FIRE RISK ASSESSMENT REPORT

The Old Course Hotel, Golf Resort and Spa

Old Station Road
St Andrews
Fife
KY16 9SP

Date: 24/02/2022

Assessment Report Completed By:

Stuart Cameron BSc Grad IOSH MIIRSM SMSTS

Health & Safety Consultant

Total Health and Safety Ltd

Signature:

Date: 24/02/22

Assessment Report Validated By:

Reiss Cameron Tech IOSH

Validator

Total Health and Safety Ltd

Signature:

Date: 10/03/22

Contents

FIRE RISK ASSESSMENT

COMPANY / LOCATION: The Old Course Hotel, Golf Resort and Spa Old Station Road, St Andrews, Fife, KY16 9SP	**REFERENCE NO: STA-FRA-001**
ASSESSED BY: Stuart Cameron	**DATE OF ASSESSMENT:** 24/02/2021
REPORT ISSUED TO (CLIENT): Phillip Pearson	**REVIEW DATE:** The assessment should be reviewed on a regular basis or sooner if there is reason to believe it is no longer valid. This includes following a fire in the building or if significant changes to the building have been made including structural and occupancy changes. **OR** The assessment should be reviewed once building works have been completed and the building has been occupied. The assessment may require reviewing prior to this date if there is reason to believe it is no longer valid. This includes following a fire in the building or if significant changes to the building have been made including structural and occupancy changes.

LOCATION(S) & USAGE OF AREAS COVERED BY ASSESSMENT: All areas within the building, exterior and within the curtilage of the property were assessed and noted within this fire risk assessment

AREAS NOT ACCESSED: N/A

MAIN ACTIVITIES UNDERTAKEN: Main activities are the provision of a hotel, Spa and Golfing Facilities for guests.

PERSON(S) RESPONSIBLE FOR FIRE SAFETY: Phillip Pearson CEO

BUILDING INFORMATION AND LAYOUT

Number of Floors:	5 Floors
Approximate Floor Area:	Just over 11,000m²gross
Brief Details of Construction, Compartmentation, and Location etc.:	Original parts (Jigger Bar and Pavilion) circa 1850 and early 1900s, main hotel block was constructed circa 1960s with later additional construction up until present with additional Leisure Centre circa 2017. *The building is primarily of brick and concrete construction with recent addition of insulating cladding on the exterior facia, assumed to be of rockwool and cladding. Unable to confirm the flammability rating as there are no certification present or burn certificate to determine fire rating standard.*

Details of neighbours / other activities undertaken at the site:	This site is primarily operated as a hotel and spa function offering extended activities via the adjoining golf course.

INTRODUCTION

This Fire Risk Assessment has been conducted by Total Health and Safety Ltd at the request of Phillip Pearson CEO to assist in the undertaking of their duties under fire safety legislation, specifically in carrying out a fire safety risk assessment in accordance with their duties under the Fire (Scotland) Act 2005.
The assessment provides a review of the assessment(s) previously conducted by Caesar Ticehurst (MIFireE) Fire House (Scotland), last dated 11/12/2020.

Following the additional recommended control measures identified in this risk assessment will enable the risks in the event of a fire to be minimised. It will also aid compliance with the Fire (Scotland) Act 2005 and further details included may assist in your Risk Assessment requirements under The Management of Health and Safety at Work Regulations 1999 and The Health & Safety at Work etc. Act 1974.

Reference Material

- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Building (Scotland) Regulations 2004
- BS 5839 Part 1 – Fire Detection and Fire Alarm Systems for Buildings
- BS 5266 Part 1 – Emergency Lighting
- BS 5306-3:2017 – Fire extinguishing installations and equipment on premises.
- BS 9999 – Code of practice for fire safety in the design, management and use of buildings
- The Management of Health & Safety at Work Regulations 1999
- Site fire log book

THE 9 STEP PROCESS TO FIRE SAFETY RISK ASSESSMENT

The fire risk assessment has been carried out following the PAS 79 Fire Risk Assessment Standards. The approach behind PAS 79 is a system of evaluation covering many factors which decide fire hazard, ranging from any likelihood of there being a fire to the actual consequences of one occurring.

PAS 79 outlines nine distinct steps for carrying out a thorough fire risk assessment:
Step 1 - Obtaining information and data about the building, including the processes carried out in the structure as well as people either present or likely to be
Step 2 - Identification of both fire hazards but also means for their control or elimination
Step 3 - Assessment of the likelihood of any fire
Step 4 - Determination of any fire protection measures present
Step 5 - Obtaining related information regarding fire safety management
Step 6 - An assessment of the most likely repercussions to individuals if a fire happens
Step 7 - Assessment of overall fire risk
Step 8 - Formulation and documentation of an action plan
Step 9 - A defined date by which a fire risk assessment needs to be reviewed

WHO AND HOW MANY MIGHT BE HARMED

Normal Occupancy:
• Approximate maximum number: up to 1288 guests
• Approximate maximum number of employees at any one time: 180-280 dependent on activities and season

• Visitors / Guests / Contractors (People unfamiliar with the layout of the building):
  ○ Cleaning Staff: Unknown
  ○ Security Staff: Unknown

• Maximum number of members of the public: up to 180
Occupants at Increased Risk:
• Sleeping Occupants: up to a maximum of 1288
• People with disabilities (Limited mobility, hearing or visually impaired / sensorial impaired): Information not available during assessment
• Children / Young People: Information not available during assessment

- Occupants in remote areas: None
- Other site tenants / neighbours / building occupants (includes members of the public): None

FIRE LOSS EXPERIENCE

No fire loss experience information provided for the last 12 months

ENFORCEMENT NOTICES

No enforcement notice information provided for the last 12 months

RISK RATING AND COMMENTS

This is a **MEDIUM** level risk building

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.

Summary to be site specific fire related issues are provided with examples below…….

Overall standards were found to be moderate with a number of improvements which could be made with regard to:

- Fire safety management,
- Fire maintenance provision and record keeping,
- Training on internal fire safety checks.
- Defective Fire Doors
- Lack of constructed paths from final exit doors to a place of ultimate safety
- Limited Fire Assembly Points around the curtilage of the property
- Breaches in compartmentation at ceiling level though suspended ceilings or wall apertures
- Lack of proper cable management of electrical wiring
- Limited fire related signage displayed
- Use of portable heaters

This assessment has highlighted a number of issues considered to warrant attention in order to comply with current requirements and reduce life safety fire risks.

RISK RATING

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS8800:

Potential consequences of fire ▶ / Fire Hazard ▼	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Low Risk	Normal Risk	Medium Risk
MEDIUM	Normal Risk	Medium Risk	High Risk
HIGH	Medium Risk	High Risk	Very High Risk

Taking into account the fire prevention measures observed at the time of this assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW	☐	**MEDIUM**	X☐	**HIGH**	☐

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 assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	☐	**MODERATE HARM**	X☐	**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 bedroom in which a fire occurs).

MODERATE HARM: Outbreak of fire could result in 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.

RISK LEVEL	ACTION AND TIMESCALE
Low	There is minimal risk to life and risk of fire occurring is low, or the potential for fire, heat, and smoke spread is negligible. **No further action is required.**
Normal	The spread of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety in a timely manner. The number of people present is small and the layout of the workplace means that that are likely to escape to a place of safety in a timely manner. Where the workplace has an effective automatic warning system, or an effective automatic fire extinguishing / suppression, or containment system, which may reduce the risk classification from High Risk. **No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.**
Medium	Where flammable / dangerous substances are stored / used. Where work activities / practices are of concern to the assessor. Unsatisfactory features have a detrimental effect on the means of escape. Persons are unaware of fire related risks to which they exposed. Conditions are present that may lead to an Enforcement Notice (Improvement Notice) being served by an enforcement authority. **It is essential that efforts are made to reduce the risk. Risk reduction measures would be implemented within a defined time period.** **Where medium risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.**
High	Where highly flammable substances or explosives ae used or stored except in small quantities.

	Unsatisfactory structural features are present. Permanent or temporary work activities are carried out which may have the potential for fire to start and spread. There is a significant risk to life in case of a fire. Conditions are present that may lead to an Enforcement Notice (Prohibition Notice) being served by an enforcement authority. **Considerable resources may 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**.
Very High	**Building (or relevant area) should not be occupied until the risk is reduced.**

OVERVIEW OF THE FIRE RISK ASSESSMENT

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

The fire risk assessment has been undertaken in accordance with general risk assessment principals in order to identify hazards that could contribute to injury of persons working in or resorting to the building and establish effective control measures to eliminate or reduce the associated risks so far as is reasonably practicable. The conclusions of the fire risk assessment have been reached by consideration of the guides – from ***page 4 Reference Materials.*** The standards of the guide have been applied reasonably to provide and maintain satisfactory fire safety standards and fire safety management at the premises.

The risk assessment is designed to provide an informed and structured examination of the potential Fire Hazards that could cause harm to those who work in, visit or try to escape from the above premises. As appropriate, it will help decisions to be made on the status of existing Fire Safety Control Measures to ensure compliance with current Fire Safety Legislation. Note that, although the purpose of this assessment is to place the fire risk in context, the approach to fire risk assessment is subjective and for guidance only.

An action plan with timescales is attached to assist in the prioritisation of any such actions. Where deemed to be of assistance, supporting media is provided toward the end of this document.

The assessment must be kept up to date (annual review as minimum) and will need to be reviewed if it may be no longer valid, after a fire-related incident or loss, any significant change such as introduction of different or additional materials, additional or different type of people using the premises, changes in legislation, issue of an enforcement notice etc.

Findings of the fire risk assessment are recommended to be communicated to relevant staff and made available to relevant third parties.

This report has been prepared exclusively for the use of the client for the purposes of risk control and may be relied upon solely by that client and not by any other party. It does not imply that no other hazardous conditions exist and it should be acknowledged that further situations may have arisen since the time of the inspection. The facts described and opinions expressed are valid at the date of the visit.

THE FIRE (SCOTLAND) ACT 2005

The Act applies to Scotland only. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Act requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

The local fire and rescue authority (the fire and rescue service) enforce the Act (in most premises). Failure to comply with any duty imposed by the Act or any notice issued by the enforcing authority is an offence.

This legislation covers nearly every type of building, structure and open space, except for private homes and individual flats in a block or house, although communal areas are affected. There are certain special provisions in respect of licensed, etc. premises.

The Act has amended or repealed other primary legislation concerning fire safety, to take account of the new system, and has provided for minor and other consequential amendments, repeals and revocations.

Fire certificates have been abolished and cease to have legal status and the responsibility for fire safety rests with employers, self-employed with premises, voluntary organisations, those responsible for buildings with public access and any contractor who exercises a degree of control over any premises.

Responsibility for complying with the Act rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises. (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other

These "responsible persons" have a duty to ensure the safety of everyone who uses their premises and those in the immediate vicinity who may be at risk if there is a fire.

FIRE SAFETY ARRANGEMENTS

The Responsible Person must make and give effect to such appropriate fire safety arrangements, having regard to the size, nature of activities for the effective: planning, organisation, control, monitoring & review, and preventative & protective measures in place at the site.

Planning

Adopt a systematic approach which identifies intentions and sets priorities. Wherever possible risks should be eliminated by the careful design and selection of facilities, equipment and processes or minimised by the use of physical control measures.

Organisation

Implement the necessary organisations structure and allocations of roles and responsibilities with the aim of ensuring that there is a progressive improvement in fire safety performance.

Control

Ensure intentions and objectives for promoting fire safety are being implemented as planned.

Monitoring and Review

Appropriate and proportionate monitoring and review to facilitate progressive improvement in fire safety, achieved through the continuous development of policies, approaches to action and implementation, and risk control measures.

Preventative and Protective Measures

Measures, which have been identified by the Responsible Person in consequence of a risk assessment as the general precautions, to be taken in order to comply with the requirements of the Fire Safety Order.

CAVEATS / LIMITATIONS

This assessment addresses the requirements of the Fire Safety Order and identifies the measures required on order to achieve and maintain compliance. The assessment covers:

- All safely accessible demised areas which are under control of the client.
- All safely accessible common areas / systems which are under the control of the landlord / building management.
  In this case, the assessment does not constitute an assessment of the tenanted demised areas. Responsibility for the carrying out of such a risk assessment lies with the nominated responsible person on behalf of the tenant.

Whilst the consultant(s) conducting the Fire Risk Assessment will make every reasonable effort to access the areas of the premises for which the client is responsible, there may be some areas that are locked, concealed, inaccessible or are difficult to access due to the fabric of the building, and to do so would cause unnecessary damage, and/or pose a health and safety risk to the assessor and/or occupants of the building.
(It is the client's responsibility to provide safe means of access to the property and areas included within the scope of the assessment.)
Further to the specific areas not accessed at the time of the assessment (*detailed at Page 1*), please note the following limitations and considerations:

- The fire alarm system was not activated during the assessment therefore the following were not able to evaluated:
  - Audibility levels of sounders
  - Actions of systems / processes linked to the fire alarm: automatic closing devices (doors, service shafts/chutes), emergency door release mechanisms, fire shutters/curtains, gas isolation, ducting / ventilations systems.
- Owing to the time of the day which the assessment was conducted it was not possible to fully assess the lighting levels provided at the site.
- Inspection of areas requiring specialist access equipment fall outside the scope of this assessment and will therefore not be undertaken.
- Checks for integrity of fire compartmentation within floor and ceiling voids falls outside the scope of this assessment. Compartmentation will be visually evaluated, as far as is reasonably practicable, in all other accessible areas within the scope of the assessment.
- The electrical and mechanical worthiness of all plant and equipment falls outside the scope of this report, although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.
- The assessment include only a representative selection of fire doors, located in accessible areas as defined within the scope of the assessment.

This Fire Risk Assessment is based on a combination of observations made by the consultant(s) at the time of the survey as well as information, including structure and layout of the property, provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. The consultant(s) cannot be held responsible for omissions resulting from such provisions.

FIRE RISK ASSESSMENT: Hazards, Elimination & Control

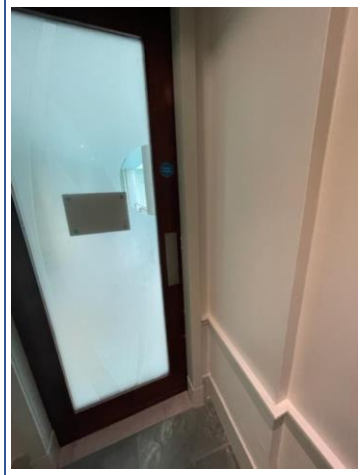
<table>
<tr><th>SECTION 1: MEANS OF ESCAPE</th><th>YES</th><th>NO</th><th>N/A</th><th>COMMENTS / EXISTING CONTROL MEASURES IN PLACE
(italics identifies those <u>not</u> adequately controlled – See action plan at the rear of the report)</th></tr>
<tr><td colspan="5">Final exit doors provided to allow escape from the building / demised areas (see floor plan for further details):</td></tr>
<tr><td>1.1 Are there a sufficient number of exits of suitable width for the people likely to be present?</td><td>✓</td><td></td><td></td><td>There appeared to be a sufficient number of exits, of suitable widths and traveling distances, at the time of visit. An adequate number for means of exit were observed at the site during assessment:

The width of escape routes and exits depends on the number of persons needing to use them. They should not be less than the dimensions given in the following table:

<table>
<tr><th>Maximum Number of Persons</th><th>Minimum Width (mm)</th></tr>
<tr><td>60</td><td>750</td></tr>
<tr><td>110</td><td>850</td></tr>
<tr><td>220</td><td>1050</td></tr>
<tr><td>More than 220</td><td>5mm per person</td></tr>
</table>
</td></tr>
<tr><td>1.2 When the premises are occupied can all final exit doors be easily and immediately opened (using one hand), without use of a key?</td><td>✓</td><td></td><td></td><td>All final exit doors can easily and immediately be opened, without the use of keys</td></tr>
<tr><td>1.3 Where lockable doors are found on the escape route, are these fitted with ‘thumb-turn’ style mechanisms on the internal aspects to prevent people from becoming locked in?</td><td></td><td></td><td>✓</td><td>No lockable doors found on escape routes.</td></tr>
</table>

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.4 Do the doors on escape routes open in the direction of travel (i.e. Towards the escape route)?	✓			The emergency routes and fire exits were well lit and indicated by appropriate signs. All doors on escape routes were checked and found to open in the direction of escape, (however the integrity of a large proportion of the fire doors were compromised)

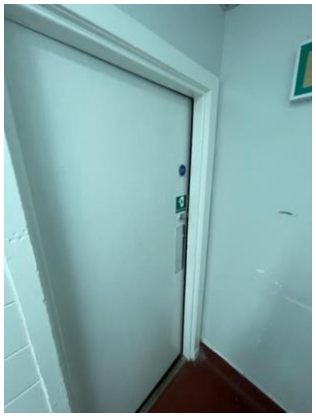
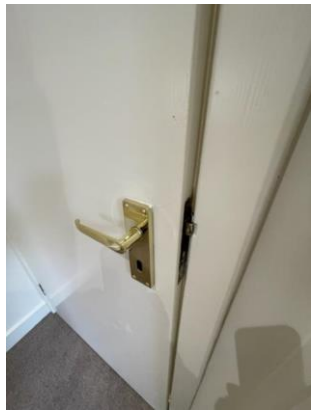
1.5a Are fire door features (intumescent strips, cold smoke seals, glazing panels, hinges etc.) In good condition and free from excessive gaps >4mm across the head and down both jambs		✓		*At the time of assessment significant gaps were noted to a number of fire doors that would not provide the required protection in the event of a fire, this would propagate smoke and fire spread within the building. It was recommended that a review of all doors on the premises was carried out and remedial actions carried out where required. Examples include:* *Single and double fire doors displayed excessive gaps exceeding guidelines and recommendations.* 

1.5b **1.5c**				*Fire doors damaged with holes drilled through, rendering the fire integrity null and void.*    *Unable to confirm fire rating of some of the fire-resistant glass on the doors* 

1.5d				*Screws missing from the hinges which support the fire doors.* 
1.5e				*Threshold gaps at the base of the fire doors exceeding guidelines and recommendations.* 

1.5f				*Fire doors sticking on the floor surfaces which leave doors stuck in the open position which stopped the doors from closing automatically flush into the frame.* 

1.5g **1.5h**				 *Evidence of paint partially covering intumescent strips and cold smoke seals on fire doors.*  

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
1.6 Do all self-closing fire doors close fully on to the rebate of the door frame?		✓		*All fitted self-closing devices have been partially installed by cutting away part of the top of the fire doors in order to fit the closers flush, however this has now compromised the integrity of the doors which would propagate smoke and fire spread within the building.* *Fire doors not sitting flush within the frame during test.*   

1.7 Are all self-closing devices in good working order?		✓		*Several fitted self-closing devices have been partially installed by cutting away part of the top of the fire doors in order to fit the closers flush, however this has now compromised the integrity of the doors which would propagate smoke and fire spread within the building.* *Self-closing devices fitted onto fire doors leaving gaps at the top part of the door which exceeds recommended guidelines and recommendations.*    

1.8 Are all self-closing fire doors closed and not wedged in the open position?		✓		*All self-closing devices on the fire doors have been installed in a way the self-closing mechanism takes precedence over fire door integrity, it was also noted that a variety of fire doors have been wedged open.* *Evidence of the use of door wedges to wedge fire doors open.*  

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
1.9 Where possible, is the use of sliding or revolving doors as fire exits avoided?		✓		There are sliding doors at the main entrance to the hotel, however it has been confirmed that in the event of fire alarm activation, doors will automatically open and remain open. 

1.10 Do the exits lead to a place of safety / designated assembly point?		✓		*Final exits lead to a place of ultimate safety this is in the open air, where unrestricted dispersal away from the building can be achieved. However, the recommendation for the installation of a separate Assembly Point at the opposite end of the building would be required, together with a constructed concrete path leading from the final exit door all the way to the assembly point. It should be wide enough to accommodate at least two people in width. It was also noted that vehicles were in situ at the front entrance which not only blocked the exit rote, but also introduced combustibles within the exit route.*  

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
				  
1.11 Are distances of travel between fire doors / final exits reasonable?	✓			The distances of travel between fire doors / final exits noted to be reasonable and not excessive.

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.12 Are internal escape routes suitably protected?		✓		*General building fabric internally was noted to be in good condition, however as mentioned in earlier questions, the fire doors have breaches to the integrity caused by the fitting of the self-closing devices, damage, excessive gaps, damaged or missing intumescent strips and cold smoke seals.*

1.13 Is a good housekeeping regime in place which ensures all passageways and corridors are free from obstruction and in a state of good repair?		✓		*Some of the corridors inspected showed evidence of combustible materials that partially block the protected routeways in the event of an evacuation.* 

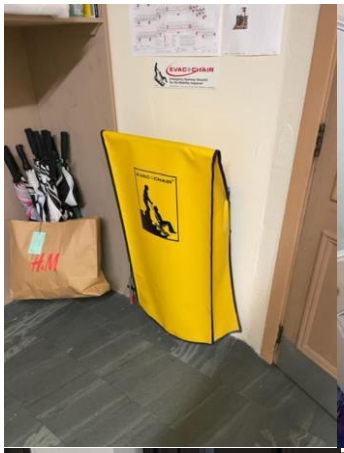
SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
				   

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
1.14 Are external escape routes suitable (access to designated assembly point, access for emergency vehicles, gritting provisions for surface treatment in inclement weather etc.)?		✓		*See 1.10* *Gritting provisions are made available for use during icy conditions, to the only fire assembly point. However it was noted due to the expanse of the premises and possible numbers within the building, then consideration should be given to installing a second fire assembly point with pathways leading directly out to the place of ultimate safety.* 
1.15 Are in-house checks conducted for fire doors, fire exits, and escape routes (internal & external) and findings formally recorded?		✓		*It is recommended to ensure that in house checks are completed for fire doors, fire exits and escape routes. Findings are recommended to be formally recorded. Ensure that a competent person(s) used to ensure that all fire checks are carried out effectively and accurately.*
1.16 Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?		✓		*It was noted during the inspection that there were breaches in compartmentation caused by a variety of issues including loose, missing or ill fitted ceiling tiles, holes at the top of wall lining which leads into adjoining rooms.*

1.17 Is there a lack of breaks/holes in walls, floors or ceilings which could help speed the spread of fire?		✓		*It is recommended a full compartmentation survey be undertaken by a competent contactor to ensure all additional works are identified to maintain the adequacy of the passive fire safety measures at the assessed site.* *This should form part of the internal fire safety management checks and any breaches reported and recorded.* 

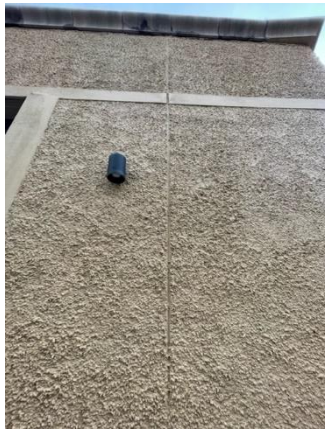
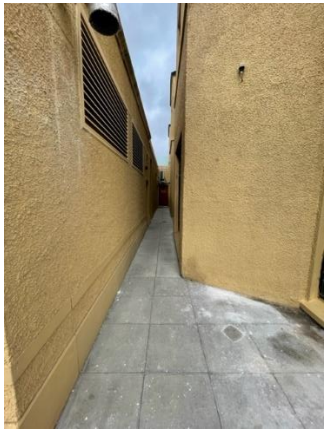
				    

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.18 Are any smoke extraction/or ventilation systems installed?	✓			All smoke ventilation and extraction systems need to be serviced a minimum of once a year to meet the requirements of BS: 7346-8. Last serviced on 22/06/2021 by Grant Elliot Engineer Forthcare

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.19 Are evacuation aids provided for people who may require assistance in the event of an emergency?	✓			Evacuation aids have been provided on site. Continual assessments regarding the requirement for emergency evacuation aids via use of Personal Emergency Evacuation Plans (PEEP) is in place. It was noted during the inspection that evacuation chairs were sited at the designated sites.     

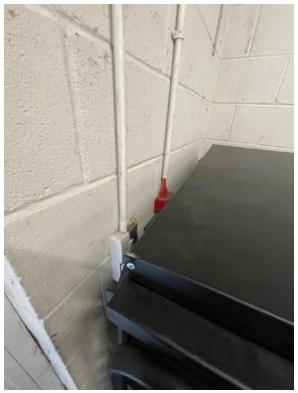
SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.20 Are any disabled refuges provided?	✓			Evidence of disabled refuge provision was noted during inspection. 
1.21 Is a means of communication provided at the refuge point?	✓			During the inspection it was noted that there was a means of communication and refuge points, *in accordance with* BS 5839-9. 

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.22 Where lifts are installed, are the shafts fire protected?		✓		*Unable to confirm if lift shaft were fire protected.*
1.23 Where installed, do lifts default to ground floor upon fire alarm activation?	✓			Lifts automatically default to ground level and remain in the open position.
1.24 Is there sufficient information available regarding the buildings external wall construction to form an opinion of the fire risks presented?		✓		*From visual observation, the exposed surface of external walls gives the appearance of render applied over insulation, such as potentially rockwool, however unable to obtain information at the time of inspection to confirm* *A Fire risk appraisal of the external wall construction (the "FRAEW") is recommended. The purpose of a fire risk appraisal of external walls (FRAEW) is to assess the risk to occupants from a fire spreading over or within the external walls of the building, and to make a decision as to whether, in the specific circumstances of the building, remediation or other mitigating measures to address the risk are considered necessary. Attention is drawn to the PAS 9980:2022, Fire risk appraisal of external wall construction and cladding of existing blocks of flats – Code of practice. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside our expertise.*

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
				  

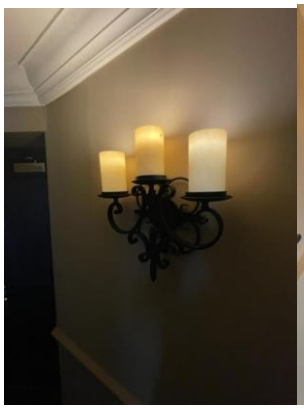
SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system Category as well as, where appropriate, the areas to be protected and any specific proposals for the type(s) of detector to be used. **Category M** requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one. **Category L5** is designed for buildings that have a particular risk identified which warrants some special attention. For example if there is an area of high risk which is considered worthy of having some automatic detection but a manual system is also needed, then it will be termed as L5/M. **Category L4** provides detection within the escape routes only; All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - main access and egress stairways normally form part of escape routes, and should be treated as escape stairways. **Category L3** covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor so they can escape safely. **Category L2** is a further enhancement of protection with all the areas covered by an L3 category as well as all high-risk areas such as boiler rooms etc. **Category L1** provides the highest possible enhancement of life safety. In an L1 system automatic fire detectors protect all areas of the building. An L1 system might be appropriate where there is a significant number of occupants at risk in the event of fire (e.g. Hospitals and certain residential care premises) or in which throughout the building structural fire precautions are not of as high a standard as normally required for that type of building. *For greater detail in the type, exact location and positioning of detectors as part of these systems reference must be made to BS 5839-1.*				
2.1 Is there an effective means of automatic fire detection provided?	✓			Building has an L1 system installed to BS5859which includes automatic fire detection in all rooms, on all escape routes and in all voids over 800mm in height. Sounders positioned throughout the building to achieve a minimum of 65dB(A) throughout the building and 75dB(A) at bedhead where there is a sleep risk. In areas of high ambient noise sound levels, the fire alarm sound levels should be 5dB(A)above the normal noise level although not exceeding 120 Db(A).

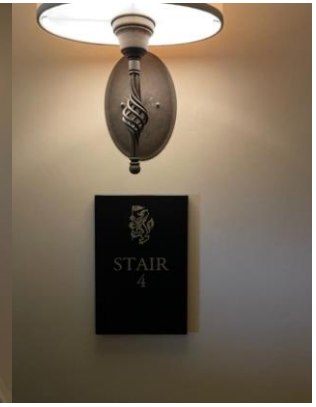
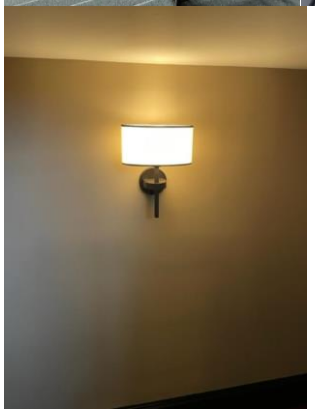
SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
2.2 Is there an effective means of giving warning provided (sounders / flashing beacons etc.)?	✓			The Hotel has a Fire and Emergency Evacuation Plan in place. It states that all alarms are assumed as real and everyone should evacuate through the nearest safe exit to a place of ultimate safety. Alarms are tested weekly at 11am on a Wednesday and recorded. Flashing beacons and vibrating pads are available and installed in certain areas designated for people with impaired vision or hearing. The building is noted to operate on a simultaneous evacuation fire evacuation strategy whereby a fire alarm activation anywhere results in all alarms sounding and the full building evacuating simultaneously.
2.3 Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?	✓			Alarm was not tested during the assessment, however, it was confirmed that the L1 system provides an interconnected system to all parts of the building allowing for early warning and evacuation to take place

SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
2.4 Are break glass call points clearly visible and unobstructed?		✓		*Break glass unit was partially obscured by trolley.*  *It was noted that one of the call points was not installed properly.* 
2.5 Is the fire alarm system connected to a monitoring centre which calls the fire brigade?		✓		The alarm system is a stand-alone circuit and is not connect to an Alarm Receiving Centre.

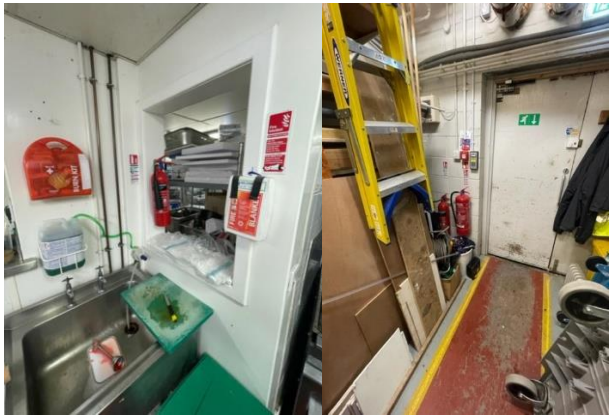
SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
2.6 Is the fire panel (and any repeater panel) clearly visible and free from faults and/or disablements?	✓			*The fire alarm control panel is situated within a cupboard with other combustibles, recommendation to keep this area clear.*
2.7 Is the fire alarm system subject to service and inspection on a 6-monthly basis by a competent contractor (in accordance with BS 5839-1: 2017)?	✓			Documentation provided to confirm that the fire alarm system was last maintained by Scotshield Fire and Security Limited on 25/01/2022
2.8 Are in-house checks for the fire alarm conducted on a weekly basis (using alternate call points) and findings formally recorded? (Audible and visual alarms should be tested on a weekly basis.)		✓		*There was no evidence available to confirm that a weekly in-house fire alarm checks are being conducted.* *It is to be ensured that the fire alarm system is being subject to weekly fire alarm testing using alternate call points, with findings are to be formally recorded in the fire log book.*
2.9 Are false alarms recorded and investigated?				*There was no evidence available to confirm that all false alarms being recorded and investigated* *It is to be ensured that all false alarms are recorded and investigated, with any remedial work to be carried out as soon as reasonably practicable, with findings are to be formally recorded in the fire log book.*

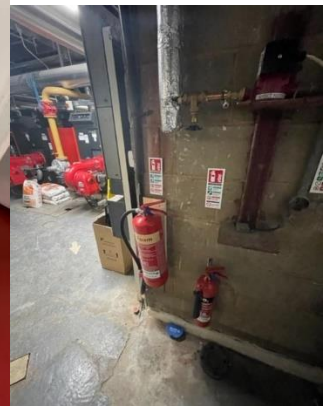
SECTION 3: EMERGENCY LIGHTING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
3.1 Are the premises occupied during the hours of darkness?	✓			Due to the nature of the business, the hotel is open 24 hours and during the hours of darkness. The hotel has nightshift staff who patrol internal parts of the hotel for fire safety and security.

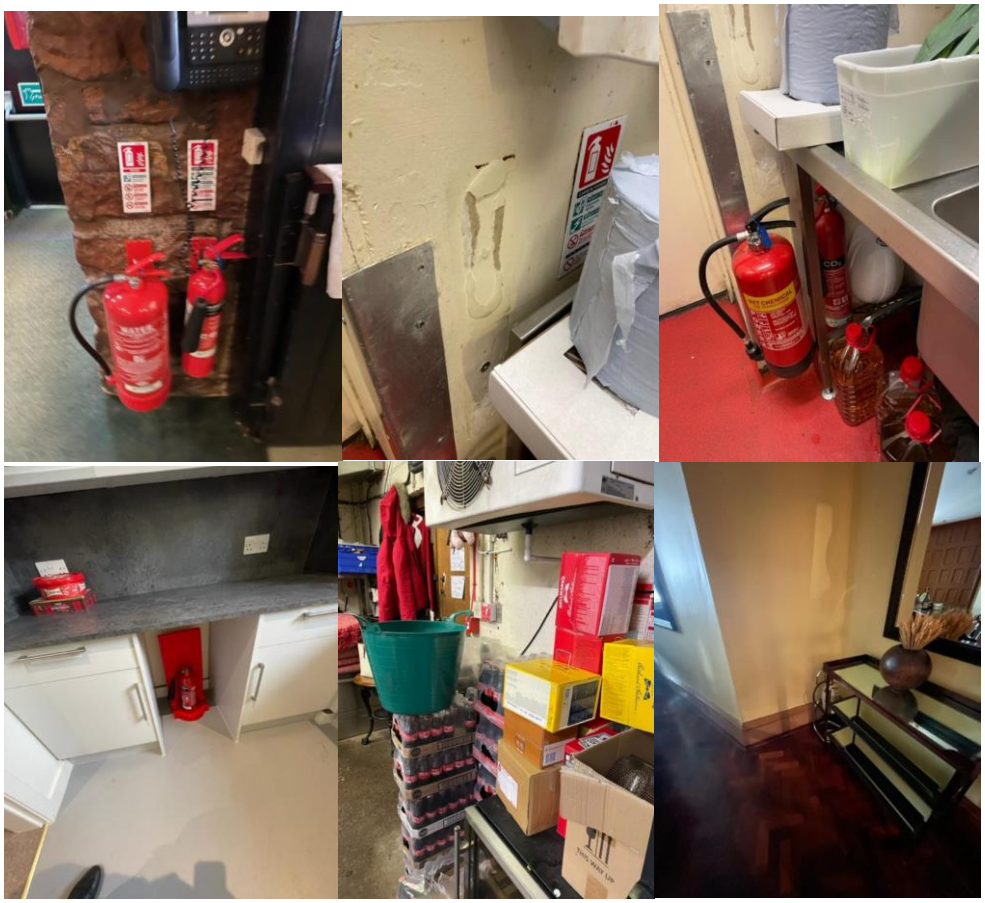
3.2 Are the premises provided with an emergency lighting system to provide illumination of escape routes (internal and external) in the event of a failure of the general lighting system?		✓		*Clarification required to confirm if wall lighting on the protected corridors and stairwells are classed as emergency lighting.*   

SECTION 3: EMERGENCY LIGHTING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
				   
3.3 Is the emergency lighting serviced and inspected (including full discharge / drain-down) on an annual basis by a competent contractor (in accordance with BS 5266-1: 2016)?	✓			It is important that emergency lights are given a full rated duration test every year. That means if the emergency lights back up should provide 3 hours of illumination. This test is undertaken by E&S Electrical Limited (competent contractor) in line with BS5266-Cerification held showing monthly servicing checks are carried out, last record provided shows 16/12/2021

SECTION 3: EMERGENCY LIGHTING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
3.4 Are in-house checks and 'flick' tests conducted on a monthly basis for emergency lighting and the findings formally recorded?	✓			In-house checks should be carried out including a daily visual check of any central controls along with, a monthly function (flick') test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates. This is contracted out to E&S Electrical Ltd.

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
4.1 Is appropriate and sufficient fire fighting equipment provided suitable to the likely cause and nature of fire?		✓		*Portable fire-fighting equipment is present, fit for purpose and sited in the correct places in the main, however there are few areas that require consideration to be re-sited to make them easily noted and accessible with appropriate signage.* 

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
4.2 Are they wall or stand mounted?	✓			*Some of the fire extinguishers noted are not wall or stand mounted*  

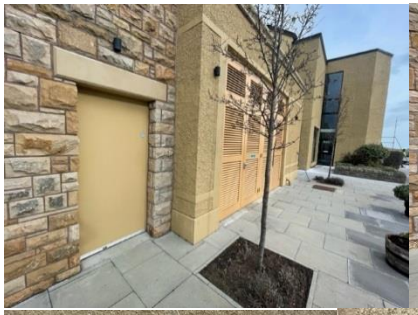
SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.3 Are they freely available, visible and unobstructed?	✓			*During the inspection, it was noted that some of the extinguishers were not visible due to items placed in front of them.* 

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.4 Are fire extinguishers subject to service and testing on an annual basis by a competent contractor (in accordance with BS 5306-3: 2017)?	✓			Fire fighting equipment was noted to have been subjected to annual servicing on July 2021 by Graham Fire Protection. (in accordance with BS5306-3.) 
4.5 Are in-house check conducted for fire extinguishers on a monthly basis and findings formally logged? (Checks to include: position/location of extinguisher, accessibility/obstructions, evidence of discharged/damaged/lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards.)	✓			Routine visual checks are carried out to ensure that equipment has not been tampered with and are formally recorded on a weekly basis.
4.6 Are fire hoses, sprinklers or gas suppression systems installed?	✓			Fire suppression sprinkler system in place.

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.7 Are dry/wet risers installed?	✓			*Dry riser system in place at the premises, however there were no certification or internal records available at the time of inspection to confirm maintenance or inspections carried out on an agreed or regular basis. There was maintenance/inspections taking place on the day, but no records of the maintenance teams, competence in performing these tasks.* 
4.8 Are any sprinklers, gas suppressions and/or riser systems installed - tested and maintained at the prescribed intervals?		✓		*Suppression system installed within the property, however, there are no certification or internal records available at the time of inspection to confirm maintenance to British Standard BS9251:2014 (fire sprinklers) or inspections carried out on an agreed or regular basis.*
4.9 If sprinklers are fitted, is there adequate clearance between the sprinkler heads and materials (such as racking etc.)?	✓			Sprinkler system has adequate clearance with no sign of paint or any other substances that could impede the function whin required.

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.10 Is the location of the nearest fire hydrant point known?		✓		*Information was verbally provided at the time of inspection confirming the nearest fire hydrant point.*

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.1 Are fire exit signs displayed at strategical points throughout the premises?	✓			Generally good levels of signage noted to be displayed throughout the assessed premises.
5.2 Does signage include use of pictograms i.e. 'running man' symbol to support text?	✓			Signage compliant, showing 'running man' symbol for signage leading to an exit.
5.3 Is signage of an adequate size and appropriate material and sufficiently illuminated?	✓			Signage that is currently in place noted to be of an adequate size and appropriate material and sufficiently illuminated.
5.4 Is a clear zonal plan displayed alongside the fire alarm control panel?	✓			During inspection it was noted that there was a clear zonal plan displayed alongside the fire alarm control panel.
5.5 Are all internal fire doors signed 'Fire Door – Keep Shut', on both sides of the door?	✓			All internal fire doors signed 'Fire Door – Keep Shut', was displayed on both sides of the door
5.6 Is 'Automatic Fire Door – Keep Clear' signage displayed on fire doors fitted with automatic closing devices?	✓			'Automatic Fire Door – Keep Clear' signage was displayed on fire doors fitted with automatic closing devices, clearly displayed.

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
5.7 Are final exit points labelled 'Fire Door – Keep Clear' on the external aspect?		✓		*It was noted that the majority of final exit doors labelled 'Fire Door – Keep Clear' on the external aspect were missing.*    

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.8 Are 'Push Bar To Open' signs or similar affixed to doors with emergency fastenings?	✓			The majority of 'Push Bar to Open' signs affixed to doors with emergency fastenings and clearly marked, however it was noted that some of the final exit door push bar signage was applied to the push bar and not the door panel. This also worth noted that this has not been picked up as part of the fire safety internal checks. 
5.9 Are 'Fire Action' notices displayed and details completed where required?	✓			All 'Fire Action' notices were displayed and details completed where required. 

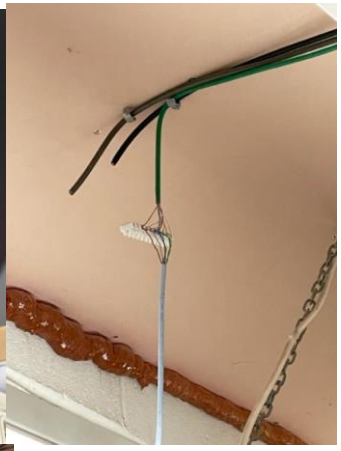
SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.10 Is appropriate signage displayed for all items of firefighting equipment?	✓			All appropriate signage was displayed for all items with firefighting equipment.

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
5.11 Are 'Do Not Use Lift In Event of Fire' signs or similar displayed at each lift call point?		✓		*Not all 'Do Not Use Lift in Event of Fire' signs or similar were displayed at each lift call point. This was sporadic, with some signage within lifts but not on the entrance panel going into the lift. Various designs were used and not standardised.*    

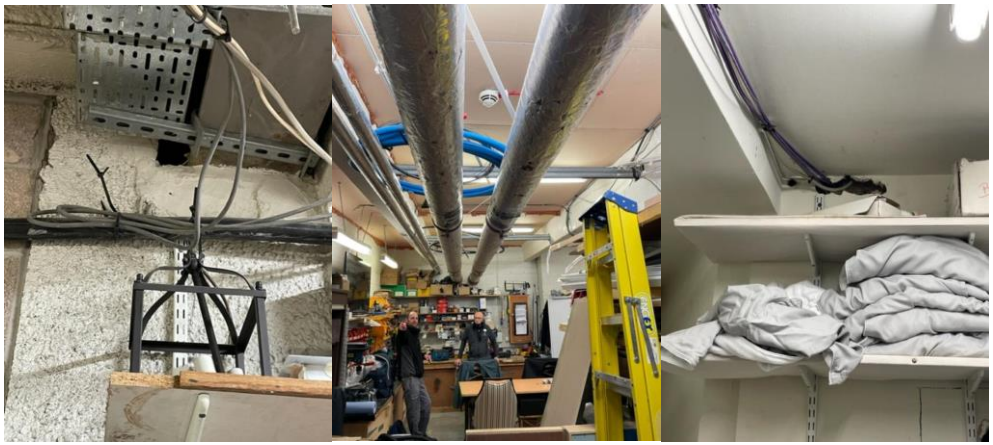
SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.12 Is COSHH signage displayed at relevant storage areas?	✓			COSHH signage is displayed on the front doors of the isolated COSHH cupboard.
5.13 Is any further fire safety signage, not mentioned above, deemed necessary?		✓		

SECTION 6: ELECTRICAL & GAS SAFETY	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
6.1 Has the mains electrical systems been inspected to IET Wiring Standards?	✓			*It was confirmed that the mains electrical system at the assessed premises was last inspected by SELECT, presenting an electrical installation condition report on 25/05/2020. It was deemed as **unsatisfactory** at this point.*
6.2 Are electrical distribution boards adequately enclosed?		✓		*Not all electrical distribution boards were adequately enclosed.* 
6.3 Is portable electrical appliance testing carried out on a regular basis?	✓			PAT testing report was provided showing an extensive list of portable electrical equipment being tested and passed by NOVUS compliance Ltd on 09/04/2021. Records were provided, but it was noted that certification of the inspector was not provided to ensure the inspector was competent as a PAT tester and not a PAT checker.

6.4a Are all cables and plugs in good condition (i.e. Not damaged or worn) and plug sockets / extension leads not over loaded, appropriate cable management?		✓		*During the inspection it was noted that all cables and plugs viewed at the time of the assessment were noted to be in good condition and sockets not overloaded, with exception of a portion of the four-gang extension leads which were brought to the attention of the Manager who would remedy the situation and retrain staff to ensure compliance.* 

6.4b				*Damage to electrical cabling noted during the inspection.*     

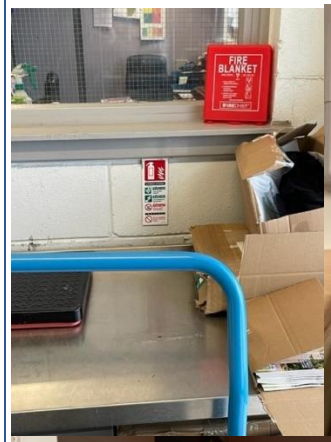
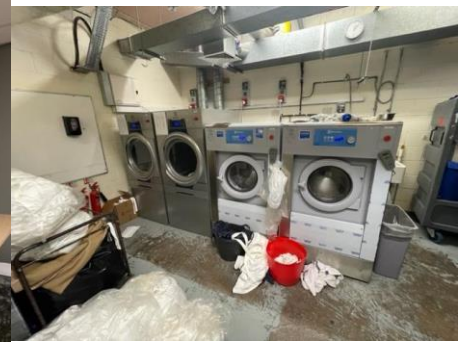
6.4c				*Faulty/ broken electrical switches and sockets*   

6.4d				*Damage to electrical lighting noted during the inspection.* 
6.4e				*Poor electrical cable management* 

SECTION 6: ELECTRICAL & GAS SAFETY	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
				 
6.5 Is a suitable policy in place regarding the use of personal electrical items?		✓		*There is a company Fire Safety Policy in place, however there is no details with regards to use of personal electrical items.*
6.6 Is all gas fired plant subjected to regular servicing by a Gas Safe registered organisation?	✓			It was confirmed that the gas fired appliances at the assessed premises was last inspected by Tyson Easy Gas on 06/07/2021
6.7 Are Carbon Monoxide detectors provided and tested on a regular basis?	✓			It was confirmed that the Carbon Monoxide detectors was last inspected by Tyson Easy Gas on 06/07/2021
6.8 Where oil-fired installations are provided are these subject to service and inspection by a competent contractor?			✓	

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)

7.1 Is the area free from rubbish and combustible waste materials?		✓		*During the inspection it was noted that there appeared to be a few areas within the premises including in front of the fire places, offices and laundry room that had combustible materials store close to ignition sources.* 

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
				    

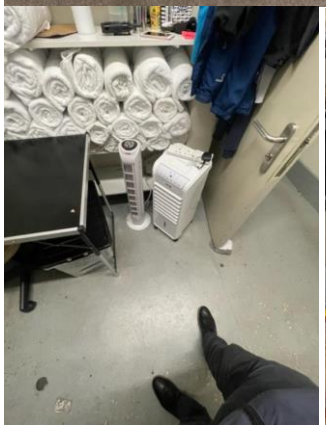
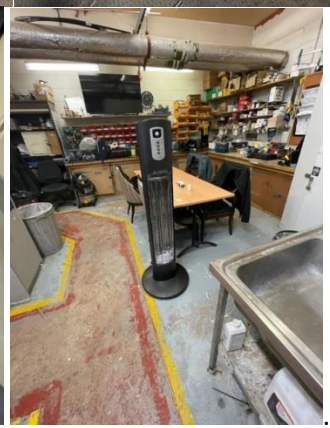
SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.2 Is the upholstery of furniture in good condition and fire retardant (current standards / regulations (BS 7176 or the Furniture and Furnishings (Fire) (Safety) Regulations 1988.)?	✓			All upholstery of furniture was in good condition and fire retardant (current standards / regulations (BS 7176 or the Furniture and Furnishings (Fire) (Safety) Regulations 1988.) Any damage or defects are reported by staff
7.3 Are the locations of mains shut off points for power supplies, gas, oil and water etc., known and clearly identified?	✓			The locations of all mains shut off points for power supplies, gas, oil and water etc., known and clearly identified and form part of the fire checks and are in page 23 of the Fire and Emergency Evacuation Plan Appendix B
7.4 Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson (such as security provisions, proximity of fire loading to building etc.)?	✓			The bin store has been designed and built out with the main building and enclosed with a secured gate, which is only opened by authorised personnel.

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.5 Where there are processes which could cause a high risk of fire breaking out (such as welding or cooking etc.) Are these adequately controlled?	✓			Kitchen staff have received fire safety training and safe use of appropriate extinguishers, knowledge of cut off switched and the requirement for filters, cookers and vents to be cleaned and maintained on a regular basis. *Slight issue with the burn marks on the ceiling area out with the kitchen vent.* 
7.6 Are procedures needed for shutting down machines, supplies or processes etc.?	✓			As at 7.5, this forms part of the fire safety training for kitchen staff as well as fire wardens in the vent of a fire, so that SFRS are provided within formation on the siting of utilities within the building.

7.7 Are all combustible materials and flammable liquids and gases stored safely and isolated from ignition sources?		✓		Not all combustible materials and flammable liquids and gases stored safely and isolated from ignition sources. Photos below show areas where there is good management of gas cylinders.    *There are deficiencies within this process for the safe and secure storage of other gas cannisters.*

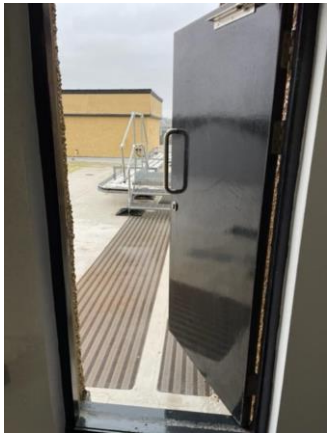
SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
				   

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.8 Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept at the site?	✓			Internal recorded fire safety inspections are carried out along with a procedure for empty hazardous containers to be removed during the replenishment process.
7.9 Are hazardous materials stored appropriately (i.e. Fire retardant cabinet, non-compatible items stored separately)?	✓			Lockable, ventilated and restricted access to a COSHH cupboard is in force, thus mitigating potential wilful fire raising.
7.10 Are gas cylinders stored in an appropriate caged area (ideally externally, full separate from empty, protected from accidental damage and heat sources etc.)?	✓			*See 7.7 Compressed gas cylinders should be secured to prevent them being knocked over risking injury to employees or damage to plant/equipment .*

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.11 Are radiant heaters (incl. Portable heaters) fitted with suitable guards and positioned away from combustible materials?		✓		*There is evidence that portable heaters are misused or stored close to combustible materials.*      ..

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.12 Where air conditioning / air handling units are installed are these subject to regular maintenance by a competent person?		✓		*No information available to confirm when air conditioning / air handling units subject to regular maintenance by a competent person.*
7.13 Are filters ducting and extraction subject to inspection thorough cleaning by a competent person in accordance with expected level of use?	✓			All filters ducting and extraction are subject to inspection and thorough cleaning by a competent person in accordance with expected level of use. This is carried out by Forthcare (Grant Elliot) on 22/06/2021
7.14 Where tumble dryers / air dryers are used is there a formal schedule for 'lint' removal?		✓		*No records provided to confirm if tumble dryers have a formal inspection to remove lint or if this forms part of fire safety internal checks.*
7.15 Does the building have a lightning protection and is this serviced and maintained by a competent person?		✓		*No records provided to confirm if there are lightening protection system maintenance completed.*

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
7.16 Is there a designated external smoking area provided with adequate extinguishing facilities which are emptied on a regular basis?	✓			*There is a designated external smoking area provided, however it was noted that in other parts of the building, where possibly contractors or staff could congregate, there was evidence of the misuse of smoking materials.* 
7.17 Is smoking prohibited in the building and 'no smoking' signage displayed at all entrances?	✓			No smoking signage is displayed throughout the building

7.18 Is there suitable system in place to avoid the potential for wilful fire raising?		✓		*Evidence to confirm that security cameras are installed on the building exterior, however there was evidence to demonstrate that some aspects of fire security could be improved.*  
7.18a				*Door leading onto the roof area was unlocked and easily accessible during the inspection.* 

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (***italics*** identifies those **not** adequately controlled – See action plan at the rear of the report)
7.18b				*Door leading into the electrical maintenance cupboard was unlocked and easily accessible.* 

SECTION 8: PROCEDURES & ARRANGEMENTS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
8.1 Have recommendations given by other bodies (such as insurance companies and the fire service) been implemented?			✓	No recommendations were provided or highlighted by the company during the assessment.
8.2 Has an emergency plan been drawn up in case of a major fire or emergency and is it displayed?	✓			Fire emergency policy has been written and notices are displayed throughout the hotel.
8.3 Has a fire policy been developed and communicated?	✓			Fire policy has been developed and communicated to all staff and Management.
8.4 Are visitors entering the premises made aware of emergency procedures?	✓			Emergency procedures are displayed as well as at reception whilst guests check in.
8.5 Are peeps conducted where required (incl. Offer to visitors / contractors on arrival to site)?	✓			*PEEPs forms part of the Fire Evacuation arrangements, however there were no PEEP forms presented at the time of visit to confirm that this is in place.*
8.6 If you are a multi-occupancy building, have you informed other occupants and the landlord of the significant findings you have identified, likewise have you had information from other tenants and the landlord given to you?			✓	The building is solely owned and run as the one business with no separate companies leasing parts of the building. Therefore, this Fire risk assessment covers all parts of this building and pertains solely to the company.
8.7 Are contractors controlled if they are carrying out repairs, alterations or maintenance (such as PTW for Hot Works / Permit to Breach fire etc.)?		✓		*There is no procedures, policies or arrangements available to confirm arrangements for contractors entering, working and leaving the building.*

SECTION 9: TRAINING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
9.1 Are all employees given instruction on the action to take in the event of fire (incl. Inductions and basic fire safety awareness training)?	✓			It was confirmed that all new employees will be provided with information on emergency procedures on their first day of employment /arrival including the location of escape routes, the sound of the alarm (during weekly tests) and the location of the assembly point It was also confirmed that all staff will receive some form of basic training in fire safety awareness and fire procedures, along with fire drill training, throughout the year with a view to encourage all employees to encompass the company's intentions to provide a fire safe workplace.
9.2 Are Fire Wardens appointed and trained?	✓			Those with specific fire safety roles such as the Fire Wardens will be provided with specialist instruction and fire safety training, along with details and guidance of their responsibilities. Records of all training should be held in the site safety file and details of all fire marshals displayed on communal area and staff notice boards. Fire marshal training undertaken by Stuart Cameron MIIRSM on 30/11/2021. It is recommended that there should be an adequate number of trained Fire Wardens in place. There must be sufficient cover provided for leave, lunch, sickness and any other absences whenever the building is fully occupied.
9.3 Is 'refresher training' provided at suitable intervals?	✓			Routine fire safety refresher training should be provided in order to update knowledge and provide the opportunity to ensure that no important skills or knowledge have been lost due to lack of use. Will be arranged with Training Provider.
9.4 Is additional training provided for safe use and selection of fire fighting equipment?	✓			Forms part of the fire warden training
9.5 Is additional training provided for safe use of evacuation aids?	✓			Information provided to confirm certification for training provision by a competent person/company with regards to the safe use of evacuation aids.
9.6 Is a full planned evacuation fire drill carried out at least once a year?	✓			*Last evacuation drill was noted as 05/05/2021. Unable to confirm the how many evacuation drills rea carried out each year*

FIRE RISK ASSESSMENT ACTION PLAN

This appendix is intended to provide a quick reference checklist to assist with the management of the fire safety issues raised in the report. The action plan should not be completed without reference to the relevant section of the fire risk assessment report.

Matters identified as requiring remedial action have been categorised as:

- **1 – HIGH**: Contravention of statutory requirement, which could lead to prosecution or a Prohibition Notice by the Enforcing Authority, or a fire safety risk which has a high probability of occurrence. These matters should receive immediate action to either achieve compliance with statutory requirements or to reduce the fire safety risk. **ACTION IMMEDIATELY**

- **2 – MEDIUM**: Contravention of statutory requirements, which could lead to an Improvement Notice being issued by the Enforcing Authority due to non-compliance with statutory regulations or approved codes of practice (acop), or a fire safety risk which is deemed likely to occur and could result in injury or loss. **ACTION WITHIN 3 MONTHS**

- **3 – LOW**: Fire safety action point which is considered to be important in regard to good fire safety practice, but is not necessarily subject to statutory legislation, or it may be a fire safety risk which is deemed unlikely but may involve negligible injury. **ACTION WITHIN 6 MONTHS**

Notes:

It is essential that all hazards and deficiencies identified in this report should be addressed by implementing all the recommendations made in the following section. Failing to complete the information will leave the company vulnerable to prosecution by the enforcing authorities, and may invalidate some building insurance policies

Hazard Total(s) =	46	HIGH	4	MEDIUM	27	LOW	15

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1.5a	*Single and double fire doors displayed excessive gaps exceeding guidelines and recommendations.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		
1.5b	*Fire doors damaged with holes drilled through, rendering the fire integrity null and void.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1.5c	*Unable to confirm fire rating of some of the fire-resistant glass on the doors*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		
1.5d	*Screws missing from the hinges which support the fire doors.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		
1.5e	*Threshold gaps at the base of the fire doors exceeding guidelines and recommendations.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1.5f	*Fire doors sticking on the floor surfaces which leave doors stuck in the open position which stopped the doors from closing automatically flush into the frame.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		
1.5g	*Evidence of paint partially covering intumescent strips and cold smoke seals on fire doors.*	*Recommendation for the replacement of the existing intumescent strips and cold seals with new parts. Ensure that all future paint work does not cross over on to the strips and seals. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		
1.6	*All fitted self-closing devices have been partially installed by cutting away part of the top of the fire doors in order to fit the closers flush, however this has now compromised the integrity of the doors which would propagate smoke and fire spread within the building. Fire doors not sitting flush within the frame during test.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1.7	*All fitted self-closing devices have been partially installed by cutting away part of the top of the fire doors in order to fit the closers flush, however this has now compromised the integrity of the doors which would propagate smoke and fire spread within the building. Self-closing devices fitted onto fire doors leaving gaps at the top part of the door which exceeds recommended guidelines and recommendations.*	*Recommendation for a full assessment all fire doors to identify and remedial work or replacement of a full fire door set either FD30S or FD60s. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		
1.8	*All self-closing devices on the fire doors have been installed in a way the self-closing mechanism takes precedence over fire door integrity, it was also noted that a variety of fire doors have been wedged open. Evidence of the use of door wedges to wedge fire doors open.*	*Recommendation for the removal of door wedges. Staff to be informed do desist practice. Fire doors to be subjected to routine inspections to ensure they remain in good working order. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to fire door integrity and what constitutes a safe and fully protected fire door.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1.10	*Final exits lead to a place of ultimate safety this is in the open air, where unrestricted dispersal away from the building can be achieved. However, the recommendation for the installation of a separate*	*Recommendation for the installation of another Assembly Point to be erected at the opposite end of the building, together with a constructed concrete path leading from the final exit door all the way to the assembly point. It should be wide enough to accommodate at least two people in width.*	3	*Within 6 months*		
1.13	*Some of the corridors inspected showed evidence of combustible materials that partially block the protected routeways in the event of an evacuation.*	*Recommendation for the removal of combustible materials from protected corridors, inform staff to desist from the practice of storing items in these areas. It should be noted that sufficient training is required to ensure the inspections are carried out by a competent person with regards to keeping protected routeways clear at all times.*	2	*Within 3 months*		
1.16	*It was noted during the inspection that there were breaches in compartmentation caused by a variety of issues including loose, missing or ill fitted ceiling tiles, holes at the top of wall lining which leads into adjoining rooms.*	*Recommendation for a full compartmentation survey to be undertaken by a competent contactor to ensure all additional works are identified to maintain the adequacy of the passive fire safety measures at the assessed site, providing a minimum of 60 minutes fire stopping protection. This should form part of the internal fire safety management checks and any breaches reported and recorded.*	2	*Within 3 months*		
1.22	*Unable to confirm if lift shaft were fire protected.*	*Recommendation for compartmentation survey to be undertaken by a competent contactor to ensure that the lift shaft is fire protected.*	1	*Within 1 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1.24	*From visual observation, the exposed surface of external walls gives the appearance of render applied over insulation, such as potentially rockwool, however unable to obtain information at the time of inspection to confirm*	*Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter.*	2	*Within 3 months*		
2.4	*Break glass unit was partially obscured by trolley.* *It was noted that one of the call points was not installed properly.*	*Recommendation for all items to be removed from the front of the break glass unit, ensuring that staff are informed to desist from the practice of leaving items in front of break glass unit.*	2	*Within 3 months*		
2.8	*There was no evidence available to confirm that a weekly in-house fire alarm checks are being conducted.*	*It is to be ensured that the fire alarm system is being subject to weekly fire alarm testing using alternate call points, with findings are to be formally recorded in the fire log book.*	2	*Within 3 months*		
2.9	*There was no evidence available to confirm that all false alarms being recorded and investigated*	*It is to be ensured that all false alarms are recorded and investigated, with any remedial work to be carried out as soon as reasonably practicable, with findings are to be formally recorded in the fire log book.*	2	*Within 3 months*		
3.2	*Emergency lighting system is designed to provide illumination of escape routes.*	*Clarification required to confirm if wall lighting on the protected corridors and stairwells are classed as emergency lighting.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
4.1	*Portable fire-fighting equipment is present, fit for purpose and sited in the correct places in the main, however there are few areas that require consideration to be re-sited to make them easily noted and accessible with appropriate signage.*	*Re-site specific fire extinguishers in a place that is conspicuous, easily accessible and appropriate for the environment and type of fire risk.*	2	*Within 3 months*		
4.2	*Some of the fire extinguishers noted are not wall or stand mounted*	*Recommendation to ensure that all fire extinguishers are either wall or stand mounted, as appropriate. This should form part of the internal fire safety management checks and any breaches reported and recorded.*	2	*Within 3 months*		
4.3	*During the inspection, it was noted that some of the extinguishers were not visible due to items placed in front of them.*	*Recommendation to re-site fire extinguishers to a prominent position with appropriate signage.*	2	*Within 3 months*		
4.7	*Dry riser system in place at the premises, however there are no certification or internal records available at the time of inspection to confirm maintenance or inspections carried out on an agreed or regular basis.*	*Recommendation for the provision of evidence to confirm that the dry riser system receives planned servicing by a competent contractor and carried out on a regular basis.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
4.8	*Suppression system installed within the property, however, there are no certification or internal records available at the time of inspection to confirm maintenance to British Standard BS9251:2014 (fire sprinklers) or inspections carried out on an agreed or regular basis.*	*Recommendation for the provision of evidence to confirm that the suppression system receives planned servicing by a competent contractor and carried out on a regular basis.*	2	*Within 3 months*		
5.7	*It was noted that the majority of final exit doors labelled 'Fire Door – Keep Clear' on the external aspect were missing.*	*Recommendation for the display of a notice at the rear of all final exit doors, labelled 'Fire Door – Keep Clear' on the external aspect*	2	*Within 3 months*		
5.11	*Not all 'Do Not Use Lift in Event of Fire' signs or similar were displayed at each lift call point. This was sporadic, with some signage within lifts but not on the entrance panel going into the lift. Various designs were used and not standardised.*	*Recommendation for the uniformed display of notices immediately outside all lifts stating 'Do Not Use Lift in Event of Fire'.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
6.1	*It was confirmed that the mains electrical system at the assessed premises was last inspected by SELECT, presenting an electrical installation condition report on 25/05/2020. It was deemed as* ***unsatisfactory*** *at this point.*	*Recommendation to rectify the unsatisfactory report and to carry out a further FIT test by a competent person to clear report of all unsatisfactory conditions.*	2	*Within 3 months*		
6.2	*Not all electrical distribution boards were adequately enclosed.*	*Recommendation to ensure that all electrical distribution boards are adequately enclosed*	2	*Within 3 months*		
6.4a	*During the inspection it was noted that all cables and plugs viewed at the time of the assessment were noted to be in good condition and sockets not overloaded, with exception of a portion of the four-gang extension leads, and wall sockets which were broken and were not properly sealed showing gaps into the walls*	*Recommendation to avoid the use the practice of daisy chaining four bar extension cables. Inform staff to desist from this practice and include this as part of the internal fire management procedures. Also noted to rectify broken sockets and seal gaps*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
6.4b	*Damage to electrical cabling noted during the inspection.*	*Recommendation to ensure that all electrical cabling is secured and undamaged. Any faulty electrical cabling should be reported immediately, isolated and repair/replaced by a competent electrician. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
6.4c	*Faulty/ broken electrical switches and sockets*	*Recommendation to ensure that all faulty/ broken electrical switches/sockets are replaced by a competent electrician. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
6.4d	*Damage to electrical lighting noted during the inspection.*	*Recommendation to ensure that all electrical lighting is secured and undamaged. Any faulty electrical lighting should be reported immediately, isolated and repair/replaced by a competent electrician. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
6.4e	*Poor electrical cable management*	*Recommendation to ensure that all electrical cabling is secured by metal clips. Any faulty electrical cable management should be reported immediately, isolated and repair/replaced by a competent electrician. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
6.5	*There is a company Fire Safety Policy in place, however there is no details with regards to use of personal electrical items.*	*Recommendation to include information and instruction on the use of personal electrical items, within the Fire Safety Policy.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
7.1	*During the inspection it was noted that there appeared to be a few areas within the premises including in front of the fire places, offices and laundry room that had combustible materials store close to ignition sources.*	*Recommendation for the removal of combustible materials that are situated close to ignition sources. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
7.5	*Slight issue with the burn marks on the ceiling area out with the kitchen vent.*	*Recommendation the provision of a larger metal hood that prevents the spread of head transferring onto the ceiling area, causing scorch marks.*	2	*Within 3 months*		
7.7	*There are deficiencies within this process for the safe and secure storage of other gas cannisters.*	*Recommendation to ensure that all gas cannisters are secured and not left loose. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
7.11	*There is evidence that portable heaters are misused or stored close to combustible materials.*	*Recommendation for the removal of portable heaters to be considered, as they can become faulty and invariably are used by people who position them too close to combustible material. Reassess the heating set-up within the building. This should be included as part of the internal fire management procedures.*	2	*Within 3 months*		
7.12	*No information available to confirm when air conditioning / air handling units subject to regular maintenance by a competent person.*	*Recommendation for the provision of evidence to confirm that air conditioning / air handling units subject to regular maintenance by a competent person.*	2	*Within 3 months*		

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
7.14	*No records provided to confirm if tumble dryers have a formal inspection to remove lint or if this forms part of fire safety internal checks.*	*Recommendation that tumble dryers receive a formal inspection to remove lint on a regular basis and that this should form part of fire safety internal checks. Display signage advising users to clear lint after each use.*	2	*Within 3 months*		
7.15	*No records provided to confirm if there are lightening protection system maintenance completed.*	*Recommendation for the provision of evidence to confirm that lightening protection system is subject to regular maintenance by a competent person.*	2	*Within 3 months*		
7.16	*There is a designated external smoking area provided, however it was noted that in other parts of the building, where possibly contractors or staff could congregate, there was evidence of the misuse of smoking materials.*	*Recommendation to carry out inspections of external areas to identify areas where the misuse of smoking materials is taking place. Instruct staff to desist from this practice.*	2	*Within 3 months*		
7.18a	*Door leading onto the roof area was unlocked and easily accessible during the inspection.*	*Recommendation to ensure that the door leading onto the roof area remains closed and a notice displayed to inform that it is only authorised access only*	2	*Within 3 months*		
7.18b	*Door leading into the electrical maintenance cupboard was unlocked and easily accessible.*	*Recommendation to ensure that the door leading into the electrical maintenance cupboard remains closed and a notice displayed to inform that it is only authorised access only*	2	*Within 3 months*		

HAZARD		ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
8.7	*There is no procedures, policies or arrangements available to confirm arrangements for contractors entering, working and leaving the building.*	*Recommendation to introduce procedures, policies or arrangements for contractors entering, working and leaving the building.*	2	*Within 3 months*		
9.6	*Last evacuation drill was noted as 05/05/2021. Unable to confirm the how many evacuation drills are carried out each year*	*Recommendation to carried out fire drills twice per year as a minimum and records all results.*	2	*Within 3 months*		

FLOOR PLANS