



Scouts
Surrey



BENTLEY COPSE ACTIVITY CENTRE

FIRE RISK ASSESSMENT

V2025-1



Fire Risk Assessment

Review Date:	January 2025
Review Completed by:	Nick Cann
Reviewer Signature:	<i>nk cann</i>
Next Review Date	January 2027

Review notes

Review completed in January 2025.

No updates necessary.

Next review in January 2027, unless changes on site or within regulatory framework trigger an earlier review.

Bentley Copse Activity Centre

Hound House Road
Shere
Guildford
Surrey
GU5 9JH

Fire Risk Assessment

17 June 2020

M A SHARMAN & ASSOCIATES



FIRE RISK ASSESSMENT

Property:	Bentley Copse Activity Centre	Responsible person: Surrey County Scout Council Board of Trustees Representative on site: Nick Cann
Address:	Hound House Road, Shere, Guildford, Surrey, GU5 9JH	
Contact:	01483 202424	
Assessment by:	M A Sharman M A SHARMAN & ASSOCIATES IFE Registered Risk Assessor (Life Safety)	Date: 17 June 2020 Date of previous FRA: Next review: Available (2018) 17 June 2021 (Or if there is a fire, the risk changes or FRA considered no longer valid). 

Use:

Outdoor activity centre. Buildings, dormitories and open space.

Fire exits:

All buildings have adequate fire escapes and low-normal travel distances. See the relevant section regarding door defects.

Evacuation strategy:

A simultaneous fire evacuation strategy has been adopted. This evacuation strategy requires simultaneous evacuation of occupants within the building where the alarm has actuated. Where an alarm system links a number of buildings, the occupants within the 'cluster' are simultaneously evacuated.

Facilities for fire fighters:

Portable fire extinguishers are provided, located throughout. There are sufficient numbers for the size and use of the building. Vehicle access is reasonable, however access to the camping field is subject to commentary in the relevant section below. Water supplies for fire fighting are likely to be limited. There is no apparent fire fighting main identified on site.

Areas inspected:

All areas were accessed during the assessment. It should be noted that the campsite was unoccupied at the time of the visit. The fire safety guide 'Outdoor Events and Venues (fire safety risk assessment: CLG)' should be referred to when calculating the maximum occupancy (i.e. density) of the large camping field.

Construction and layout:

The premises consist of the following building and spaces. All buildings are single storey. Construction is mainly timber or prefabricated glazed and weather-boarded timber. Flat or shallow pitched roofs.

Outdoor:

- Camping field – large (size of area to be confirmed).
- Camping grassed area – small (size of area to be confirmed).

- Camping space – woodlands (size of area to be confirmed).

Restricted access (staff):

Crew yard: range of storage sheds and workshops, as follows:

- Workshops (2).
- Crew bunkroom: two dormitories, shower, wc.
- County office (scout): lobby, offices, storage.
- The Merrow: staff rest room.

Site administration:

- Main Building: reception and office. Adjoining shop with storage.

Storage:

- Range(s) of storage containers / sheds (shared use with county).

Short-term rental:

- Central toilet and shower block.
- Refrigerator and freezer hut (camping).
- Retreat Building (currently unoccupied): hall meeting space.

Rental dormitories and living space:

- The Nest: two six-bed dorms; lobby and kitchen.
- Palmer Hall: six-bed dorm.
- Dormitory One: sixteen-bed dorm.
- Dormitory Two: sixteen-bed dorm.
- Parker Lodge: hall and separate kitchen.
- Little Lodge: kitchen; two x 6 bed dorms; staff rest area, wc

Activities:

- Cave maze: hut

Structure:	Traditional construction. Mainly timber, brick and concrete block.		
Date built:	C.1980	Most recent refurbishment	Some buildings within the last 5 years. Records unavailable.
Number of floors:	All single storey.	Approx. m2:	U/K
Housing: residential use (general needs / sheltered):		None	
Lifts:	NA	Staircases (Protected):	NA
External exits:	See above.	Car park:	Centralised parking arrangements.
Heating:	LPG heating/water. Convection (electric).	Air Con.	NA
Last assessment:	2018	Available for inspection:	Assessed as not suitable and sufficient.
Additional notes: Enforcement action:	None reported.		

REGULATORY REFORM (FIRE SAFETY ORDER) 2005 (the 'Fire Safety Order')

Introduction:

The intention of this report is to assist you to comply with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out. It is important that you study this fire risk assessment and understand its contents. This report contains:

- General information related to the premises.
- Consideration of the fire hazards that maybe present, together with measures to eliminate or control them.
- The measures in place to protect people in the event of fire.
- A review of the arrangements for managing fire safety.
- A qualitative assessment of the risk to life from fire.

Recommendations:

The fire risk assessment includes an action plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire.

Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. If any recommendation in the action plan is unclear you should request further advice.

Reviewing your fire risk assessment:

The Fire Safety Order requires that you keep your risk assessment under review. A date for routine review is given on the front of this report. However, you should review the report sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

Fire safety arrangements:

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record the above arrangements if you employ five or more employees in your undertaking (regardless of where they are employed); a license or registration under other legislation is in force; or an alterations notice is in force requiring a record to be kept. This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record.

Fire risk assessment - scope and limitations:

This assessment is on the situation observed while at the premises and on information provided, either verbally or in writing. Surveys do not involve destructive exposure, and it is not always possible to inspect all rooms and areas, nor inspect less readily accessible areas, such as voids above ceilings. Therefore, it is necessary to rely on a degree of sampling and also reasonable assumptions and judgment.

Comments in respect of external wall construction or cladding are offered as gratuitous advice and are not intended to imply any warranty in respect of the compliance, or otherwise, of external wall construction with the requirements of either the current Building Regulations, or the building regulations applicable at the time of construction or any over cladding that might have been carried out.

Dangerous substances:

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions* (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Disclaimer:

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

The submission of this report constitutes neither a warranty of future results by M A Sharman & Associates, nor an assurance against risk. The report represents only the best judgment of the consultant involved in its preparation, and is

based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

ITEM	Y/N/ NA	DETAILS AND COMMENTS
Occupants (relevant persons)		

Approximate maximum number in the building:		2-4 permanent staff. 4-10 volunteers (staff). Note: Volunteers are treated as staff for purposes of the Fire Safety Order 2005. 600: camping (varies during the seasons).
Approximate maximum number of employees and others in the building at any one time:		Dormitory: 12-16 (sleeping). Large halls: 60 plus
Maximum number of members of the public in the building at any one time (e.g. visitors):		There is no public access to the site (premises). Visitors must sign-in. 600 - 700 (approx.) camping in open grassed field.
Occupants especially at risk from fire:		
Sleeping occupants (unfamiliar with premises):	Y	Students / children (under 18 years).
Sleeping occupants (familiar with premises):	Y	Staff.
Disabled occupants and other needs:	Y	None reported at the time of the assessment.
Occupants in remote areas:	Y	Possible staff working remotely.
Lone workers:	Y	As above.
Young persons:	Y	Camping (see above).
Others:	Y	Contractors.
People at risk		
Will people be unfamiliar the layout of the building and escape routes?	Y	Reported: Staff will normally accompany visitors. Adult parents/carers/ group leaders supervise children.
What is the procedure for their protection in the event of a fire? <i>Single stage (simultaneous) evacuation</i> <i>Progressive horizontal evacuation</i> <i>Stay-put</i> <i>Phased evacuation</i>	Y	Simultaneous fire evacuation is adopted. Reported: <i>A fire emergency plan shall be adopted for the premises. See recommendations.</i> Simple fire action notices throughout the buildings (not external spaces). <i>See recommendation below regarding fire action notices and assembly point in the relevant section below.</i> Students, staff: Fire action notices are displayed at appropriate locations on the means of escape routes.
ITEM	Y/N/ NA	DETAILS AND COMMENTS

		Reported: Staff induction includes information regarding fire safety. Other visitors: Contractors are to be made aware of the evacuation procedures as part of induction into the building. See recommendation below. <i>See recommendation below: Visitor's attention should be drawn to the fire action notices displayed at exit points and at the entry to the camping areas.</i> Contractors: See section below regarding contractor safety.
Are contractors and maintenance workers aware of the dangers posed by fire? <i>Contractors engaged to work in the premises are familiar with the premises and layout. However, where necessary, newly appointed contractors should be inducted and informed of the fire safety procedures adopted.</i>	Y	Reminder: Recommendation (1) The following is recommended: - Where necessary, contractors must receive simple fire safety induction at the commencement of the work activity (where necessary in writing). - Details of the FRA significant findings, other hazards and the fire emergency plan must be provided to the contractor in written format (e.g. how to raise the alarm, call the fire service, and assembly point location etc.). - Fire action notices displayed throughout the building must be revised to identify a single fire assembly point. Note: Hot work permits must be sought from the contractor and complied with, where necessary. Lone working procedures may apply. All documentation and agreements should be maintained on file (e.g. in a fire safety manual).
Do any employees work in areas where there is a high risk of a fire occurring?	N	There are no high-risk areas.
Other relevant persons		
Are there any relevant persons in the immediate area that require consideration?	N	A fire in the building is unlikely to impact on the safety of people occupying other neighbouring buildings.

ITEM	Y/N/ NA	DETAILS AND COMMENTS
Other relevant information		
References (BS etc):		See M Sharman for details. A full list of the BS used is contained in the FRA.
Relevant fire safety legislation and guidance:		
The fire safety legislation applies to these premises: Guidance		Regulatory Reform (Fire Safety) Order 2005 Fire Safety Risk Assessment: CLG guides: Educational Premises Open air events and venues Means of Escape for Disabled People Sleeping accommodation Offices and shops Other safety guides are available (see M Sharman for details).
The legislation is enforced by:		Surrey Fire and Rescue Service (SFRS).
Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):		None
Other legislation referred to above is enforced by:	N	
Is there an Alterations Notice in force?	N	
Past history of fire incidents:		
Date:	N	None reported in recent memory.
Summary details:		
Cause:		
Action taken:		
Past history of fire authority enforcement and inspections:		
Date of inspection:	Y	Notice of fire safety deficiencies (SFRS). Letter maintained on site. All matters addressed in this FRA report.
Remedial action:		Completion – unknown.
Date work completed:		Unknown.

ITEM	Y/N /NA	DETAILS AND COMMENTS
FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL		
1. Dangerous substances and additional emergency measures (Article 12 and 16)		
Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? <i>Small quantities with negligible impact on the appropriate general fire precautions need not be taken into account.</i>	Y	On site: - There are significant numbers of LPG gas cylinders used and stored within the premises i.e. covered by DSEAR 2002. Both full and empty cylinders are stored together. Some cylinder valve assemblies appear contaminated (corrosion, waste). - There are three 2,000-ltr LPG tanks (above ground) used for heating and water. Tanks are not located behind barriers (physical protection e.g. caged). Pipework for the bulk LPG is partly surface mounted (unsigned). - There are significant quantities of highly flammable and flammable products used and observed in the workshops (i.e. petrol, diesel, lubricants) and in garaged machinery and plant. - Visiting campers will bring LPG gas canisters onto the site (e.g. for cooking). Recommendation (2) The following is recommended: - Risk assessments must be carried under DSEAR and COSHH regulations and available for audit. - Substitute products and fuel supplies should be considered where possible i.e. minimise the hazard, minimise the quantity. - Hazard safety signage and flameproof storage cabinets must be provided. Hazard signage is required on the approach to the storage and on the cabinet itself. - Signage and safety rules must be displayed in the workshops covering the filling of machinery and plant with fuels (petrol and diesel). - Staff handling LPG must receive gas safety training from a competent provider. - LPG gas cylinders must be stored in accordance with HSE and BOC published guidance. The cylinder cage should be visible (within the restricted crew area

ITEM	Y/N /NA	DETAILS AND COMMENTS
		space), away from buildings and protected from the effects of inclement weather (fallen trees etc). • Full and empty cylinders should be stored separately, chained and stored upright. • An inventory of the products should be maintained. Minimal stocks only. • Spillage kits and emergency procedures must be recorded and reviewed periodically. Camping visitors: • Consideration should be given to providing camping visitors, published fire safety advice covering safe use of camping gas (LPG), from sources including the scouts association and the fire service. This should be provided on arrival or at the centre booking stage. • Periodic sampling of the equipment used by visitors should be carried out.
If yes, has a suitable risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? <i>This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order, to ensure the safety of relevant persons in the event of fire.</i>	Y	See the recommendation regarding products and LPG subject to COSHH and DSEAR above.
2. Hazards introduced by outside contractors and building works		
Are fire safety conditions imposed on outside contractors? Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits) 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? <i>Suitable guidance is contained in the following publications:</i> <i>Standard Fire Precautions for Contractors Engaged on Crown Works, Department of Environment (HMSO).</i>	N Y Y	It is reported that contractors do not receive fire safety information. Permit systems are not currently used where necessary. Reminder: Recommendation (3) Where external contractors are engaged, induction should ensure familiarity with the premises and fire safety arrangements. The facilities team must ensure fire safety induction is carried out. A hot work permit system must be implemented when contractor work involves any form of hot work activity. (For definition of 'hot work' please see below). Note: Definitions of hot work

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<i>Fire Prevention on Construction Sites (Fire Protection Association).</i> <i>Fire Safety in Construction Work (HSE).</i> <i>It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.</i>		'Any process that can be a source of ignition when flammable material is present': or 'All hot work generating heat, sparks or flames'. Hot work can be a fire hazard regardless of the presence of flammable material in the workplace.
3. Electrical systems (source of ignition)		
Have all electrical systems been subject to a formal period inspection and test in compliance with the 17 th or 18 th Edition of the Wiring Regulations?	N	There is no evidence to identify whether fixed wiring inspections are carried out. Recommendation (4) It is recommended that five-year fixed wiring inspections are carried out. The NICEIC conditions report must be available for audit. All remedial work identified must be carried out by a competent contractor. Portable (PAT – under 18kg) and stationary (SAT - over 18kg) appliance testing must be carried out. It is recommended that HSE guidance appertaining to lower-risk environments should be followed where necessary.
Date of last periodic inspection and test?	N	
Evidence seen?	N	
Are there any defects or recommendations remaining to be implemented?	UK	
Are there any visible signs of overloading or damage to equipment?	N	There is evidence of old systems in situ.
Is there a system for checking portable appliances (Portable appliance testing - PAT)?	N	See the recommendation above: It is reported that portable (under 18kg) and stationary (over 18kg) electrical equipment will be inspected and tested according to HSE 04/12 INDG 236 (rev 2).
Are records available for inspection?	N	
Is there a lock off system for isolating circuits when work is being carried out?	UK	Where necessary, a competent contractor must carry out work.
Is a permit to work system required for working on the electrical installation?	N	See above.

Are there light bulbs and fittings near combustible materials?	N	Not observed during the visit. Recommendation (5) While there is no evidence of combustible materials
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ITEM	Y/N /NA	DETAILS AND COMMENTS
		placed in close proximity to light fittings at the time of the assessment, it is recommended that periodic checks are carried out of areas used as storage or display, especially where older florescent luminaires are installed, e.g. not replaced by LED self-testing units.
Are there florescent light tubes and fitting near to combustible materials?	N	
Are portable heaters used?	N	
Are there multi point adaptors in electrical sockets?	Y	
Are electrical extension leads plugged into adaptors or other extension leads?	N	
Are any portable electrical appliances faulty or damaged?	N	No damaged items seen.
Are RCDs fitted to any circuits or outlets, which may be used by handheld electrical equipment?	NA	
Are the RCDs tested regularly?	N	Unknown. This should be included in periodic fixed wiring inspection.
4. Gas safety		
Are gas appliances used?	Y	Cooking and heating – fuelled by LPG (bulk container and portable cylinder).
Are gas pipes clearly marked?	Y	Surface mounted LPG pipework is unmarked with tape - 'GAS / LPG' or painted e.g. ochre. Recommendation (6) Where necessary, it is recommended that all gas pipework within the building (workshops and external space) be marked. - Painted with yellow ochre (mains gas / LPG). Or: - Labelled with 'GAS' tape (i.e. LPG). Periodic inspection of the gas installations and equipment is required due to the potential desire to reconfigure the space and therefore gas feeds.

Is the system properly maintained and annual checks carried out on the gas equipment?	Y	It is reported that records are maintained on site demonstrating annual checks and maintenance of equipment.
Date of last checks?	UK	
5. Portable heaters and heating installations		
Is any portable gas equipment used (e.g. LPG	Y	Fuel for heating and cooking. See observations and

ITEM	Y/N /NA	DETAILS AND COMMENTS
heaters)?		recommendations above.
If used are they in good condition?	N	Signs of corrosion and detritus build-up.
Are they placed away from combustible materials?	N	Cylinders are stored in very close proximity to buildings i.e. behind the staff dormitory.
6. Smoking		
Is smoking permitted on the premises?	Y	Reported: Prohibited on the premises outside of designated smoking area. No evidence of the rule at the time of the visit.
Are there any risks from smoking?	Y	UK fire causation data suggests this remains a hazard.
Are 'No smoking on the premises' signs clearly displayed at the principal entrances on in common areas?	Y	Signage is located at the entry of the building (where necessary). Reported: A 'smoking area' will be provided.
7. Arson		
Is there a potential arson problem?	Y	'Normal' risk due to premises security and location.
What materials are stored outside?	Y	Storage of waste is away from the buildings.
What distances from the building and any openings to stored materials?	NA	General waste – 30m (approx.).
8. Lightning		
Do the premises have a lightning protection system?	N	Assessed as not required.
9. Stored materials and housekeeping		

Common areas - are large amounts of furniture or textiles (particularly furniture with large amounts of foam padding) stored or displayed in the common areas?	N	Housekeeping within the all dormitories and administration spaces, including the removal of accumulated waste, appears to be well managed at the time of the visit.
Are items of furniture damaged with padding exposed?	N	
Are combustible artificial foliage or plants used to decorate the workplace?	N	
Are there displays involving combustible materials and panels on escape routes or elsewhere?	N	
Are paper decorations hung in the building during Christmas or other festival times?	N	
Do cleaners keep flammable liquids in the	N	None seen.

ITEM	Y/N /NA	DETAILS AND COMMENTS
workplace for use?		
What arrangements are there for the storage of flammable liquids?	N	See the recommendation above regarding storage in the workshop areas. Recommendation (7) Where necessary, consideration should be given to maintaining the 'flammable materials cabinets' to ensure consistent colour coding and hazchem signage that is appropriate to the hazard. These maybe required at different locations across the premises. It is recommended that a competent person carry out a further audit of the storage arrangements with the purpose of identifying and where necessary, controlling hazardous materials (i.e. flammable liquids and other combustible materials). Where necessary, consideration should be given to relocating cabinets to a position in proximity to final exit doors, in order to ease removal by fire crews during an escalating incident.
Is there adequate signage to identify stored flammable liquids?	N	See recommendation.

Is any liquefied petroleum gas used or stored on the premises?	Y	Bulk and portable LPG cylinders. Camping visitors will bring LPG canisters onto the site (camping fields). <i>See recommendation in the section above regarding LPG.</i>
What arrangements are there for the storage of LPG cylinders?		See observations and recommendations.
Are LPG cylinders used within the building?	Y	Cooking and heating. See observations and recommendations.
Are any other pressurised cylinders (e.g. oxygen) used or stored within the building?	N	No cutting gas cylinders identified.
Are aerosol cans stored on the premises?	Y	Lubricants, oils, etc. Specifically in the workshop areas.
Are there any other sources of compressed gases used or stored on the premises?	N	
10. Waste materials and housekeeping		
What arrangements are there for the regular removal of waste from the workplace?	N	It is reported that storage of items is not permitted within plant rooms / cupboards containing gas and electrical installations.

ITEM	Y/N /NA	DETAILS AND COMMENTS
		There was some evidence of storage of furniture / equipment in the plant room / cupboards at the time of the visit. There is evidence of a build up of dry leaves and detritus around hard standing used as dispersal routes from final exit doors. Recommendation (8) It is recommended the adopted control measure of maintaining plant rooms / cupboards sterile be continued. Routine workplace inspections should incorporate periodic inspection of plant rooms containing gas equipment and electrical intake & distribution equipment. Stored items should be removed. Periodic monitoring of final exit doors and dispersal routes is recommended. Where necessary, routine clearing of leaves etc, must be carried out.
Where are waste materials stored before removal from site?	Y	Designated collection points are identified.

Are there any risks from these storage arrangements?	N	Assessed as normal risk.
Are there any fire risks associated with the cleaning of the workplace (e.g. release of clouds of combustible dust, or solvents used to clean equipment)?	N	
11. Other fire hazards (process hazards) that effect general fire precautions		
State other fire hazard.	Y	Workshops: Grinding machinery and bench tools (cutting and sharpening). Lack of guarding and spark prevention. Recommendation (9) It is recommended that consideration should be given to installing fire rated boarding (National Class 0) behind tool stations and on the floor of the workshop where hot sparks fall (i.e. beneath timber flooring; behind benches). Good housekeeping in the workshops, including the periodic removal of dusts and oil/fuel contamination is recommended.

ITEM	Y/N /NA	DETAILS AND COMMENTS
FIRE PROTECTION MEASURES		
12. Means of escape – emergency routes and exits (Article 14)		
Are there sufficient exits for the number of people working in the building (including visitors)?	Y	Fire exits: All buildings have sufficient final exit doors and means of escape routes. Travel distances in all building (other than the workshop) are normal. Workshop: A final exit door has been blocked up. This results in an increase in the 'single direction' travel distance within the workshop.
Do the fire exits lead to a place of safety (or refuge)?	Y	The exits lead to total safety via the dispersal routes to the designated assembly point.

Are the internal fire escape routes clearly marked?	Y	Fire directional signage is installed. Communal spaces within the dormitories were unobstructed. Final exit doors were maintained free for use during an emergency.
Are all corridors and escape routes clear of obstruction? Are the escape routes suitably protected?	Y Y	There were no identified obstructions to the fire exit doors. Dormitories: Doors leading onto the protected means of escape appear consistent with standard FD30s, although defects were recorded including missing overhead self-closers. See the relevant section below, together with recommendations. Recommendation (10) Dormitories and staff accommodation: It is recommended that the control measure of periodic inspection of the means of escape routes be maintained as part of routine workplace inspections. Means of escape routes must be maintained sterile. Where necessary, stored materials must be removed to provide unobstructed access.
Where escape routes cross open floor area, are they properly marked?	NA	

ITEM	Y/N /NA	DETAILS AND COMMENTS
Are external escape routes clear of obstruction, vegetation or other features which would reduce their effectiveness as a means of escape?	N	Most hard standing / pathways around the premises were clear from obstructions during the assessment. Attention was drawn to clearing detritus from pathways. See recommendation.
Is there an adequate level of lighting on external escape routes?	UK	There are some external escape luminaires installed. Crew yard: Borrowed light from site lighting and adjoining buildings appears inadequate. See comments regarding emergency escape luminaires in the section below.

Is the signage of external routes satisfactory?	N	While there is minimal external signage indicating the location of the assembly points, it is reported that this information is provided to visitors as part of campus induction. Recommendation (11) The following is recommended regarding external signage and assembly: The Nest: - The fire assembly point should be signed accordingly. Camping field: - The location of the fire assembly point should be signed. This maybe temporary signage, which is designated when the field is utilised by visiting campers. External emergency escape luminaires installed to aid clear dispersal must be reviewed. Where borrowed light in assessed as inadequate, consideration should be given to installing twin headlamp LED units.
Are fire exit doors fitted with release devices, which can be operated in one single action?	Y	The use of fire exit door push-bars, push pads and simple fasteners (i.e. thumb turns) are installed in most buildings. Defects on some doors were identified (see recommendation): Recommendation (12) Where necessary, the final exit doors that are fitted with security based on key and locks, should be replaced with simple fasteners i.e. thumb turns or push pads. For example: The Merrow: Remove key lock: push-pad required on rear final exit door.

ITEM	Y/N /NA	DETAILS AND COMMENTS
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		Workshop: The additional fire exit door in the workshop should be reinstated in order to offer an alternative fire exit and shorten the travel distance. Palmer Hall: Front door: Replace key lock with simple fastener (i.e. thumb turn). Second final exit door: Replace key lock with simple fastener (i.e. thumb turn). Dormitory 1: Replace key lock with simple fastener (i.e. thumb turn). Alternative: Fire exit signage required. Dormitory 2: Replace key lock with simple fastener (i.e. thumb turn). Alternative: Fire exit signage required. The Nest: Kitchen exit: Replace key lock with simple fastener (i.e. thumb turn). Parker Lodge: Alternative exit: Door bolts require maintenance (does not open freely). Kitchen: Replace key lock with simple fastener (i.e. thumb turn).
Are the fire exit release devices in good condition and working satisfactorily (e.g. green emergency door releases)?	Y	A sample of final exit doors were tested and worked effectively. See defects and recommendations above.

13. Structural features to limit fire spread

Are the compartments enclosed by a fire resisting structure? <i>This separation may be provided to comply with <u>life safety requirements</u> or to increase the amount or performance of compartmentation for other reasons.</i> <i>The internal subdivision of a building into fire compartments influences the escape arrangements, evacuation procedures and the number of stairs and exits.</i>	N	<i>Note: Destructive testing did not take place.</i> General observations: - Internal walls appear to be concrete block, timber stud partitioning (plasterboard etc) and some fibreboard. - Fire compartmentation of sleeping areas is consistent with national class 0 building materials. - Most doors appear to be consistent with FD30s.
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ITEM	Y/N /NA	DETAILS AND COMMENTS
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Are the compartments enclosed by a fire resisting structure? <i>Only the occupants and contents within the fire compartment have to be regarded as being initially at risk from a fire. In an uncompartmented building, all the occupants and contents of the building have to be considered at risk in the event of fire. However, larger, higher spaces are not so quickly affected by smoke from a developing fire.</i> Are the compartments enclosed by a fire resisting structure?	N	• Fire compartmentation of plant rooms / cupboards is generally substandard, i.e. not offering 30 or 60 minutes fire separation (including at ceiling level within this space). • Where ceiling are suspended on frames, it is assumed that there is no cavity barriers installed (demonstrating the importance of subdividing plant rooms / cupboards and areas where cooking takes place). For example: County office: The roof space above the plasterboard ceiling is reportedly undivided. Palmer Hall: Substandard fire compartmentation of the kitchen (i.e. 60 minutes); including at ceiling level. Substandard fire compartmentation of the cupboard containing electrical intake and distribution (i.e. 60 minutes); including at ceiling level. Substandard fire compartmentation of the cupboard containing the gas boiler (i.e. 60 minutes); including at ceiling level. The Nest: Substandard fire compartmentation of the kitchen (i.e. 60 minutes); including at ceiling level. Parker Lodge: Substandard fire compartmentation of the cupboard containing electrical intake and distribution (i.e. 60 minutes); including at ceiling level. Recommendation (13) Fire compartmentation is an important feature in the prevention of fire and smoke spread beyond the room of origin. Therefore, the following should be addressed: • Remedial action to repair damage to internal stud partitioning. • Increase the standard of fire compartmentation to 60 minutes (30 minute fire doors) in the locations described above i.e. kitchens and plant rooms /cupboards.
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ITEM	Y/N /NA	DETAILS AND COMMENTS
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Are holes in compartment walls ceilings and floors around services such as pipes and cables fire stopped?	N	Note 'Destructive' testing did not take place during the assessment (i.e. ceiling tile, etc, were not removed for inspection). It is assumed that there are voids above suspended ceilings in some buildings.
Are holes in the floors and ceilings of vertical service ducts or cupboards fire stopped?	UK	See above note regarding destructive testing.
Have dampers been installed in any ductwork which passes between compartment walls and ceilings?	NA	No dampers identified.
Are all openings in compartment boundaries protected in case of fire?	N	See notes above.
Are there any undivided voids beneath the floors?	UK	Destructive testing did not take place.
Are there any undivided voids beneath the ceilings?	Y	See notes above.
Are there any voids behind panelling or other features that could lead to the fire spreading to the floor above?	N	None identified.
Are there any other features, which could lead to the spread of flames to the floor above?	NA	
Are all fire-resisting doors in good condition, i.e. undamaged, fully closing and not wedged open?	N	There are a number of doors in buildings where the overhead self-closer is missing. This includes dormitory blocks. Recommendation (14) It is recommended that remedial work be carried out to replace overhead self-closing devices on the fire doors.
Are all self-closing devices on fire resisting doors correctly adjusted and working satisfactorily?	N	See recommendation above.
Are intumescent strips or seals fitted to all fireresisting doors?	N	See recommendation above
Are the intumescent seals in good condition?	N	See recommendation above
Are automatic door releases working satisfactorily?	NA	None fitted.
14. Means of raising the alarm (in case of fire)		
Is there an automatic fire detection system (AFD) installed?	Y	General features of the fire alarm system include: AFD within separate buildings that are apparently 'stand-alone' systems or a system configured to include other buildings. Features:

ITEM	Y/N /NA	DETAILS AND COMMENTS
		- Control and indicating equipment (CIE) panels not all fully addressable (details below). - A building zone plans is unavailable. - Manual call points installed at final exit doors and storey exits. - Detector heads (e.g. smoke) with some visual (strobe) alerts. - Stand alone and integrated sounders. Audible alerts are inconsistent across the site. - A category of AFD consistent with L1 BS5839 part 1. The workshop has defective non-standard AFD (i.e. domestic units consistent with BS5839 part 6). Sheds and storage containers have no AFD. The service (if any) offered by an alarm receiving centre (ARC) is unrecorded There is no system of alert to fire in the camping sites (600 – 700 visitors). Configuration (reported - not tested). - The Merrow: CIE (linked to crew bunk room). No zone plan. - County office: hard wired AFD in all rooms (presumed linked together). No CIE. - Palmer Hall: CIE – not fully addressable. Links two dormitories. No zone plan displayed. - The Nest: CIE – stand-alone: not fully addressable. - Parker Lodge: CIE – stand-alone: not fully addressable. - Little Lodge: CIE location – plant room. No zone plan or indication of CIE location. - Admin office / shop: CIE – stand-alone: located in shop. Recommendation (15) The following is recommended: - Where necessary, i.e. a CIE covers more than one building; a zone plan should be

ITEM	Y/N /NA	DETAILS AND COMMENTS
		displayed. Information regarding coverage in smaller / single room buildings should be displayed. • Consideration should be given to removing strobe visual alerts where there is a risk of triggering seizures including photosensitive epilepsy. • A manual call with sounder point should be installed in the workshops. • A rotary gong and fire point should be installed in the camping site (temporary if necessary) and in other areas where camping activities take place across the site. The fire points must be clearly visible. See recommendation regarding visual alerts below.
What is the specification of the fire detection system?	Y	The system appears to be consistent with Category L3 BS5839 Part 1, although documented confirmation was unavailable at the time of the assessment.
Housing: Is the fire detection system installed in flats or just in common areas?	NA	
Is the fire detection system linked to an external alarm monitoring control centre?	Y	It is reported that the campus fire alarm systems are linked to an alarm-receiving centre (ARC). It is reported that mobile telephone signal strengths are variable on the site. Recommendation (16) Due to some missing information regarding the services offered by the contracted alarm-receiving centre (ARC), the following is recommended: • Confirm whether all alarm system standalone and clusters are linked to the ARC. • Clarify the extent of the service, including 24 hour coverage and whether the ARC is contacting the campus on receipt of an alert (i.e. to confirm the status of the alert and need to filter unwanted fire signals). • Confirm the contact telephone number used by the ARC and the time delay prior to automatic summoning of the fire service. Where necessary, group leaders should be provided information regarding the strength of mobile signal across the site (different strengths depend on the service provider).
If there is not an automatic fire detection and alarm system, how is the alarm raised in the event of fire?	NA	

ITEM	Y/N /NA	DETAILS AND COMMENTS
Are fire 'break glass' points clearly marked?	Y	
Is there unobstructed access to the break glass points?	Y	
Can the alarm be heard throughout the building?	Y	It is reported that the alert can be heard throughout the premises. The system was not tested during the assessment visit.
Are there areas of high noise where a visual alarm may be necessary?	N	The fire alarm systems incorporate visual alerts based on strobe units across the site. Recommendation (17) It is advised that in buildings where flashing fire alerts (i.e. strobes) are installed, for example in buildings where there is expected high noise levels as a result of operating machinery, and in accessible toilets, consideration must be given to the potential for strobe (flashing lights) to trigger seizures – photosensitive epilepsy. It is recommended that H&S risk assessments are completed and reviewed as part of personal emergency escape plans (generic and individual PEEPs).
Does an authorised contractor regularly maintain the fire alarm system?	Y	
Date of last inspection?	Y	2019
15. Fire and emergency signage and notices		
Are there clear signs denoting fire exit routes?	N	Internal directional fire signage appears effective. Some final exit doors are unsigned with 'Fire exit keep clear' signage. Plant rooms / cupboards are unsigned with the hazard. Recommendation (18) It is recommended that periodic fire signage audits be adopted, taking into consideration the need for exit door signage where doors open onto footpaths or external circulation routes. Where necessary, additional signage should be displayed. A fire assembly point(s) should be permanently signed. Temporary signage should be considered in fields where large numbers of campers are accommodated and empty during the winter months (i.e. site closed for camping).

Are signs of consistent design through the building?	Y	
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ITEM	Y/N /NA	DETAILS AND COMMENTS
Are the signs sited correctly?	Y	See recommendation above.
Are the signs in good condition?	Y	
Are fire points clearly marked?	N	See recommendation above.
Are fire doors properly marked with “Keep Closed”, “Keep Locked”, and “Keep Clear”, etc?	N	A number of doors and storage spaces have hazard signage missing. Recommendation (19) Hazard signage is required on doors containing: - Plant including electrical and gas equipment. - Substances covered by COSHH regulations. Hazchem signage is similarly required on metal storage cabinets containing COSHH substances.
Are fire extinguisher points marked?	Y	Extinguishers are provided (floor and wall mounted) at the final exit doors and in other locations. See recommendation regarding fire extinguishers below and other fire fighting equipment.
Are ‘Fire Action’ notices displayed by all break-glass points?	Y	
Are the “Fire Action” notices properly specific?	Y	
16. Emergency lighting (escape)		

Is there an emergency lighting system installed?	Y	There is an inconsistent standard of non-maintained luminaires across the premises. This finding is expected on a site where remedial work to upgrade emergency escape lighting is on going. It is reported that the testing and maintenance of luminaires is subject to review, due to the significant number of known lighting defects within buildings. In general, emergency escape luminaires (nonmaintained) are provided as follows: • Within means of escape routes (corridors / circulation spaces). • In close proximity to final exit doors and room doors that enter onto the corridors. • External escape luminaires to support clear dispersal are installed across the site. There are significant examples of units that appear to require maintenance. The luminaries are fitted with an emergency test points. The system was not subject to testing during the inspection. It is reported that monthly testing
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ITEM	Y/N /NA	DETAILS AND COMMENTS
		has commenced in 2020. It is reported that emergency escape luminaires will be annually tested and maintained by electrical contractors. Rooms and larger spaces subject to refurbishment will include replacement luminaires. Associated maintenance records for the luminaires were not seen during the assessment. Reported during the assessment visit: defects as follows: Palmer Hall: dormitory. Parker Lodge: required in kitchen.
Is the system configured (e.g. illuminated signs, twin head lamps, or battery systems contained in luminaries)?	Y	See notes above.
Does it provide satisfactory illumination to all areas?	Y	
Is the emergency lighting system maintained and tested?	Y	
Date of last maintenance and test?	Y	Reported: 2020; although continuous remedial work was being undertaken during the assessment visit by electrical contractors.

17. Fire fighting (Article 13)		
Are fire extinguishers appropriate to the risks provided?	N	Portable fire extinguishers are installed.
Portable fire extinguishers:	Y	Predominantly dry powder; water (9ltr), foam and CO2 units are used. Fire blankets are installed near kitchen units.
Hose reels:	N	Dry powder are being substituted for less hazardous units.
Fire blankets:	Y	There are no fire beaters available on site for grass and woodland fires.
		Recommendation (20) The following recommendations are made regarding extinguishers and fire fighting equipment. An audit of extinguishers should be carried out to determine the appropriate number and type of extinguishers across the site. Typically for a class A fire risk, the provision of one water-based unit for approximately every 200m² of floor space, with a minimum of two units per floor will generally be adequate. Ideally, no one should need to travel more than 30m

ITEM	Y/N /NA	DETAILS AND COMMENTS
		to reach a unit. - Consideration should be given to adopting BS water mist units, which are safe to use on fires where there is an identified electrical hazard of up to 1,000 volts. This may negate the need for both CO2 and water-based units in one location. - Due to the hazards associated with using dry powder internally and in confined spaces, the units must be removed unless the need is supported with a H&S risk assessment, completed by a competent person. These units are effective on vehicle fires, where it is safe to use them. - Consideration must be given to creating fire points across the site (specifically in fields and woodlands). The fire points should be clearly signed and visible from distance. - Fire point equipment should include a fixed rotary gong, fire beaters, large drums with water and bucket.
Are fire extinguishers in their correct location?	Y	See note and recommendation above.

Are fire extinguisher points correctly located close to the risk or adjacent to exits?	N	See note and recommendation above.
Is there unobstructed access to the fire extinguisher points?	Y	Periodic checks take place.
Do the extinguishers show the most recent maintenance date?	Y	The units were being serviced at the time of the visit (June 2020).
Date of last maintenance?	Y	See extinguisher labels and records within the premises.
Do the extinguishers appear to be charged?	Y	
18. Automatic fire extinguisher systems and fixed systems (equipment)		
Type of system.	NA	
19. Fire and rescue service		
Are there fire hydrants close to the premises?	Y	There is no apparent fire hydrant system within the site or close by (i.e. highway). Recommendation (21) It is recommended that where a fire hydrant system is identified within the site, the facility should be tested and maintained. The location should be readily identifiable by

ITEM	Y/N /NA	DETAILS AND COMMENTS
		paining the cover yellow and installing a wall mounted hydrant plate. This should be marked with the distance from the plate (meters) and main diameter e.g. 75mm or 100mm. Failing identification of a piped water supply, it is recommended that the fire service be notified for the purpose of pre-planning. Consideration should be given to developing an open water supply (tank or reservoir). The fire service should be consulted in the first instance. Camping fields: It is recommended that large drums containing water be installed within the camping areas, for use in an emergency (i.e. bucket & water). These should be installed as part of emergency fire points utilised in busy seasons as part of a wider fire emergency plan. The facility would require periodic maintenance and signage.
Are they clearly signed and unobstructed?	NA	

Is there suitable access to the premises for fire appliances?	N	Entry to the field is obstructed by a timber structure. See recommendation below.
Is the access unobstructed?	N	
Are turning areas unobstructed?	N	
Are premises plans and information regarding services available (including AFA zones)?	N	It is reported that building fire safety information folders are being developed. Recommendation (22) The following should be implemented where necessary: • Fire alarm zone plans should be displayed adjacent to the control and indicating equipment (CIE), where the CIE covers more than one building. • Access to the camping fields should be available. Therefore, the current timber structure at the access point should be modified or removed, or an alternative fire appliance access point must be provided. • The site layout of fields used for camping must take account of fire appliances and other emergency vehicles. This should be considered as part of a general camping site plan. Sufficient widths and designated vehicle routes (i.e. fire lanes) must be marked out and maintained when the use of the camping sites are likely to be full.
ITEM	Y/N /NA	DETAILS AND COMMENTS
Is information regarding temporary structural hazards available?	N	Recommendation (23) Information about temporary structural hazards within buildings should be recorded and made available to fire service crews on their arrival. This information should be included in the building's fire safety manual.
Are measures provided for protection of fire fighters maintained in good working order? <i>This may include fire control room facilities, equipment and devices.</i>	Y	See the recommendation regarding access and water supplies.
Are there lifts for use by the fire and rescue service?	NA	
Is there suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.?	NA	
Is there a sprinkler system in the premises?	N	

Is there smoke ventilation in the premises?	N	
Are firefighting shafts in the premises? <i>If yes, record the number.</i>	N	

ITEM	Y/N/ NA	DETAILS
FIRE SAFETY MANAGEMENT SYSTEM		
20. Procedures and arrangements (Article 15)		
Safety Assistance: <i>The competent person(s) <u>appointed</u> under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures; i.e. relevant general fire precautions:</i>	N	Fire wardens and other roles to support fire safety arrangements have not been appointed. Training is currently not being provided to staff. See recommendations below referring to fire safety policy and fire safety training.
Fire safety at the premises is managed by:	Y	Nick Cann.
Is there a suitable record of the fire safety arrangements? (e.g. 5 persons or more, license or Alterations Notice in force).	Y	A general H&S policy containing fire safety was not seen during the assessment. A stand-alone fire safety policy has not been adopted. Recommendation (24) It is recommended that the Trust adopt a fire safety

ITEM	Y/N/ NA	DETAILS
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<i>Confirm that the arrangements for the effective planning, organisation, control, monitoring and review of the 'preventive and protective measures' are sufficiently robust to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005.</i>		policy that records the fire safety arrangements across the organisation. This should be a section of the general H&S policy where necessary. It is suggested that the HSG 65 2013 model, 'Successful health and safety management' be adopted for this purpose. <i>Note: This HSE model has been adapted in August 2013.</i> The arrangements should outline the 'principles of prevention' and the management of fire safety. The policy should link other relevant policies, for example: • Lone working. • Confined space. • Opening and closing building and security. <i>Note: The Fire Service may seek evidence of commitment to fire safety, effective management organisation of fire safety and arrangements. Although evidence of a <u>separate</u> fire safety is not required, a policy statement or document is likely to support evidence of compliance.</i>
Are procedures in the event of fire appropriate and properly documented?	Y	A simultaneous fire evacuation strategy has been adopted. This evacuation strategy requires simultaneous evacuation of occupants within the building where the alarm has actuated, or more than one building where the alarm system is linked. It is reported that a recorded fire emergency plan has not been adopted for the site including the campsites. Recommendation (25) It is recommended that a recorded fire emergency plan be adopted. This should cover the following: • Buildings (workspaces and dormitories). • Campsites (fields and woodlands). • The procedures carried out by the centre team, e.g. alarm investigation procedures and communication between managers etc. • Identified roles and procedures nominated to staff, e.g. fire wardens and activity heads. The recorded fire emergency plan should include the following elements (minimum). The planning includes;

ITEM	Y/N/NA	DETAILS
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		(a) Practiced fire drills. (b) Training of staff in the emergency plan and procedures (including other responsible persons using the premises i.e. letting, occasional and short / long-term groups; contractors). (c) Records of training and drills. (d) Any additional measures required (i.e. personal evacuation plans). (e) Information and instructions given to all premises users (regular and one-off).
Are there suitable arrangements for summoning the fire and rescue service?	N	See recommendation regarding a fire emergency plan.
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	UK	See recommendation regarding a fire emergency plan.
Are there suitable arrangements for ensuring that the premises have been evacuated?	UK	See recommendation regarding a fire emergency plan.
Is there a suitable fire assembly point(s)?	Y	It is reported that a review of the fire assembly point is being carried out. Recommendation (26) It is recommended that a review of the fire assembly point be carried out. This should take account of the need to evacuate buildings and campsites (not simultaneously). Where it is concluded that more than one assembly point is required, the foreseeable problems associated with communication between split fire assembly points must be considered. The area required for an assembly point must take account of the number of persons likely to use it. Contractors must be given information regarding the appropriate assembly point as part of fire safety induction.
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Y	It is reported that a general personal emergency evacuation plans (PEEPs) will be developed.
Persons nominated and trained to use fireextinguishing appliances?	N	Details unavailable. See the recommendations regarding a recorded fire emergency plan and training.
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N	Details unavailable. See the recommendations regarding a recorded fire emergency plan and training.

ITEM	Y/N/ NA	DETAILS
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Appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits)?	N	Currently arrangements are not in place. Recommendation (27) It is advised that the fire service operational personnel at local fire stations are invited to visit for familiarization purposes <i>once the recommendations of the FRA have been implemented</i>. The fire service should be invited to review water supplies and off-road access to remote areas.
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Y	It is reported that in-house inspections of the general fire precautions are carried out.

21. Training and fire drills (Article 19, 20 and 21)

Are all staff, volunteers and contractors working for the employer given adequate fire safety instruction and training on induction?	N	It is reported that routine fire safety training is currently not undertaken. A record of the content of the information provided to staff / volunteers was unavailable during the assessment. Recommendation (28) Staff: New staff should receive basic and site specific fire safety induction training on the fire safety arrangements in the premises. Where necessary this should be in the appropriate language. <i>Note: While there is no requirement to provide written training records, it is strongly advised that all fire safety instruction and training should be recorded for audit purposes.</i>
Are all staff, volunteers and contractors working for the employer given adequate periodic 'refresher training' at suitable intervals?	N	It is reported that routine fire safety training is currently not undertaken. Recommendation (29) Periodic fire awareness refresher training is required for staff. It is recommended that this be undertaken annually or sooner when a change of fire risk is identified. Periodic training should include periodic fire drills. Nominated fire wardens should receive additional training to cover duties related to fire prevention duties (i.e. hazard or defect spotting and reported) and reactive duties when an alert is sounded (i.e. 'sweep procedures'). <i>Note: While there is no requirement to provide</i>

ITEM	Y/N/ NA	DETAILS
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		written records, it is strongly advised that all periodic refresher fire safety instruction and training should be recorded. 'Periodic' is defined as annual refresher training for safety assistants; at the commencement of new letting agreements; when for any reason, the risks change including premises users with special or individual needs.
Housing: Are all tenants' employees given instruction on induction and periodic refresher training at suitable intervals?	NA	
Are employees with special responsibilities (e.g. fire wardens and staff who assist disabled people) given additional training?	N	See recommendations referring to training.
Does all training for employees provide information, instruction or training on the following? • Fire risks in the premises: • The general fire precautions in the building: • Action in the event of fire: • Action on hearing the fire alarm signal: • Method of operation of manual call points: • Location and use of fire extinguishers: • Meaning of fire safety signs: • Means for summoning the fire and rescue service: • Identity of persons nominated to assist with evacuation: • Identity of persons nominated to use fire extinguishing appliances:	Y	Recommendation (30) It is recommended that a review of the fire safety training content takes place to confirm that the appropriate subject areas are covered: (see details)
Are fire drills carried out at appropriate intervals?	Y	A record of fire drills is available, maintained by the estates team. It was not examined during the assessment.
When the employees of another employer work in the premises: Is their employer given appropriate information (e.g. on fire risks and fire safety measures)? Is it ensured that the employees are provided with adequate instructions and information?	N N	It is reported that currently, information is not sought from contractors. Recommendation (31) It is recommended that information be sought from contractors to confirm the level of fire safety training offered by the contractor's employer or undertaken by sole traders. The fire risk posed by contractors in the education sector is significant. Seeking this fire safety information is an important part of client due diligence at the contractor selection phase.

ITEM	Y/N/ NA	DETAILS
22. Testing and maintenance (Article 17)		
Adequate maintenance of workplace?	Y	Maintained equipment, facilities and devices provided for fire safety ensure existing fire safety measures are in an effective state, working order and good repair. Recommendations (32) Records or evidence that testing and maintenance is occurring are required for the following: • Emergency escape lighting (luminaires). • Automatic fire detection. • Internal doors and fire doors forming the means of escape (including self-closing devices). • External dispersal routes. • Fire extinguishers. • Open water supplies and fire beaters. • Evacuation equipment (where necessary). • Electrical fixed wiring. • LPG equipment and storage. • Portable and stationary electrical appliances.
Weekly testing and periodic servicing of fire detection and alarm system?	Y	
Monthly and annual testing routines for emergency escape lighting?	N	Reported: All systems are not currently undertaken.
Annual maintenance of fire extinguishing appliances?	Y	
Periodic inspection of external escape staircases and gangways (pathways)?	Y	Pathways.
Six-monthly inspection and annual testing of rising mains?	N	
Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)?	NA	
Weekly testing and periodic inspection of sprinkler installations?	NA	
Routine checks of final exit doors and/or security fastenings?	Y	
Annual inspection and testing of lightning protection system?	NA	
Other relevant inspections or tests:	N	

23. Records		
ITEM	Y/N/ NA	DETAILS
Is there a record of the fire safety policy?	N	See comments and recommendation.
If yes; does it? Define specific responsibilities to specific people: Define how the findings of the risk assessment have been implemented (e.g. action plan): Detail whether actions are checked regularly: Detail how unwanted AFA actuations are managed:	N	See comments and recommendation.
Date of last full evacuation practice	Y	Records were not seen during the assessment. See the recommendation referring to training.
24. Co-operation and co-ordination (Article 22)		
Are responsible persons co-operating and taking all reasonable steps to co-ordinate necessary measures and provide information? <i>Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must co-operate etc</i>	Y	
25. General duties of employees at work (Article 23)		
Do employees fully comply with their duties to cooperate with their employer? <i>They must inform their employer or any other employee with specific responsibility for their safety of his fellow employees of any hazard.</i>	Y	There is no evidence to indicate that staff are not cooperating with management regarding fire safety arrangements.

Evaluation of level of risk

Likelihood of fire (down)	Potential consequences of fire (across)		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

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

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

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

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

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

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

Very low – trivial
Low – tolerable
<u>Medium – moderate</u>
High – substantial
Very high – intolerable

Risk level action and timescale Although the purpose of this section is to place the risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The risk assessment should be repeated regularly.	
Risk level	Tolerability: Guidance on necessary action and timescales
Very low – trivial	Risks considered acceptable. No further action necessary other than to ensure that the controls are maintained (monitor).
Low – tolerable	No additional controls needed unless implemented at very low cost (time, money, effort). Low priority. Ensure controls are maintained (monitor).
Medium – moderate	Consider means of lowering level of risk, taking cost etc. into account. Need to determine timescale for actions. Monitoring of controls is essential, especially where harmful consequences are involved.
High – substantial	Substantial reduction measures needed urgently. Suspend or restrict activity? May involve outlay of considerable cost, effort and time. Controls must be maintained and effectively monitored.
Very high - intolerable	Unacceptable. Substantial improvements in risk control to achieve a level that is tolerable / acceptable. Activity should be halted until adequate risk controls are implemented. Prohibition?
Note: Where the risk is associated with extremely harmful consequences, further assessment is necessary to validate the actual likelihood of harm.	

Resultant fire risk

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

Medium - moderate

Please also see the recommendations contained in the fire risk assessment 'site record'.

Priorities:

1. Major non-compliance; breach of legislation, having the potential for serious injury to relevant persons.
2. Minor non-compliance; breach of legislation, but not considered to constitute a serious threat to relevant persons.
3. Broadly compliant; necessary for best practice, but existing situation unlikely to constitute a serious threat to relevant persons.

Suggested timescale:

A. Immediately or as soon as reasonably practicable.

Action should be completed within one month. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.

B. Short term.

Action should be completed within three months. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work.

C. Medium term.

Action should be completed within six months.

D. Long term

For example, at time of upgrading or refurbishment.

Note: the level of fire risk enables suitable measures to be taken to protect people and property from an outbreak of fire to be specified.

Recommendations – Action Plan Priorities Timescales

Item	Recommendations and actions taken from the site record	Priority / Time scale	Date complete
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1	People at risk Recommendation (1) The following is recommended: • Where necessary, contractors must receive simple fire safety induction at the commencement of the work activity (where necessary in writing). • Details of the FRA significant findings, other hazards and the fire emergency plan must be provided to the contractor in written format (e.g. how to raise the alarm, call the fire service, and assembly point location etc.). • Fire action notices displayed throughout the building must be revised to identify a single fire assembly point. Note: Hot work permits must be sought from the contractor and complied with, where necessary. Lone working procedures may apply. All documentation and agreements should be maintained on file (e.g. in a fire safety manual).	Minor non compliance Short term	
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2	Dangerous substances and additional emergency measures Recommendation (2) The following is recommended: • Risk assessments must be carried under DSEAR and COSHH regulations and available for audit. • Substitute products and fuel supplies should be considered where possible i.e. minimise the hazard, minimise the quantity. • Hazard safety signage and flameproof storage cabinets must be provided. Hazard signage is required on the approach to the storage and on the cabinet itself. • Signage and safety rules must be displayed in the workshops covering the filling of machinery and plant with fuels (petrol and diesel). • Staff handling LPG must receive gas safety training from a competent provider. • LPG gas cylinders must be stored in accordance with HSE and BOC published guidance. The cylinder cage should be visible (within the restricted crew area space), away from buildings and protected from the effects of inclement weather (fallen trees etc). • Full and empty cylinders should be stored separately, chained and stored upright. • An inventory of the products should be maintained. Minimal stocks only. • Spillage kits and emergency procedures must be recorded and reviewed periodically. Camping visitors: • Consideration should be given to providing camping visitors, published fire safety advice covering safe use of camping gas (LPG), from sources including the scouts association and the fire service. This should be provided on arrival or at the centre booking stage. • Periodic sampling of the equipment used by visitors should be carried out.	Broadly compliant Short term	
3	Hazards introduced by outside contractors and building works Recommendation (3) Where external contractors are engaged, induction should ensure familiarity with the premises and fire safety arrangements. The facilities team must ensure fire safety induction is carried out. A hot work permit system must be implemented when contractor work involves any form of hot work activity.	Minor non compliance Short term	
4	Electrical systems (source of ignition) Recommendation (4) It is recommended that five-year fixed wiring inspections are carried out. The NICEIC conditions report must be available for audit. All remedial work identified must be carried out by a competent contractor. Portable (PAT – under 18kg) and stationary (SAT - over 18kg) appliance testing must be carried out. It is recommended that HSE guidance appertaining to lowerrisk environments should be followed where necessary.	Broadly compliant Short term	

5	Stored materials and housekeeping Recommendation (5) While there is no evidence of combustible materials placed in close proximity to light fittings at the time of the assessment, it is recommended that periodic checks are carried out of areas used as storage or display, especially where older florescent luminaires are installed, e.g. not replaced by LED self-testing units.	Broadly compliant Short term	
6	Gas safety Recommendation (6) Where necessary, it is recommended that all gas pipework within the building (workshops and external space) be marked. - Painted with yellow ochre (mains gas / LPG). Or: - Labelled with 'GAS' tape (i.e. LPG). Periodic inspection of the gas installations and equipment is required due to the potential desire to reconfigure the space and therefore gas feeds.	Minor non compliance Short term	
7	Stored materials and housekeeping Recommendation (7) Where necessary, consideration should be given to maintaining the 'flammable materials cabinets' to ensure consistent colour coding and hazchem signage that is appropriate to the hazard. These maybe required at different locations across the premises. It is recommended that a competent person carry out a further audit of the storage arrangements with the purpose of identifying and where necessary, controlling hazardous materials (i.e. flammable liquids and other combustible materials). Where necessary, consideration should be given to relocating cabinets to a position in proximity to final exit doors, in order to ease removal by fire crews during an escalating incident.	Minor non compliance Short term	
8	Other fire hazards (process hazards) that effect general fire precautions Recommendation (8) It is recommended the adopted control measure of maintaining plant rooms / cupboards sterile be continued. Routine workplace inspections should incorporate periodic inspection of plant rooms containing gas equipment and electrical intake & distribution equipment. Stored items should be removed. Periodic monitoring of final exit doors and dispersal routes is recommended. Where necessary, routine clearing of leaves etc, must be carried out.	Broadly compliant Short term	
9	Means of escape – emergency routes and exits Recommendation () It is recommended that consideration should be given to installing fire rated boarding (National Class 0) behind tool stations and on the floor of the workshop where hot sparks fall (i.e. beneath timber flooring; behind benches). Good housekeeping in the workshops, including the periodic removal of dusts and oil/fuel contamination is recommended.	Broadly compliant Short term	

10	Means of escape – emergency routes and exits Recommendation (10) Dormitories and staff accommodation: It is recommended that the control measure of periodic inspection of the means of escape routes be maintained as part of routine workplace inspections. Means of escape routes must be maintained sterile. Where necessary, stored materials must be removed to provide unobstructed access.	Broadly compliant Short term	
11	Means of escape – emergency routes and exits Recommendation (11) The following is recommended regarding external signage and assembly: The Nest: • The fire assembly point should be signed accordingly. Camping field: • The location of the fire assembly point should be signed. This maybe temporary signage, which is designated when the field is utilised by visiting campers. External emergency escape luminaires installed to aid clear dispersal must be reviewed. Where borrowed light is assessed as inadequate, consideration should be given to installing twin headlamp LED units.	Broadly compliant Short term	

12	Means of escape – emergency routes and exits Recommendation (12) Where necessary, the final exit doors that are fitted with security based on key and locks, should be replaced with simple fasteners i.e. thumb turns or push pads. For example: The Merrow: Remove key lock: push-pad required on rear final exit door. Workshop: The additional fire exit door in the workshop should be reinstated in order to offer an alternative fire exit and shorten the travel distance. Palmer Hall: Front door: Replace key lock with simple fastener (i.e. thumb turn). Second final exit door: Replace key lock with simple fastener (i.e. thumb turn). Dormitory 1: Replace key lock with simple fastener (i.e. thumb turn). Alternative: Fire exit signage required. Dormitory 2: Replace key lock with simple fastener (i.e. thumb turn). Alternative: Fire exit signage required. The Nest: Kitchen exit: Replace key lock with simple fastener (i.e. thumb turn). Parker Lodge: Alternative exit: Door bolts require maintenance (does not open freely). Kitchen: Replace key lock with simple fastener (i.e. thumb turn).	Minor non compliance Short term	
13	Structural features to limit fire spread Recommendation (13) Fire compartmentation is an important feature in the prevention of fire and smoke spread beyond the room of origin. Therefore, the following should be addressed: • Remedial action to repair damage to internal stud partitioning. • Increase the standard of fire compartmentation to 60 minutes (30 minute fire doors) in the locations described above i.e. kitchens and plant rooms /cupboards.	Minor non compliance Short term	
14	Structural features to limit fire spread Recommendation (14) It is recommended that remedial work be carried out to replace overhead selfclosing devices on the fire doors.	Broadly compliant Short term	

15	Means of raising the alarm (in case of fire) Recommendation (15) The following is recommended: - Where necessary, i.e. a CIE covers more than one building; a zone plan should be displayed. Information regarding coverage in smaller / single room buildings should be displayed. - Consideration should be given to removing strobe visual alerts where there is a risk of triggering seizures including photosensitive epilepsy. - A manual call with sounder point should be installed in the workshops. - A rotary gong and fire point should be installed in the camping site (temporary if necessary) and in other areas where camping activities take place across the site. The fire points must be clearly visible. See recommendation regarding visual alerts below.	Broadly compliant Short term	
16	Means of raising the alarm (in case of fire) Recommendation (16) Due to some missing information regarding the services offered by the contracted alarm-receiving centre (ARC), the following is recommended: - Confirm whether all alarm system stand-alone and clusters are linked to the ARC. - Clarify the extent of the service, including 24 hour coverage and whether the ARC is contacting the campus on receipt of an alert (i.e. to confirm the status of the alert and need to filter unwanted fire signals). - Confirm the contact telephone number used by the ARC and the time delay prior to automatic summoning of the fire service. Where necessary, group leaders should be provided information regarding the strength of mobile signal across the site (different strengths depend on the service provider).	Broadly compliant Short term	
17	Means of raising the alarm (in case of fire) Recommendation (17) It is advised that in buildings where flashing fire alerts (i.e. strobes) are installed, for example in buildings where there is expected high noise levels as a result of operating machinery, and in accessible toilets, consideration must be given to the potential for strobe (flashing lights) to trigger seizures – photosensitive epilepsy. It is recommended that H&S risk assessments are completed and reviewed as part of personal emergency escape plans (generic and individual PEEPs).	Broadly compliant Short term	
18	Fire and emergency signage and notices Recommendation (18) It is recommended that periodic fire signage audits be adopted, taking into consideration the need for exit door signage where doors open onto footpaths or external circulation routes. Where necessary, additional signage should be displayed. A fire assembly point(s) should be permanently signed. Temporary signage should be considered in fields where large numbers of campers are accommodated and empty during the winter months (i.e. site closed for camping).	Broadly compliant Short term	

19	Fire and emergency signage and notices Recommendation (19) Hazard signage is required on doors containing: - Plant including electrical and gas equipment. - Substances covered by COSHH regulations. Hazchem signage is similarly required on metal storage cabinets containing COSHH substances.	Minor non compliance Short term	
20	Fire fighting Recommendation (20) The following recommendations are made regarding extinguishers and fire fighting equipment. - An audit of extinguishers should be carried out to determine the appropriate number and type of extinguishers across the site. Typically for a class A fire risk, the provision of one water-based unit for approximately every 200m² of floor space, with a minimum of two units per floor will generally be adequate. Ideally, no one should need to travel more than 30m to reach a unit. - Consideration should be given to adopting BS water mist units, which are safe to use on fires where there is an identified electrical hazard of up to 1,000 volts. This may negate the need for both CO₂ and water-based units in one location. - Due to the hazards associated with using dry powder internally and in confined spaces, the units must be removed unless the need is supported with a H&S risk assessment, completed by a competent person. These units are effective on vehicle fires, where it is safe to use them. - Consideration must be given to creating fire points across the site (specifically in fields and woodlands). The fire points should be clearly signed and visible from distance. - Fire point equipment should include a fixed rotary pump, fire beaters, large drums with water and bucket.	Minor non compliance Short term	

21	Fire and rescue service Recommendation (21) It is recommended that where a fire hydrant system is identified within the site, the facility should be tested and maintained. The location should be readily identifiable by painting the cover yellow and installing a wall mounted hydrant plate. This should be marked with the distance from the plate (meters) and main diameter e.g. 75mm or 100mm. Failing identification of a piped water supply, it is recommended that the fire service be notified for the purpose of pre-planning. Consideration should be given to developing an open water supply (tank or reservoir). The fire service should be consulted in the first instance. Camping fields: It is recommended that large drums containing water be installed within the camping areas, for use in an emergency (i.e. bucket & water). These should be installed as part of emergency fire points utilised in busy seasons as part of a wider fire emergency plan. The facility would require periodic maintenance and signage.	Broadly compliant Short term	
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22	Fire and rescue service Recommendation (22) The following should be implemented where necessary: • Fire alarm zone plans should be displayed adjacent to the control and indicating equipment (CIE), where the CIE covers more than one building. • Access to the camping fields should be available. Therefore, the current timber structure at the access point should be modified or removed, or an alternative fire appliance access point must be provided. • The site layout of fields used for camping must take account of fire appliances and other emergency vehicles. This should be considered as part of a general camping site plan. Sufficient widths and designated vehicle routes (i.e. fire lanes) must be marked out and maintained when the use of the camping sites are likely to be full.	Broadly compliant Short term	
23	Fire and rescue service Recommendation (23) Information about temporary structural hazards within buildings should be recorded and made available to fire service crews on their arrival. This information should be included in the building's fire safety manual.	Major non compliance Short term	

24	Procedures and arrangements Recommendation (24) It is recommended that the Trust adopt a fire safety policy that records the fire safety arrangements across the organisation. This should be a section of the general H&S policy where necessary. It is suggested that the HSG 65 2013 model, 'Successful health and safety management' be adopted for this purpose. <i>Note: This HSE model has been adapted in August 2013.</i> The arrangements should outline the 'principles of prevention' and the management of fire safety. The policy should link other relevant policies, for example: • Lone working. • Confined space. • Opening and closing building and security. <i>Note: The Fire Service may seek evidence of commitment to fire safety, effective management organisation of fire safety and arrangements. Although evidence of a <u>separate</u> fire safety is not required, a policy statement or document is likely to support evidence of compliance.</i>	Major non compliance Short term	
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25	Procedures and arrangements Recommendation (25) It is recommended that a recorded fire emergency plan be adopted. This should cover the following: • Buildings (workspaces and dormitories). • Campsites (fields and woodlands). • The procedures carried out by the centre team, e.g. alarm investigation procedures and communication between managers etc. • Identified roles and procedures nominated to staff, e.g. fire wardens and activity heads. The recorded fire emergency plan should include the following elements (minimum). The planning includes; (a) Practiced fire drills. (b) Training of staff in the emergency plan and procedures (including other responsible persons using the premises i.e. letting, occasional and short / longterm groups; contractors). (c) Records of training and drills. (d) Any additional measures required (i.e. personal evacuation plans). (e) Information and instructions given to all premises users (regular and one-off).	Broadly compliant Short term	
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26	Procedures and arrangements Recommendation (26) It is recommended that a review of the fire assembly point be carried out. This should take account of the need to evacuate buildings and campsites (not simultaneously). Where it is concluded that more than one assembly point is required, the foreseeable problems associated with communication between split fire assembly points must be considered. The area required for an assembly point must take account of the number of persons likely to use it. Contractors must be given information regarding the appropriate assembly point as part of fire safety induction.	Broadly compliant Short term	
27	Procedures and arrangements Recommendation (27) It is advised that the fire service operational personnel at local fire stations are invited to visit for familiarization purposes <i>once the recommendations of the FRA have been implemented</i>. The fire service should be invited to review water supplies and off-road access to remote areas.	Major non compliance Short term	
28	Training and fire drills Recommendation (28) Staff: New staff should receive basic and site specific fire safety induction training on the fire safety arrangements in the premises. Where necessary this should be in the appropriate language.	Major non compliance Short term	

29	Training and fire drills Recommendation (29) Periodic fire awareness refresher training is required for staff. It is recommended that this be undertaken annually or sooner when a change of fire risk is identified. Periodic training should include periodic fire drills. Nominated fire wardens should receive additional training to cover duties related to fire prevention duties (i.e. hazard or defect spotting and reported) and reactive duties when an alert is sounded (i.e. 'sweep procedures').	Major non compliance Short term	
30	Training and fire drills Recommendation (30) It is recommended that a review of the fire safety training content takes place to confirm that the appropriate subject areas are covered: • Fire risks in the premises: • The general fire precautions in the building: • Action in the event of fire: • Action on hearing the fire alarm signal: • Method of operation of manual call points: • Location and use of fire extinguishers: • Meaning of fire safety signs: • Means for summoning the fire and rescue service: • Identity of persons nominated to assist with evacuation: • Identity of persons nominated to use fire extinguishing appliances:	Major non compliance Short term	
31	Training and fire drills Recommendation (31) It is recommended that information be sought from contractors to confirm the level of fire safety training offered by the contractor's employer or undertaken by sole traders. The fire risk posed by contractors in the education sector is significant. Seeking this fire safety information is an important part of client due diligence at the contractor selection phase.	Broadly compliant Short term	
32	Testing and maintenance Recommendations (32) Records or evidence that testing and maintenance is occurring are required for the following: • Emergency escape lighting (luminaires). • Automatic fire detection. • Internal doors and fire doors forming the means of escape (including self-closing devices). • External dispersal routes. • Fire extinguishers. • Open water supplies and fire beaters. • Evacuation equipment (where necessary). • Electrical fixed wiring. • LPG equipment and storage. • Portable and stationary electrical appliances.	Broadly compliant Short term	

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