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

**FIRE RISK ASSESSMENT**

**Moorwell, Isles of Scilly JULY 2020**

Responsible Persons (e.g.) Owners) or Paul Masters Isles of Scilly Council – CEO.

Persons having control of the premises: Eddie Williams.

Person(s) consulted: Eddie Williams.

Assessor: Steve Benney.

Date of Fire Risk Assessment: Tuesday 22nd July 2020.

Date of Previous Fire Risk Assessment: Friday 26th July 2019.

Date for Review: Annually or if significant changes occur.

##### **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 fire risk assessment has been compiled from the observations noted during a site visit using HM Governments relevant guidance documents.

Verification of any records being held involved some members of staff being asked to clarify their knowledge and understanding in relation to responsibilities and actions on discovery of fire.

The site consists of a number of buildings which the Council of the Isles of Scilly have sole responsibility, however the site is used by different sections of the Council 's Direct Labour Organisation (DLO).

The site is still undergoing redevelopment of existing facilities with buildings being upgraded that may result in significant change.

GENERAL INFORMATION

1. THE PREMISES Moorwell, Porthmellon, St Mary's

Isles of Scilly. TR21 0NE

* 1. Number of floors: 1.
  2. Approximate floor area: N/A.
  3. Brief details of construction: A number of single storey buildings

of mixed construction.

* 1. Occupancy:

Waste/recycling site including the following buildings. A block of six garages with plumber’s store, carpenters workshop, tractor/vehicle shed, Porta-cabins used as the main site office, the weigh bridge office and a timber store room, engineers workshop, waste transfer/recycling building and new staff facilities building providing staff room, changing rooms, WC and showers.

1. THE OCCUPANTS
   1. Approximate number in premises including employer 20 Max
   2. Approximate number of employees: 20 Max
   3. Approximate number of members of the public: Varies
2. OCCUPANTS ESPECIALLY AT RISK FROM FIRE
   1. Less abled occupants: Possible

3.2 Occupants in remote areas: No

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

4.1 None in last 3 years

## 5 OTHER RELEVANT INFORMATION

New purpose-built staff rooms including showers, toilets drying facilities and a rest room are now in use having been constructed compliant with the current Building Regulations.

A new waste transfer and recycling shed has been constructed.

The old glass crushing shed is to become an engineering maintenance workshop for plant and other equipment. This has now been separated to inform an additional engineering workshop that provides a 30-minute standard of fire resistance from the remainder of the building.

|  |
| --- |
| Level of risk from fire. |
| **FIRE RISK ASSESSMENT**  The following simple risk estimator is based on a more general health and safety risk level estimator of the type contained in BS:8800.   |  |  |  |  | | --- | --- | --- | --- | | Potential  Consequences of fire  Likelihood of fire | **Slight harm** | **Moderate harm** | Extreme harm | | **Low** | Trivial risk | Tolerable risk | Moderate risk | | **Medium** | Tolerable risk | Moderate risk | Substantial risk | | **High** | Moderate risk | Substantial risk | Intolerable risk |   Taking in to account the fire prevention measurers observed at the time of my site visit, it is considered that the hazard from fire (likelihood of fire) at these premises is:  X  **Low Medium High**  In this context, a definition of the above terms is as follows:  **Low:** Limited fire hazards, low likelihood of fire as a result of negligible  Potential sources of ignition.  **Medium:** Significant fire hazards (e.g. potential ignition sources) for this type of  occupancy, with fire hazard generally subject to appropriate controls  (other than minor shortcomings).  **High:** Lack of adequate controls applied to one or more significant fire  hazards, such as to result in significant increase in likelihood of fire. |

FIRE RISK ASSESSMENT JULY 2020

### *Article 9 - Risk Assessment*

*“The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify the preventive & protective measures”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?** | **YES** | **NO** | **N/A** |
| A | Has a Fire Safety Risk Assessment been undertaken, completed and available?    ***Reviewed by Steve Benney 21/07/2020.*** |  |  |  |
| B | Is the Assessment suitable and sufficient, covering all significant risks, including all means of access to and egress from the premises, which may affect those who may be affected by fire? |  |  |  |
| C | Is there evidence confirming the assessment will be reviewed on a regular basis?  ***Suggested an annual review, or where significant changes occur.*** |  |  |  |

#### **Comments:**

An annual review is recommended; however, as the tenant had not taken up occupancy at the time of my site visit, the new tenant should undertake a review of this FRA taking account of their risk from occupation and use of the premises.

The reasons for a review may include:

* A change of use to part of your premises.
* Alterations to a building including internal layout.
* Substantial changes to furniture and fixings.
* The introduction change of use or increase in the storage of hazardous substances.
* The failure of fire precautions, e.g. fire detection and warning system.
* Significant changes to display materials.
* A significant number of people present; and
* the presence of people with some form of disability.

#### As detailed within HM Governments fire safety guidance document, Fire Safety Risk Assessments – Offices and Shops & Factories and Warehouses.

Moorwell site is still currently being redeveloped and as such a review of the FRA may be required more frequently than the recommended date.

### *Article 10 – Principles of prevention to be applied*

*“Where the responsible person implements any preventative and protective measures he must do so on the basis of the principles specified in Part 3 of schedule 1”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.** | **Has any preventative and protecting measures been implemented?** | **YES** | **NO** | **N/A** |
| A | Are you eliminating or reducing risks where practical to do so?  ***Refer to the significant findings.*** |  |  |  |
| B | Are you evaluating all the risks? |  |  |  |
| C | Can you replace dangerous substances or chemicals by less dangerous or non-dangerous ones? |  |  |  |
| D | Have you developed a coherent overall fire prevention policy, which covers technology, organisation of fire safety and the influence of any factors relating to the safety of members of the public? |  |  |  |
| E | Do you give collective protective measures priority over individual protective measures? |  |  |  |
| F | Are you giving instructions to your employees? |  |  |  |

#### **Comments:**

Chemicals kept within a locked cabinet; detailed register of the inventory kept at the site office.

### *Article 11 - Fire Safety Arrangements*

*“The responsible person shall make appropriate arrangements for the effective planning, organisation control, monitoring & review of preventive and protective measures”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.** | Is there effective Fire Safety Management? | **YES** | **NO** | **N/A** |
| A | Is there an effective management attitude to fire safety |  |  |  |
| B | Is there clear policy re fire safety?  **Fire Safety Guidelines – shared services dated 2017.** |  |  |  |
| C | Is there an effective written emergency plan? |  |  |  |
| D | Are the responsibilities of staff defined within the plan? |  |  |  |
| E | Are there effective systems of communication in place to inform employees and other responsible persons in multi-occupied premises? |  |  |  |
| F | Are fire marshals appointed where appropriate? |  |  |  |

#### 

#### **Comments:**

* Key staff members undertake fire warden training provided by the IOS Fire Brigade with regular general staff safety training sessions to include basic fire awareness.
* Fire warden training has been undertaken by staff; I recommend that training be periodically refreshed at least every three years.

***Article 12 – Elimination or reduction of risks from dangerous substances***

*“Where a dangerous substance is present the responsible person shall ensure that risk related to the … substance is either eliminated or reduced as far as is reasonably practicable”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.** | **Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances?** | **YES** | **NO** | **N/A** |
| A | Are there adequate controls of ignition sources in the kitchen?  ***Only basic tea, coffee and warming facilities are provided*.** |  |  |  |
| B | Can you mitigate detrimental effects? |  |  |  |
| C | Is there safe handling, storage? |  |  |  |
| D | Is there suitable signage and safety information? |  |  |  |
| E | Have you accounted in your risk assessment in respect of young persons, i.e. under 16 years? |  |  |  |

***Comments:***

* A review should regularly take place of all dangerous substances held, this should include the use of appropriate storage facilities and to ensure that they have been affixed with the correct warning signage. (Stored spray / chemical garage).
* Asbestos surveys to existing buildings have been undertaken with all risks being identified.
* Hot works – Use of oxyacetylene cutting equipment. (Safe systems of work in place)
* Welding/grinding equipment. (Safe systems of work in place).
* Where hot works are being carried out it is imperative that staff maintain high standards of general housekeeping.
* Purpose built staff rooms including showers, toilets drying facilities and a rest room are nearing completion and have been constructed compliant with the current Building Regulations. The provision of emergency lighting and portable fire extinguishers have been included.

With staff changing rooms and showers being an inner, inner room situation, a fire occurring in the higher risk outer room could impede a safe evacuation. Therefore, as part of a recommended site review regarding the fire warning system, smoke detection should be located in the outer room.

# ***Article 15 – Procedures for serious and imminent danger and for danger areas***

# *The responsible person must establish & where necessary give effect to procedures to be followed in the event of serious & imminent danger to relevant persons, nominate competent persons to implement procedures, inform & instruct relevant persons concerned”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5.** | **Are there adequate procedures for serious and imminent danger and for danger areas?** | **YES** | **NO** | **N/A** |
| A | Are there appropriate procedures in place including fire training and fire drill? |  |  |  |
| B | Are there sufficient numbers of competent persons to manage evacuation? |  |  |  |
| C | Are there prevention measures to restrict exposure of persons at risk, unless adequately trained? |  |  |  |
| D | Is there suitable information and signage? |  |  |  |

#### **Comments**

Staff receive regular training with evacuation drill carried out at least annually.

Joint training is carried out with the Isles of Scilly Fire Brigade.

# ***Article 16 – Additional emergency measures in respect of dangerous substances***

*The responsible person subject to the risk assessment, must ensure that information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained, provide information to relevant accident and emergency services and display information at the premises. In the event to an incident occurring take immediate steps and permit only essential persons to the affected area and provide PPE, specialised equipment and plant*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.** | **Are there suitable additional emergency measures provided to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises?** | **YES** | **NO** | **N/A** |
| A | Is the information on emergency arrangements available? |  |  |  |
| B | Are there suitable communication systems established to support response, remedial actions and rescue operations? |  |  |  |
| C | Is information provided to accident and emergency services and displayed at the premises? |  |  |  |
| D | Are plans in place for immediate steps to be taken in the event of an incident occurring? |  |  |  |
| E | Is personal protective equipment/clothing available in case of an incident occurring? |  |  |  |

#### **Comments:**

* Oxyacetylene cutting equipment used but not kept in significant quantities and with safe system of work in place.

***Article 17 – Maintenance***

*“Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and facilities, equipment & devices provided are subject to a suitable system of maintenance in an efficient state in efficient working order and in good repair”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7.** | **Are fire safety provisions being adequately maintained?** | **YES** | **NO** | **N/A** |
| A | Are fire systems and equipment subjected to suitable systems of maintenance by certified engineer? |  |  |  |
| B | Is there regular testing by competent person/s?  ***Fire extinguishers tested by the I O S Fire Brigade.*** |  |  |  |
| C | Is Portable electrical equipment subject to P.A.T. testing? |  |  |  |
| D | Are adequate records being maintained?  ***Good records now being kept.*** |  |  |  |

#### **Comments:**

* Firefighting equipment - Extinguishers are serviced and maintained by the Isles

of Scilly Fire Brigade.

* Confirmation is required to the current PAT testing policy.
* All test records are held within the FRA folder.

***Article 18 – Safety assistance***

*“The responsible person must appoint competent persons to assist him in undertaking preventive and protective measures”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.** | **Are there adequate number of competent persons and arrangements in place to assist the responsible persons in undertaking the preventative and protective measures?** | **YES** | **NO** | **N/A** |
| A | Is there sufficient number of competent persons appointed? |  |  |  |
| B | Will sufficient training given to competent persons?  **Key staff members being trained to fire warden.** |  |  |  |
| C | Is there co-operation between appointed persons? |  |  |  |
| D | Is information given to non-employees,  Contractors on site?  **Signing in procedure at the main office.** |  |  |  |
| E | Is information given to employees?  **Safety brief given during signing in.** |  |  |  |
| F | Is there co-operation between responsible persons? |  |  |  |

**Comments:**

* Co-operation between managers from the differing DLO groups should be demonstrated through the FRA. (i.e. The risks stored within individual work/storage units).

### *Article 21 – Training*

*“The responsible person must ensure that his employees are provided with adequate safety training”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9.** | **Are employees being effectively trained?** | **YES** | **NO** | **N/A** |
|  | Including: - |  |  |  |
| A | All training |  |  |  |
| B | On transfer or working with new or changed risks |  |  |  |
| C | New equipment or change with existing |  |  |  |
| D | Introduction of new technology |  |  |  |
| E | New or amended systems of work |  |  |  |
| F | All emergency procedures |  |  |  |
| G | Safe practices |  |  |  |
| H | Use of firefighting equipment. |  |  |  |
| I | The safe handling of dangerous substances |  |  |  |
| J | Is training being delivered by a competent person? |  |  |  |
| K | Evidence of training available by competent person  Recommend trainer has third party accreditation. |  |  |  |

***Comments:***

* Fire safety awareness refresher training should be undertaken regularly, training should include the actions to be taken in event of fire, how to raise the alarm and the basic use of fire extinguishers.
* The details of all individuals undertaking training should be recorded.
* Training undertaken by the Isles of Scilly Fire Brigade. I strongly recommend that training be periodically refreshed at least every three years.

***Article 14 – Emergency routes and exits***

*Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits and exits are kept clear at all times and where required, to be adequately illuminated by emergency lighting.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **10.** | **Is effective means of escape provided and maintained?** | **YES** | **NO** | **N/A** |
| A | Are emergency escape routes and exits in place for safe and quick evacuation? |  |  |  |
| B | Are the number and distribution of escape routes and exits adequate, for relative persons? |  |  |  |
| C | Is direction of door openings correct for the risk? |  |  |  |
| D | Are suitable door fastenings provided? I.e. mortise key not acceptable on escape route. |  |  |  |
| E | Is signage correct, i.e. is running man pictogram symbol displayed signage to conform to signs and signals regulations 1996. BS 5499. |  |  |  |
| F | Is emergency lighting to current standards.  ***Where identified as being necessary.*** |  |  |  |

#### **Comments:**

* It is imperative that staff keep designated walkway and escape routes clear and free of combustible materials, particularly in any area of higher fire risk.
* A survey to the use of individual areas should be undertaken to establish requirements for emergency escape lighting as part of the fixed wiring inspections.
* Signage should be regularly reviewed as the site is re-developed.

***Article 29 – Alterations notices***

*“Where an alterations notice has been served in respect of premises, the responsible person must, before making any of the specific changes which may result in a significant increase in risk, notify the enforcing authority of the proposed changes”.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **11.** | **Where an alterations notice is in force, has the enforcing authority been informed prior to them being implemented? DOES NOT APPLY** | **YES** | **NO** | **N/A** |
| A | Is there an alterations notice in force? |  |  |  |
| B | Is the significant increase in risk the result of changes being made to; the premises, services, fittings or equipment in or on the premises? |  |  |  |
| C | Is there an increase in the quantity of dangerous substances or a change in use of the premises? |  |  |  |
| D | Where required to do so the responsible person must; record information, before making changes send a copy of the risk assessment and provide a summary of the proposed changes to be made to the general fire precautions to the fire service. |  |  |  |

#### **Comments:**

No alterations notice issued by the Fire Service.

***Article 13 – Firefighting and fire detection***

*“Where necessary the responsible person must ensure that the premises are equipped with appropriate fire detection equipment, alarms, and fire-fighting equipment”.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **12.** | **Are effective fire warning and fire-fighting arrangements provided?** | **YES** | **NO** | **N/A** |
|  | **Areas of consideration:** |  |  |  |
| A | Appropriate systems for the risk.  ***Site bell.*** |  |  |  |
| B | Audibility levels. |  |  |  |
| C | Appropriate levels of detection.ie rooms, & other areas |  |  |  |
| D | Management of unwanted fire alarm signals. All alarm signals to be logged. |  |  |  |
| E | Commissioning/Installation certificates available from installer of present system |  |  |  |
| F | Appropriate levels and standard of FFE (firefighting equipment) available and sited on plinths or brackets. |  |  |  |
| G | Fire extinguishers suitably positioned**.** |  |  |  |
| H | Suitable signage for FFE provided which informs on type of fire to be used on. |  |  |  |
| I | Staff sufficiently trained in FFE as available to them. |  |  |  |
| J | Contacts with emergency services regards fire-fighting. |  |  |  |

**Comments**:

Due to the expansion of the site, the new facilities and the processes being carried out, the current fire warning system is no longer fit for purpose in that it cannot be heard across the whole of the site.

Therefore, I strongly recommend a survey be undertaken to consider providing an appropriate electrically operated manual fire warning system having sufficient call points and sounders that can be heard across the site. Where there may be areas of excessive noise level that make hearing an alarm difficult, then the additional provision of visual beacons should also be considered.

The system should be cable of incorporating automatic fire detection to protect areas of higher fire risk, inner room situations such as the staff facilities building and any other areas where the council may wish to provide an increased level of property protection.

It should be designed, installed and commissioned in accordance with the current British standard BS:5839-1 2017.

In addition, if the system were to be linked to a main fire alarm panel provision of an alarm monitoring facility would offer additional property/asset protection when the premises are unoccupied.

**(Processes are currently put in place to go out to tender for the provision of suitable fire detection and warning systems).**

* Fire assembly point identified at the main gate along with a suitable method for raising the alarm in event of an emergency.
* Adequate provision of firefighting equipment provided throughout the site.
* Emergency response training involving the Isles of Scilly Fire Brigade.
* One dry powder fire extinguisher (engineering workshop near the welding area fire exit door), was found to have been missed from it annual testing procedure, last dated 24/07/2017 (see photograph below).



# ***Article 19 – Provision of information to employees***

# *“The responsible person must provide his employees with comprehensible and relevant information”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **13.** | **Is adequate provision made to provide information to employees?** | **YES** | **NO** | **N/A** |
| A | Are the risks to them identified from the risk assessment including preventative and protective measures? |  |  |  |
| B | Are appropriate procedures taken in the event of emergency? |  |  |  |
| C | Do you nominate sufficient number of competent persons to secure evacuation? |  |  |  |
| D | Do you inform other responsible persons?  ***Contractors and visitor have signing-in***  ***procedure at the main office, and report to the weighbridge office before entering.*** |  |  |  |
| E | Have you any young person’s controls? (Children Act) applies. |  |  |  |
| F | Do you hold information on dangerous substances? (COSHH – control of substances hazardous to health) |  |  |  |

#### **Comments:**

* Good procedures now in place.

# ***Article 20 – Provision of information to employers and the self-employed from outside undertakings***

*“The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person”.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **14** | **Is adequate information provided to employers and employees from outside undertakings?** | **YES** | **NO** | **N/A** |
| A | Is there comprehensible and relevant information provided to employers from outside undertakings regarding risks and preventative and protective measures? |  |  |  |
| B | Are employees from outside undertakings provided with appropriate instructions and comprehensible and relevant information regarding risks to those persons? |  |  |  |

#### **Comments:**

* Signing in and briefing procedure at the main office as well as safety information recorded on the website for public accessing the site with all visitors reporting to the main office before entry.

***Article 22 – Co-operation and co-ordination***

*“Where two or more responsible persons share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, take all reasonable steps to co-ordinate necessary measures, and provide information.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **15** | **Is their adequate co-operation and co-ordination between responsible persons where there are two or more sharing responsibilities or have duties in respect of premises? (MULTI OCC BUILDING)** | **YES** | **NO** | **N/A** |
| A | Is there co-operation to enable compliance with requirements and prohibitions imposed by or under this order? |  |  |  |
| B | Are reasonable steps taken to enable compliance with requirements and prohibitions imposed by or under this order? |  |  |  |
| C | Have you taken reasonable steps to inform other persons regarding risks? |  |  |  |
| D | In case of explosive atmospheres, the person with overall responsibility for the premises must take responsibility to co-ordinate the implementation of all relevant measures to protect relevant persons. |  |  |  |

#### **Comments**

* Buildings are not classed as multi-occupied but are used by different groups within the Councils DLO. Co-operation between managers responsible for different areas should be demonstrated within the FRA.

***Article 23 – General duties of employees at work***

*Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **16.** | **Are employees carrying out their general duties while at work?** | **YES** | **NO** | **N/A** |
|  | Has reasonable care been taken by employees to prevent harm to others who may be affected by their acts or omissions at work? |  |  |  |
|  | Do employees co-operate with their employer to enable compliance with any duty or requirement? |  |  |  |
|  | Are hazards identified by the employee reported to the employer? |  |  |  |

***Comments:***

Safe systems of work in place for the whole site.

***Article (38) – Maintenance of measures provided for protection of fire-fighters***

*“Where necessary to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure facilities; equipment and devices provided use by or protection of fire-fighters suitable system of maintenance maintained working order and in good repair”.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **17** | **Are suitable arrangements in place to ensure that facilities, equipment and devices for use by or the protection of fire fighters are maintained in an efficient state, in efficient working order and in good repair? (MAY NOT APPLY)** | YES | **NO** | **N/A** |
|  | **Areas of consideration:** |  |  |  |
| A | Are testing and maintenance records available and up-to-date? |  |  |  |
| B | Are firefighting shafts fully protected? |  |  |  |
| C | Are measures in place to ensure co-operation  between occupiers for the maintenance of facilities? |  |  |  |

#### **Comments:**

There are no provisions on-site for the sole use of firefighters.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **18** | **Means of escape** | **YES** | **NO** | **N/A** |
| A | Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use? |  |  |  |
| B | Do all emergency routes and exits lead, directly as possible, outside the building to a place of total safety? |  |  |  |
| C | Do all emergency exit doors open in the direction of escape? **Suitable to the risk.** |  |  |  |
| D | Are the exit routes clearly indicated, and free from combustible storage/equipment at all times? |  |  |  |
| E | Are the number, distribution and dimensions of emergency routes and exits adequate? |  |  |  |
| F | Will all self-closing fire doors close fully into the doorframe following the upgrade? |  |  |  |
| G | Are all fire doors fitted with heat and smoke seals? |  |  |  |
| H | Are all self-closing devices on fire doors in good working order? |  |  |  |
| I | Is there a fire evacuation (fire drill) procedure for the premises? |  |  |  |
| J | In the event of an emergency, is it possible for all persons to evacuate the premises safely and quickly? |  |  |  |
| K | Have arrangements been made for the safe evacuation of persons with mobility difficulties? |  |  |  |
| L | Overall, is the means of escape adequate? |  |  |  |
| M | Is training given in fire evacuation procedures? |  |  |  |
| N | Are fire drills carried out? Staff Only  ***Annually.*** |  |  |  |
| O | When was the last one?  ***Refer to records held.*** |  |  |  |
| P | How long would it take to evacuate the premises?  (2.5 minutes or less is a reasonable target for most  premises) |  |  |  |
| Q | When is the next one scheduled?  ***Not known.*** |  |  |  |

***Comments:***

Satisfactory procedures in place.

|  |  |
| --- | --- |
| 19 | Are all electrical appliances within the premises approved for use? |
| A | **Details:**   * PAT testing should be undertaken in accordance with current HSE guidance. |
| B | Does an accredited person regularly inspect all gas installations/appliances? I.e. Gas safety registered. If no – give DETAILS or proposed action. |
|  | **Details:**   * N/A. |
| C | Date of the last Inspection:   * N/A. |
| D | Oiled fired boilers:   * N/A. |
| E | Electrical:   * The periodic fixed hard wire electrical testing should be undertaken in accordance with the current electrical regulation guidance. |

**Comments:**

**Periodic fixed hard wire electrical testing.**

* Also referred to as ‘hard wire testing’, ‘periodic inspection’ or ‘Electrical Installation Condition Report (EICR)’, fixed wire testing is a regime involving professional testing of the electrical systems, circuits and services carrying electricity around a building. It covers the majority of the hard wiring throughout a building, meaning items such as main panels, distribution boards, lighting, socket outlets and air conditioning are all covered.

All fixed wire testing must be carried out by competent electrical engineers in accordance with the Institute of Electrical Engineers Current Edition of the Wiring Regulations (BS7671) and once a periodic test is completed, you will be given a certificate by your testing engineer. This is commonly called an Electrical Inspection Condition Report (EICR). The report will outline any deterioration, damage, defects or other dangerous aspects of your electrical system, plus anything that is not aligned with current safety standards or could place people at risk.

***General advice;*** In event of fire and where the origin of fire can may be attributed to the probable cause of that fire, failure to produce an up to date EICR may invalidate your insurance policy.

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| 20A | Is smoking allowed anywhere within the premises? |
|  | **Details:**   * No. |
| B | Is provision made for safe extinguishing and disposal of discarded matches and cigarettes? |
|  | **Details:**   * N/A. |
| C | Are any security measures in force to protect against the risk of arson? |
|  | **Details:**   * Largely the premises are protected by security fencing, with doors to individual garages/workshops kept locked when not in use. |

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| **Fire Loading** | |
| 21 | Is the storage, and supply arrangements for LPG satisfactory? |
| A | **Details:**   * N/A. |
| B | Are any other gases used? |
|  | **Details:**   * Oxyacetylene cutting/welding used in the engineer’s workshop area. |
| C | Are any other flammable liquids / substances stored or used on the premises? |
|  | **Details:**   * Waste disposal/recycling area's broken down into individual safe storage areas. |
| D | Is the arrangement for the storage of flammable liquids / substances satisfactory? |
|  | **Details:**   * Refer to the significant findings. |
| E | Does the use of flammable materials / substances pose any significant fire risk? |
|  | **Details:**   * Maintain safe operating procedure for the refuelling of petrol equipment, i.e. in fresh air, provide additional fire extinguishers within these areas. Refer to the significant findings. * Small quantity of red diesel for use in on-site plant and machinery. |

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| 22  A | Is there significant fire loading anywhere within or in close proximity to the premises? e.g. core products, combustible materials, cooking risks, furnishings, waste products etc |
|  | **Details:**   * No**.** |
| B | If the fire loading is significant, or of an unusual nature, is it feasible to reduce the risk of fire by complete removal or reduction in quantity, or alteration to the method of storage. |
|  | **Details:**   * No. |
| C | Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which personnel, or members of the public may be present or sleeping |
|  | **Details:**   * N/A |
| D | !! Is there any ignition source (that which starts a fire) in close proximity to any significant fire loading (that which fuels a fire)!! |
|  | **Details:**   * Apply strict house-keeping rules particularly during refurbishment works when paints and other flammable materials may be temporary relocated. |

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| **Significant findings** | | **Red typing indicates actions required by responsible person.**  **Black typing indicates fully compliant.** | **Risk**  **Priority** | **Date**  **Completed** | |
| **Fire detection and warning system.** | | Due to the expansion of the site, the new facilities and the processes being carried out, the current fire warning system is no longer fit for purpose in that it cannot be heard across the whole of the site.  Therefore, I strongly recommend a survey be undertaken to consider providing an appropriate electrically operated manual fire warning system having sufficient call points and sounders that can be heard across the site. Where there may be areas of excessive noise level that make hearing an alarm difficult, then the additional provision of visual beacons should also be considered.  The system should be cable of incorporating automatic fire detection to protect areas of higher fire risk, inner room situations such as the staff facilities building and any other areas where the council may wish to provide an increased level of property protection.  It should be designed, installed and commissioned in accordance with the current British standard BS:5839-1 2017.  In addition, if the system were to be linked to a main fire alarm panel provision of an alarm monitoring facility would offer additional property/asset protection when the premises are unoccupied.  (Procedures are currently in place for going out to tender) | **P2**  **P4** |  | |
| **Emergency Lighting.** | | Both internal and external escape routes should be provided with normal, and in event of a power failure emergency lighting.  Emergency lighting should be regularly tested and maintained in accordance with the current British Standard. |  |  | |
| **Firefighting equipment.** | | A satisfactory provision of portable fire extinguishers has been provided throughout the site.  Fire extinguishers are serviced and maintained by the IOS fire brigade. |  |  | |
| **Staff Information, training and instruction.**  **Including staff evacuation drills.** | | Staff receive regular fire safety awareness refresher training, instruction and training carried out by the Isles of Scilly Fire Brigade.  Contractors and visitors have a signing in and briefing procedure before being accompanied on site by a member of staff.  Joint emergency response training is carried out with the Isles of Scilly Fire Brigade. |  |  | |
| **Signage.** | | Signage appears compliant with the safety signs and signals regulations. |  |  | |
| **Fire doors.** | | Not applicable within any of the buildings. |  |  | |
| **Means of escape.** | | The direction travel distance within each of the separate buildings has been assessed as acceptable for the current risks. However, I recommend that clearly defined walkways should be maintained which staff should be encouraged to keep clear, particularly within the tractor/vehicle shed and the engineering workshops when the individual bay doors have been closed.  All final exit doors must be fitted with suitable door furniture and available for use from within, without the use of a key when buildings are occupied, or kept unlocked until the buildings are secured at the end of the day. |  |  | |
| **P.A.T.** | | Portable Appliance Testing should be carried out in accordance with the current HSE guidance.  Confirmation is required to the Councils current PAT testing policy. | **P3** |  | |
| **Fixed hard wire electrical testing.** | | Periodic fixed hard wire electrical testing should be undertaken in accordance with current electrical regulations |  |  | |
| **General housekeeping.** | | General standard of housekeeping observed was good, however all staff should be reminded of the need to keep escape routes clear of any combustible materials or other hazards. |  |  | |
| **Fire action policy.** | | A copy of the fire action policy has been placed with in the fire risk assessment.  Fire action policy should include the duties and any specific responsibilities of appointed fire wardens/managers who may use the site. |  |  | |
| **Flammable substances.** | | When not being used, flammable substances should be stored in suitable fire resisting cabinets, appropriately signed and kept locked shut. |  |  | |
| **Hazardous Materials.** | | Asbestos surveys to existing buildings have been undertaken with all risks being identified.  Any hazardous recycling materials such as waste oils, batteries etc are separated and appropriately stored. |  |  | |
| **Records of inspecting fire doors, fire alarm, emergency lighting, escape routes and training.** | | Good evidence is available to the testing and maintenance of fire safety equipment. |  |  | |
| **Covid-19.** | | At the time of my site visit strict control procedures were in place allowing access to the site, in line with current Governments and health organisation policies.  This involves some staff working from home and limiting the number of members of the public on site at any one time.  These measures have not impacted on the means of escape from the building. |  |  | |
| **P1** | Serious defect, non-compliance or contravention requiring action as soon as is practicable. | | | |
| **P2** | Defect, non-compliance or contravention requiring action with minimum of delay. | | | |
| **P3** | Either a low risk non-compliance or strong recommendation which requires consideration. | | | |
| **P4** | Recommendation only. | | | |