

Annex A (informative)

Model pro-forma for documentation of the fire risk assessment

A.1 This annex contains a model pro-forma for documentation of a fire risk assessment in England and Wales. If the pro-forma is completed by a competent person, the format and scope of the fire risk assessment will be suitable and sufficient to satisfy the recommendations of this PAS. Modifications to this format will be necessary in the case of premises in multiple occupation, for which information about the building and about the premises of the occupier, for whom the fire risk assessment is being carried out, both need to be recorded.

NOTE Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There remains debate as to the legal interpretation of what constitutes the significant findings of a fire risk assessment. However, the format of the pro-forma contained in this annex, being part of a BSI PAS, is considered by the Chief Fire Officers' Association to be one suitable format for recording the significant findings of a suitable and sufficient fire risk assessment, although many other formats would also be acceptable.

A.2 The format of a documented fire risk assessment may vary from that shown in this annex, provided that the recommendations of each clause of this PAS are satisfied. For example, in the case of means of escape, compliance with Annex C necessitates that the key factors in Table C.1 are explicitly addressed in the documented fire risk assessment, but not all the specific issues shown in Table C.1 and in the pro-forma contained in this annex need necessarily be included in all documented fire risk assessments conforming to the recommendations of this PAS, as they might not all constitute "significant findings". It is, however, necessary for compliance with this PAS, that the specific issues have, at least, been considered by the fire risk assessor while carrying out the fire risk assessment.

A.3 Equally, the prompt-list of fire hazards shown in the pro-forma may be expanded. This might be appropriate, for example, if there are significant fire hazards for which no headings are included in the pro-forma.

A.4 Where description of any fire hazards or fire precautions is considered appropriate, this can be recorded under the relevant "Comments" heading in the pro-forma. The comments sections can also be used to set out justification for acceptance of standards of any fire protection measures that depart significantly from a prescriptive norm (see **9.2**).

A.5 While it might not be essential to record further information in every comments section, care needs to be taken to ensure that the pro-forma does not become a mere tick-list with inadequate supporting information. Such a fire risk assessment is unlikely to satisfy fire safety legislation, nor would it conform to the recommendations of this PAS.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises: [REDACTED]

Address of premises: Combe Haven Holiday Park
Harley Chute Road
St Leonards on Sea
Hastings

Person(s) consulted: General Manager and Park Safety Administrator

Assessor: [REDACTED]

Date of fire risk assessment: February 2015

Date of previous fire risk assessment: August 2011

Suggested date for review¹): Periodically risk pending, when circumstances dictate i.e. due to change in conditions, fire loss is experienced or as advised by the H&S Team

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, 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.

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

GENERAL INFORMATION

1. THE PREMISES

1.2	Approximate floor area:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">m² per floor = N/A</td> </tr> <tr> <td style="padding: 2px;">m² gross = N/A</td> </tr> <tr> <td style="padding: 2px;">m² on ground floor = N/A</td> </tr> </table>	m ² per floor = N/A	m ² gross = N/A	m ² on ground floor = N/A
m ² per floor = N/A					
m ² gross = N/A					
m ² on ground floor = N/A					
1.3	Brief details of construction:	Static holiday caravans all made of aluminium or other materials with similar fire performance properties			
1.4	Use of premises:				
		Accommodation in the form of Holiday caravans varying in size and occupancy numbers			

2. THE OCCUPANTS

2.1	Approximate maximum number:	Various berths for caravans in use 2, 3, 4 bedroom
2.2	Approximate number of employees at any one time:	N/A
2.3	Maximum number of members of public at any one time:	Varied week on week

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	Varied week on week
3.2	Disabled occupants:	Varied
3.3	Occupants in remote areas and lone workers:	Nil at time of assessment
3.4	Young persons:	Varied
3.5	Others:	N/A

4. FIRE LOSS EXPERIENCE

None recorded between the periods 2011 (previous FRA) and 2015

5. OTHER RELEVANT INFORMATION

The site is licensed by the Local Authority under the Caravan Sites and Control of Development Act, 1960.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Caravan Sites and Control of Development Act, 1960
Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Local Authority Environmental Health – Hastings Borough
Sussex Fire and Rescue Service

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

None

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

Local Authority District Council – Hastings Borough

6.5 Comments:

Nil

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

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

7.2 More specifically:

Fixed installation periodically inspected and Yes No

Portable appliance testing carried out? Yes No

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

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:

The installed electrical network is capable of meeting safely all reasonable demand of caravans and site facilities. The network is designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements. Such works are carried out by a Company appointed competent person fully conversant with the appropriate statutory requirements.

Portable appliance testing is carried out prior to hire fleet being occupied. Sub-let units must as part of the letting agreement ensure appliances are tested prior to occupation.

8. SMOKING

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

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to Yes No

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

8.3 Comments and hazards observed:

Smoking is prohibited in all hire and sub-let units. Owner units are exempt, smoking is permitted.

9. **ARSON**

9.1 Does basic security against arson by outsiders appear reasonable? 2) Yes No

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

9.3 Comments and hazards observed:

Site benefits from good security arrangements; Security personnel monitor vulnerable areas of the site such as side gates and boundaries by use of CCTV and regular patrols

All staff are reminded to report any unsuitable, suspicious behaviour they see whilst moving around site and carrying out their duties. It is further recommended that regular updates are provided to the Management and Security teams with regards to those staff disciplined and or dismissed to ensure monitoring of behaviour and exclusion back on site is consistent.

10. **PORTABLE HEATERS AND HEATING INSTALLATIONS**

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

10.2 If portable heaters are used:
Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? N/A Yes No

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

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

10.4 Comments and hazards observed:

All units are subject to Landlord Gas Safety Inspections and records are held on site accordingly. Portable heaters are available for hire and are of the convection type. It is recommended a gradual replacement programme for oil-filled portable heaters is instigated.

11. **COOKING**

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

11.2 More specifically:
Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? Yes No

11.3 Comments and hazards observed:

All units are certified to testing and maintenance regimes. All units are provided with 1kg dry powder extinguisher

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

12. **LIGHTNING**

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

12.2 Comments and deficiencies observed:

N/A

13. **HOUSEKEEPING**

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:
Combustible materials appear to be separated from ignition sources? Yes No

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

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and hazards observed:

At the time of assessment all communal refuse bins were being housed within properly constructed bin stores away from caravan units. All waste was seen to be adequately controlled with no excessive build up.

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

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

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

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

14.4 Comments:

Stringent controls taken from the Company H&S Policy for Control of Contractors applies to any contract works undertaken on site. *For further guidance on Control of Contractors refer to the Company Policy on such subject*

15. **DANGEROUS SUBSTANCES**

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

15.2 Comments:

All gas installations and the storage of supplies meet current statutory requirements and relevant codes of practice.

All units' under-go Landlord Gas Safety Inspections carried out by Gas Safe registered Engineers. All records of Engineers are held with the Park Safety Administrator (PSA) for reference and audit by internal and external Regulatory Authorities.

Site should consider the installation of a small gas bottle cage located in a secure area in open air for the storage and retrieval of Butane gas used for BBQ's. Prior to the installation of such cage agreement with the H&S Regional Manager should be sought with regards to suitable location

16. **OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**

16.1 Hazards:

Flammable liquids/solvents etc. used by site for grass cutting and maintenance duties

BBQs currently permitted on site are to be used in a controlled manor. All BBQs to be placed on a hard standing or sufficiently and suitably raised from the grass areas when in use.

16.2 Comments and deficiencies observed:

All flammable liquids/solvents etc. used by site for grass cutting and maintenance at the time of inspection were seen to be controlled and stored appropriately

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

- 17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes No
- 17.2 More specifically:
- Adequate design of escape routes? Yes No
- Adequate provision of exits? Yes No
- Exits easily and immediately openable where necessary? Yes No
- Fire exits open in direction of escape where necessary? Yes No
- Avoidance of sliding or revolving doors as fire exits where necessary? Yes No
- Satisfactory means for securing exits? Yes No
- Reasonable distances of travel:
- Where there is a single direction of travel? Yes No
- Where there are alternative means of escape? Yes No
- Suitable protection of escape routes? Yes No
- Suitable fire precautions for all inner rooms? Yes No
- Escape routes unobstructed? Yes No
- 17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes No

17.4 Comments and deficiencies observed:

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there should be a clear distance of 3.5m between them and such items should not face each other in any space. Checks and rectification should be carried out by site to ensure the above requirement and company policy on verandahs are met for all units concerned. Of the units checked, one was seen to be breaching the spacing requirement.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³). Yes No

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

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ³), ⁴) N/A Yes No

18.3 Comments and deficiencies observed:

Certain owner and sub-let units are using small plastic storage boxes. These items if not of the approved type present a combustible fire loading which could lead to subsequent fire spread to the caravan unit. Where deemed necessary any non-approved boxes should be replaced with the approved type that are constructed of non-combustible materials including a non-combustible roof, checks should be carried out to ensure sufficient space is maintained around each unit as so not to prejudice the means of escape in case of fire.

Whilst none noted, site should be aware of storage units positioned under the caravan window. Careful consideration should be given to the location of the storage units to prevent possible fire spread to the accommodation.

The spaces across the hard standings and directly underneath the units should be kept fire sterile at all times and must not be used for storage. Regular inspections should be carried out by a competent member of staff to ensure the above is applied and suitably monitored. At the time of inspection the above requirement had been met.

At the time of inspection a small number of units were affected by tree/bush growth. Long grass, tree over-hang and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans. Any such cuttings should be removed from the vicinity of caravans.

In areas across the park the spacing between caravans breach the Model Standards 1989: Holiday Caravan Sites. The minimum spacing between units with similar fire performance properties should be not less than 5 metres between units and 3.5 metres corner to corner. Eaves, drainpipes and bay windows may extend in to the 5 metre spacing provided that the total distance between the extremities of the two adjacent units is not less than 4.5 metres. The areas of concern are as follows; Harley Mead, Sunset View, Hillside, Reeds Wood Close, Lower, Woodside, Valley Way, Woodside and Saxon Court.

Whilst there is a planned re-development of pitches across the site in place, no date has yet been given to a start date. Prior to the re-development, a programme is currently in place to rectify the spacing issues highlighted by a recent visit to site by the Local Authority (Hastings Borough). Site are utilising the ground around the units along with the smaller fleet vans. Each week units in the affected areas will be re-distributed and/or relocated to allow for smaller units to be installed. The programme is set to last for 6 weeks for those most affected by spacing; Furthermore, each weekly moving and siting job sheet will incorporate those that are marginally still breaching the requirements ensuring that over Season 2015 all affected units will have been addressed.

18.3 Comments and deficiencies observed:

Restrictions are now in place for the size of caravan units in the densely populated areas to prevent spacing distance being breached. All sales and pitch locations have to be agreed by the General Manager.

Only one car may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces are provided for the occupants. However this parking is restricted to one vehicle. The above standard should continue to be applied and monitored by site ensuring such parking does not compromise the safety of occupants.

19. **EMERGENCY ESCAPE LIGHTING**

19.1 Reasonable standard of emergency escape lighting system provided? 5) Yes No

19.2 Comments and deficiencies observed:

There are no provisions for escape lighting for caravan units. However, all roads, footpaths/routes etc. are suitably lit taking into account the needs and characteristics of the Site. Regular checks and inspection are carried out ensuring the lighting is maintained and remain illuminated during hours of darkness.

20. **FIRE SAFETY SIGNS AND NOTICES**

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

20.2 Comments and deficiencies observed:

Clearly written and conspicuous notices shall be provided and maintained at each fire point to indicate the action to be taken in case of fire. A programme of replacement is in place with a provider to ensure that all signage seen to be sun-bleached, ripped/damaged should be replaced. The notices' should be completed where areas of the notices requires completed i.e. assembly point, emergency number etc.

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

21.1 Reasonable manually operated electrical fire alarm system provided? 6) Yes No

21.2 Automatic fire detection provided? Yes Yes (throug (part of No
hout building

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No

21.4 Remote transmission of alarm signals? Yes No

21.5 Comments and deficiencies observed:

All caravan units should be provided with suitable automatic fire detection and alarm systems conforming to BS 5839 part 6. A policy is in place where upon the detection is tested (batteries replaced as necessary) by Housekeeping team on a weekly basis. A means of raising the alarm in the event of fire has been provided at each fire point.

6) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22. **MANUAL FIRE EXTINGUISHING APPLIANCES**

- 22.1 Reasonable provision of portable fire extinguishers? Yes No
- 22.2 Hose reels provided? Yes No
- 22.3 Are all fire extinguishing appliances readily accessible? Yes No

22.4 Comments and deficiencies observed:

Checks should be carried out to ensure all of the existing fire points are established so that no caravan or site building is more than 30 metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

At the time of inspection the hose reels checked were in good working order. Site has a rolling programme in place with a provider to ensure all damaged/poor operable hose reels are replaced. Upon replacement the below recommendation should be met.

Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes should be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses should be housed in a red box marked "HOSE REEL". All of the above was seen to be correct at the time of inspection.

Where it is established water pressure or flow is insufficient, each fire point should be provided with water extinguishers (2 x 9 litres). The site had no reports of low or insufficient pressure and at the time of inspection fire points were facilitated with hose reels. Additional fire points with fire extinguisher provision have been provided intermittently to hose reels in areas where density has been breached. Whilst speed and sustained weight of attack to any fire on site is paramount and can be achieved with hose reel provision, the additional extinguisher points are provided for ease of access and rapid knock down where possible.

24. **OTHER RELEVANT (7) FIXED SYSTEMS AND EQUIPMENT**

24.1 Type of fixed system:

Fire hydrants

24.2 Comments:

Access to hydrants and other water supplies should not be obstructed or obscured

- 24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc. N/A Yes No

24.4 Comments:

Nil

7) Relevant to life safety and this risk assessment (as opposed purely to property protection).

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: 8)

Site General Manager and subordinate employees

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

Yes No

Comments:

Bourne Leisure Ltd and associated consultancies

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

All appropriate fire procedures are monitored and reviewed as per the company Fire Strategy based on the guidelines of PAS911 for the formulation and framework of a fire strategy. The Fire Strategy has been endorsed by Bourne Leisure's Primary Authority; Devon & Somerset Fire & Rescue Service along with the company's insurers and brokers.

25.4 Appropriate fire procedures in place? Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

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

The standard fire action notices signed at fire points across site indicate the need to evacuate the affected unit, raise the alarm and call Reception who will co-ordinate a suitable response.

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

Comments:

Nominated Personnel who are currently trained to fire warden level should continue to receive refresher training at suitable intervals. Such refresher training should include the awareness of inherent risk of fire spread to adjacent units, use of the fire fighting equipment to ensure a sustained attack of a fire to prevent subsequent fire spread to other units and all other training aspects required by the Regulatory Reform (Fire Safety) Order 2005 for meeting the standards of fire warden. At the time of inspection refresher training had been arranged.

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

Comments:

The above fire wardens' course for which a select number of employees have attended should cover the needs to assist with the disability during evacuation. Confirmation should be sought from the training provider to detail the content of the course to ensure assisting the disabled is covered.

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

Comments:

Regular liaison with the local Fire & Rescue Service takes place. Regular visits are carried out to the site by the local Fire Station operational crews with their fire appliances and equipment in order to carry out inspections and collate information for the formulation of IRMPs and to ensure all fire safety arrangements are in order and to ensure emergency vehicle routes with the site are suitable and kept clear of obstructions.

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

Comments:

Routine in-house inspections on fire precautions are carried out to ensure audibility of alarms, signage and extinguishing media are all present, in-tact and operable without defect. All defects should be reported with recommendations completed in an agreed and prompt timescale.

26. **TRAINING AND DRILLS**

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

Comments:

Company induction on fire safety is mandatory, further advance training is provided to those delegated to be Fire Wardens

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

Comments:

Seasonal to coincide with the operation of the site

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

Fire risks in the premises? Yes No

The fire safety measures in the building? Yes No

Action in the event of fire? Yes No

Action on hearing the fire alarm signal? Yes No

Method of operation of manual call points? Yes No

Location and use of fire extinguishers? Yes No

Means for summoning the fire and rescue Yes No

Identity of persons nominated to assist with evacuation? Yes No

Identity of persons nominated to use fire extinguishing appliances? Yes No

Comments:

None

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

Refer to 25.5

26.5 Are fire drills carried out at appropriate intervals? Yes No

Comments:

Consideration should be given to a joint "table top" exercise for site evacuation in conjunction with the Fire & Rescue Service in order to pre-plan for an unlikely event such as fire or flood affecting more than one area of the site

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

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments:

Refer to 14.4

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? N/A Yes No

Comments and deficiencies observed:

N/A

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

Comments and deficiencies observed:

Refer to 21.5

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

Comments and deficiencies observed:

N/A

27.4 Annual maintenance of fire extinguishing appliances? Yes No

Comments and deficiencies observed:

Hentland Fire & Security conduct all service and replacement criteria

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

Comments and deficiencies observed:

N/A

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

Comments and deficiencies observed:

N/A

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

Comments and deficiencies observed:

N/A

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

Comments:

N/A

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

Comments:

N/A

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

Comments:

N/A

27.11 Other relevant inspections or tests:

None

Comments:

None

28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

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

28.2 Comments:

All records of test and training are and should continue to be available for inspection by internal and external authorities at all times

29.0 FIRE DEVELOPMENT:

	<p>fire development (brief description): Having regard to information contained in the relevant sections of this assessment describe the most likely worst case scenario fire situation to be encountered, to include details/reasoning of estimated fire development (heat and smoke) to the safety of the occupants and occupant characteristics (time-v-tenability)</p> <p>The worst case scenario would be a fire within a unit caused by an electrical fault, smoking (owner unit), naked flame (candles) or cooking etc... The fire would be quickly detected by a person shouting "FIRE" and or by the automatic fire alarm system.</p> <p>The unit would be evacuated quickly via the escape route provided and the alarm raised accordingly. A call via the 999 system using the designated telephone provided on site or an available mobile phone would be made to the Fire & Rescue Service. The fire would possibly be tackled by the occupiers of the unit using the extinguishing media present in the caravan and the suitably trained staff on site only if safe to do so using the hose reel provision from the fire points available.</p> <p>The adjacent units would be immediately evacuated by the occupier of the unit involved and this would be confirmed / carried out by site staff responding and a sustained attack on the fire using the hose reels and fire extinguishers provided for the site would assist in the prevention of fire spread to other units.</p> <p>Staff would direct persons to a pre-determined fire assembly point situated safely away from the unit involved and a role call will be carried out.</p> <p>On arrival the Officer in charge of the first attendance of the Fire and Rescue Service would be briefed regarding the situation.</p>
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30.0 CONCLUSIONS:

	<p>In conclusion to the above report a number of issues relating to fire safety was identified. Such issues should be completed using the action log attached to this report.</p>
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FIRE RISK ASSESSMENT

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

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

Low Medium High

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

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

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight harm Moderate harm Extreme harm

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

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

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

None

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:

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

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

ACTION PLAN

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

Trivial

Tolerable

	Action Required	Priority (where applicable)	Action by whom	Date action taken
Electrical ignition	Portable appliance testing is carried out prior to hire fleet being occupied. Sub-let units must as part of the letting agreement ensure appliances are tested prior to occupation.	Prior to let		
Arson	All staff are reminded to report any unsuitable, suspicious behaviour they see whilst moving around site and carrying out their duties. It is further recommended that regular updates are provided to the Management and Security teams with regards to those staff disciplined and or dismissed to ensure monitoring of behaviour and exclusion back on site is consistent.	On-going		
Dangerous substances	Site should consider the installation of a small gas bottle cage located in a secure area in open air for the storage and retrieval of Butane gas used for BBQ's. Prior to the installation of such cage agreement with the H&S Regional Manager should be sought with regards to suitable location	Prior to season 2015		
Means of escape	Where there are ramps for the disabled, verandahs and stairs extending from the unit, there should be a clear distance of 3.5m between them and such items should not face each other in any space. Checks and rectification should be carried out by site to ensure the above requirement and company policy on verandahs are met for all units concerned. Of the units checked, one was seen to be breaching the spacing requirement.	Prior to season 2015		

ACTION PLAN

	Action Required	Priority (where applicable)	Action by whom	Date action taken
Measures to limit fire spread	Certain owner and sub-let units are using small plastic storage boxes. These items if not of the approved type present a combustible fire loading which could lead to subsequent fire spread to the caravan unit. Where deemed necessary any non-approved boxes should be replaced with the approved type that are constructed of non-combustible materials including a non-combustible roof, checks should be carried out to ensure sufficient space is maintained around each unit as so not to prejudice the means of escape in case of fire.	On-going		
Measures to limit fire spread	Whilst none noted, site should be aware of storage units positioned under the caravan window. Careful consideration should be given to the location of the storage units to prevent possible fire spread to the accommodation.	On-going		
Measures to limit fire spread	The spaces across the hard standings and directly underneath the units should be kept fire sterile at all times and must not be used for storage. Regular inspections should be carried out by a competent member of staff to ensure the above is applied and suitably monitored. At the time of inspection the above requirement had been met.	On-going		
Safety signs and notices	Clearly written and conspicuous notices shall be provided and maintained at each fire point to indicate the action to be taken in case of fire. A programme of replacement is in place with a provider to ensure that all signage seen to be sun-bleached, ripped/damaged should be replaced. The notices' should be completed where areas of the notices requires completed i.e. assembly point, emergency number etc.	Prior to season 2015		
Manual fire extinguishing appliances	The site had no reports of low or insufficient pressure and at the time of inspection fire points were facilitated with hose reels. Additional fire points with fire extinguisher provision have been provided intermittently to hose reels in areas where density has been breached. Whilst speed and sustained weight of attack to any fire on site is paramount and can be achieved with hose reel provision, the additional extinguisher points are provided for ease of access and rapid knock down where possible	Prior to season 2015		
Training and drills	Consideration should be given to a joint "table top" exercise for site evacuation in conjunction with the Fire & Rescue Service in order to pre-plan for an unlikely event such as fire or flood affecting more than one area of the site	-		