighting equipment must be considered as a possible means of reducing a risk of fire spreading, providing protection and for providing assistance to others ... It must also be considered as a possible means of mitigating the detrimental effects of a fire."*

Nominated relevant persons must be able to tackle a fire if it is safe to do so and they know how to do it safely. They must not put themselves at risk to fight fire; their personal safety remains the priority. **Nonetheless this priority must not be used by responsible persons to avoid compliance with this requirement.** by training an adequate number of employees to undertake first aid fire-fighting duties and inherent in that training must be the teaching of employees to recognise when first-aid fire-fighting is or is not safe to implement.

Although a limited number of staff are working onsite at any given time, fire drills should still be practiced and recorded within the fire log book.




### Action Point

A suitable firefighting plan must be designed with a suitable volume of competent persons trained and appointed to fight a fire and trained in the practical applications of extinguishers, these staff are often called fire wardens or marshals. Their role is to complement the fire services activities and reduce the risk of a fire spreading injuring persons and causing unnecessary damage.

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 33</b>
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Although a limited number of staff are working onsite at any given time, fire drills should still be practiced and recorded within the fire log book.

<b>Time to complete:</b>	<b>Short</b>	<b>Completed by:</b>	<b>Date:</b>	<b>Action No: 34</b>
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Photographic Information in relation to Fire Risk Assessment					
Action Point No:	<b>10</b>	Action Point No:	<b>12</b>	Action Point No:	<b>13</b>
					

Action Point No:	<b>22, 24</b>	Action Point No:	<b>24</b>	Action Point No:	<b>26</b>
					

## Section 4 – Schedule of responsibilities

Routine tests/inspections	<p>Daily – escape route checks ensuring they are clear and fire exit doors open fully</p> <p>Weekly – Fire Alarm test</p> <p>Monthly – Extinguishers, emergency lights, fire doors, safety signs</p> <ul style="list-style-type: none"> <li>All inspection/tests must be recorded in your fire log book</li> </ul>
Means of escape	Kept clear at all times including buildup of materials on corridors, deliveries and trip hazards. All fire doors must be kept closed and not held open unless with a mechanical device, all door wedges or other items holding doors must be removed immediately.
	All doors must be able to be opened with one simple movement, no keys. All security doors must have a failsafe system of automatically opening if the alarm goes off, or a power failure. This includes both internal doors and final exit doors such as sliding and rotating doors
Escape lighting	All escape routes now must have emergency lights fitted and natural light cannot be relied up. These lights must clearly illuminate the escape route and escape doors both internally and externally. These lights must ideally be serviced annually to BS5266 standards.
Fire Alarm	If fitted, must be serviced every 6 months to BS5839 standards, documentation from service provider must confirm this.
Fire Extinguishers	All workplaces require firefighting equipment, which must be free from obstruction at all times and in easily locatable positions and identified by location signs. They must be serviced annually to comply with BS5306 standards and labels on extinguishers and certificates from servicing company must confirm this.
Training	<p>All employees and contractors must be trained in premises fire safety and precautions and regularly retrained, BS9999 states all staff must receive annual refresher training. Records of training must be recorded in the fire log book.</p> <p>The company must appoint employees to assist them in the roles (Fire Wardens/Marshalls) This must be a suitable volume to cover holidays, sickness, lunch breaks etc. These staff must receive regular refresher training BS9999 states these staff must receive annual refresher training. Records of training must be recorded in the fire log book.</p>

Signage	Various signs are required in the workplace, the escape route must be clearly signed indicating the route to the closest fire exit no matter where you are in a building. Other signs include fire extinguisher location signs, fire call point signs, no smoking signs and fire door keep clear signs.
Physical or Sensory impaired individuals	Procedures must be in place to ensure these individuals can safely access and egress from the building. This includes visitors, temporary staff, permanent staff and those who may be temporarily impaired due to accidents and sickness. A PEEP would be required in most cases.
Policies/Plans	A fire Policy and evacuation policy must be documented. This must be regularly updated and communicated to staff. The findings of the Fire Risk Assessment must also be communicated to staff.

## Requirements of an emergency plan

<p>An emergency plan must be documented and communicated to staff on a regular basis and must include the following:</p>	<ul style="list-style-type: none"><li>• What must staff do if they discover a fire</li><li>• How will people be warned of a fire</li><li>• The correct method of raising the alarm or warning people, including location of call points</li><li>• Location of firefighting equipment and who is trained to use it</li><li>• The action to be taken on hearing the alarm</li><li>• The duties of any specific staff members</li><li>• How and when the premises must be evacuated</li><li>• Details of escape routes, plans if possible</li><li>• Arrangements for ensure guests/customers egress safely</li><li>• Arrangements for any persons who are disabled or predetermined PEEPs in place</li><li>• Arrangements for calling the fire brigade</li><li>• Location of assembly points</li><li>• Roll call if necessary</li><li>• Who will liaise with fire brigade and management (senior)</li><li>• Procedures for detailing any hazardous or highly flammable items and their locations</li><li>• Who will maintain this plan and how often reviewed?</li><li>• Details of the importance of fire doors ensuring they are kept shut at all times</li><li>• The importance of ensuring evacuation and escape routes are clear at all times</li><li>• The importance of keeping firefighting equipment clear at all times</li><li>• The importance of all staff being responsible for their actions.</li></ul>
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# Section 5 – The process and legal information

## This Assessment

This Fire Risk Assessment (FRA) has been completed in line with current legislation in particular the Regulatory Reform (Fire Safety) Order 2005 (RRO). Within the RRO responsibilities have been passed to a 'Responsible person' within the organisation to undertake certain key responsibilities.

As detailed under the RRO Article 3, The 'Responsible person' could be several individuals in a building however in general terms the person is either/or:

- **The Business owner**
- **The Director with delegated authority**
- **The MD**
- **The Chief Executive**
- **The property Owner/Landlord**
- **Those in charge of a building**

Complications arise when there are several 'Responsible person' with a building such as the landlord and subsequent tenants and in the case of contractors working on site, the responsible person for the contractor. These responsibilities extend to the premises and the staff alike even if the individuals are you employed by you directly. These responsibilities extend to the following duties

- Carry out a suitable Fire Risk assessment completed by a competent person. (Competency is judged by expert knowledge, qualifications and experience)
- Means of fighting fire
- Means of detecting fire and advising staff through alarms
- Development of a Fire Policy
- Development of Evacuation Procedures
- Maintaining Evacuation routes, lights and signs
- Training and Instruction on basic fire awareness and hazards within the workplace and communication of the processes and procedures.
- Provide sufficiently trained staff to assist the Responsible Person with these evacuation procedures (Fire Wardens)
- Employ one or more competent people to assist the 'Responsible person' with their duties

- Maintaining all equipment.
- Carrying out an FRA review on a regular basis or when risks within a building change.

This report will specifically refer to the duties required from the customer, however action points may be advised to liaise with other 'Responsible persons' within a premise.

### Competent Persons

The role of a competent person/s cannot be underestimated. A competent person is not a member of staff with limited experience or knowledge. Competency is judged by expert knowledge, experience and qualifications and in some cases takes many years to amass.

- A competent person is required to assist the 'Responsible person' with carrying out the FRA, assisting in writing a Fire Policy, evacuation plan and assisting with training of staff and fire wardens.
- Competent persons are also required to service fire protection equipment such as Fire Alarms, emergency lights and Extinguishers and fire blankets.
- Competent persons may also be required to assist the 'Responsible person' with fire evacuation drills on their request.

### The Report

This assessment follows a stringent Risk Assessment of the premises detailed on page 1 of the FRA. The risk assessment is designed to:

- **To Identify** all factors which may cause harm to people, property and/or the environment during or as a result of a fire.
- **To consider** the likelihood of that harm actually happening and the possible consequences that could come from it
- **To enable** the responsible person to plan, implement and monitor the preventative and protective measures to ensure risks are as low as reasonably practicable at all times.

### The report is structured in the following way:

1. An introduction of the building including its use
2. The report is then broken-down identifying risks around the building, and making necessary comments on them, recording down any significant findings.

3. The last section of the report refers to Actions that we recommend need to be undertaken by the responsible person to remedy these significant findings, to ensure they are compliant with current legislation. Each action point will have a specific prioritisation and timescale and have a specific section to sign when this action is completed.

### Prioritisation of Actions

Each action will be given a prioritisation to ensure the Responsible person has some sort of schedule to work to. Our classifications are immediate, short, medium and long term and are detailed below:

1. **Immediate** - these actions must be completed immediately where possible, risks that present a clear and present risk of fire and injury to persons, or are so quick to implement they need no thought.
2. **Short Term** – these actions must be completed within the next 3 months where possible, there are risks that present a risk of fire and injury to persons.
3. **Medium Term** – these actions must be completed in the next 3 - 6 months as they are less serious than short term risks, however still require work to be completed in a timely fashion to reduce the risks to property and injury to persons.
4. **Long Term** – these actions must be completed in the next 6 – 12 months and are of a less serious nature but still represent risks that need further action.

### Review of Fire Safety Risks

Legislation changes on a regular basis and so does the use and internal risks within a premises, therefore it is essential that FRA's are reviewed on a regular basis, we will always recommend an FRA is reviewed no longer than 12 months. This is also a requirement as specified under article 9 of the Regulatory Reform (Fire Safety) Order 2005. However, in certain situations this review period may change to a reduced time period.

Examples of this include:

- Change of use of a building
- Change of building materials used in construction
- Building of new or extension works to an existing premises
- Bringing in new materials/equipment onto the premises especially hazardous or flammable materials
- Changing the flow of a building
- Sharing of a premises



The Responsible person must ensure risks are managed on an ongoing basis and not left to the next review period. If you have any doubts about changing risks or are planning changes to a building, we would suggest you inform us at the earliest possible opportunity.

- This report does not detail information in relation to the construction of the building and how it will perform in a fire, it identifies general day to day risks in the business. If this is required it is recommended a full structural survey is completed.
- This report covers injury to individuals and does not consider the impact to the building

### **The Hierarchy of legislation**

The Hierarchy of the regulations in relation to fire and fire protection are detailed high level as follows:



## Section 6 – Relevant Articles – The Regulatory Reform (Fire Safety) Order 2005

### Article 3 – Meaning of “responsible person”

#### The Regulatory Reform (Fire Safety) Order 2005

**Meaning of "responsible person" 3.** *In this Order "responsible person" means—*

- (a) in relation to a workplace, the employer, if the workplace is to any extent under his control; (b) in relation to any premises not falling within paragraph (a)—*
- (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.*

### Article 4 – Meaning of “general fire precautions”

#### The Regulatory Reform (Fire Safety) Order 2005

**Meaning of "general fire precautions" 4.** *—(1) In this Order "general fire precautions" in relation to premises means, subject to paragraph (2)—*

- (a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises; (b) measures in relation to the means of escape from the premises; (c) measures for securing that, at all material times, the means of escape can be safely and effectively used; (d) measures in relation to the means for fighting fires on the premises; (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—*
- (i) measures relating to the instruction and training of employees; and (ii) measures to mitigate the effects of the fire.*
- (2) The precautions referred to in paragraph (1) do not include special, technical or organisational measures required to be taken or observed in any workplace in connection with the carrying on of any work process, where those measures —*
- (a) are designed to prevent or reduce the likelihood of fire arising from such a work process or reduce its intensity; and (b) are required to be taken or observed to ensure compliance with any requirement of the relevant statutory provisions within the meaning given by section 53(1) of the Health and Safety at Work etc 1974.*
- (3) In paragraph (2) "work process" means all aspects of work involving, or in connection with—*
- (a) the use of plant or machinery; or (b) the use or storage of any dangerous substance.*

## Article 5 – Duties under this Order

### The Regulatory Reform (Fire Safety) Order 2005

**Duties under this Order 5.** —(1) Where the premises are a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises. (2) Where the premises are not a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises, so far as the requirements relate to matters within his control. (3) Any duty imposed by articles 8 to 22 or by regulations made under article 24 on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person referred to in paragraphs (1) and (2), who has, to any extent, control of those premises so far as the requirements relate to matters within his control. (4) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to—

(a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends.

(5) Articles 8 to 22 and any regulations made under article 24 only require the taking or observance of general fire precautions in respect of relevant persons.

## Article 5 – Duties under this Order

### The Regulatory Reform (Fire Safety) Order 2005

**Duties under this Order 5.** —(1) Where the premises are a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises. (2) Where the premises are not a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises, so far as the requirements relate to matters within his control. (3) Any duty imposed by articles 8 to 22 or by regulations made under article 24 on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person referred to in paragraphs (1) and (2), who has, to any extent, control of those premises so far as the requirements relate to matters within his control. (4) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to—

(a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends.

(5) Articles 8 to 22 and any regulations made under article 24 only require the taking or observance of general fire precautions in respect of relevant persons.

## Article 9 – Risk assessment

### The Regulatory Reform (Fire Safety) Order 2005

**Risk assessment 9.** —(1) *The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.*

(2) *Where a dangerous substance is or is liable to be present in or on the premises, the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1. (3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—*

*(a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions,*

*and where changes to an assessment are required as a result of any such review, the responsible person must make them. (4) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5). (5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1. (6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—*

*(a) he employs five or more employees; (b) a licence under an enactment is in force in relation to the premises; or (c) an alterations notice requiring this is in force in relation to the premises.*

*(7) The prescribed information is—*

*(a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and (b) any group of persons identified by the assessment as being especially at risk.*

*(8) No new work activity involving a dangerous substance may commence unless—*

*(a) the risk assessment has been made; and (b) the measures required by or under this Order have been implemented.*

## Article 12 – Elimination or reduction of risks from dangerous substances

### The Regulatory Reform (Fire Safety) Order 2005

**Elimination or reduction of risks from dangerous substances 12.** —(1) Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable. (2) In complying with his duty under paragraph (1), the responsible person must, so far as is reasonably practicable, replace a dangerous substance, or the use of a dangerous substance, with a substance or process which either eliminates or reduces the risk to relevant persons. (3) Where it is not reasonably practicable to eliminate risk pursuant to paragraphs (1) and (2), the responsible person must, so far as is reasonably practicable, apply measures consistent with the risk assessment and appropriate to the nature of the activity or operation, including the measures specified in Part 4 of Schedule 1 to this Order to—

(a) control the risk, and (b) mitigate the detrimental effects of a fire.

(4) The responsible person must—

(a) arrange for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances; and (b) ensure that any conditions necessary pursuant to this Order for ensuring the elimination or reduction of risk are maintained.

## Article 13 – Fire-fighting and fire detection

### The Regulatory Reform (Fire Safety) Order 2005

#### **Fire-fighting and fire detection**

**13.** —(1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—

(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and (b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.

(2) For the purposes of paragraph (1) what is appropriate is to be determined having regard to the dimensions and use of the premises, the equipment contained on the premises, the physical and chemical properties of the substances likely to be present and the maximum number of persons who may be present at any one time.

(3) The responsible person must, where necessary—

(a) take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned; (b) nominate competent persons to implement those measures and ensure that the number of such persons, their training and the

*equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned; and (c) arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.*

*(4) A person is to be regarded as competent for the purposes of paragraph (3)(b) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures referred to in that paragraph.*

## **Article 14 – Emergency routes and exits**

### **The Regulatory Reform (Fire Safety) Order 2005**

**Emergency routes and exits 14.** —(1) *Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. (2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—*

- (a) emergency routes and exits must lead as directly as possible to a place of safety; (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible; (c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time; (d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits; (f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency; (g) emergency routes and exits must be indicated by signs; and (h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.*

## Article 15 – Procedures for serious and imminent danger and for danger areas

### The Regulatory Reform (Fire Safety) Order 2005

**Procedures for serious and imminent danger and for danger areas 15.** —(1) *The responsible person must—*

- (a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons; (b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and (c) ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.*
- (2) Without prejudice to the generality of paragraph (1)(a), the procedures referred to in that sub-paragraph must—*
  - (a) so far as is practicable, require any relevant persons who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it; (b) enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal) to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger; and (c) save in exceptional cases for reasons duly substantiated (which cases and reasons must be specified in those procedures), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger.*
- (3) A person is to be regarded as competent for the purposes of paragraph (1) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the evacuation procedures referred to in that paragraph.*

## Article 17 – Maintenance

### The Regulatory Reform (Fire Safety) Order 2005

**Maintenance 17.** —(1) *Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.*

- (2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.*
- (3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.*
- (4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).*
- (5) Where the occupier of the other premises is not also the owner of those premises, the references to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.*

## Article 18 – Safety assistance

### The Regulatory Reform (Fire Safety) Order 2005

**Safety assistance 18.** —(1) *The responsible person must, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the preventive and protective measures. (2) Where the responsible person appoints persons in accordance with paragraph (1), he must make arrangements for ensuring adequate co-operation between them. (3) The responsible person must ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the premises, the risks to which relevant persons are exposed and the distribution of those risks throughout the premises. (4) The responsible person must ensure that—*

*(a) any person appointed by him in accordance with paragraph (1) who is not in his employment—*

*(i) is informed of the factors known by him to affect, or suspected by him of affecting, the safety of any other person who may be affected by the conduct of his undertaking; and (ii) has access to the information referred to in article 19(3); and*

*(b) any person appointed by him in accordance with paragraph (1) is given such information about any person working in his undertaking who is—*

*(i) employed by him under a fixed-term contract of employment, or (ii) employed in an employment business,*

*as is necessary to enable that person properly to carry out the function specified in that paragraph.*

*(5) A person is to be regarded as competent for the purposes of this article where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventive and protective measures. (6) Paragraph (1) does not apply to a self-employed employer who is not in partnership with any other person, where he has sufficient training and experience or knowledge and other qualities properly to assist in undertaking the preventive and protective measures. (7) Paragraph (1) does not apply to individuals who are employers and who are together carrying on business in partnership, where at least one of the individuals concerned has sufficient training and experience or knowledge and other qualities—*

*(a) properly to undertake the preventive and protective measures; and (b) properly to assist his fellow partners in undertaking those measures.*

*(8) Where there is a competent person in the responsible person's employment, that person must be appointed for the purposes of paragraph (1) in preference to a competent person not in his employment.*



## Article 19 – Provision of information to employees

### The Regulatory Reform (Fire Safety) Order 2005

**Provision of information to employees 19.** —(1) *The responsible person must provide his employees with comprehensible and relevant information on—*

*(a) the risks to them identified by the risk assessment; (b) the preventive and protective measures; (c) the procedures and the measures referred to in article 15(1)(a); (d) the identities of those persons nominated by him in accordance with article 13(3)(b) or appointed in accordance with article 15(1)(b) ; and (e) the risks notified to him in accordance with article 22(1)(c).*

*(2) The responsible person must, before employing a child, provide a parent of the child with comprehensible and relevant information on—*

*(a) the risks to that child identified by the risk assessment; (b) the preventive and protective measures; and (c) the risks notified to him in accordance with article 22(1)(c),*

*and for the purposes of this paragraph, "parent of the child" includes a person who has parental responsibility, within the meaning of section 3 of the Children Act 1989, for the child. (3) Where a dangerous substance is present in or on the premises, the responsible person must, in addition to the information provided under paragraph (1) provide his employees with —*

*(a) the details of any such substance including—*

*(i) the name of the substance and the risk which it presents; (ii) access to any relevant safety data sheet; and (iii) legislative provisions (concerning the hazardous properties of any such substance) which apply to the substance; and*

*(b) the significant findings of the risk assessment.*

*(4) The information required by paragraph (3) must be—*

*(a) adapted to take account of significant changes in the activity carried out or methods or work used by the responsible person; and (b) provided in a manner appropriate to the risk identified by the risk assessment.*

## Article 21 – Training

### The Regulatory Reform (Fire Safety) Order 2005

**Training 21.** —(1) *The responsible person must ensure that his employees are provided with adequate safety training—*

*(a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of—*

*(i) their being transferred or given a change of responsibilities within the responsible person's undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking; (iii) the introduction of new technology into the responsible person's undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.*

*(2) The training referred to in paragraph (1) must—*

*(a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises; (b) be repeated periodically where appropriate; (c) be adapted to take account of any new or changed risks to the safety of the employees concerned; (d) be provided in a manner appropriate to the risk identified by the risk assessment; and (e) take place during working hours.*

## Article 22 – Co-operation and co-ordination

### The Regulatory Reform (Fire Safety) Order 2005

**Co-operation and co-ordination 22.** —(1) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—

(a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order; (b) (taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and (c) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

(2) Where two or more responsible persons share premises (whether on a temporary or a permanent basis) where an explosive atmosphere may occur, the responsible person who has overall responsibility for the premises must co-ordinate the implementation of all the measures required by this Part to be taken to protect relevant persons from any risk from the explosive atmosphere.

**COUNCIL – 17 FEBRUARY 2020****GROUNDS MAINTENANCE – EXTERNAL CONTRACT WORK****1. INTRODUCTION**

- 1.1 As with many Councils, Fair Oak officers have been exploring options for income generation.
- 1.2 The Council's Operations Manager, since his appointment in June 2019 has reviewed the capacity, knowledge and skills base in the Operations team and has identified capacity, skills, knowledge and willingness with the Council's three Ground staff to undertake external construction and grounds work for other local parishes.
- 1.3 This report sets out a business case for the Grounds team, under the supervision of the Operations Manager and the Clerk for the Council to bid for and undertake external contract work as an additional income generation scheme.

**2. LEGAL FRAMEWORK**

- 2.1 The Council has ample powers to carry out works for other authorities. Namely:

Section 111 of the Local Government Act 1972 allows authorities to undertake works and incur expenditure accordingly. One parish council can undertake work on behalf of other local authorities pursuant to Section 101 of the Local Government Act 1972 (a delegation agreement) and this applies to authorities of the same tier or different tiers e.g. a parish council undertaking highways on behalf of the county council or the Parish undertaking library services on behalf of the country.

Furthermore Section 136 of the Local Government Act 1972 enables two or more authorities to contribute to costs where both or all have the power. A section 101 delegation agreement should be reduced to writing with the works set out and the associated financial provisions.

**3. INSURANCE**

- 3.1 In order to ensure that the Council (and employees) is fully insured to carry out works on behalf of other Council's, the Council will need to take out an additional insurance policy. A quote has been received for this insurance from Came & Company at £224.

**4. MAPPING OF CURRENT PROVISION**

- 4.1 The Operations Manager had completed a desk top review of capacity, skills, knowledge and information of the Ground staff and their willingness to undertake external contract work for income generation and new commercial ways of working.

The review highlighted: -

- The Council has three experienced Ground staff each with an additional skills base (such as carpentry, engineering and painting/decorating) which put them well placed to carry out all forms of groundwork and small-scale construction tasks.
- Staff are willing to expand their duties and gain new skills.

**5. SCALE AND VOLUME**

5.1 The Operations Manager has identified that the skill set within the current team (including his own) lends itself to enable the Parish team to bid for, and undertake the following works: -

- All Grounds maintenance
- Small-scale construction including: - paving, decking, fencing

5.2 In order to gauge the level of demand for this type of works the Operations Manager sent initial enquiries to local Town and Parish Council's. This resulted in positive responses from Allbrook Parish Council, Bishopstoke Parish Council, Colden Common Parish Council and Eastleigh Borough Council.

5.3 These Councils have expressed an interest in our team undertaking a variety of different works including minor construction, fencing, playground maintenance, grounds maintenance and clearance tasks. - we have obtained a waste carriers licence, being a legal requirement, in order that we can carry out some of these works, at no cost to the council.

5.4 In order to understand the level of income that could be generated by undertaking the works requested by these Council's the Operations Manager had provided provisional quotes for works. These quotes were calculated using information provided by suppliers on material costs, known operating costs of the team and a clear percentage of contingency, with the addition of VAT.

5.5 The total income that could be generated by undertaking these works (with the exclusion of Eastleigh Borough Council) amounts to approximately £10,000.

## **6. LEADERSHIP AND GOVERNANCE**

6.1 In terms of governance and oversight of income generation and commercialisation at member and chief officer level it is suggested that: -

- Parish Clerk: is responsible and accountable for income generation and commercialisation
- Finance Committee: provides corporate oversight
- Income Board (Clerk, Operations Manager and RFO): a senior officer group tasked with operational oversight, development and delivery of an income generation and commercialisation programme
- Internal Auditor: to oversee the legal and accounting framework.

6.2 Management and operational leadership of income generation activities will be tasked to the Operations Manager in consultation with the Clerk.

6.3 Other members of the Parish team will also provide support services that inform and enable effective income generation/commercial activity such as financial analysis, marketing and financial administration.

## **7. STAFFING RESOURCE**

7.1 The Operations Manager will oversee job allocation prioritizing Parish work first.

7.2 There is current capacity within the current team to undertake this work.

7.3 To support the proper functioning of the external contract works, the Council will need to invest in its staff to ensure that staff that support this function are adequately trained. Training needs will be identified through the appraisal process.

## **8. FINANCIAL IMPLICATIONS**

8.1 The additional cost of insurance £224 is needed to cover the Council and its employees for the undertaking of external contract work.

8.2 The additional income generated by the contract work is estimated at £10,000 per year.

## **9. RECOMMEDATIONS**

9.1 It is recommended that the Council: -

- (a) Considers the contents of the report;
- (b) Approves the expenditure of £224 for the additional insurance policy, and that this cost be taken out of General Reserves;
- (c) Approve the principal of Ground staff undertaking external works, with the leadership and governance being undertaken in paragraph 6.1 above; and
- (d) That the Council receive a progress report in 6 months-time.

### **Further information:**

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Or

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### **Background Papers:**

None