

Annex A (informative)

Model pro forma for documentation of a fire risk assessment

A.1 This annex contains a model pro forma for documentation of an FRA in England and Wales. (Electronic versions, including modified pro formas for use in Scotland and Northern Ireland, are available online at <https://documentportal.bsigroup.com> using access code PAS 79:2020.) If the pro forma is properly completed by a competent person, the format and scope of the FRA will be suitable and sufficient to satisfy the recommendations of this PAS. Modifications to this format will be necessary in the case of premises in multiple occupation, for which information about the building, and about the premises of the occupier for whom the FRA is being carried out, both need to be recorded.

NOTE Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There is sometimes debate as to the legal interpretation of what constitutes the significant findings of an FRA. However, the format of the pro forma contained in this annex, being part of a BSI PAS, is considered by the National Fire Chiefs Council to be one suitable format for recording the significant findings of a suitable and sufficient FRA, although many other formats would also be acceptable.

A.2 The format of a documented FRA may vary from that shown in this annex, provided that the recommendations of each clause of this PAS are satisfied. For example, in the case of means of escape, compliance with Annex C necessitates that the key factors in Table C.1 are explicitly addressed in the documented FRA, but not all the specific issues shown in Table C.1 and in the pro forma contained in this annex need necessarily be included in all documented FRAs conforming to the recommendations of this PAS, as they might not all constitute “significant findings”. It is, however, necessary for compliance with this PAS, that the specific issues have, at least, been considered by the fire risk assessor while carrying out the FRA.

A.3 Similarly, the prompt-list of fire hazards shown in the pro forma may be expanded. This might be appropriate, for example, if there are significant fire hazards for which no headings are included in the pro forma.

A.4 Where description of any fire hazards or fire precautions is considered appropriate, this can be recorded under the appropriate “Relevant information (including description of arrangements and deficiencies observed)” heading in the pro forma. These sections can also be used to set out justification for acceptance of standards of any fire protection measures that depart significantly from a prescriptive norm (see **10.4**). Information recorded can include positive findings as well as deficiencies, as this helps to contextualize the assessment of risk.

A.5 While it might not be essential to record further information in every section of the pro forma, care needs to be taken to ensure that the pro forma does not become purely a tick-list with inadequate supporting information. Such an FRA is unlikely to satisfy fire safety legislation, nor would it meet the recommendations of this PAS.

A.6 Within the pro forma in this annex, for each main topic, the clause within this PAS that provides guidance on that topic is shown in parentheses alongside the topic heading. This is for the guidance of the user of this PAS, and the clause references need not be shown in the documented fire assessment provided to the dutyholder.

A.7 For further guidance on the use of the pro forma, an exemplar of a completed FRA is contained in Annex E.

Template instructions:

The header and footer fields are locked and cannot be altered. Clicking in either of these fields can cause the cursor to jump to a later place in the document.

The NA/Yes/No boxes can be populated by clicking in the auto-complete field in the centre of the box, or by positioning the cursor outside the auto-complete field and entering your own choice of character.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:

Mark Bignell (Chief Executive)

Address of premises:

Hamoaze House, George Street,
Plymouth, PL1 4JQ

Person(s) consulted:

Jan Hogan (Health & Safety)

Assessor:

Michael Healey (Ace Fire & Security)

Report validated by:

Date of fire risk assessment:

May 2021
Sept 2023 Reviewed by Jan Hogan

Date of previous fire risk assessment:

May 2021

Suggested date for review:

May 2023 – delayed until new building works had been completed.

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

May 2021[Date]
September 2023 – Reviewed

GENERAL INFORMATION

1. THE PREMISES (Clause 12)

1.1 Number of floors at ground level and above: 1 (Winter Provision)

Number of floors entirely below ground level: Nil

Floors on which car parking is provided: Nil

1.2 Approximate floor area: m² per floor.

Approximate floor area: m² gross.

Approximate floor area: m² on ground floor.

1.3 Details of construction and layout:

Hamoaze House is a large detached residence set within its own grounds and is located in mount Wise Devonport. The property is a Grade 2 listed building and was built in 1795 and was used by the Commander -in Chief Plymouth. The building is constructed from typical materials at the time of build and briefly comprises of local stone and rubble, lathe and plaster walls and ceilings wooden sash windows and a slate roof. Entrance to the property is via a secure door entry system which leads to the inner hallway with wooden staircases leading to the upper and lower floors. The property is provided with a Grade A fire alarm system, emergency exit lighting, portable fire equipment and several exits which all lead to an ultimate place of safety.

September 2023 – This risk assessment has been reviewed to incorporate the addition of a single storey extension to the existing structure to incorporate 2 additional showers and 2 additional toilets. Also the re-siting of the existing exterior fire door to the outside wall of the new extension.

1.4 Occupancy:

Winter Provision: Providing overnight sleeping accommodation for homeless people.

2. THE OCCUPANTS (Clause 12)

2.1 Approximate maximum number of employees at any one time: 2 Night Managers (BCHA staff)

2.2 Approximate maximum number of other occupants at any one time: 8 (sleepers internal)
4 (sleepers external)

2.3 Approximate total number of people present in the building at any one time: 14

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE (Clause 12)

3.1 Sleeping occupants: 12 (2200-0800)

3.2 Disabled employees: Nil

3.3 Other disabled occupants: Nil

3.4 Occupants in remote areas and lone workers: Nil

3.5 Young persons employed: Nil

3.6 Others: Mobile security during the hours of 2200-0800

4. FIRE LOSS EXPERIENCE

The property has no history of any fire loss.

5. OTHER RELEVANT INFORMATION

1. The assessment only covers the area of occupation of the winter provision.
2. The winter provision is operated by BCHA staff.
3. The occupation is from 2200-0800 Mon-Sun.
4. Hamoaze House are responsible for maintaining the fire safety systems which also includes all testing.
5. September 2023 – Review of this existing Fire Risk Assessment. Due to construction of an extension housing two additional toilets and two additional showers in line with planning permission and building regulations through Plymouth City Council

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005 (Sleeping Accommodation)

6.2 The above legislation is enforced by:

Devon & Somerset Fire & Rescue Service

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

6.4 The other legislation referred to above is enforced by:

6.5 Is there an alterations notice in force? Yes No

Relevant information and deficiencies observed:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL**7. ELECTRICAL SOURCES OF IGNITION (Clause 13 and Annex B)**

7.1 Are reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A Yes No

b) Is portable appliance testing carried out? N/A Yes No

c) Is there suitable control over the use of personal electrical appliances? N/A Yes No

d) Is there suitable limitation of trailing leads and adapters? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

It was evident on the day of the assessment that suitable risk reduction measures are in place to reduce the risk of accidental fires caused from an electrical origin. On the day of the assessment the main electrical fuse boxes was found to be in good condition and showed no evidence of damage or discolouration. All wall mounted sockets were found to be in good condition, there was no evidence of trailing leads or exposed wiring and all portable item used were on inspection found to be in good repair.

It is important that the main fixed wiring installation is in date for the 5-year periodical electrical inspection and all portable items used is PAT tested.

It is also important that any alterations, modifications or extensions to the electrical installation should be carried out by a competent electrician in accordance with IEE wiring regulations.

All wiring should be examined regularly to ensure the relevant standards which are in place are maintained

8. SMOKING (Clause 13 and Annex B)

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

a) Is smoking prohibited in the building? Yes No

b) Is smoking prohibited in appropriate areas? N/A Yes No

c) Are there suitable arrangements for those who wish to smoke? Yes No

- d) Did the smoking policy appear to be observed at time of inspection? Yes No

Relevant information (including description of arrangements and deficiencies observed):

The building has a no smoking policy and at the time of the assessment there was no evidence of smoking taking place within the building. A facility for those who wish to smoke is provided outside in a designated area.

9. ARSON (Clause 13 and Annex B)

- 9.1 Does basic security against arson by outsiders appear reasonable?¹⁾ Yes No

- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

Relevant information (including description of arrangements and deficiencies observed):

A single entrance to the building is provided for both staff and those seeking overnight accommodation and is accessed by a secure door entry system. All people seeking overnight shelter are fully assessed by BCHA staff in order to establish that they are suitable for using the facilities provided.

All domestic waste is removed daily into suitable bins which are located in a secure area away from any potential outsiders, and all bins are emptied on a regular basis by the local authorities.

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS (Clause 13 and Annex B)

- 10.1 Is there satisfactory control over the use of portable heaters? N/A Yes No

- 10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The main communal areas of the building are heated by wall mounted steel panelled radiators supplied by a gas boiler which is located outside in a secure boiler room. All sleeping pods are provided by wall mounted steel panelled electric heaters. All domestic heating appliances and domestic water are maintained within the appropriate time scales by a competent provider.

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

11. COOKING *(Clause 13 and Annex B)*

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The overnight shelter does not provide any cooking facilities, all people who may use the facility are provided with hot food which is provided by a mobile soup kitchen.

12. LIGHTNING *(Clause 13 and Annex B)*

12.1 Does the building have a lightning protection system? N/A No

Relevant information and deficiencies observed:

Not applicable due to the location and structure of the property.

13. HOUSEKEEPING *(Clause 13 and Annex B)*

13.1 Is the overall standard of housekeeping adequate? Yes No

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources? Yes No

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes No

Relevant information (including description of arrangements and deficiencies observed):

It is important to remember good housekeeping in relation to fire safety refers to the need for tidiness and cleanliness, and tends to promote efficient working practices as well as reducing the risk of fire occurring. It was evident on the day of the assessment that the premises are well managed, and all escape routes, corridors and sleeping pods showed no evidence of excessive amounts of combustible materials.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (Clause 13 and Annex B)

14.1 Is there satisfactory control over works carried out in the building? N/A Yes No

More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors? N/A Yes No

b) Where appropriate, is a permit to work system used (e.g. for “hot work”)? N/A Yes No

c) Are suitable precautions taken by in-house maintenance personnel who carry out works? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The control of external contractors is carried out in accordance with company health and safety policies and procedures.

15. DANGEROUS SUBSTANCES²⁾ (Clause 13)

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾? N/A Yes No

²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³⁾ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

Relevant information (including description of arrangements and deficiencies observed):

There are no dangerous substances on site and none was detected on the day of the assessment, however should the situation change, this must be reviewed.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

There were no other significant hazards on site and none was detected on the day of the assessment, however should the situation change, this must be reviewed.

Relevant information (including description of arrangements and deficiencies observed):

Nil

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE *[Clause 15c) and Annex C]*

17.1 Is the design and maintenance of the means of escape considered adequate? Yes No

17.2 More specifically:

a) Do staircase and exit capacities appear to be adequate for the number of occupants⁴⁾? N/A Yes No

b) Are there reasonable distances of travel:

– where there is escape in a single direction? N/A Yes No

– where there are alternative means of escape? N/A Yes No

⁴⁾ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

- | | | | |
|---|---|---|--|
| c) Is there adequate provision of exits? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d) Do fire exits open in the direction of escape, where necessary? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) Are the arrangements provided for securing exits satisfactory? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| g) Is a suitable standard of protection designed for escape routes? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| h) Are there reasonable arrangements for means of escape for disabled people? | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

Relevant information (including description of arrangements and deficiencies observed):

The means of escape distance of travel and assembly point arrangements were found to satisfactory at the time of the assessment.

- | | | | |
|---|------------------------------|---|-----------------------------|
| 17.3 Are the escape routes available for use and suitably maintained? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|---|-----------------------------|

More specifically:

- | | | | |
|---|------------------------------|---|-----------------------------|
| a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b) Is the fire-resisting construction protecting escape routes in sound condition ⁵⁾ ? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| c) Are all escape routes clear of obstructions? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d) Are all fire exits easily and immediately openable? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

⁵⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

Relevant information (including description of arrangements and deficiencies observed):

Escape routes in a building should be designed so that people can escape quickly enough to ensure they are not placed in any danger from fire. At the time of the assessment all escape routes were found to clear of obstructions and all final exit doors were able to open freely and fully.

The protection of the escape route is adequate; all risk room doors are fitted with the original doors which have been upgraded to meet the fire safety standard of 30 FD(s) doors and all internal sleeping pods are fitted with good sound close fitted FD doors; the only recommendation that was highlighted at the time of the assessment that needs to be addressed, was:

1. It is recommended that due to the condition of the exit door located in the external courtyard that leads into the main building, that the door is replaced and is fitted with a keypad device linked to the main fire alarm system.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15g]

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard⁶⁾? Yes No

b) reasonable limitation of linings that might promote fire spread? Yes No

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire^{6), 7)}? N/A Yes No

⁶⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁷⁾ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

Relevant information (including description of arrangements and deficiencies observed):

Compartmentation (passive protection based upon fire resisting construction) restricts the growth and spread of fire and smoke to protect the means of escape from the building. The internal construction of the building was found to be satisfactory. All areas inspected were in a good state of repair, and there was no evidence of holes/voids that would promote the spread of smoke and gases in an event of a fire. The only recommendation is:

1. To fireboard the ceiling in the main electrical cupboard with a minimum of 30 minutes fire resistance.

It is important to note that any future works carried out that require service pipes or electrical cabling to be installed and passed through walls/ceilings, fire –resisting partitions, they must ensure that any holes or voids created must be filled or plugged with fire resisting/stopping which, will not compromise the resistance of the structure, and allow smoke and gases from a fire to spread.

19. EMERGENCY ESCAPE LIGHTING [Clause 15e]

19.1 Has a reasonable standard of emergency escape lighting system been provided⁸⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Emergency escape lighting is provided throughout the means of escape within the communal areas by means of self-contained luminaires, which have a duration of three hours. The only recommendations are:

1. To provide two external maintained emergency exit lights above the exit doors located in the courtyard where the external sleeping pods are located.

⁸⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES *[Clause 15d]*

- 20.1 Is there a reasonable standard of fire safety signs and notices? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The provision of fire safety signage within the communal corridor is adequate and includes, fire exit signs, fire action routines and extinguisher ID signs. All signage at the time of the assessment was found to be in good repair and clearly visible. The only recommendations are:

1. All sleeping pods should be provided with information on the actions to take in an event of a fire and assembly point arrangements.
2. Provide directional exit signage to the outside escape route.

21. MEANS OF GIVING WARNING IN CASE OF FIRE *[Clause 15b]*

- 21.1 Is a reasonable fire detection and fire alarm system provided⁹⁾? N/A Yes No
- 21.2 Is there remote transmission of alarm signals? N/A Yes No
- 21.3 Is a zone plan displayed? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

It is important to remember that Automatic Fire Detection systems provide the means to notify occupants of the presence of fire at the earliest opportunity and allows occupants to evacuate quickly and safely. The early warning fire alarm system installed is of a conventional type and meets the recommendations for a category L3 system as defined in BS 5839-1. The main control and indicating equipment panel is located in the entrance lobby of the main building. All internal sleeping pods are fitted with a Grade D LD3 system; the only recommendations are:

1. To provide a separate sounder strobe linked from each system fitted to the external courtyard.
2. Provide additional smoke detector in main electrical cupboard.

⁹⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

21.4 Relevant information on false alarm experience (if known):

There has been no false alarm experience since the last service.

22. MANUAL FIRE EXTINGUISHING APPLIANCES [Clause 15f]

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A Yes No

22.2 What type(s) of appliances are provided?

Portable fire extinguishers: Hose reels: Fire blankets:

22.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The provision of portable fire extinguishers within the communal corridor is adequate and are appropriate for the risks involved, all extinguishers are wall mounted and easily accessible. The only recommendation is:
1. To provide an additional 6ltr Water extinguisher to cover the designated smoking area.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS¹⁰ [Clause 15h]

23.1 Type of fixed system:

N/A

Relevant information and deficiencies observed:

N/A

¹⁰ Relevant to life safety and this risk assessment (as opposed to property protection).

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹¹⁾ [Clause 15j]

24.1 Type of fixed system:

N/A

Relevant information and deficiencies observed:

N/A

24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?

N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

MANAGEMENT OF FIRE SAFETY

¹¹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

25. PROCEDURES AND ARRANGEMENTS (Clause 16)

25.1 Safety assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

Miguel Gaye.

25.2 Fire safety at the premises is managed by¹²⁾:

Jan Hogan.

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All arrangements of fire safety are documented within the organisations health and safety policies and procedures.

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate¹³⁾? Yes No

More specifically:

a) Are there adequate procedures for investigating fire alarm signals? N/A Yes No

b) Are there suitable arrangements for summoning the fire and rescue service? N/A Yes No

¹²⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

¹³⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

- c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? N/A Yes No
- d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No
- e) Is there a suitable fire assembly point(s)? N/A Yes No
- f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

A simultaneous evacuation procedure is in place, with night management staff responsible for summoning and meeting the fire and rescue service. The fire assembly point is located to the front of the building.

- 25.5 Are there persons nominated to use fire extinguishing appliances? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The fire procedures advise staff not to tackle any fire but to call the emergency services and evacuate immediately.

- 25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The night management staff are responsible for ensuring that all people using the overnight shelter are evacuated and escorted to a place of safety.

- 25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

This type and size of premises does not attract basic visits from the local fire service, but a fire safety audit may be conducted by a Fire Safety Officer.

- 25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All routine inspections which include all exits are clear of obstructions, all escape routes are clear and all fire safety systems are in good order are carried out and are undertaken in the course of all other health and safety inspections prior to allowing the overnight shelter to operate.

26. TRAINING AND DRILLS [Clause 16h]

- 26.1 Are all staff given adequate fire safety instruction and training? N/A Yes No

More specifically:

- a) Are they trained on induction? N/A Yes No
- b) Are they given periodic refresher training? N/A Yes No
- c) Are they given additional training to cover any specific roles and responsibilities? N/A Yes No

- d) Is the content of training provided considered adequate¹⁴⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All BCHA staff are provided with information on safeguarding adults at risk.

- 26.2 Are fire drills carried out at appropriate intervals? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All BCHA staff are familiar with the actions to take in an event of a fire and assembly point arrangements.

- 26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All outside contractors are briefed on the fire policy and procedures on arrival and prior to any works carried out. And are reminded of the duty of care for their own safety and that of other people who may be affected by their activities. This would include any activity that they consider would present a serious and immediate danger to their own safety and that of others.

27. TESTING AND MAINTENANCE [Clause 16j)]

- 27.1 Is there adequate maintenance of the premises? Yes No

Relevant information (including description of arrangements and deficiencies observed):

The maintenance of the property was at the standard expected for this type of occupation and use.

¹⁴⁾ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The maintenance of the fire detection system is currently under contract with a competent provider and is served in accordance with BS 5389:1.
Weekly testing is carried out and all information is recorded and held with the fire safety manager.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The maintenance of the emergency escape lighting is currently under contract with a competent provider and is maintained in accordance with BS 5266 standards.
Monthly testing is carried out and all information is recorded and held with the fire safety manager.

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The maintenance of the portable extinguishers is currently under contract with competent provider and is maintained in accordance with BS 5306 Parts 3 & 8.

27.5 Is periodic inspection of external escape staircases and gangways undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None fitted.

27.6 Are six-monthly inspection and annual testing of rising mains undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All final exit doors are routinely checked, this is done in conjunction with other health and safety matters.

27.10 Are annual inspection and testing of the lightning protection system undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.11 Other relevant inspections or tests:

N/A

Relevant information (including description of arrangements and deficiencies observed):

N/A

28. RECORDS [Clause 16k]

28.1 Are there appropriate records of:

- | | | | | | | |
|--|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| a) Fire drills? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Fire training? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Fire alarm tests? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| d) False alarms? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) Emergency escape lighting tests? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| f) Maintenance and testing of other fire protection systems and equipment? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Relevant information (including description of arrangements and deficiencies observed):

The quality of records may be also being regarded as a good indicator of the overall quality of the safety management structure. By keeping up to date records will help you effectively manage the fire strategy of your premises. A property fire log book is implemented within the main building and all necessary information is recorded.

It is recommended that a separate log book is held with BCHA staff and all necessary information is recorded, this should include any false alarms or defects to the fire safety systems. .

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

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

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

Low Medium High

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

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

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

Slight harm Moderate harm Extreme harm

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

It was evident at the time of the assessment that Hamoaze House is clearly a well-run organisation which is a testament to the management and staff. It is clear that the management and staff care about fire safety and take their part in fire prevention very seriously for both staff and users of the winter provision. The organisation has taken all reasonable measures to ensure that the property conforms to the Fire Safety Order. Management procedures are well implemented and all records are well documented. Taken into account the findings on the day of the assessment and management procedures in place the premises have achieved a Tolerable assessment.

The assessment has been carried out for, and on behalf of Hamoaze House winter provision, the purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results by Ace Fire nor an assurance against fire. The report represents only the best judgement of the assessor involved in its preparation, and is based, in part, on information provided on the day of the assessment. No liability whatsoever is accepted for the accuracy of such information.

Please note: Ace Fire Equipment accepts no responsibility for any fire which may occur on your premises. The risk assessment if acted upon will reduce the likelihood of a fire occurring, it will not, however, guarantee that a fire will never occur

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

| Risk level | Action and timescale |
|--------------------|---|
| Trivial | No action is required, and no detailed records need be kept. |
| Tolerable | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| Substantial | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| Intolerable | Building (or relevant area) should not be occupied until the risk is reduced. |

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

ACTION PLAN

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

Trivial Tolerable

Definition of priorities (where applicable):

| |
|--|
| <p>Priorities:</p> <ol style="list-style-type: none"> 1. High 2. Medium 3. Low |
| <p>Suggested Timescale:</p> <ol style="list-style-type: none"> A. Immediately. B. Short Term. (0-3 months) C. Medium Term. (3-6 months) D. Long Term. (6-9 months) |

| Item | Recommendation | Priority | Timescale |
|------|--|----------|-----------|
| 1. | Action point highlighted in point 17.3 Break glass exit installed (June 2021) | 1 | B |
| 2. | Action point highlighted in point 18.2 | 2 | B |
| 3. | Action points highlighted in point 19.1 – two additional 24 hr emergency bulk head lights fitted. (June 2021) | 1 | B |
| | | 2 | B |
| 5. | Provide additional fire exit signage point 20.1 (completed June 2021) | 1 | A |
| | | 2 | B |
| 7. | Action points to fire alarm system point 21.3 (completed June 2021) | | |
| 8. | Provide additional fire extinguisher point 22.3 – additional fire extinguisher fixed in courtyard | | |
| 9. | September 2023 – Visual and audible fire detection placed into extension. | 1 | A |
| 10. | Door leading into Winter Provision internally from Hamoaze House has been designated as an Emergency Fire Exit and a push bar exit has been installed | 1 | A |

| Item | Recommendation | Priority | Timescale |
|---|----------------|----------|-----------|
| Interim measures (where appropriate) | | | |
| 1 | None | | |

REFERENCES

Regulatory Reform (Fire Safety) Order 2005 (Offices & shops)

BS 5266-1 Emergency Lighting – Part 1: Code of practice for the emergency lighting of premises.

BS 5839-1 Fire detection and fire alarm systems for buildings.

BS 7671 Requirements for Electrical Installations- IET Wiring Regulations.

Email from Plymouth City Council Building Regulations in relation to designation of Emergency exit from internal of Hamoaze House, through the existing Winter Provision.