

CORNEL SCOUT CENTRE

NOTE THAT ANY ITEM IN THIS RISK ASSESSMENT HIGHLIGHTED IN YELLOW AND MARKED ### IS THE RESPONSIBILITY OF THE PARTY LEADER WHO IS ADVISED OF THESE RESPONSIBILITIES IN THE BOOKING WELCOME NOTES

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

(Version 3.0)

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For further assistance on how to complete this document can be found in the Fire Risk Assessment Template Guidance document available from the Dorset & Wiltshire Fire and Rescue Service website. www.dwfire.org.uk

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	CHAIR of CORNEL SCOUT CENTRE		
Address of Premises	CORNEL SCOUT CENTRE CRAFNANT ROAD TREFRIW CONWY		
Postcode	LL27 0JZ		
Fire Authority Premise ID <i>(Available from Fire & Rescue Authority)</i>	30-093801		
Assessor:	D. PERRY / H. MAYSTON		
Date of Fire Risk Assessment	20/02/2021		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
NOTE THAT ANY ITEM IN THIS RISK ASSESSMENT MARKED ### IS THE RESPONSIBILITY OF THE PARTY LEADER			

GENERAL INFORMATION

THE PREMISES	
Number of floors in building: (To include basements)	2
Approximate floor area: (m²) (To include all floors of responsibility)	400 (HOUSE + ANNEX + CAMPBLOCK)
Brief details of construction: (Date of construction, brick, timber, purpose built or converted)	1850 / 1972 / 1998 / 2004 STONE / BRICK / BLOCK CONVERTED FARMHOUSE + PURPOSE BUILT
Primary usage: (eg Hotel, Shop)	HOSTEL ACCOMMODATION
Secondary usage: (eg Kitchen, Bar, Function Room, Offices)	CAMPSITE

OCCUPANCY PROFILE					
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS	
	0000 to 0400	B		0000 to 0400	B
	0400 to 0800	B		0400 to 0800	B
	0800 to 1200	B		0800 to 1200	B
	1200 to 1600	B		1200 to 1600	B
	1600 to 2000	B		1600 to 2000	B
	2000 to 2400	B		2000 to 2400	B
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None				
Description of Occupants	Mobility Issues		Average Mobility	X	Vulnerability Issues

OCCUPANTS ESPECIALLY AT RISK FROM FIRE				
Sleeping occupants (Details of numbers - public/staff)	PUBLIC (MAX):	HOUSE	20	ANNEX 10
		CAMPBLOCK	0	
		CAMPSITE	80	
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	ESTIMATED (MAX) :	HOUSE	2	ANNEX 2
		CAMPBLOCK	2	
		CAMPSITE	4	
Occupants in remote areas (Lone working/isolated areas)	NORMALLY NONE, OCCASIONAL LONE VISIT BY WARDEN			
Young person's (Individual Risk Assessment provided for those persons under 16 yrs)	SCOUT ASSOCIATION OR OWN ORGANISATION PROCEDURES IMPLEMENTED BY HIRERS			
	###			
Others (Details of Elderly/Infirm/Mental Ability)	NORMALLY NONE			

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)		YES
Portable appliance testing carried out on a risk assessed basis? ANNUAL		YES
Suitable policy in place regarding the use of personal electrical appliances? SERVICE TEAM + GUEST RESPONSIBILITY		YES ###
Suitable limitation and management of trailing leads and adaptors? SERVICE TEAM + GUEST RESPONSIBILITY		YES ###
Identified Hazards	Existing Control Measures	Additional Control Measures Required
FIRE ELECTROCUTION	<ul style="list-style-type: none"> - RCDs - PAT TESTING ANNUALLY - INSTALLATION TEST 5 YEAR - VISUAL INSPECTION WEEKLY BY WARDENS 	NONE
Deficiencies and Comments:		
NONE		

SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		YES
Smoking permitted in appropriate areas?	OUTSIDE ONLY	YES
Suitable arrangements for those who wish to smoke?	OUTSIDE ONLY	YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
FIRE	<ul style="list-style-type: none"> - NO SMOKING SIGNS - OUTSIDE CIGARETTE BINS - NO SMOKING ENFORCED 	NONE ###
Deficiencies and Comments:		
NONE		

ARSON/DELIBERATE IGNITION		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		YES
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		NO
Identified Hazards		
ARSON	<ul style="list-style-type: none"> - NO COMBUSTIBLES STORED BY BUILDING - SECURITY SHUTTERS WHEN BUILDING UNOCCUPIED - WEEKLY CHECK BY WARDENS 	NONE
Deficiencies and Comments:		
NONE		

PORTABLE HEATERS		
Portable heaters are used within the premises. ISSUED BY WARDENS FOR EMERGENCY USE ONLY		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided? EMERGENCY FAN HEATERS CAN BE ISSUED BY WARDENS		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards		
IGNITION BY INCORRECTLY USED FAN HEATER	<ul style="list-style-type: none"> - LOCKED STORAGE - EMERGENCY USE ONLY - ISSUE BY WARDEN ONLY - BRIEFING BY WARDEN WHEN ISSUED - TILT SWITCHES - THERMAL CUT OUTS 	NONE
Deficiencies and Comments:		
NONE		

FIXED HEATING INSTALLATIONS		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance? ANNUAL MAINTENANCE AND LANDLORD CHECK		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
2 CENTRAL HEATING BOILERS 2 WATER BOILERS	- WET CENTRAL HEATING - DOMESTIC C/H BOILERS - WATER BOILERS SECURE IN LOCKED COMPARTMENTS	NONE
Deficiencies and Comments:		
NONE		

COOKING		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly? 3 X SERVICE TEAM WEEKENDS/YEAR		YES
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		YES
Suitable Shut Down Procedures in place? HOUSE KITCHEN GAS INTERLOCK, INTERNAL AND EXTERNAL GAS ISOLATION. ANNEX INTERNAL ELECTRICAL ISOLATION		YES
EMERGENCY PROPANE GAS COOKING EQUIPMENT – LOCKED STORAGE WITH SAFE USAGE INSTRUCTIONS - KEYCODE ISSUED BY WARDENS IF REQUIRED		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
-COOKING -LPG	- RESPONSIBILITY OF HIRERS - SIGNAGE - HOUSE COOKER GAS INTERLOCK - SAFE STORAGE/ISSUE LPG	NONE ###
Deficiencies and Comments:		
NONE		

LIGHTNING		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
N/A	N/A	N/A
Deficiencies and Comments:		
N/A		

DANGEROUS SUBSTANCES		
Dangerous substances are, or could be used or stored, within the premises? ONLY SMALL QUANTITIES OF DOMESTIC PRODUCTS HELD; PAINT, PETROL, LPG, CLEANING PRODUCTS <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		NO
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
IGNITION OF MATERIALS	- STORED IN GARAGE THAT ONLY CORNEL TEAM HAVE ACCESS TO, SOME FURTHER SECURED IN LOCKED METAL CABINET WITHIN GARAGE - PROPANE GAS CYLINDERS STORED IN LOCKED AND VENTED METAL OUTSIDE CABINET - NO ADJACENT IGNITION SOURCES	NONE
Deficiencies and Comments:		
NONE		

HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources? VERY FEW COMBUSTIBLES		YES
Appropriate storage of hazardous materials?		YES
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
IGNITION OF MATERIALS	- METAL BINS IN CAR PARK - WEEKLY WARDEN VISITS - HIRER RESPONSIBILITY	NONE ###
Deficiencies and Comments:		
NONE		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details: FEW CONTRACTORS USED, CAREFULLY CONTROLLED. MINOR WORKS SUPERVISED, MAJOR WORKS TO SCOUT ASSOCIATION FACTSHEET REQUIREMENTS.		YES
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details: SERVICE TEAM VOLUNTEERS INSTRUCTED AND SUPERVISED BY COMPETENT LEADERS		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
FIRE CAUSED BY TOOLS – HOT WORKS etc.	- USE RESTRICTED TO COMPETENT INDIVIDUALS - NO GUESTS PRESENT	NONE
Deficiencies and Comments:		
NONE		

OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises?

NO

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified Hazards

Existing Control Measures

Additional Control Measures Required

N/A

N/A

N/A

Deficiencies and Comments:

N/A

ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy(ies) have been adopted.</p>	
<p>SINGLE STAGE EVACUATION</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>PROGRESSIVE HORIZONTAL EVACUATION</p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none">• Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.• Progressive movement away from a fire via sequential adjoining protected areas.• Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none">• the time it will take to evacuate people from the area of a fire to an adjacent protected area;• the number of people to be evacuated;• the level of any mobility impairment;• the number of staff to assist in evacuation;• the fire protection arrangements;• layout of the premises; and• location and number of staircases;	<p>NO</p>

DELAYED EVACUATION

NO

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

- **COMPREHENSIVE SIGNAGE**
- **RESPONSIBILITY OF HIRERS, THIS IS MADE CLEAR IN BOOKING DOCUMENTS** ###

Identified Hazards	Existing Control Measures	Additional Control Measures Required
FAILURE TO EVACUATE ALL AREAS	- SIGNAGE - HIRER'S SITE-SPECIFIC RISK ASSESSMENT	NONE ###

Deficiencies and Comments:

NONE

PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

MEANS OF ESCAPE		
It is considered that the premises are provided with reasonable means of escape in case of fire.	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction?	YES	
Where there are alternative means of escape?	YES	
Suitable protection of escape routes? (Fire resisting construction) + SELF CLOSERS AND LATCHES	YES	
Adequate provision of exits?	YES	
Exits easily and immediately open-able where necessary?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	YES	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
EXITS BLOCKED OR INOPERABLE	<ul style="list-style-type: none"> - WEEKLY WARDEN CHECKS - WINDOW GRILL KEY BOXES - THUMB TURN LOCKS/LATCH - SIGNAGE - MONTHLY CHECKS - SERVICE TEAM CHECKS 3xYEAR 	NONE
Deficiencies and Comments:		
NONE		

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
COMBUSTIBLE CONSTRUCTION MATERIALS	- FEW COMBUSTIBLES - MODIFICATIONS CAREFULLY CONTROLLED - DOOR CLOSERS AND LATCHES	NONE
Deficiencies and Comments: NONE		

EMERGENCY ESCAPE LIGHTING		
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
LOW AMBIENT LIGHT IN PROPERTY	EMERGENCY LIGHTING PROVIDED AND TESTED (MONTHLY FLASH TEST, 3 SERVICE TEAM WEEKENDS, SNOWDONIA FIRE 2 TIMES ANNUALLY)	NONE
Deficiencies and Comments: NONE		

FIRE SAFETY SIGNS AND NOTICES		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
GUESTS UNFAMILIAR WITH BUILDING	- SIMPLE BUILDING - SIGNAGE - SIGNAGE CHECKED MONTHLY	NONE
Deficiencies and Comments: NONE		

MEANS OF GIVING WARNING IN CASE OF FIRE		
Reasonable manually operated fire warning system provided?		YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) HOUSE – 4 BREAK GLASS/SMOKE & HEAT SENSORS/SIRENS/FLASHING LIGHTS ANNEX – 2 INTERLINKED HEAT + SMOKE ALARMS WITH INTEGRAL SIRENS CAMPBLOCK – NO ALARMS (TOILET/SHOWER BLOCK, NOT CONSIDERED NECESSARY) CAMPSITE – HANDBELL IN FIRE EXTINGUISHER CABINET		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) HOUSE BS 5839 GRADE D1 LD1 ANNEX BS 5839 GRADE D1 LD1 CAMPBLOCK NONE		YES
Throughout Premises		NO
Part of Premises only ALL SLEEPING AREAS, KITCHENS, DRYING ROOM, ESCAPE ROUTES COVERED BY SENSORS/ALARMS		YES
Extent of automatic fire detection generally appropriate for the occupancy and fire risk? NO SYSTEM IN CAMPBLOCK – FEW COMBUSTIBLES, NO SLEEPING OR COOKING ACCOMMODATION		YES
Remote transmission of alarm signals to a monitoring station or other?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
FIRE ALARM MALFUNCTION	- ALL POINTS TESTED MONTHLY BY WARDENS - 6 MONTHLY MAINTENANCE BY SNOWDONIA FIRE	NONE
Deficiencies and Comments: NONE		

MANUAL FIRE EXTINGUISHING APPLIANCES		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
APPLIANCES MISSING OR INOPERABLE	- MONTHLY CHECK BY WARDENS - 6 MONTHLY MAINTENANCE BY SNOWDONIA FIRE	NONE
Deficiencies and Comments: NONE		

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
N/A	N/A	N/A
Deficiencies and Comments:		
N/A		

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
N/A	N/A	N/A
Deficiencies and Comments:		
N/A		

FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
N/A	N/A	N/A
Deficiencies and Comments:		
N/A		

MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	CHAIRMAN
Deputy or assistant:	WARDENS
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety WARDEN TEAM..... WEEKLY / MONTHLY CHECKS..... SERVICE TEAM..... 3 SERVICE TEAM WEEKENDS/YEAR..... SNOWDONIA FIRE..... 6 MONTHLY INSPECTION/MAINTENANCE CHAIRMAN/SECRETARY. ANNUAL FIRE RISK ASSESSMENT.....	YES
Is there a suitable record of the fire safety arrangements?	YES
Appropriate fire procedures in place? HIRER RESPONSIBILITY	YES ###
Are procedures in the event of a fire appropriate and properly documented? HIRER RESPONSIBILITY	YES ###
Are there suitable arrangements for summoning the Fire and Rescue Service? LANDLINE, LIMITED MOBILE COVERAGE	YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters? HIRER RESPONSIBILITY	YES ###
Is there a plan of the building available indicating basic layout and any areas of significant risk?. IN FIRE SERVICE WALLETS	YES
Are there suitable arrangements for ensuring that the premises have been evacuated? HIRER RESPONSIBILITY	YES ###
Is there a suitable fire assembly point(s)?	YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present? HIRER RESPONSIBILITY	YES ###
Persons nominated and trained to assist with evacuation, including evacuation of disabled people? HIRER RESPONSIBILITY	YES ###
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)? MONTHLY BY WARDENS	YES
Deficiencies and Comments: NONE	

TRAINING AND DRILLS		
Fire safety training is managed by:	SERVICE TEAM LEADER HIRER RESPONSIBILITY	###
Deputy or assistant:	ASSISTANT SERVICE TEAM LEADERS HIRER RESPONSIBILITY	###
Are all staff given adequate fire safety instruction and training on induction?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	SERVICE TEAM WEEKENDS – 3/YEAR	YES
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details: N/A		NO
Does all training for staff provide information, instruction or training on the following:		
Fire risks in the premises?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
The general fire precautions in the building?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Action in the event of a fire?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Action on hearing the fire alarm signal?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Method of operation of manual call points?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Location and use of fire extinguishers?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Means for summoning the fire and rescue service?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Identity of persons nominated to assist with evacuation?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Identity of persons nominated to use fire extinguishing appliances?	SERVICE TEAM + HIRER RESPONSIBILITY	YES ###
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details: SERVICE TEAM ANNUALLY + HIRER RESPONSIBILITY		YES ###
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc) Give details: - SERVICE TEAM LEADER BRIEFS TEAM DURING ANNUAL RISK ASSESSMENT REVIEW - WARDENS BRIEF CONTRACTORS WHEN ON SITE		YES

When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)? Give details: - WARDENS BRIEF CONTRACTORS WHEN ON SITE	YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order? - WHEN MULTIPLE PARTIES OCCUPY THE SITE, THEY ARE INSTRUCTED TO CO-ORDINATE HIRER RESPONSIBILITY	YES ###
Deficiencies and Comments: NONE	

TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	CHAIRMAN
Deputy or assistant :	WARDENS
Adequate maintenance of workplace? WEEKLY VISITS	YES
MONTHLY testing and 6 MONTHLY periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc) ALSO 3 x SERVICE TEAM WEEKENDS/YEAR	YES
Monthly and annual testing routines for emergency escape lighting?	YES
6 MONTHLY maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings? WEEKLY	YES
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests: Give details: - GAS: ANNUAL LANDLORD INSPECTION - FIXED ELECTRICAL SYSTEM: 5 YEARLY INSPECTION - PAT TESTING: ANNUAL	
Deficiencies and Comments: NONE	

RECORDING

Appropriate records held for:	
Fire drills?	YES
Fire training?	NO
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required) Give Details: - ON SITE - HELD ELECTRONICALLY ON CORNEL 'BOX' SYSTEM	
Deficiencies and Comments: INVESTIGATE WHAT TRAINING IS APPROPRIATE FOR CORE TEAM	

PRIORITY	MEANING
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	INVESTIGATE WHAT TRAINING APPROPRIATE FOR CORE TEAM	Low	31/12/2021	CHAIRMAN	
2					
3					