



**NFU Mutual**

**Risk Management Services Ltd**

**Health & Safety Support Service**

# **Fire Risk Assessment**

For

**Soulton Hall  
Soulton Crescent  
Wem  
Shrewsbury  
Shropshire  
SY4 5RS**

**Amended by Soulton Hall at Most recent review Jan 2014.**

**Last Reviewed 09 April 2014**



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# Introduction

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## **Aim of this Report**

This Report was commissioned by Mr. and Mrs. John Ashton ('the Client') and their solicitors, Charles Russell LLP, London and is legally privileged.

The report is confidential to the Client and their solicitors. It is intended to be of assistance in identifying areas of weakness in the current fire safety management arrangements.

The report provides a detailed appraisal of the Client's fire safety management system and makes recommendations to remove or reduce the risk where appropriate.

Whilst the principle objective of the Fire Risk Assessment is to protect life, it is also designed to protect property. Minimising the damage to business premises, as well as avoiding interruption in production or service provisions, will significantly reduce the loss of time and money that can occur following a fire.



## Client Profile

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Business Name: Soulton Hall.  
Date of Assessment: Friday 13<sup>th</sup> January 2012  
Last Reviewed: 12 January 2014  
Business Address: Soulton Hall, Wem, Shrewsbury, Shropshire, SY4 5RS.  
Responsible Person: John Ashton

As defined by the Regulatory Reform (Fire Safety) Order 2005.

Description of Premises /  
Operation Details: Soulton Hall is an Elizabethan Manor House used for Country Breaks (there are four rooms within the Hall and additional cottage accommodation in the grounds).

There is also a restaurant at the Hall as well as venue hire for Weddings, Corporate functions etc.

Soulton Hall is at the heart of a 500 acre Estate which includes the Elizabethan hall, a renovated Carriage House, Cedar Lodge as well as walled gardens, lawns and 50 acre ancient woodland.

Soulton Hall is a Grade II\* listed building, with parts dating from late 1300s, 1550s.

**Building Occupancy:**

There are four main rooms used as the Residential accommodation in Soulton Hall are:

- 1) Hill
- 2) Deakin
- 3) Barnet and
- 4) Twynilo

In addition to the four main bedrooms there is residential accommodation provided at the Carriage House (two double rooms) and Cedar Lodge (Family accommodation consisting of three double rooms and a single room).

There are two dining rooms regularly used:

- 1) Lydia Grace Room,
- 2) Medieval Buttery and

There are rooms within the hall that are licensed and are regularly used for wedding ceremonies / receptions and Conferencing facilities, which do not exceed 40 persons in Soulton Hall.

Outside Soulton Hall there are facilities in Soulton Court; these can accommodate up to 120 people. There is no sleeping accommodation in this building.

The company occasionally erect a marquee on one of the lawns for large events, this can accommodate up to 400 people.

**The Top floor of Soulton Hall is the private residence of the Ashton Family, as are the rear cellar rooms.**

**General Construction:**

The main hall is generally constructed of Tudor brick with sandstone dressing; however there are some traces of older timber construction as well.

**Number of Floors:**

**Soulton Hall:** There are four floors in total at Soulton Hall, The Basement, Ground, First and Second. The Second floor is the residential accommodation of the Ashton Family and there is no public Access.

**Soulton Court:** There are two floors at Soulton Court, both of which may be accessed by Guests.

**Cedar Lodge and The Carriage House:** Are ground floor premises only.

**Number of Persons on Site:**

The Occupancy of the premises varies depending upon the function being held:

- Guest Accommodation = 26
- Dining Facilities = 20-25
- Event in The Long Room = 120-150
- Marquee Wedding = 400

In addition there is likely to be members of the Ashton Family on the top floor of Saulton Hall. There are usually only 3 persons but there may be more from time to time.

**Fire History:**

There is no known recent fire history for the premises.

There was a Fire Authority visit in November 2011.

**Consultant:**

Mr. Daniel Pyrah BSc(Hons).

# Fire Risk Assessment

## Introduction

The Regulatory Reform (Fire Safety) Order 2005 affects employers and those who are responsible for, non-domestic, industrial, commercial and residential premises. Self-employed people and the voluntary sector are also covered within this regime.

At the core of the legislation lies the requirement to carry out a Fire Risk Assessment of the work activities and the workplace to enable the identification of potential fire hazards, and to decide who might be in danger in the event of fire. The assessment must also take into account the fire risks from neighbouring businesses.

The new Regulations apply to an employer who employs one or more workers (excluding domestic servants), in a workplace for which he / she has responsibility.

Note: A Fire Certificate does not qualify as being a risk assessment.

## Responsible Person

The legislation requires the Responsible Person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed, for the purpose of identifying the general fire precautions that need to be taken to comply with the requirements and prohibitions imposed under the legislation.

The legislation defines the Responsible Person as:

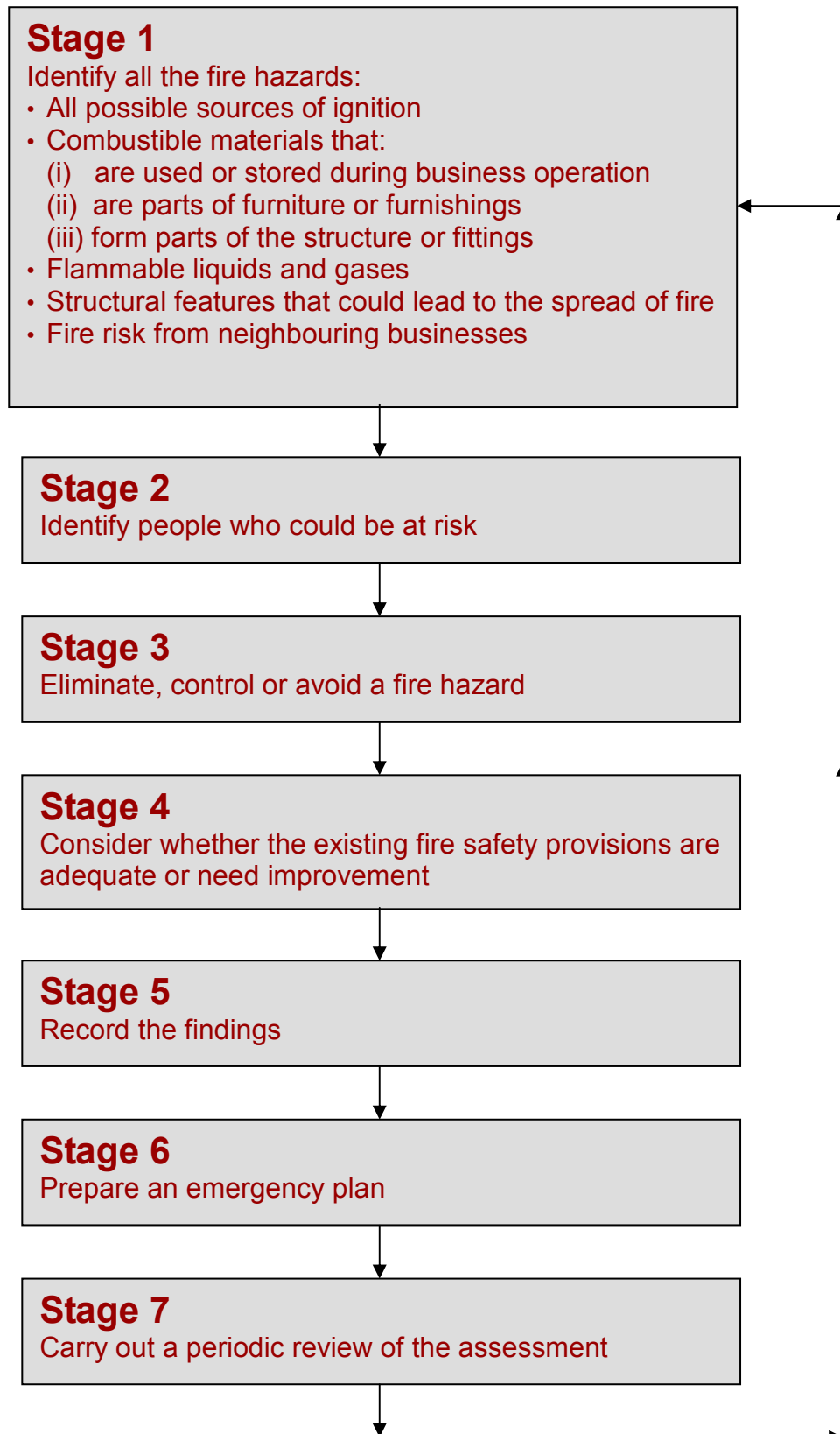
- the employer (for a workplace to any extent under the employer's control); or
- a person who has control of a premises in connection with him carrying out any trade, business or other undertaking (for profit or not); or
- The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of any trade, business or other undertaking.

## Competent Person

Except where a Responsible Person has sufficient training or knowledge he / she must appoint one or more Competent Person(s) to assist in undertaking preventative and protective measures under the Regulations. The Competent Person is defined as a person who has sufficient training and experience or knowledge and other qualities to enable him / her properly to assist in undertaking the preventative and protective measures.

## Assessment Methodology

Regulatory Reform (Fire Safety) Order 2005 requires a business to undertake a Fire Risk Assessment. The stages in carrying out a Fire Risk Assessment follow the same principles as those for a general Risk Assessment:





## Risk Matrix

The following system gives a simply way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

When assessing the fire hazard ask the question “what is the worst likely outcome?” – is it **Severe** (e.g. fatality, disruption to business of more than 6 months, financial loss of more than £500,000 or total loss of building(s)), **Moderate** (e.g. major injury or permanent disability, disruption to business of more than 1 month, financial loss of more than £10,000 or loss of one floor of building) or **Minor** (e.g. a minor injury, disruption to business of one week, financial loss of £ 500 or loss / damage to some equipment)?

Next, make a judgement of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
<b>Probable</b>	Occurs repeatedly / several times
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

<b>Severe</b>	<b>3</b>	<b>6</b>	<b>9</b>
<b>Moderate</b>	<b>2</b>	<b>4</b>	<b>6</b>
<b>Minor</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Remote</b>	<b>Possible</b>	<b>Probable</b>

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

If degree of harm is compared with the likelihood of it occurring, a numerical value can be obtained.

- Risk levels of 9 would need controlling immediately.
- Risk levels of 1 may need no control measures.

Note: The matrix given above represents a minimum standard. Some users may wish to reflect higher standards in their organisation by extending the appropriate type of shading and hence prioritise for action.

## General Notes

The contents of this document should be brought to the attention of all employees and / or 'commercial' visitors to the workplace.

The Fire Risk Assessment should be reviewed at least annually or sooner, if there is reason to believe the assessment is no longer valid. Examples of issues that might change the validity of the assessment include:

- where you make changes to the building inside or out;
- if you have a fire or near miss;
- should you change work practices;
- if you begin to store chemicals or dangerous substances;
- where you significantly change your stock, or stock levels.

A copy of the Fire Risk Assessment should be kept in the workplace and made available to the permanent workforce and their official representatives, and to the employees of other employers who have access to the workplace.

# Fire Safety Policy Statement

This is the Fire Safety Policy statement of: Soulton Hall.

Management recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else who may be affected by its undertaking, against fire or any dangerous substances which could give rise to fire and the effects of fire.

Management will assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level in compliance with the Regulatory Reform (Fire Safety) Order 2005.

## **Aims/Objectives:**

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the business and:

- To ensure compliance with all relevant legislation.
- To undertake a suitable and sufficient fire risk assessment of all premises and activities within the premises in compliance with current fire safety legislation.
- To ensure employees are properly consulted about policy, procedures and arrangements for ensuring fire safety;
- To ensure employees are provided with appropriate information, instruction and training at appropriate intervals about fire precautions in place;
- To ensure all employees, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire;
- To ensure measures are devised and implemented and that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency;
- To ensure any assets are designed in accordance with relevant standards and that equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;
- To co-operate and co-ordinate, as necessary, with the local authority fire and rescue service and liaise with relevant statutory authorities as required.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment in compliance with current fire safety legislation and industry standards.
- To conduct regular fire safety inspections in compliance with current fire safety legislation and industry standards.
- To review and revise this policy as necessary at regular intervals.

## **Responsibilities:**

In the business context the “responsible person”, as defined by current fire safety legislation, will be **John Ashton** (the most senior person responsible for the business).

On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to appointed person(s) to ensure that:

- appropriate policies and procedures are in place and reviewed on an annual basis;
- policies and procedures are implemented and adhered to on a sustainable basis in all areas of the business;
- an appropriate system is in place for carrying out a fire risk assessment on all activities within the premises.
- action plans, fire precautions and evacuation procedures, resulting from the fire risk assessment, are implemented and control measures for controlling the risk from fire are maintained.
- regular inspections are carried out on control measures to ensure their continued effectiveness.
- audits are carried out periodically to ensure the effectiveness of control measures.
- staff participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

Signed:

John Ashton.

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**Date:** January 2014

**Review Date:** Janaury 2015

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# Fire Risk Assessment

## Step 1 – Identifying the Significant Fire Hazards

### a) Combustible Materials

Materials that form part of the business operation	<input checked="" type="checkbox"/> if present	Location / Quantity:
Paper, including files, folders and contents of waste bins	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Paper / files etc used on the premises for the Office / Administration functions.</li> <li>There are two small offices on the Basement level of the building.</li> </ul>
Packaging materials	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Packing materials i.e. Cardboard etc in some of the store areas of the premises and the Kitchen store cupboard.</li> </ul>
Fabrics and clothing	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There is a significant quantity of Bedding and clothing.</li> <li>There is a linen closet on the first floor landing of Soulton Hall.</li> <li>Tapestry's hung on the walls in the Buttery Soulton Hall and the Long Room.</li> </ul>
Timber, hardboard, chipboard and similar products	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There is some remaining Timber frame as part of the construction of Soulton Hall.</li> <li>Cedar Lodge is a small stand alone Timber building.</li> </ul>
Chemicals which may be combustible or react with other chemicals to produce heat	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Domestic Style cleaning products these include aerosols.</li> </ul>
Display and exhibition materials	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Small quantity of leaflets about the Hall and Local Attractions.</li> </ul>
Hay / straw storage	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>
Other (please specify)	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Logs in the Hall at Soulton Hall and beside the burner in Soulton Court.</li> <li>There is an external log store close to The Carriage House.</li> </ul>

Furniture and furnishings	<input checked="" type="checkbox"/> if present	Location / Quantity:
Desks and office furnishings	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There is a considerable quantity of wooden furniture</li> </ul>
Carpets	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There is a significant amount of the premises carpeted or with rugs over the wooden flooring.</li> </ul>
Curtains, drapes and cushions	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There is a significant quantity of Textile materials used for the 'Dressing' of the premises including the bedrooms and reception areas.</li> </ul>
Upholstered benches and stools	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There was upholstered couches and chairs in the Reception rooms / areas of the Guest accommodation.</li> <li>Upholstered furniture in good order with no visible rips / tears to the fabric.</li> <li>The furniture was displaying tags identifying it as compliant with the Furniture and Furnishings fire safety Regs.</li> </ul>
Armchairs	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Upholstered / Leather Armchairs were also present in the Reception areas.</li> <li>Armchairs in a good state of repair.</li> </ul>

		<ul style="list-style-type: none"> <li>The furniture was displaying tags identifying it as compliant with the Furniture and Furnishings fire safety Regs.</li> </ul>
Beds and bedding where there is a sleeping risk	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There are a number of Beds throughout the Soulton Hall Premises: <ul style="list-style-type: none"> <li>Soulton Hall – 4 x Bedrooms – Sleeping up to 12 people Max.</li> <li>Carriage House – 2 x Bedroom – Sleeping 4 – 6 people.</li> <li>Cedar Lodge – 4 x Bedrooms - sleeping up to 8 people.</li> </ul> </li> <li>In addition to the guest accommodation the 2<sup>nd</sup> Floor of Soulton Hall is the Ashton Family Accommodation.</li> </ul>
Wardrobes and dressing tables	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There a wooden wardrobes and dressing tables etc in the Guest rooms throughout the premises.</li> </ul>
Dining chairs and tables	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There are two main dining rooms at Soulton Hall.</li> <li>The Lydia Grace Room on the Ground floor has wooden dining tables and chairs to accommodate approx 25 people.</li> <li>The Medieval buttery on the basement level has a dining table and chairs to accommodate approx 10 people.</li> <li>The medieval buttery is only occasionally used by paying guests if they require private dining for small parties or small meeting groups.</li> </ul>
Artificial foliage, trees, shrubs and flowers	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>
Other (please specify)	<input type="checkbox"/>	

Parts of the structure and fittings	<input checked="" type="checkbox"/> if present	Location / Quantity:
Combustible wall and ceiling lining	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>A number of combustible wall linings such as timber cladding, paintings, tapestry's etc.</li> </ul>
Large notice boards and tapestries	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Some large tapestries hanging on the walls within the premises.</li> <li>These have been treated with a flame retardant product.</li> </ul>
Composite (sandwich) panels incorporating combustible insulation	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None noted during the assessment.</li> </ul>
Timber shelving	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There is a small quantity of timber shelving throughout the premises i.e. in store cupboards etc.</li> </ul>
Temporary room or office partitions	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>
Plastic fluorescent light diffusers	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Plastic light diffusers were evident on emergency light units. These were modern units and recently installed and was not considered to be a significant issue.</li> </ul>
Unsuitable glazing	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None noted during the assessment</li> </ul>
Other (please specify)	<input type="checkbox"/>	

Flammable liquids and gases	<input checked="" type="checkbox"/> if present	Location / Quantity:
Petroleum products	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There in one Kerosene Tanks in the grounds of</li> </ul>

		<ul style="list-style-type: none"> <li>the premises.</li> <li>One tank covers the heating for Cedar Lodge.</li> <li>The hall and Carriage house switched to Ground Source heating in 2013, removing need for oil storage for this purpose.</li> <li>The kerosene tank is located away from the buildings.</li> </ul>
Cooking oils	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Cooking oil in the main Kitchen area within Soulton Hall.</li> <li>Also observed in the store area adjoining the kitchen at Soulton Court.</li> </ul>
Motor oils, other lubricants and hydraulic fluids	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>
Solvents and degreasing agents	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>
Paints and thinners	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>A small quantity of paint is stored in an old stable</li> <li>This was not considered to be a significant issue.</li> </ul>
Specialist chemicals used in production processes	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>

Propane, butane, acetylene and other flammable gases in cylinders	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Propane gas cylinders observed across the premises.</li> <li>4 x 47kg Propane Cylinders located outside (The store area close to the Carriage House) piped directly into the main hall for the Gas appliances in the Kitchen.</li> <li>External Gas cylinder manifolds have been provided and Gas isolation switches are present.</li> <li>Cylinders are stored off the site</li> </ul>
Battery Charging	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>No industrial battery charging observed.</li> <li>Domestic type charging only i.e. mobile telephones / electronic devices etc.</li> </ul>
Other (please specify)	<input type="checkbox"/>	

Structural features that could lead to the spread of fire	<input checked="" type="checkbox"/> if present	Location
Ducts without dampers	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None</li> </ul>
Flues and redundant chimneys	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There are open fires in all of the bedrooms in Soulton Hall. These are no longer used.</li> <li>There is also a fire and chimney in the bar area of Soulton Hall. This too is no longer used.</li> <li>There is a metal flue from the Log Burner in Soulton Court, installed 2010.</li> </ul>
Voids behind panelling, above ceilings and below floors	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There are likely to be some small voids behind some of the timber panelling and floors.</li> </ul>
Unstopped holes around services	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>A small number of holes observed around services; these were stopped in 2012</li> </ul>
Uncompartmented roof spaces	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>None noted on the premises at the time of the Assessment.</li> </ul>
Warped and ill-fitting doors	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Doors are original (1550s incellar up to 1815 in general public areas. Those onto public stairs have been treated with flame retardation products, Jan 2012) generally in good condition.</li> </ul>

		<ul style="list-style-type: none"> <li>Some work is required to upgrade the doors to fire doors 'standard'. (Please refer to section 3 – Fire Doors).</li> </ul>
Unprotected stairways	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>The public stairways in Soulton Hall are protected.</li> </ul>
Unprotected areas resulting from changes of use	<input type="checkbox"/>	
Other (please specify)	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Lathe and plaster ceilings.</li> <li>Due to the age of the premises, Lathe and Plaster is used in the construction of the ceilings within the premises. Due to the age of the construction the fire rating is not certain, however, following discussions with the Conservation Officer it has been estimated that 20 mins fire rating may be provided (see Bath house study, correspondence with Shropshire Conservation Officer).</li> <li>Upgrade of the ceilings to 30 min fire rating using an intumescent paint when repairs / maintenance works were carried out in the in January 2012. Timinux product, applied by J Pugh and Son.</li> </ul>

<b>b) Sources of Ignition:</b>		
<b>Ignition source</b>	<input checked="" type="checkbox"/> if present	<b>Location / Quantity:</b>
Flames or sparks from a work process (e.g. welding, cutting, grinding, hot air gun)	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>'Hot works' are not normally carried out on the premises. They may be required from time to time for repairs etc.</li> <li>If Hot Works are required this will be done by competent contractors with advice and supervision from a member of the Ashton family and a safe system of work.</li> </ul>
Electrical installation	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>The client undertakes regular fixed electrical testing. The last one being in 2010.</li> <li>The client engages a competent electrician to undertake repairs / modifications to the electrical system as required.</li> <li>There is a 50kWp solar array connected in to the rear of the site. This is protected by inverters and safety switching. It can be isolated from the switch gear room.</li> </ul>
Portable electrical appliances	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There are a number of portable electrical appliances in use throughout the premises.</li> <li>There is not PAT testing regime in place within the organisation.</li> <li>Electrical sockets and extension leads should not be overloaded.</li> </ul>
Frictional heat	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Not considered to be a significant risk.</li> </ul>
Electrostatic discharge	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Not considered to be a significant risk.</li> </ul>
Ovens, kilns, open hearths, furnaces or	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>There are ovens in the Kitchen areas of Soulton</li> </ul>



incinerators		<p>Hall and Soulton Court.</p> <ul style="list-style-type: none"> <li>▪ There is an open fire in the Hall area of Soulton hall. <ul style="list-style-type: none"> <li>▪ Guests are not allowed to build / feed the fire. This is a task for staff only and guests are made aware.</li> <li>▪ The chimney is lined.</li> <li>▪ There is a guard in front of the fire.</li> <li>▪ The owner ensures the fire is extinguished before it is left unattended.</li> </ul> </li> <li>▪ There is also a log burner in Soulton Court <ul style="list-style-type: none"> <li>▪ Rules as set out for the open fire apply to the log burner as well.</li> </ul> </li> </ul>
Boilers, engines or other oil burning equipment	☒	<ul style="list-style-type: none"> <li>▪ There is one oil fired boiler for Cedar Lodge.</li> <li>▪ In 2013 the hall and Carriage House switched to Ground Source heating, removing the external oil boiler, and storage of oil. Heating to these buildings is therefore only by wet system, piped from the an external plant house, operating electric fridge units with appropriate breakers etc.</li> </ul>

Matches, lighters, candles and smoking materials	☒	<ul style="list-style-type: none"> <li>▪ Smoking is not allowed within the buildings / rooms.</li> <li>▪ Candles are occasionally used in the Dining areas.</li> <li>▪ Candles are used in areas away from combustible materials, they should be on a solid, flat, non-combustible surface (large enough to catch dripping wax and be extinguished when finished.</li> <li>▪ Candles should not be left unattended.</li> </ul>
Bonfires or waste burning	☒	<ul style="list-style-type: none"> <li>▪ No bonfires or waste burning undertaken on site however there are the open fires as discussed above.</li> </ul>
Open gas flames and gas burning equipment	☐	<ul style="list-style-type: none"> <li>▪ None noted other than the cooking equipment.</li> </ul>
Light bulbs and fluorescent tubes if too close to combustible materials	☐	<ul style="list-style-type: none"> <li>▪ None noted during the assessment.</li> </ul>
Portable heaters	☒	<ul style="list-style-type: none"> <li>▪ It is recommended that where Portable heaters are to be used that guests are made aware of the safe use of them i.e. switch off when not in use / leaving the room and not to store combustibles in close proximity. Where possible it would be better to remove the heaters from use. Substantially actioned following ground source project.</li> <li>▪ It is important that guests and staff are made aware not to store combustible items on or too near to the portable heaters i.e. clothing to dry.</li> </ul>
Cooking equipment, including deep fat fryers	☒	<ul style="list-style-type: none"> <li>▪ There are 2 kitchens within the premises – one in Soulton Hall and one in Soulton Court.</li> <li>▪ Cooking equipment includes LPG gas burners / oven, microwave, fridge, freezers etc.</li> <li>▪ Guests do not have access to the Catering facilities.</li> <li>▪ These facilities in good order and well maintained.</li> </ul>
Arson	☒	<ul style="list-style-type: none"> <li>▪ Arson is not considered to be a major risk but</li> </ul>

		should always be considered.
Other (please specify)	<input type="checkbox"/>	

## Step 2 – Identifying the People at Risk

Particular note should be made where:	<input checked="" type="checkbox"/> if present	Number / Location:
Sleeping accommodation is provided	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ There are four bedrooms in the main hall as well as two in the carriage House and a further four in Cedar Lodge.</li> <li>▪ There may be approx 26 paying guests asleep on the premises, but never more than 10 in any one building.</li> <li>▪ In addition members of the Ashton Family are also likely to be asleep on the upper floor of Soultion Hall.</li> </ul>
Large numbers of the public may be present	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ There are a number of occasions when there will be members of the public present on the site who are unfamiliar with the layout of the buildings.</li> <li>▪ Members of the public may attend to Dine on the premises (Approx 20-25 in the Main Dining Hall).</li> <li>▪ There are occasionally functions / events held at the site that can accommodate up to 400 people i.e. weddings. A marquee is occasionally installed in the grounds of the hall. Fire Safety arrangements are considered and discussed with the Marquee company.</li> <li>▪ There are regularly weddings / Conferences that may have up to 150 people present at any one time.</li> </ul>
People may be unfamiliar with the layout of the building and the location of the exit routes	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Members of the public are likely to be unaware of the premises layout and the actions to take in the event of a fire.</li> </ul>
Staff are working in areas where there is a specific risk	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Not considered to be a major issue.</li> </ul>
People have lengthy or tortuous escape routes	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Escape routes within the limits laid down in guidance.</li> <li>▪ Travel distances are within the guidelines set for this type of property and the risk profile for the building. <i>See means of escape section for more info.</i></li> </ul>
Contractors are working on site	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ From time to time contractors may be working on site to undertake repairs.</li> <li>▪ Where possible contractors should be arranged for quieter periods when there are less members of the public present.</li> </ul>
People with impaired mobility, hearing or eyesight are present	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Members of the public will be on site and therefore it is likely that some people may have a disability of some sort.</li> <li>▪ Some consideration has been given to people with disabilities i.e. ramps / handrails etc.</li> <li>▪ <i>See DDA policy.</i></li> </ul>
People with mental disability or illness are present	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Members of the public will be on site and therefore it is likely that some people may have a disability of some sort.</li> </ul>
People in adjacent or neighbouring buildings	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ No the building is in a rural setting with no close neighbouring buildings (other than those belonging to the Farm owned by the Ashtons).</li> </ul>

Occupancy patterns (e.g. 9am to 5pm office hours)		<ul style="list-style-type: none"> <li>▪ The building is open 24 hours per day for 7 days a week.</li> </ul>
Other (please specify)	<input type="checkbox"/>	

- Due to the sleeping accommodation provided there are likely to be members of the public on the premises who are unfamiliar with the layout and may also be asleep.
- The number of overnight residents is **approx 26** per night
- There may also be members of the public present on the site that are attending an event or just the restaurant and do not sleep on this premises. These people will be unfamiliar with the layout of the building and the actions to take in the event of a fire.
- Due to the Weddings / Conferences / events undertaken at the premises it is also likely that some people will be under the influence of alcohol. This can impair their reactions in the event of a fire emergency.
- The majority of people that stay at the premises are deemed to be low / medium risk occupants, as they are able to hear and understand the fire alarm signal and self rescue. Their may be a small number of higher risk occupants who may need assistance evacuating i.e. due to disability.
- There is always at least one member of staff present when there are guests at the Hall. There is normally more as this is the family residence as well.

## Step 3 – Coping with Residual Risk

**These measures should provide:** adequate means of escape; suitable signage; escape lighting; a fire alarm and detection system; and means for fighting a fire.

### Means of Escape

Can the following escape times to a safe area be achieved?

	Yes	No	N/A	Comments
30 seconds for high fire risk areas (6-12 metres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 minute for normal fire risk areas (9-25 metres)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 minutes for low fire risk areas (12-45 metres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please detail any factors that could hinder the means of escape:

- The main escape route in Soulton Hall is from the Bedrooms onto the Landing, down the stairs and through the Hall (out of the main entrance).
- It is believed that all areas are within the accepted Travel distances for this type of property (and Occupant Risk Profile):
  - Sleeping Accommodation: 9 metres in one direction of Travel only and 18m in two way travel.
  - Function Rooms: 20 metres in one direction of Travel and 50m in two way travel.
- There has been no extension to the travel distances on the site due to the presence of fire precautions such as an LI fire alarm system and high ceilings as this may be offset slightly by the fact that some people may be consuming alcohol.
- The Fire Assembly point is located at the wall in between Soulton Hall and Soulton Court.
- The areas of the premises used as part of the 'protected' escape route in Soulton Hall include:
  - The first floor bedroom landing,
  - the Staircase and the staircase and structure between the Basement and ground floor.

All of this is believed to offer at least 30 mins fire resistance.
- The fire doors which open up onto the staircase and landing area in Soulton Hall were upgraded to provide 30mins protection by works in January 2013
- There is an external staircase from the upper floor of Soulton Court. It is recommended that this is regularly checked to ensure it remains clear of any hazards i.e. gathered leaves or snow.
- External and emergency lighting is provided to cover the external staircases to cover any evacuation during the hours of darkness.

### Fire Doors

Do fire doors have :

	Yes	No	N/A	Comments

30 or 60 minute rating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>The fire doors in the premises are original wooden doors. Work was done in January 2013 to ensure they meet the required Fire rating of 30 mins.</li> </ul>
Self closing mechanism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>The doors required to be fire doors have working self-closing devices on them.</li> </ul>
Intumescent and smoke seals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Intumescent strips and cold smoke seals are fitted to the fire doors.</li> </ul>
Vision panels (if fitted) manufactured to the same fire resistance as the door?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>There are no vision panels in the doors (as they are original features).</li> </ul>

Please detail any factors associated with fire doors:

- Doors that are critical to the prevention of fire and smoke are fire resisting. The doors were upgraded to the recommended fire rating i.e. by coating with an intumescent paint and the installation of intumescent strips and cold smoke seals.
- It is essential that fire doors are regularly checked for damage, warping / ill fitting and that the self closing devices are working sufficiently to ensure the door closes securely when released.
- A vision panel is required in the door from the staircase leading to the main Hall, due to the location of this door (and after discussions with the Conservation Officer) it was decided that the glazing element should be in the wall at both sides of the door. This should help provide a vision panel in keeping with the character of the property. This has not, as of January 2013 been done.

## Suitable Signage

Is there suitable fire safety signage throughout the building? Are the:

	Yes	No	Comments
Escape routes unambiguously signed with running man, open door and arrow pictograms?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mandatory signs relating to fire doors displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Fire Doors are signed on the door as they are original feature doors installed prior to this requirement. They signed above the door or at the emergency light.</li> </ul>
Fire Action Notices displayed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Fire Action notices are displayed around the premises.</li> <li>Photoluminescent signs have been installed on the back of the bedroom doors to help guests identify the door in the dark.</li> </ul>
Signs indicating the location of fire fighting equipment displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>A fire equipment signage has been installed close to all fire extinguishers to inform people of their safe use.</li> </ul>

Please detail any issues associated with signage:

- It is important to get the level of signage right – too much signage may detract from the overall appearance of the premises and too little may hinder a persons evacuation.
- Emergency lighting incorporating signage has been installed at various intervals around the premises.
- When the fire doors are upgraded it is recommended that a small sticker / certificate is installed in the door jamb to indicate it as a fire door.

Examples of suitable signage is given in Appendices

## Escape Lighting

Is escape lighting provided:

	Yes	No	Comments
So that the fire exit signs are visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Integrated fire signage / emergency lights have been installed.</li> </ul>
In corridors without windows or without the benefit of borrowed light (e.g. from street lamps)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
To illuminate changes in floor level or changes in direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To illuminate corridor intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Not applicable</li> </ul>
In unlit areas such as basements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In large open-plan areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
On external escape routes to the final place of safety?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Not all areas are covered</li> </ul>
To illuminate call points and fire fighting equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Please detail any issues associated with escape lighting:

- Upgrading the emergency lighting system by installing an additional emergency lighting unit close to the head of the main staircase in Soulton Hall was done November 2012. Further upgraded January 2014 in Soulton Court. *The emergency lighting should offer sufficient illumination in all areas to allow occupants to safely travel to the exits.*
- It is desirable to extend/improve emergency lighting should be extended out to Cedar Lodge and The Carriage House, beyond Am-Tech Rechargeable LED Night Light Torch with Movement Sensor Induction Charge. This requires upgrade.
- .
- Consideration should be given to providing emergency lighting in external areas so that Guests can see clearly in the event of an evacuation in the hours of darkness.
- The emergency lighting was tested in November 2012.
- The emergency lighting system should be regularly tested and maintained.



## Fire Alarm and Detection System

System	<input checked="" type="checkbox"/> if present	Location:
Verbal warning	<input checked="" type="checkbox"/>	
Rotary hand bell	<input type="checkbox"/>	
Gas horn	<input type="checkbox"/>	
Break glass system	<input checked="" type="checkbox"/>	Break glass points have been installed on numerous escape routes throughout the premises.
Automatic fire detection	<input checked="" type="checkbox"/>	A large number of Automatic fire detection units (both Heat & Smoke) have been installed on the premises. To LI, tested twice annually.
Other (please specify)	<input type="checkbox"/>	

Please detail any issues associated with fire alarm and detection systems:

- A modern 'wire free' fire alarm system was within Soulton Hall and Soulton Court by Kinver in December 2011. This is to an LI fire alarm standard.
- The Carriage House and Cedar Lodge are fitted with 10 lithium year wireless linked (Radio-Interlinked Longlife Battery Powered Optical Smoke Alarm - Ei605TYCRF to grade F, which can be accepted as grade E certainly at BS 5939-6).
- The business undertakes a weekly test of one break glass call point per week. It is recommended that all call points are numbered to ensure they are tested in strict sequence.

## Fire Authority Response

Are:	<input checked="" type="checkbox"/> if present	Location:
Details of Fire Authority services known?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The nearest Fire Station is: Shropshire Fire &amp; Rescue Service, Wem Fire Station, High Street, Wem, SY4 5DR. 01743 260 200</li> </ul>
Grid references provided for remote locations?	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Our British National Grid reference is : SJ 5433 02</li> </ul>
All noted water supplies listed?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ There is a water Hydrant on the main road opposite the entrance to Soulton Hall.</li> </ul>
Access routes for fire appliances suitable and sufficient?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The access routes appear to be suitable for fire authority vehicle access. Some discussion about access for a tender to the east side of hall, and whether garden wall would need to be removed in an emergency – farm appliances could do this</li> </ul>

Please detail any issues that could impact on the fire authority responding in reasonable time:

- It is important to maintain a close working relationship with the Fire Authority. The Fire Authority should be notified if there are any significant changes to the Occupancy, fire loading / growth rate of the








premises or any other relevant information.

- It is recommended that Officers from the local Authority are encouraged to undertake regular familiarisation visits to the site.
- No plan is in place with local fire team under statutory provisions which make this discretionary. We are happy to facilitate if/when this is determined to be appropriate.

## Fire Fighting Equipment

Note: There should be a minimum of:

- one suitable extinguisher per 200m<sup>2</sup> of floor area;
- at least one suitable extinguisher per floor;
- no one should have to travel more than 30m to reach a suitable extinguisher.

Extinguisher Type	<input checked="" type="checkbox"/> if present	Quantity and Location
<b>Water</b> 	<input checked="" type="checkbox"/>	<b>Soulton Hall:</b> 1 x Ground Floor (in between the Hall and Sitting Room).  <b>Cedar Lodge:</b> 1 x Entrance Lobby.
<b>CO<sub>2</sub></b> 	<input type="checkbox"/>	<b>Ground Source Plant House</b> 1x Plant Room 1x WC corridor 1x Brew Hall 1x Carriage House
<b>Powder</b> 	<input checked="" type="checkbox"/>	<b>Soulton Hall:</b> 1 x Ground Floor (in Kitchen). 1 x Second Floor (Head of stairs in Ashton Family Accom).  <b>Cedar Lodge:</b> 1 x Outside Boiler Room.  <b>Soulton Court:</b> 1 x Kitchen Area.
<b>Foam</b> 	<input checked="" type="checkbox"/>	<b>Soulton Hall:</b> 1 x Basement Floor (in Medieval Buttery). 1 x First Floor (Landing).  <b>The Carriage House:</b> 1 x Entrance Hall.  <b>Soulton Court:</b> 1 x Bar Area. 1 x First Floor area. 1x Moot Hall
<b>Class F</b> 	<input type="checkbox"/>	No Class F extinguishers present on the site.
<b>Fire Hose</b> 	<input type="checkbox"/>	No fire hose reels present on the site.
<b>Fire Blanket</b> 	<input checked="" type="checkbox"/>	<b>Soulton Hall:</b> 1 x First Floor (in Kitchen).  <b>Soulton Court:</b> 1 x in Kitchen

<b>Other: Please specify</b>	<input checked="" type="checkbox"/>	<p>There are two Halon Extinguisher units (one in each office) on the basement floor of the premises.</p> <p>No reliance is placed on these as alternative manual extinguishers are present. They have not been removed as they provide extra protection, though they are no longer a supported system.</p>
<p>Please detail any issues associated with fire fighting equipment::</p> <ul style="list-style-type: none"> <li>▪ Fire fighting equipment is maintained by way of an annual contract with a competent engineer.</li> <li>▪ It is recommended that additional fire fighting equipment is installed to ensure the minimum standards are met:</li> <li>▪ Guidance recommends at least one extinguisher per 200m<sup>2</sup> (at least 2 per floor). It also recommends that no one should have to travel more than 30m to an extinguisher.</li> </ul>		

## Step 4 – Management Procedures

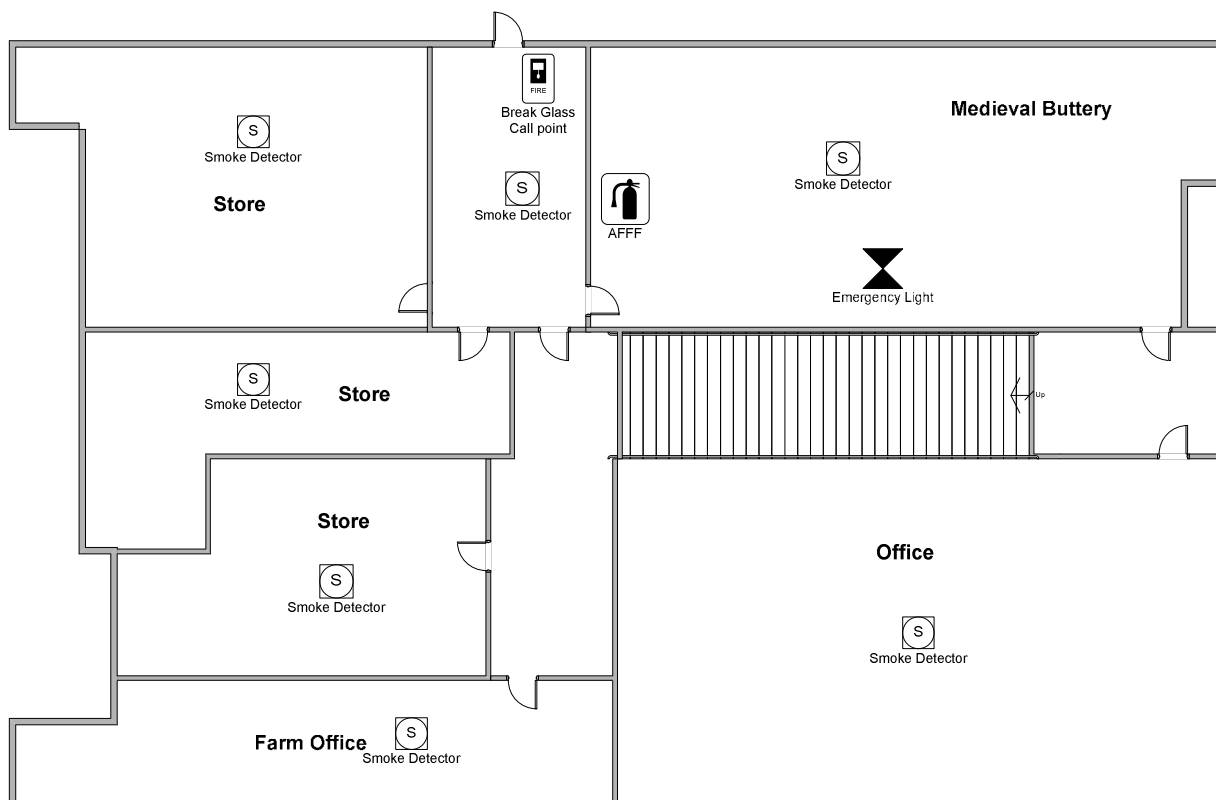
Are management procedures in place for:	<input checked="" type="checkbox"/> if present	Comments
Assisting people with disabilities to escape?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ This is covered in the main emergency plan for the premises.</li> </ul>
Liaising with contractors?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ This is covered in the main emergency plan for the premises.</li> </ul>
Good housekeeping?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Housekeeping is generally good, especially in the public areas. All staff are regularly reminded of the need to maintain high standards of housekeeping.</li> </ul>
Maintenance and testing of fire safety equipment?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The fire alarm system is subject to a weekly test (Mondays at 12pm) and further maintenance and testing by a competent fire alarm engineer (Kinver).</li> </ul>
Maintenance of electrical equipment and plant?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The business has arrangements in place for 'fixed electrical testing'.</li> <li>▪ There are no arrangements for the inspection / testing of portable appliances i.e. PAT.</li> </ul>
Record keeping?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The business is aware of the need to keep detailed records to evidence compliance. A health &amp; Safety / Fire Safety file is held by the organisation with records held within.</li> </ul>
Staff training?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Staff received general fire awareness training in January 2012.</li> <li>▪ Whole team instructed in firefighting April 2012</li> <li>▪ Fire Training should be repeated periodically.</li> <li>▪ All staff are inducted into fire safety</li> </ul>
Emergency procedures?	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Emergency procedures have been developed and are displayed throughout the premises.</li> <li>▪ Staff have been made aware of the procedures and their role in the event of an emergency.</li> <li>▪ The emergency procedure should be tested regularly by way of fire drills.</li> </ul>

Examples of relevant Management Procedures are contained in the attached Appendices.

- Is an Ancient Manor House and home to the Ashton family. Its rooms and dining facilities have been opened up to allow the public to enjoy.

Basement:

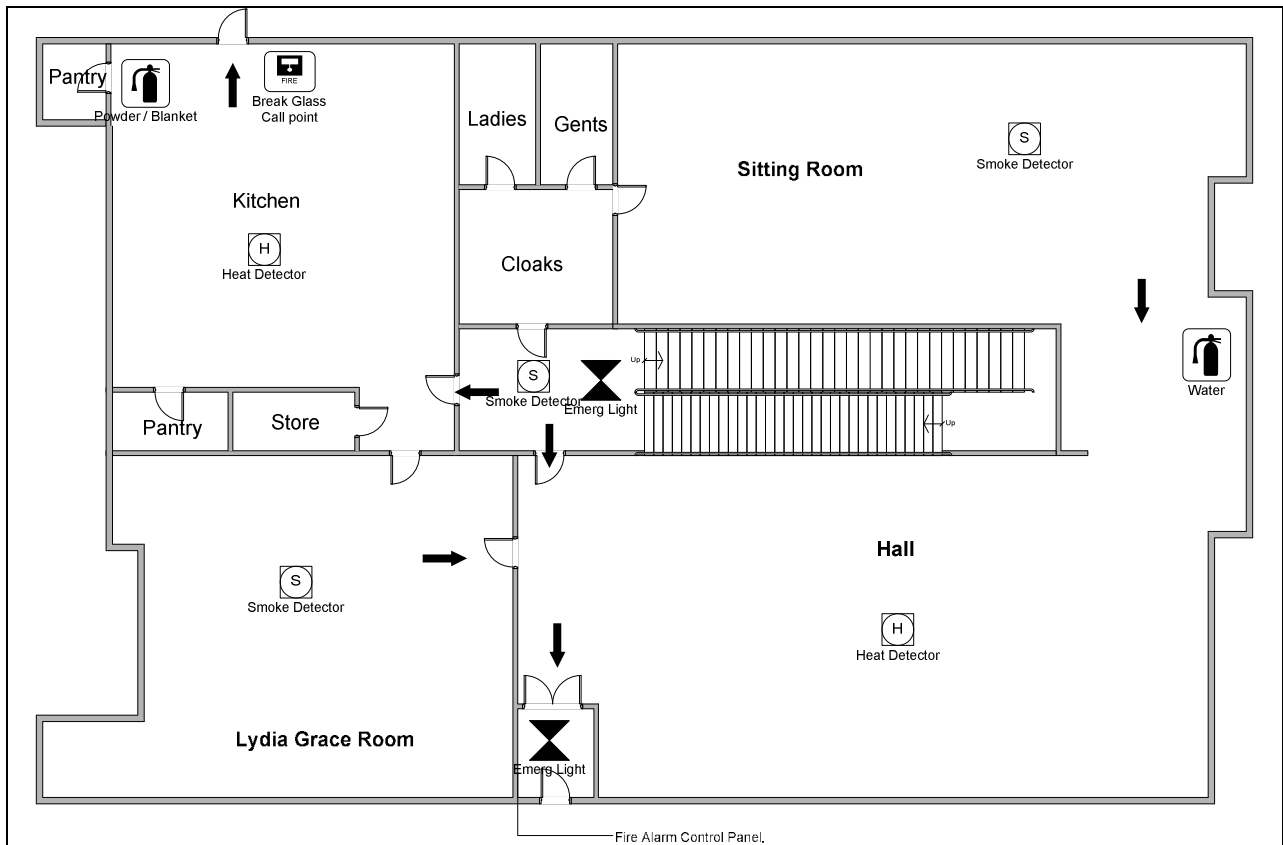
**(NB. Since this diagram was completed a CO2 extinguisher has been added to the Brew Hall)**



- The basement area is largely used by the family and occasionally by a small group of guests (up to 10) for private dining.
- The main escape route is back up the main stairs to the ground floor and through the hall.
- The secondary escape route through the rear of the basement, and the escape route used by staff in the Farm office and store rooms should be kept clear at all times.

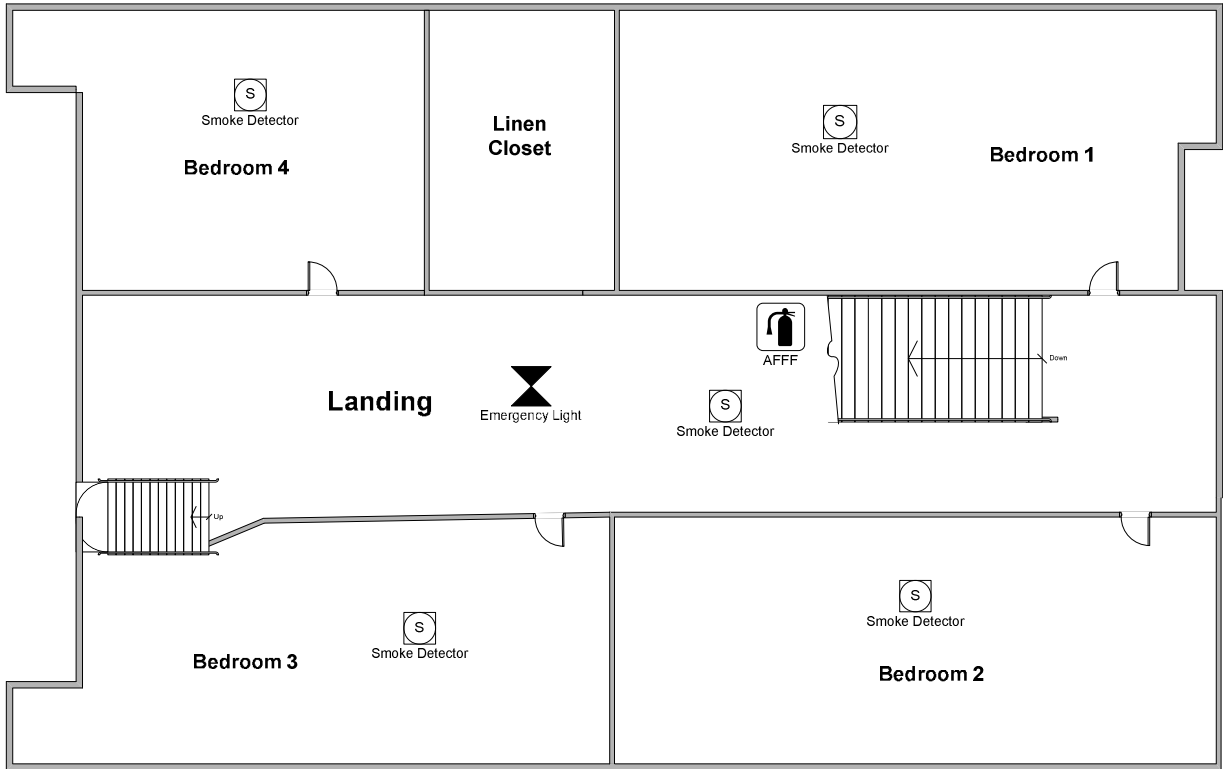
Ground Floor:

**(NB CO2 extinguisher added in cloaks since this was completed)**



- There is an open fire in the hall, only staff are allowed to place logs on the fire, this is clearly stated to guests.
- The chimney is lined.
- A heat detector has been placed in the hall to reduce the risk of false alarm from the smoke of the fire.
- The fire in the Sitting room is not used.

First Floor:



- There are four bedrooms (including en suites) on this floor as well as a linen closet.
- There is 'green man' signage on this floor, together with ample emergency lighting.
- Consideration should be given to providing a CO2 extinguisher next to the foam one to cover any electrical fire risks.

**Risk Rating:**

Overall rating for fire risk :						
Degree of Harm	Severe	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Minor	<input type="checkbox"/>
Likelihood	Remote	<input type="checkbox"/>	Possible	<input checked="" type="checkbox"/>	Probable	<input type="checkbox"/>
<b>Risk Rating</b> (see Risk Matrix )	1	2	3	4	6	9
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Low Risk

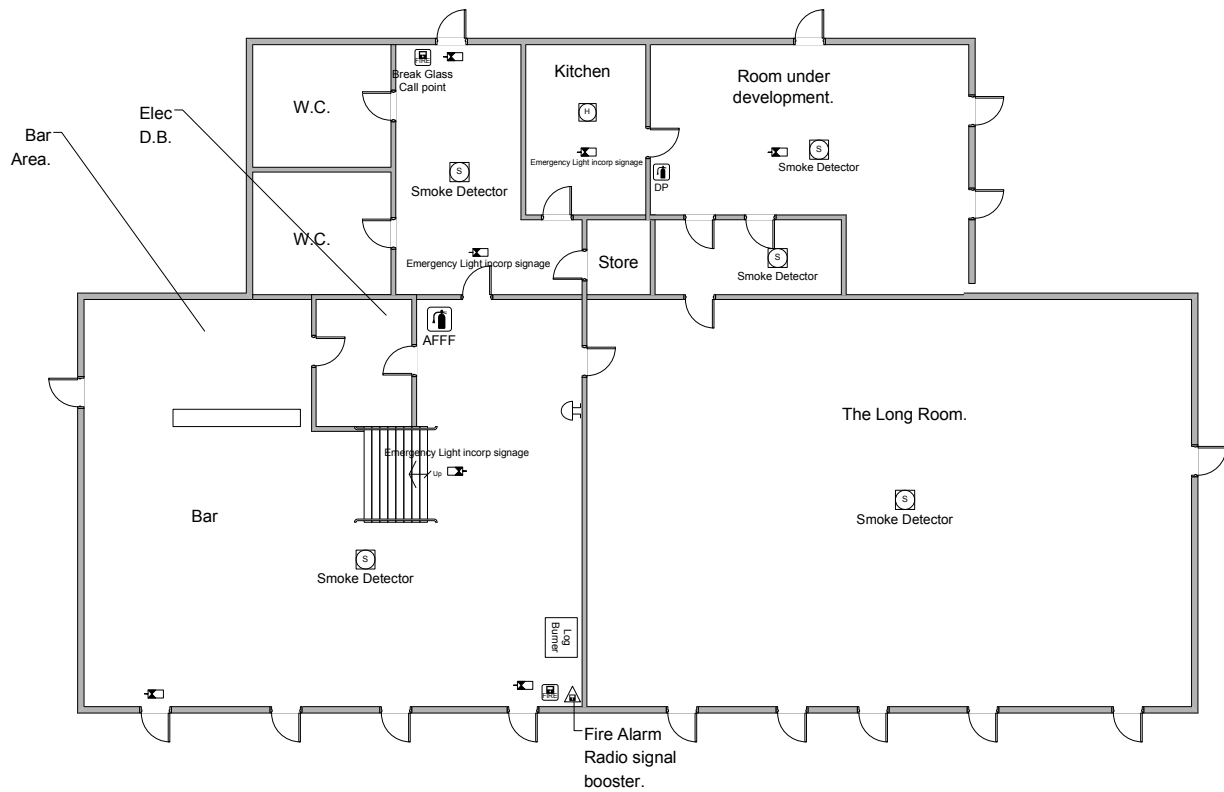
High Risk >

- This risk rating was determined from assessing the number and type of people on the premises (sleeping) as well as the fire hazards / loading noted on the premises.



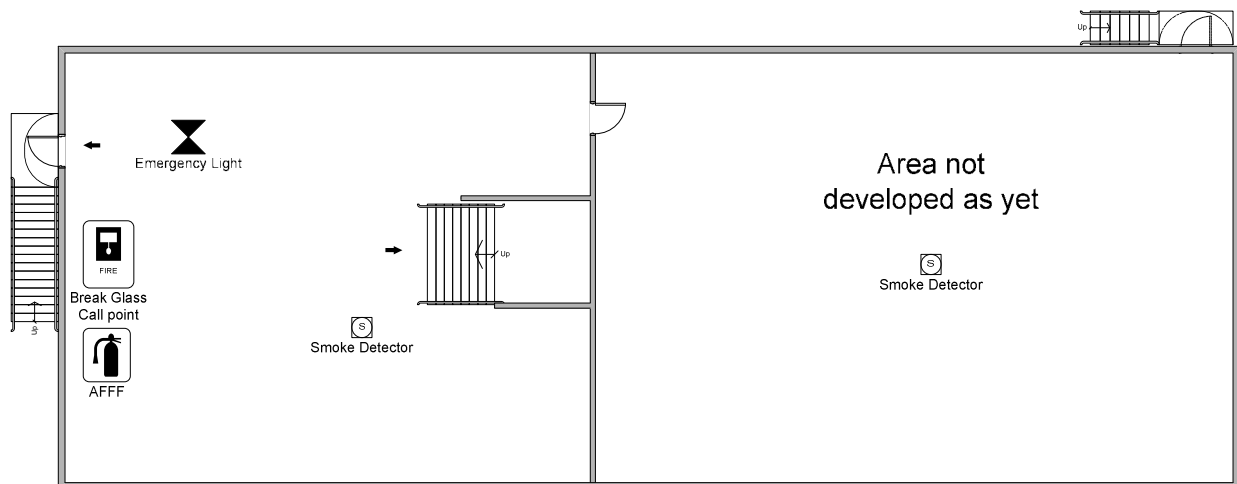
**Ground Floor:**

**(NB a CO2 extinguisher is now in the room marked Elec D.B.)**



**First Floor:**

**(NB - 'Area not developed as yet' is now "Moot Hall" it has appropriate emergency lighting over fire exit and over entrance, also a foam fire extinguisher in the entrance)**



- Soulton Court is used for private functions such as weddings business conferences / meetings etc.
- The ground floor has a large meeting room as well as a bar / informal meeting area.
- The Long room is used to accommodate groups of approx 150 people.
- It is recommended that a CO2 extinguisher is located in the bar area to cover the electrical risks / DB board.

**Risk Rating:**

Overall rating for fire risk :						
Degree of Harm	Severe	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Minor	<input checked="" type="checkbox"/>
Likelihood	Remote	<input type="checkbox"/>	Possible	<input checked="" type="checkbox"/>	Probable	<input type="checkbox"/>
Risk Rating (see Risk Matrix )	1	2	3	4	6	9
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

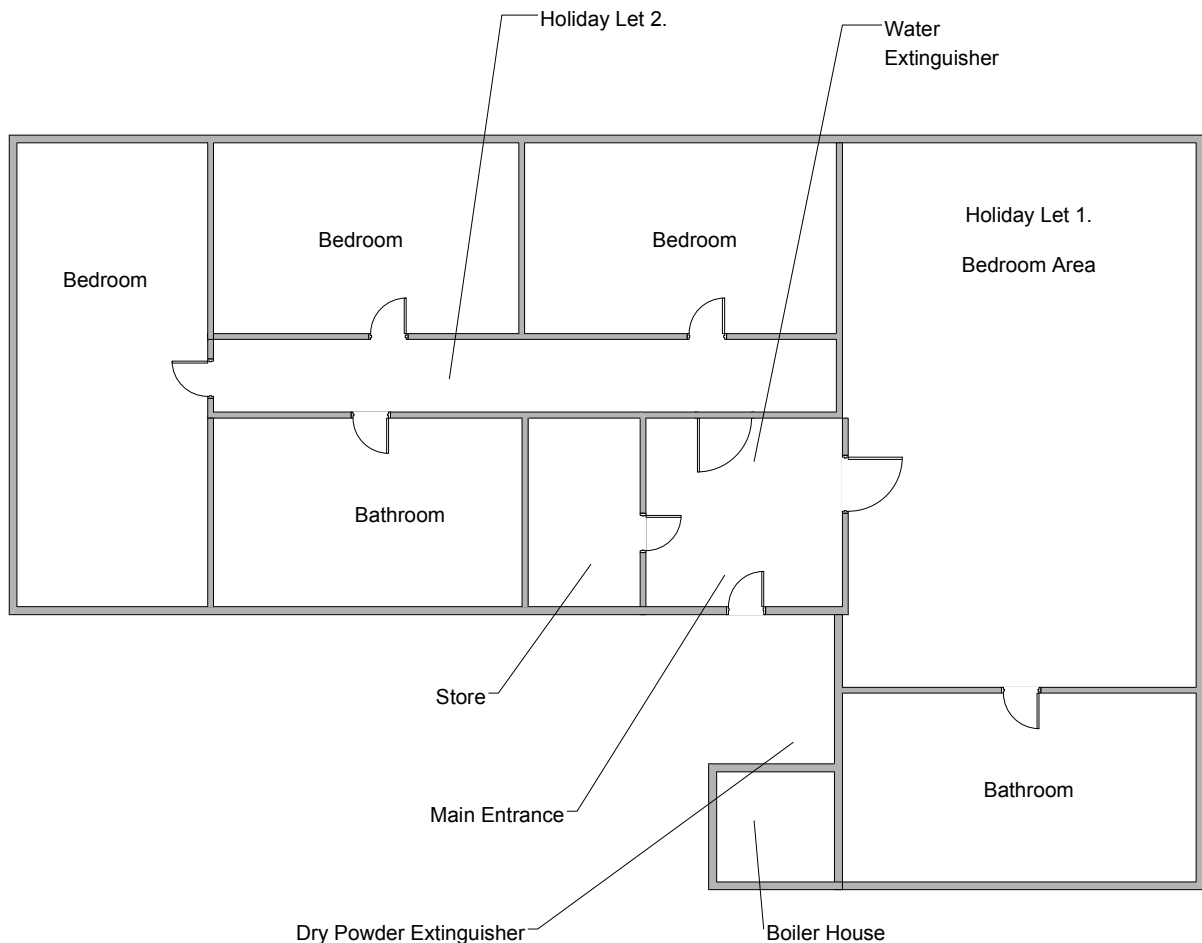
< Low Risk

High Risk >

- The risk rating was decided upon after considering the fire risk on the premises as well as the type and number of people on the premises.

## Cedar Lodge

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- Cedar Lodge is let as a holiday cottage. It is generally split into 2 parts.
- Holiday Let 1 is a double room and normally let to a Couple, Holiday Let 2 is more of a family accommodation and can be used to accommodate 6 people.
- **Total in the building at any time = 8.**
- The Cedar Lodge is fitted with 10 lithium year wireless linked (Radio-Interlinked Longlife Battery

Powered Optical Smoke Alarm - Ei605TYCRF to grade F, which can be accepted as grade E certainly at BS 5939-6).

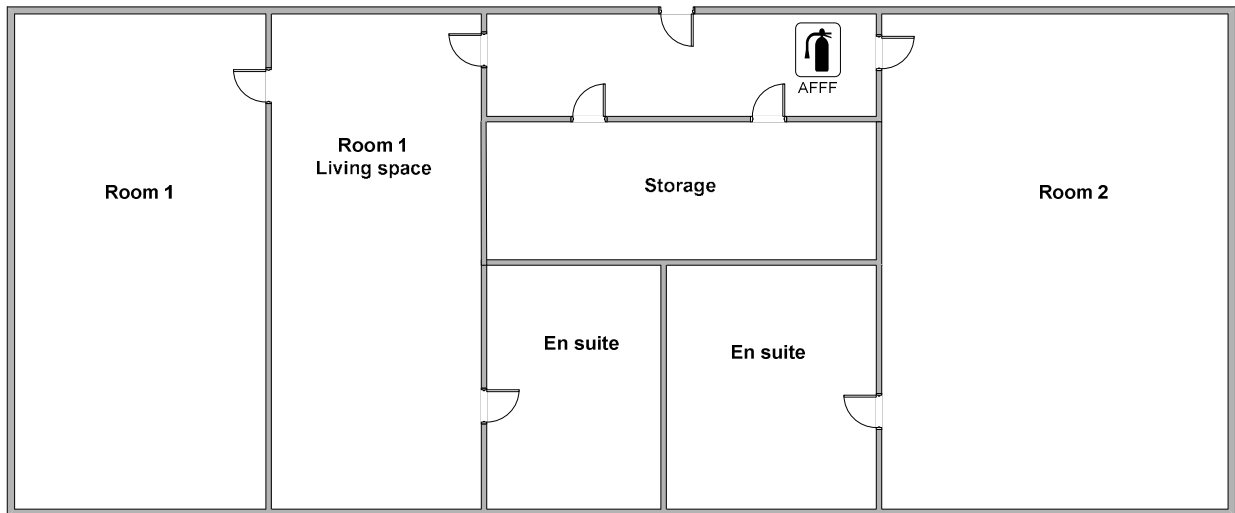
- The emergency lighting system, beyond Am-Tech Rechargeable LED Night Light Torch with Movement Sensor Induction Charge. This requires upgrade.
- It is recommended that a CO2 extinguisher is provided next to the water to extinguisher to cover any electrical risks. This was done January 2012

Overall rating for fire risk :						
Degree of Harm	Severe	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Minor	<input type="checkbox"/>
Likelihood	Remote	<input type="checkbox"/>	Possible	<input checked="" type="checkbox"/>	Probable	<input type="checkbox"/>
<b>Risk Rating</b> (see Risk Matrix )	1	2	3	4	6	9
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Low Risk

High Risk >

- The risk rating was decided upon after considering the fire risks on the premises as well as the type of people on the premises (sleeping). But also the relatively low number of people on the premises.



- The Carriage House is a Holiday Let used to accommodate 4-6 people.
- The Carriage House and Cedar Lodge are fitted with 10 lithium year wireless linked (Radio-Interlinked Longlife Battery Powered Optical Smoke Alarm - Ei605TYCRF to grade F, which can be accepted as grade E certainly at BS 5939-6).
- Fixed and portable heaters were evident in the premises.
- There is only one means of escape from this building however it is a short distance, there are very few people on the premises, and the building is single story with large windows.
- The emergency lighting system, beyond Am-Tech Rechargeable LED Night Light Torch with Movement Sensor Induction Charge. Upgrade would be desirable.

Overall rating for fire risk :						
Degree of Harm	Severe	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Minor	<input type="checkbox"/>
Likelihood	Remote	<input type="checkbox"/>	Possible	<input checked="" type="checkbox"/>	Probable	<input type="checkbox"/>
Risk Rating (see Risk Matrix )	1	2	3	4	6	9
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Low Risk

High Risk >

- The risk rating was decided upon after considering the fire risks on the premises as well as the type of people on the premises (sleeping). But also the relatively low number of people on the premises.

## Step 5 – Overall Risk Rating

Overall rating for fire risk :

Degree of Harm	Severe	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Minor	<input type="checkbox"/>
Likelihood	Remote	<input type="checkbox"/>	Possible	<input checked="" type="checkbox"/>	Probable	<input type="checkbox"/>

<b>Risk Rating</b> (see Risk Matrix )	1	2	3	4	6	9
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Low Risk

High Risk >

## Upgrades to consider

Recommendations have been given a rating to give an indication of when they should be completed. As a guide the following timescales are recommended.

**H= Need attentions within 1 month, M = Needs attention within 6 months, L = Needs attention within the next 12 months.**

Short Term	Rating H, M, L	Planned completion date	Date completed
<p>Immediate attention to these recommendations is suggested as they are perceived to present a significant risk.</p> <ul style="list-style-type: none"> <li>▪ A basic Emergency lighting should be considered for Cedar Lodge and The Carriage House. The Carriage House and Cedar Lodge are fitted with 10 lithium year wireless linked (Radio-Interlinked Longlife Battery Powered Optical Smoke Alarm - Ei605TYCRF to grade F, which can be accepted as grade E certainly at BS 5939-6).</li> </ul>	M	Aug 2014	
<p>Further consideration should be given to providing emergency lighting in external areas so that Guests can see clearly in the event of an evacuation in the hours of darkness.</p>	M	Aug 2014	

<p><b>Medium Term</b> Compliance with these recommendations is necessary to comply with legislation, or to bring the area up to an acceptable minimum standard.</p>	<p>Rating H, M, L</p>	<p>Planned completion date</p>	<p>Date completed</p>
<p>1. Housekeeping in the Office areas on the basement level should be improved.</p>	<p>M</p>	<p>Aug 2014</p>	
<p>2. Consideration should be given to an inspection and maintenance regime for Portable Appliances used throughout the accommodation. This may range from a simple visual inspection to a PAT test depending upon the product and its level of use. The HSE have developed a really useful guidance document with a suggested table of Inspection Intervals. <a href="http://www.hse.gov.uk/pubns/indg237.pdf">http://www.hse.gov.uk/pubns/indg237.pdf</a>. It is recommended that the plug 'Adaptor blocks' are not used within the premises as they increase the likelihood of overloading the sockets.</p>	<p>M</p>	<p>Aug 2014</p>	
<p>3. If smoking is to be allowed in the grounds of the premises it is recommended that a designated smoking area is assigned with a suitable means for extinguishing cigarettes. The current practice of littering the terrace at Soulton Court is ugly and presents a small risk.</p>	<p>M</p>	<p>Aug 2014</p>	
<p>4. All staff should be regularly reminded of the need to maintain high standards of housekeeping.</p>	<p>L</p>	<p>ongoing</p>	

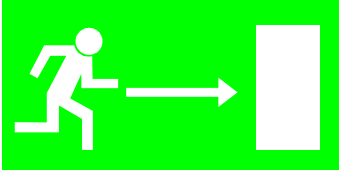
<p>5. Where portable heaters cannot be removed It is recommended that guests are given some instruction in their safe use i.e. switch off when not in use / leaving the room (this may need to be enforced / checked i.e. during housekeeping rounds).</p>	<p>H</p>	<p>ongoing</p>	
<p>6. Candles should only be used in areas away from combustible materials, they should be on a solid, flat, non-combustible surface (large enough to catch dripping wax) and be extinguished when finished. Candles should not be left unattended.</p>	<p>H</p>	<p>ongoing</p>	
<p>7. When the fire doors and ceilings have upgraded we need to chase the certification from J Pugh and Son.</p>	<p>L</p>	<p>End of 2014</p>	
<p>8. Officers from the local Fire Authority are encouraged to undertake regular familiarisation visits to the site. Need to contact Wem station to discuss statutory plan if necessary. <b>7 (2) (d). This was raised in a phone call to SFR on 09 April.</b></p>	<p>m</p>	<p>August 2014</p>	
<p>New staff should be given some training / information on the safe use of extinguishers. Fire Training should be repeated periodically.</p>	<p>L</p>	<p>August 2014</p>	
<p>The emergency procedure should be tested regularly by way of regular fire drills.</p>	<p>H</p>	<p>ongoing</p>	




# Appendices

# Fire Escape Signs

## TYPES OF ESCAPE ROUTE SIGN IN GENERAL USE



EEC sign



British Standard sign

There is sometimes confusion over which of the above designs is correct. The answer is that both are legal, however most authorities recommend the **British Standard** version as it is more widely understood.

The signs depicted over-page are of British Standard design, which are recommended.

Whichever design is chosen, it should be consistent throughout. **A mixture of designs should not be used within the same premises.**

A third design is preferred by the NHS which is similar to the BS version, but includes flames. This sign is also well understood and is quite acceptable.



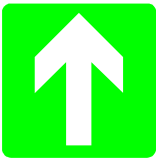
## ELEMENTS OF ESCAPE ROUTE SIGNS



Graphic symbol, front lit



Graphic symbol, back lit












Directional arrow








Supplementary text

# Fire exit signs conforming to BS 5499: Part 1 1990

Sign, Colour and Pictogram	Description, Uses and Conventions
	<p>Used <b>without</b> an arrow above the '<b>Final Fire Exit</b>' door leading directly to safety, usually at the door leading outside to fresh air.</p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – <b>straight on from here or straight on and up from here</b>; (b) – <b>straight on and down from here</b></p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – <b>left from here</b>; (b) – <b>right from here</b></p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – <b>up and left from here</b>; (b) <b>up and right from here</b></p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – <b>down and right from here</b>; (b) <b>down and left from here</b></p>

# Mandatory Signs

Sign	Meaning	Location
	Do not prevent self-closing fire door from closing	At eye level on both faces of each leaf of self-closing fire doorsets
	Keep fire door locked shut when not in use	At eye level on the outside of each leaf of fire doorsets required to be kept locked e.g. store cupboards on escape routes
	Keep area clear of obstructions that might prevent the operation of an automatic fire door or shutter	At eye level on or near a fire door or shutter that closes automatically in the event of a fire
	Keep area clear of obstructions which may impede escape	On escape routes at points where obstructions may occur e.g. on the exterior face of a final exit door
	Door to be secured in the open position so that escape will not be impeded on final exits	At eye level on doors or gates that may impede escape if not secured in the open position e.g. inward opening doors

## Fire Instruction Sign



### FIRE INSTRUCTIONS

#### IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm call point immediately.
- Attack the fire with a suitable extinguisher only if you have been trained and it is safe to do so.

#### IF THE FIRE ALARM SOUNDS

- The brigade will be called by the senior responsible person at the office.
- Leave the building immediately using the nearest exit offering visitors assistance where necessary.
- Close all doors behind you.
- Report to the assembly point opposite the car park.



Do not stop to collect personal belongings.

Never re-enter the building for any reason unless authorised to do so.

Do not take risks.

# How to Use a Fire Extinguisher

**DO NOT** attempt to extinguish a fire (or continue to fight a fire) if:

- there is a risk of personal injury;
- **THERE IS A POSSIBILITY THAT YOUR ESCAPE ROUTE MAY BE CUT OFF BY THE FIRE, SMOKE OR COLLAPSE OF THE STRUCTURE;**
- the fire continues to grow in spite of your efforts;
- there are potential explosive sources (e.g. gas cylinders) threatened by the fire.

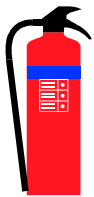
## WATER



Suitable for most fires except those involving electrical equipment or flammable liquids.

- Direct the jet at the base of the flame and keep it moving across the area of the fire.
- Look for any 'hot spots' after the main fire is extinguished
- A fire spreading vertically should be attacked at its lowest point and followed upwards.

## DRY POWDER



Suitable for fires involving electrical equipment or flammable liquids.

- On fires involving either liquids in containers or spilled liquids, direct the jet (or horn) towards the near edge of the fire. With a rapid sweeping motion, drive the fire towards the far edge until all the flames are extinguished.
- On fires involving flowing liquids, direct the jet (or horn) at the base of the flames and sweep upwards.
- On fires involving electrical equipment, switch off the current and then direct the jet (or horn) straight at the fire.
- Where the equipment is enclosed, direct the jet (or horn) into any opening which will allow penetration of the interior.
- When the fire appears to be extinguished, shut-off the discharge and wait until the atmosphere clears. If any flame is still visible, discharge again.

## CARBON DIOXIDE

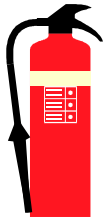


Suitable for fires involving electrical equipment and flammable liquids.

- Method of operation same as for dry powder.
- CO<sub>2</sub> extinguishers should **NOT** be used in confined spaces where there is a danger that the fumes may be inhaled.
- **DO NOT HOLD THE HORN** since it becomes extremely cold during use.

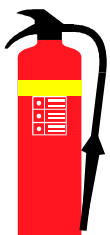
## FOAM

Suitable for most fires involving flammable liquids, apart from cooking oil fires.



- Where the liquid on fire is in a container, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the fire.
- Where this is not possible, stand well back, direct the jet with a gentle sweeping movement, allow the foam to drop down and lie on the surface of the liquid.
- Do not aim the jet directly into the liquid as this will drive the foam beneath the surface and render it ineffective. Also, it may cause the fire to 'splash' and spread.

## WET CHEMICAL



Specifically for use on fires in deep fat fryers. DO NOT USE on fires involving electrical equipment.

- Turn off the source of heat if safe to do so.
- Hold the lance at arms length, well above the fire and with the nozzle at least 1 metre away from the fire.
- Even if the fire appears to go out quickly, discharge the entire contents of the extinguisher.

## BEWARE!

- Before starting to fight even the smallest fire, ensure that the alarm has been raised and the Safe Working Procedure activated.
- Take up a position where access to the fire is unrestricted and where a quick and safe retreat is possible.
- Crouching will help the operator to keep clear of smoke, avoid heat and allow a closer approach to the fire.
- Always ensure that a fire is completely extinguished and not liable to re-ignite or continue smouldering.



# Maintenance Checklist

Equipment	Interval	Action Required
Fire detection and fire warning systems, including self-contained and manually operated devices	Daily	<ul style="list-style-type: none"> <li>● Visual check of panel and remedy of any identified faults</li> </ul>
	Weekly	<ul style="list-style-type: none"> <li>● Check for state of repair and operation</li> <li>● Repair or replace defective parts</li> <li>● Test operation, including self-contained alarms and manually operated devices</li> </ul>
	Six monthly	<ul style="list-style-type: none"> <li>● Service and test by a competent engineer</li> <li>● Clean self-contained smoke alarms and replace batteries</li> </ul>
Emergency lighting, self-contained units and torches	Weekly	<ul style="list-style-type: none"> <li>● Check torches and replace batteries if required</li> </ul>
		<ul style="list-style-type: none"> <li>● Repair or replace defective units</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>● Check all lights and torches for state of repair and correct functioning</li> </ul>
	Bi-annually (or as advised by an Electrical Contractor)	<ul style="list-style-type: none"> <li>● Service and test by a competent engineer. Replace batteries in torches</li> </ul>
Fire fighting equipment, including hose reels	Weekly	<ul style="list-style-type: none"> <li>● Check all equipment for correct installation and apparent function</li> </ul>
	Annually	<ul style="list-style-type: none"> <li>● Service and test by a competent engineer</li> </ul>
Passive fire protection including walls, doors, etc.	Monthly	<ul style="list-style-type: none"> <li>● Check all fire doors are in good working order and closing correctly and that the frames and seals are intact</li> </ul>
	After building or refurbishment work	<ul style="list-style-type: none"> <li>● Routine monitoring of the passive fire detection measures should be undertaken</li> </ul>



# Fire Drill Record

A fire drill should be held at least once and preferably twice a year and a record kept of every drill.

Fire Drill Record		
Date of drill:		
Type of drill:		
Number of staff involved:		
Optimum evacuation time:		
Actual evacuation time:		
Time to completion of roll call:		
Assessment of drill:		
Remedial action necessary:		
Person responsible for drill (print name):		
Fire safety manager's comments:		
Name: _____	Signature: _____	Date: _____

# Fire Safety Procedure

The advice below is provided to assist you in what action to take in the event of a fire:

- Familiarise yourself with the site and ensure that you know the following:
  - the location of the nearest escape route and any alternative routes;
  - locations of fire alarm points and how / when to activate them;
  - what do if an alarm sounds;
  - where to assemble if you have to evacuate a building or site.
  
- On discovering a fire:
  - in the event of a fire (however small) raise the alarm. Call the fire brigade and then inform management;
  - only attempt to extinguish a fire where there is no risk of personal injury either from the fire, from any toxic gases or from the structural failure of the building;
  - when attempting to extinguish a fire ensure that you use the appropriate type of fire extinguisher for the specific type of fire;
  - ensure that you have a clear emergency exit at all times.
  
- On hearing a fire alarm / fire warning:
  - leave via the nearest exit close all doors behind you. Do not wait to conclude meetings or telephone calls;
  - report to the person in charge at the assembly point which should be well clear of all buildings and arriving emergency services.

# Fire Prevention

Below are some practical precautions that can be taken in order to guard against fires starting:

- Keep the quantities of flammable materials on the premises to a minimum. Where possible, when ordering substances choose the least hazardous option.
- Do not let rubbish accumulate and cause a fire hazard.
- Do not smoke in forbidden areas.
- Store all flammable material safely, well away from possible sources of ignition.
- Keep flammable liquid containers closed to stop vapour escaping.
- Dispense flammable liquids in a safe place with adequate ventilation.
- Warn people of the risk by ensuring there is a conspicuous sign on each container, storage area etc.
- Before welding and similar work, remove or insulate flammable material and have fire extinguishers to hand.
- Guard against ignition sources like naked flames, sparks etc. - especially when spraying highly flammable liquids such as paints.
- Treat any drum which has held a flammable substance in just the same way as you would a full one. Never heat it or leave it near a heating appliance.
- After each spell of work, check the area for smouldering matter or fire.
- Burn rubbish in a suitable container well away from buildings or dry crops. Have fire extinguishers on hand. Do not burn aerosol cans and do not "brighten" fires with flammable liquids.
- Hydrogen is given off when batteries are on charge. Do not charge batteries in areas where sparks may be generated.
- Avoid the build-up of dust by frequently checking and cleaning.
- Avoid taking ignition sources (e.g. welders, cigarettes, space heaters, electric tools, etc.) into dusty atmospheres.
- Ensure that all electrical equipment has been PAT tested.
- Portable heaters pose a particular hazard especially when placed too close to combustible furniture, fittings, etc. You should ensure that any portable heaters are securely guarded and located in areas where they will not be knocked. Never place books, paper or clothes on top of them and ensure that ventilation grills are not obstructed.

# Fire Safety Audit Form

<b>1</b>	<b>Fire Exit Routes</b>	<b>Yes</b>	<b>No</b>
a.	Are routes easily identifiable?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are routes free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Can fire doors be opened easily?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are all self closing devices operative?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are all fire exit routes marked on fire plan?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Are they all unlocked when premises are open?	<input type="checkbox"/>	<input type="checkbox"/>
g.	Free from external obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Fire Extinguishers</b>	<b>Yes</b>	<b>No</b>
a.	Sited on escape routes?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Sited adjacent to exit doors?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Grouped to form fire points?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Wall mounted in prominent position?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Away from extremes of temperature?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Serviced in last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
g.	Correct extinguishers sited by the fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>
h.	Accessible and unobstructed by storage etc?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Control of Waste (Skips and Bins)</b>	<b>Yes</b>	<b>No</b>
a.	Waste bins/skips at least 5 metres from the building?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Timber pallets at least 5 metres from the building?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Correctly used (relevant material in appropriate bin)?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Lids securely in place?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Oil/liquid waste in bunded areas away from the building?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Waste burning prohibited?	<input type="checkbox"/>	<input type="checkbox"/>
g.	Waste removed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>
a.	Are the premises clear of process waste?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are storage areas adequate and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Are separate containers provided for flammable or other special waste?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Is flammable waste removed at least daily?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are no smoking rules in force and complied with?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Are there suitable containers for the disposal of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Liquefied Petroleum Gas (LPG)</b>	<b>Yes</b>	<b>No</b>
a.	Are LPG cylinders stored in an outdoor caged area and locked overnight?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is the store used only for LPG storage?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is the store at least 5 metres from the building and the third party property?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are permanent safety warning notices displayed?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are the cylinders stored with the valve set uppermost?	<input type="checkbox"/>	<input type="checkbox"/>

<b>6 Flammable Liquids</b>		<b>Yes</b>	<b>No</b>
a.	Are bulk supplies in a purpose built store?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is the store secure?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is there adequate high and low level ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are liquids moved in safety containers?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are flammables kept away from sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>
<b>7 General Fire Prevention</b>		<b>Yes</b>	<b>No</b>
a.	Are all heating appliances fixed and clear of combustibles?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are trailing electrical cables kept to a minimum and protected where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Are there adequate electrical sockets?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are there permit to work systems for contractors hot work?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are automatic sprinkler installations tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
<b>8 Emergency Lighting</b>		<b>Yes</b>	<b>No</b>
a.	Covering all exit routes and associated signage?	<input type="checkbox"/>	<input type="checkbox"/>
b.	All lamps are lit?	<input type="checkbox"/>	<input type="checkbox"/>
c.	The control panel indicates normal i.e. No faults?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Tests and inspections at recommended intervals completed and recorded?	<input type="checkbox"/>	<input type="checkbox"/>
<b>9 Evacuation Plan</b>		<b>Yes</b>	<b>No</b>
a.	Plan up to date with clear instructions?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Clearly displayed throughout?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Communicated to all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Fire wardens appointed and adequate?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Fire assembly areas clearly marked, safe and made known to employees/visitors etc.?	<input type="checkbox"/>	<input type="checkbox"/>
<b>10 Record Keeping</b>		<b>Yes</b>	<b>No</b>
a.	Written record of fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Weekly fire alarm test records?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Electrical inspection and testing records (portable and fixed)?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Emergency Lighting Tests?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Fire training (induction, drills, use of extinguishers etc) recorded?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Statutory inspections?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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# Errors and Omissions

All advice offered and actions suggested in this Report are based on findings made by the Consultant at the time of the inspection and information provided by the Client.

Reference is made in this Report to the Client's legal obligations where applicable. The Report is not an authoritative interpretation of legislation. Copies of relevant Acts and Regulations can be obtained from the Stationery Office or through good booksellers.

Legislation is subject to ongoing amendment and development, with new statutory requirements constantly coming into effect. This Report refers to current legislation at the date of the inspection and should be interpreted accordingly.

Failure to comply with legislation could, in certain cases, result in criminal action being taken against you by the relevant authority. Any failure to comply with legislation could severely compromise your chances of successfully defending any related civil action for damages. This report does not set out the criminal and civil consequences of any statutory breaches which it identifies. You will need to take legal advice for further information.

The fire risk assessment has been compiled to provide an assessment of risk to life from fire and does not address the risk to property or business continuity from fire. The assessment is based on information provided to the Consultant. Where such information was given by the Client, it is assumed that it is accurate and correct, and no independent verification has been made.

The author of this report is not a specialist in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

Statements in relation to the fire resistant structure will be based on the visual inspection of readily accessible areas, with a degree of sampling where appropriate. Statements in relation to escape lighting will be based on visual inspection and no test of luminance levels or verification of full compliance with relevant British Standard will be carried out. Statements in relation to the fire alarm system will be based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard will be carried out.

The inspection of the premises will not include inspection of those parts of the Premises which are unexposed or inaccessible.

No investigation was made during the Consultant's visit to determine whether or not any hazardous materials have been used in construction at the premises or have subsequently been incorporated into any part of them. Specialist investigation and a structural survey would be necessary to enable a report to be prepared on whether or not the premises are free from risk in this respect.

This Report is provided to assist the Client in assessing his/her exposure, at the premises, to the risks expressly referred to in this Report. It is for the sole use of the Client and is confidential to the Client and his/her professional advisors. Any other person relies on the Report at their own risk.