

# **REGULATORY REFORM(FIRE SAFETY) ORDER 2005**

## **FIRE RISK ASSESSMENT**

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Responsible Person (e.g. Employer) or  
Person having control of the premises: **SMITH & SONS PROPERTY CONSULTANTS**

Address of Premises: **BEBINGTON HALL PARK  
HIGHER BEBINGTON  
WIRRAL  
CH63 5QZ**

Person(s) Consulted: **RYAN EVANS (SMITH & SONS)**

Assessor: **ANDREW WARD**

Date of Fire Risk Assessment: **20<sup>TH</sup> JANUARY 2021**

Date of Previous Fire Risk Assessment: **UNKNOWN**

Suggested Date for Review<sup>1</sup>: **ANNUAL – JANUARY 2022**

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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 Island Fire Protection Limited nor an assurance against risk. The report represents only the best judgement 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.

**20<sup>TH</sup> JANUARY 2021**

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<sup>1</sup> This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

## **GENERAL INFORMATION**

### **1. THE PREMISES**

1.1 Number of floors: 3

1.2 Approximate floor area:  
4000M<sup>2</sup>

1.3 Brief details of construction:  
**BRICK CONSTRUCTION WITH CONCRETE FLOORS & STAIRS, FLAT ROOFS**

1.4 Occupancy:  
**RESIDENTIAL**

### **2. THE OCCUPANTS**

2.1 Approximate maximum number: UNKNOWN

2.2 Approximate number of employees at any one time: UNKNOWN

2.3 Maximum number of members of public at any one time: UNKNOWN

### **3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE**

3.1 Sleeping occupants: YES (IN FLATS) NO (IN COMMUNAL AREAS)

3.2 Disabled occupants: YES (POSSIBLE RESIDENTS OR VISITORS)

3.3 Occupants in remote areas: NONE

3.4 Young persons: YES (POSSIBLE RESIDENTS OR VISITORS)

3.5 Others: NONE

#### **4. FIRE LOSS EXPERIENCE**

NONE

#### **5. OTHER RELEVANT INFORMATION**

THE BUILDINGS / COMPLEX IS LOCATED AT BEBINGTON HALL PARK AND CONSISTS OF 9 BLOCKS WITH EXTERNAL COMMUNAL LANDINGS & STAIRS / COMMUNAL AREAS. THE 9 BLOCKS CONSIST OF 70 FLATS, DIVIDED INTO 3 ADDRESSES, KINGS COURT, MOUNT WAY & MOUNT AVENUE FROM WHICH EACH AREA IS ACCESSED.

IT IS USED AS A RESIDENTIAL PREMISES

PRIVATE HOUSES & GARAGES ARE ALSO PROVIDED WITHIN THE COMPLEX AREA, HOWEVER, THIS FIRE RISK ASSESSMENT APPLIES ONLY TO THE COMMUNAL AREAS OF THE FLATS

ROOF HATCHES ARE PROVIDED THAT PROVIDE ACCESS TO THE FLAT ROOF AREA, ACCESS TO THE ROOF VOID AREA WAS NOT POSSIBLE AT THE TIME OF THIS FIRE RISK ASSESSMENT

EXTERNAL BIN STORAGE AREAS ARE PROVIDED WITHIN THE EXTERNAL / COMMUNAL AREAS. BIN AREAS ARE SECURE & APPROPRIATE

THE HM GOVERNMENT GUIDE USED FOR THIS FIRE RISK ASSESSMENT IS:

RESIDENTIAL BUILDINGS – ISBN 13: 978 – 1 – 85112 – 817 – 4

## **6. RELEVANT FIRE SAFETY LEGISLATION**

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

**LOCAL FIRE AND RESCUE AUTHORITY**

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

NONE

6.4 The legislation to which 6.3 makes reference is enforced by:

N/A

6.5 Comments:

NONE

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 7. ELECTRICAL SOURCES OF IGNITION

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

7.2 More specifically:

    Fixed installation periodically inspected and tested? Yes  No

    Portable appliance testing carried out? N/A  Yes  No

    Suitable policy regarding the use of personal electrical appliances? N/A  Yes  No

    Suitable limitation of trailing leads and adapters? Yes  No

7.3 Comments and hazards observed:

NO RECORDS OF FIXED ELECTRICAL INSTALLATIONS  
ARE AVAILABLE ON SITE  
NO PORTABLE ELECTRICAL APPLIANCES PROVIDED

### 8. SMOKING

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

8.2 More specifically:

    Smoking prohibited in the building? Yes  No

    Smoking prohibited in appropriate areas? N/A  Yes  No

    Suitable arrangements for those who wish to smoke? Yes  No

    This policy appeared to be observed at time of inspection? Yes  No

8.3 Comments and hazards observed:

NONE

## 9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable<sup>2</sup>? Yes  No

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

9.3 Comments and hazards observed:

NONE

## 10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes  No

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A  Yes  No

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A  Yes  No

10.3 Are fixed heating installations subject to regular maintenance? N/A  Yes  No

10.4 Comments and hazards observed:

NO HEATING INSTALLATIONS PROVIDED

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<sup>2</sup> Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

## **11. COOKING**

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

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A  Yes  No

Suitable extinguishing appliances available? N/A  Yes  No

11.3 Comments and hazards observed:

NONE

## **12. LIGHTNING**

12.1 Does the building have a lightning protection system? Yes  No

12.2 Comments and deficiencies observed:

SUCH PROTECTION IS NOT CONSIDERED ESSENTIAL IN THE CONTEXT OF THIS RISK ASSESSMENT.

## **13. HOUSEKEEPING**

13.1 Is the standard of housekeeping adequate? Yes  No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes  No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes  No

Appropriate storage of hazardous materials? N/A  Yes  No

Avoidance of inappropriate storage of combustible materials? Yes  No

13.3 Comments and hazards observed:

NONE

**14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

14.1 Are fire safety conditions imposed on outside contractors? Yes  No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? N/A  Yes  No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A  Yes  No

14.4 Comments:

SUITABLE GUIDANCE CAN BE FOUND IN THE FOLLOWING PUBLICATIONS – ‘STANDARD FIRE PRECAUTIONS FOR CONTRACTORS’ & ‘FIRE SAFETY IN CONSTRUCTION WORK’ HSE.

**15. DANGEROUS SUBSTANCES**

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A  Yes  No

15.2 Comments:

NONE

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION**

16.1 Hazards:

N/A

16.2 Comments and deficiencies observed:

NONE

## FIRE PROTECTION MEASURES

### 17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes  No

17.2 More specifically:

Adequate design of escape routes? Yes  No

Adequate provision of exits? Yes  No

Exits easily and immediately openable where necessary? N/A  Yes  No

Fire exits open in direction of escape where necessary? N/A  Yes  No

Avoidance of sliding or revolving doors as fire exits where necessary? Yes  No

Satisfactory means for securing exits? N/A  Yes  No

Reasonable distances of travel:

- Where there is a single direction of travel? Yes  No
- Where there are alternative means of escape? Yes  No

Suitable protection of escape routes? Yes  No

Suitable fire precautions for all inner rooms? N/A  Yes  No

Escape routes unobstructed? Yes  No

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes  No

17.4 Comments and deficiencies observed:

ALL TRAVEL TIMES & DISTANCES ARE ACCEPTABLE.  
SOME OBSTRUCTIONS ARE EVIDENT ON EXTERNAL  
ESCAPE ROUTES, ALL ESCAPE ROUTES SHOULD BE  
KEPT AS CLEAR AND AS STERILE AS POSSIBLE  
RAMPS ARE PROVIDED IN RELEVANT AREAS FOR  
PERSONS WITH DISABILITIES & MOBILITY ISSUES  
STEEL HAND RAILS ARE PROVIDED ON ALL  
LANDINGS, STAIRS & RAMPS  
GAS PIPEWORK IS PROVIDED ON ESCAPE ROUTES, ALL  
GAS PIPEWORK APPEARS TO BE APPROPRIATE

## **18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT**

18.1 It is considered that there is:  
compartmentation of a reasonable standard<sup>3</sup>. Yes  No

reasonable limitation of linings that may promote fire spread. Yes  No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?<sup>4,5</sup> N/A  Yes  No

18.3 Comments and deficiencies observed:

TIMBER CLADDING IS PROVIDED ON CEILING AREAS.  
ALL TIMBER CLADDING AS BEEN, OR IS DUE TO BE  
TREATED WITH FIRE RETARDANT PAINTS &  
COVERINGS

## **19. EMERGENCY ESCAPE LIGHTING**

19.1 Reasonable standard of emergency escape lighting system provided<sup>6</sup>? Yes  No

19.2 Comments and deficiencies observed:  
EXTERNAL LIGHTING IS PROVIDED, HOWEVER, NO  
EMERGENCY LIGHTING IS PROVIDED ON ESCAPE ROUTE. IT IS  
RECOMMENDED THAT EMERGENCY LIGHTING IS INSTALLED  
ON ALL STAIRWELLS AND RAMPS. EMERGENCY LIGHTING  
SHOULD BE INSTALLED, TESTED, MAINTAINED AND SERVICED  
TO COMPLY WITH BS 5266

## **20. FIRE SAFETY SIGNS AND NOTICES**

20.1 Reasonable standard of fire safety signs and notices? Yes  No

<sup>3</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>4</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>5</sup> A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

<sup>6</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20.2 Comments and deficiencies observed:

SIGNS AND NOTICES PROVIDED SHOULD COMPLY TO  
THE HEALTH AND SAFETY (SIGNS AND SIGNALS)  
REGULATIONS 1996.

SIGNAGE PROVIDED SHOULD IDENTIFY FIRE ESCAPE  
ROUTES & EXITS

FIRE EXIT DOWN RIGHT SIGNS & FIRE EXIT DOWN  
LEFT SIGNS SHOULD BE PROVIDED ON LANDINGS

**21. MEANS OF GIVING WARNING IN CASE OF FIRE**

21.1	Reasonable manually operated electrical fire alarm system provided <sup>7</sup> ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
21.2	Automatic fire detection provided?	Yes <input type="checkbox"/> (throughout building)	Yes <input type="checkbox"/> (part of building only)	No <input checked="" type="checkbox"/>
21.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.4	Remote transmission of alarm signals?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.5	Comments and deficiencies observed?			

NO FIRE ALARM & DETECTION SYSTEM IS PROVIDED  
OR REQUIRED IN COMMUNAL AREAS

**22. MANUAL FIRE EXTINGUISHING APPLIANCES**

22.1	Reasonable provision of portable fire extinguishers?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
22.2	Hose reels provided?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
22.3	Are all fire extinguishing appliances readily accessible?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.4	Comments and deficiencies observed:			

NO FIRE EXTINGUISHERS PROVIDED OR REQUIRED

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<sup>7</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

## **23. RELEVANT<sup>‡</sup> AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

23.1 Type of system:

N/A

23.2 Comments:

NONE.

## **24. OTHER RELEVANT<sup>‡</sup> FIXED SYSTEMS AND EQUIPMENT**

24.1 Type of fixed system:

N/A

24.2 Comments:

NONE

24.3 Suitable provision of fire-fighters switch(es) for high voltage  
luminous tube signs, etc

N/A  Yes  No

24.4 Comments:

NONE

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<sup>‡</sup> Relevant to life safety and this risk assessment (as opposed purely to property protection).

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by<sup>8</sup>:

SMITH & SONS PROPERTY CONSULTANTS

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes  No

Comments:

AS ABOVE

25.3 Is there a suitable record of the fire safety arrangements?

N/A  Yes  No

Comments:

A SUITABLE RECORD OF FIRE SAFETY  
ARRANGEMENTS SHOULD BE PROVIDED TO ALL  
RESIDENTS

25.4 Appropriate fire procedures in place?

Yes  No

More specifically:

Are procedures in the event of fire appropriate and properly documented?

N/A  Yes  No

Are there suitable arrangements for summoning the fire and rescue service?

Yes  No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

N/A  Yes  No

Are there suitable arrangements for ensuring that the premises have been evacuated?

N/A  Yes  No

Is there a suitable fire assembly point(s)?

N/A  Yes  No

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A  Yes  No

Comments:

ALL RESIDENTS MUST BE FULLY AWARE OF THEIR ROLES AND RESPONSIBILITIES AS PART OF THE FIRE PROCEDURES.

<sup>8</sup> This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A  X Yes  No

Comments:

NONE

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A  X Yes  No

Comments:

NONE

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A  X Yes  No

Comments:

NONE

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A  X Yes  X No

Comments:

ROUTINE IN-HOUSE INSPECTIONS OF FIRE  
PRECAUTIONS IS CARRIED OUT BY SMITH & SONS

## 26. TRAINING AND DRILLS

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

Comments:

NONE

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? N/A X Yes  No

Comments:

NONE

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The fire safety measures in the building?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action in the event of fire?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action on hearing the fire alarm signal?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Method of operation of manual call points?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location and use of fire extinguishers?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Means for summoning the fire and rescue service?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to assist with evacuation?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to use fire extinguishing appliances?	N/A	X	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments:

NONE.

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training?

N/A  Yes  No

Comments:

NONE

26.5 Are fire drills carried out at appropriate intervals?

N/A  Yes  No

Comments:

NONE

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?

N/A  Yes  No

Is it ensured that the employees are provided with adequate instructions and information?

N/A  Yes  No

## 7. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes  No

Comments and deficiencies observed:

NONE

27.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A  Yes  No

Comments and deficiencies observed:

NONE

27.3 Monthly and annual testing routines for emergency escape lighting? N/A  Yes  No

Comments and deficiencies observed:

NONE

27.4 Annual maintenance of fire extinguishing appliances? N/A  Yes  No

Comments and deficiencies observed:

NONE

27.5 Periodic inspection of external escape staircases and gangways? N/A  Yes  No

Comments and deficiencies observed:

PERIODIC INSPECTIONS ARE CARRIED OUT BY SMITH & SONS

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

Comments and deficiencies observed:

NONE

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A  Yes  No

Comments and deficiencies observed:

NONE

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A  Yes  No

Comments:

NONE

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

Comments:

NONE

27.10 Annual inspection and test of lightning protection system? N/A  Yes  No

Comments:

NONE

27.11 Other relevant inspections or tests:

N/A

Comments:

NONE

## 28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A  Yes  No

Fire training? N/A  Yes  No

Fire alarm tests? N/A  Yes  No

Emergency escape lighting tests? N/A  Yes  No

Maintenance and testing of other fire protection systems? N/A  Yes  No

28.2 Comments:

OBTAI N A FIRE LOG BOOK AND RECORD ALL FIRE  
SAFETY RELATED ACTIVITY.

## FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

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

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

**Low**

**Medium**

**High**

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

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper 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 building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

**Slight harm**

**Moderate harm**

**Extreme harm**

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

**Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

**Extreme harm:** Significant potential for serious injury or death of one or more occupants.

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

**Trivial**     **Tolerable**     **Moderate**     **Substantial**     **Intolerable**

Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

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

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

## ACTION PLAN

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

**Trivial**

**Tolerable**

Definition of priorities (where applicable):

	<b>Priority (where applicable)</b>
1 A suitable record of the fire safety arrangements and measures for the premises . should be maintained available for inspection. Such records may include : <ul style="list-style-type: none"><li>• The fire risk assessment, or the relevant significant findings of the assessment.</li><li>• Details of the fire precautionary measures at the premises, detailed within a schedule or relevant sketch plans.</li><li>• Details of any specific agreements between employers of neighbouring undertakings.</li><li>• Details of any responsibilities for persons visiting the premises or persons who may be affected by any fire that may occur in the premises.</li><li>• Relevant details of any utility services within the premises.</li><li>• Details of any high risk that may be present within the premises.</li></ul>	

2 The fire procedures at the site should be reviewed, and a suitably documented emergency plan should be prepared, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the recommendations of BS 5588 – 12 : 2004 (Fire precautions in the design, construction and use of buildings – Managing Fire Safety.)

The Emergency Plan should incorporate the following :

- Fire procedures detailing how the occupants will be warned in case of fire, the action to take on discovering a fire and on hearing the fire alarm.
- Suitable arrangements for summoning and meeting the fire and rescue services, and for notifying them of any special risks.
- Suitable arrangements to ensure the building has been evacuated, including arrangements for the evacuation of disabled persons.
- The details of means of escape routes and access to them by occupants within the premises, and of assembly point(s) following the evacuation.
- The role of staff with additional or specific responsibilities, nominated to assist with the evacuation, or other tasks and to respond to fire, including fire wardens and management.
- The details of arrangements for fighting fire by occupants of the building.
- The details of any specific arrangements for high risk areas.
- Contingency plans for when life safety systems, such as fire detection and alarm systems, etc, are out of order.
- The details of arrangements for the stopping or isolation of machinery, appliances, processes or power supplies that need to be stopped in case of fire.

3 Routine inspections of fire precautions in the building, including routine checks of fire exit routes, doors and signs, should be introduced. The inspections should be carried out to ensure that the fire precautions provided are in place and working, that escape routes are kept free of storage, and exit routes and doors are not obstructed.

4 A suitable number of competent persons should be nominated and trained to use the fire-fighting equipment provided in the building in the event of fire.

5 Staff with additional responsibilities to respond to fire, such as fire wardens, should receive appropriate training in the use of fire-fighting equipment and the evacuation of the premises. Including the evacuation of any disabled persons, who may require assistance.

6 All staff should receive fire safety training and instruction on fire precautions, and the action to take on discovering a fire and on hearing the fire alarm. Training and instruction should be provided on induction, and, thereafter, periodic refresher training should be provided at regular intervals, at least once every 12 months.

7 A fire evacuation drill for all occupants should be carried out as soon as possible, and, thereafter, at least annually.

8 Records of all fire safety training, and testing and maintenance of emergency lighting, should be kept on the premises in a form readily available for inspection.

## RECOMMENDATIONS: SMITH & SONS PROPERTY CONSULTANTS – BEBINGTON HALL PARK

### RECOMMENDED TIMESCALE FOR REMEDIAL ACTIONS

- 1      **WITHIN ONE MONTH**
- 2      **WITHIN THREE MONTHS**
- 3      **WITHIN SIX MONTHS**
- 4      **WITHIN TWELVE MONTHS**

ACTION	PRIORITY
1. RECORD ALL FIRE SAFETY RELATED ACTIVITY	1
2. ENSURE ANY FIXED ELECTRICAL INSTALLATIONS & HARDWIRING ARE TESTED AND INSPECTED	1
3. ENSURE ALL ESCAPE ROUTES / LANDINGS, STAIRS & RAMPS ARE KEPT CLEAR, UNOBSTRUCTED AND AS STERILE AS POSSIBLE	1
4. CONTINUE TO COVER TIMBER CEILING CLADDING WITH FIRE RETARDANT PAINTS AND COVERINGS	1
5. PROVIDE DIRECTIONAL SIGNAGE AT THE TOP OF ALL STAIRS / LANDINGS	1
6. PROVIDE ALL RESIDENTS WITH SUITABLE RECORD OF FIRE SAFETY ARRANGEMENTS & PROCEDURES	1
7. PROVIDE EXTERNAL EMERGENCY LIGHTING ON ALL STAIRWELLS & RAMPS. ALL EMERGENCY LIGHTING MUST BE INSTALLED, TESTED, MAINTAINED AND SERVICED TO COMPLY WITH BS 5266	2
8. REVIEW YOUR FIRE RISK ASSESSMENT	4