

Regulatory Reform (Fire Safety) Order 2005

Lawton Hall, Lawton Hall Estate, Lawton Hall Drive,
Church Lawton, Cheshire, ST7 3ET.

Lawton Hall – Communal Entrance

Fire Risk Assessment

September 2020



Assessment visit(s) carried out on 13th August 2020 by:

Safety Assessment Solutions Ltd.

Date of Report: 10th September 2020

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Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment Report

Lawton Hall
Lawton Hall Estate
Lawton Hall Drive
Church Lawton
Cheshire
ST7 3ET

Date(s) of Risk Assessment: 13th August 2020

Name of Responsible Person: Mr S Channon

Position of Responsible Person: Director, on behalf of Lawton Hall Management Limited.

Date of Report: 10th September 2020

Risk Assessment carried out by: Paul Longmore BSc, MIFireE, Tech IOSH
Safety Assessment Solutions Ltd.

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Section 1 - Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into force on 1st October 2006. This legislation consolidated the prevailing fire safety legislation into one set of regulations with the majority of the existing legislation repealed or replaced.

The RRO requires the identification of the 'Responsible Person' for all premises and introduced new duties on employers, occupiers and premises owners. These duties were based on the existing fire safety measures and no organisation should find the requirements particularly onerous if they have been complying with the previous legal duties to implement and manage fire safety.

The key duties imposed are:

- The nomination of a responsible person as defined by the RRO
- Appointment of a competent person
- To undertake a fire risk assessment of the premises and work procedures
- Implementation of fire precautions
- Ensuring employees are trained in fire safety matters
- Ensuring the maintenance of fire protection measures
- Development of an emergency plan
- Minimising fire hazards
- Implementation of control procedures
- Consideration of the specific measures required to ensure the safety of persons with specific needs and young people
- Co-operation with other responsible persons in shared premises

The most significant duty is to undertake a fire risk assessment of the premises or work procedures where there may be a risk to the safety of persons from fire. This risk assessment has been completed as required by the Regulatory Reform (Fire Safety) Order 2005.

It consists of a structured and systematic examination of the workplace to identify the hazards from fire and the control measures implemented to reduce the risks to life safety. Any recommendations that may be required to further reduce the risks associated with fire are detailed in Section 8, together with an action plan for their implementation.

This fire risk assessment was carried out by Safety Assessment Solutions Ltd., on behalf of the Lawton Hall Management Limited on 13th August 2020. A fire risk assessment is a dynamic process and fire safety matters must be considered in all day to day activities. This fire risk assessment must be reviewed when there is any significant change to the conditions or activities that take place in the area(s) assessed. This may include:

- If there is reason to suspect that the risk assessment is no longer valid.
- Alterations to the premises, including internal layout.
- Substantial changes to furniture and fixings.
- The introduction, change of use or increase in the storage of hazardous substances.

- A real fire occurrence or the failure of any fire precautions such as; fire detection and alarm systems, sprinkler systems or ventilation systems or fire compartmentation.
- Significant changes to the quantities, type or method of storage of goods or materials.
- The presence of people with some form of disability on the premises, where previously they have not been considered in the risk assessment.

The potential risk of any significant change should always be considered before it is introduced. The list above is not exhaustive; however, it can be utilised as a reasonable guide. For example, it would be more effective to minimise risk by ensuring adequate appropriate storage space is available before introducing new stock into the premises.

Amendments should not be made to the risk assessment for every trivial change, but if a change introduces new hazards, this must be considered and if the hazards are significant, appropriate control measures should be implemented to keep the risks under control. The risk assessment should be continually reviewed to ensure that the precautions remain effective.

Should a fire or 'near-miss' incident that could lead to a fire occur, this could indicate that the existing risk assessment may be inadequate and that a re-assessment of the risks should take place. It is good practice to identify the cause of any incident and if necessary, revise the fire risk assessment in light of any new information or findings.

Good management of fire safety will help to ensure that any fire safety matters are always effectively addressed. In smaller organisations this can often be achieved by the manager or owner, planning and maintaining fire safety in conjunction with general health and safety in the premises.

In larger premises it is good practice for a senior manager to have overall responsibility for fire safety. In smaller premises it may be appropriate for this responsibility to be placed with the manager designated with overall responsibility for health and safety.

This fire risk assessment has been carried out in order to establish the level of compliance or non-compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRO). Where non-compliance has been identified, the Responsible Person is required to take the necessary actions to remove or reduce the fire risk to relevant persons on the premises. This report does not address the risk to property losses or business continuity from fire; it is only concerned with the risk to life from fire hazards.

The submission of this report constitutes neither a warranty of future results by Safety Assessment Solutions Ltd. nor an assurance against fire or fire risk. The report represents only the best judgement of the consultant involved in its preparation and is based, in part, on information provided by others, including employees and management representatives. No liability whatsoever is accepted for the accuracy of such information or any omissions of information that may have been available but not made available for inclusion or consideration. The Responsible Person, having control over the premises, remains liable for its use and the implementation of the necessary actions identified in this fire risk assessment, together with the ongoing management of all fire safety policies, procedures and equipment.

This fire risk assessment is prepared pursuant to my knowledge of the premises as disclosed to the risk assessor by the occupier, and following an inspection. The working of equipment not specifically checked by the risk assessor as it is outside of the risk assessor's knowledge and control. The risk assessment only identifies those areas of risk apparent at the date(s) of inspection in relation to the risks relating to fire and is based on visual observation only with no verification of full compliance with any relevant British or European Standard carried out.

No structural survey has been carried out as part of this fire risk assessment and fire compartmentation was based on visual inspection of readily accessible areas only, with a degree of sampling where appropriate.

This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority.

Any sample policies or procedures drafted by Safety Assessment Solutions Ltd. are provided purely as goodwill information. Implementation of all fire safety and related policies and procedures remains the sole responsibility of the Responsible Person.

The completion of any actions identified in the fire risk assessment Significant Findings or Action Plan remains the sole responsibility of the Responsible Person.

The Responsible Person is responsible for the undertaking of all regular and periodic testing of fire safety control measures, training and evacuation drills.

Alterations Notices

Where an 'Alterations Notice' has been served, it should be checked to see if the enforcing authority requires notification of any changes which have been proposed as a result of this fire risk assessment. If the changes involve building work, a Building Control authority should be consulted.

Section 2 - Policy Statement

Mr S. Channon, Director, on behalf of Lawton Hall Management Limited, is deemed to be the Responsible Person for fire safety under the Regulatory Reform (Fire Safety) Order 2005 (RRO), and has, as part of that responsibility, reviewed the existing fire safety arrangements on the premises and will be implementing any necessary improvements and changes to comply with the RRO.

The premises will have documented records of the significant findings, emergency action plan and fire safety management policy together with the fire risk assessments. The plans and risk assessments must be communicated to all relevant persons* who enter the premises. The dissemination of information to contractors will be the responsibility of the premise's management.

The fire risk assessment shall be formally reviewed annually by a competent person and where necessary, amendments and improvements will be made and recommendations will be communicated to all relevant persons. Any relevant reports and guidance received from other parties such as specialist insurers or equipment specialists will be considered when evaluating the fire risk in the premises.

[* A relevant person is any person who is lawfully allowed to access the premises/site in question.]

Section 4 - Premises Details

1. Name and Address of Premises: Lawton Hall, Lawton Hall Estate, Lawton Hall Drive, Church Lawton, Cheshire, ST7 3ET.
2. Specific Area(s) of Assessment: Communal Entrance Area for Apartments 4, 8 and 9.
3. Use of Premises: Residential access
4. Responsible Person(s): Mr S. Channon, Director, on behalf of Lawton Hall Management Limited.
5. Competent Person(s): Safety Assessment Solutions Ltd. has been appointed to act as the competent person for Lawton Hall Management Limited, for the purposes of this fire risk assessment.
6. Brief Description of Premises:

The premises is part two storey and part three storey and is of traditional construction with brick walls and timber floors with a timber and slate roof (see photograph 1). The overall building dimensions are approximately 60 m x 15 m.

This fire risk assessment covers only the communal entrance area to apartments 4, 8 and 9.
7. General Layout / Number of Floors:

The premises are laid out as individual private apartments. Apartments 4, 8 and 9 are accessed via a communal entrance. All other apartments in the premises have their own dedicated access points.
8. Numbers of Persons at Risk in whole of premises:

Maximum number of day-time staff:	0
Maximum number of residents	7
Maximum number of visitors (approx):	0
Maximum number of disabled persons:	0
Maximum number of young persons:	1
9. Existing Fire Protection Arrangements:

Automatic fire detection and emergency escape lighting is provided in the communal entrance area. Each apartment is fitted with its own mains-powered smoke detectors.

An internal wooden staircase provides the only access and exit from apartments 8 and 9, via the communal entrance (see photograph 2).

Apartment 4 has ground floor access to the communal entrance and a separate entrance/exit at the rear to outside.

Fire resisting doors are fitted to each apartment with access to the communal entrance.

A fire resisting door is fitted to the electric intake room, located off the communal entrance, to protect the staircase escape route.

The fire assembly point is located adjacent to the grassed area opposite the communal entrance.

Section 5 - Executive Summary

A Fire Risk Assessment, in accordance with British Standards guidance PAS 79:2012 has been completed, which looks in detail at the individual aspects of all fire safety measures. The fire risk assessment examines individual areas of fire safety for compliance and non-compliance and compliments the findings of the fire safety audit to identify the significant findings as required by the RRO. **Nine** significant findings are itemised in Section 7 of this report.

In carrying out the fire risk assessment, due cognisance of the relevant Articles of the Regulatory Reform (Fire Safety) Order 2005 (RRO) (see Appendix 3) has been made to identify any areas where improvement is needed to ensure compliance with the Order.

Section 8 develops the risk assessment and significant findings into recommendations and a prioritised action plan of those items which require attention to achieve compliance with the duties and responsibilities placed upon the responsible person by the RRO. The action plan details actions with timescales as follows:

- 5 actions requiring initiation within 1 week of date of report
- 2 actions requiring initiation within 1 month of date of report
- 1 actions requiring initiation within 3 months of date of report
- 1 action requiring initiation within 12 months of date of report
- 5 actions given as Goodwill Advice in the Interests of Fire Safety

It should be noted that the above timescales should not be exceeded without good reason(s) and should be considered as maximums in each case.

The most significant actions required are:

-  If activation of any of the existing smoke detectors does not raise the alarm in all relevant areas, consideration should be given to replacing all detectors in the communal entrance and apartments 4, 8 and 9 with Wi-Fi enabled detectors that 'communicate' with each other to sound a general alarm.
-  All fire resisting doors opening into the communal entrance area should be fitted with smoke stop seals in addition to the existing intumescent strips.
-  The electric intake room adjacent to the communal entrance, should be kept clear of combustible materials at all times.

The fire risk assessment should be subject to a regular review as an ongoing management process. **A further review should take place after a period not exceeding 24 months.**

Thereafter, and subject to an assessment of the risks, the fire risk assessment should be reviewed at periods not exceeding 12 months or when significant changes to work activities or conditions are planned or occur, including:

- If there is reason to suspect that the risk assessment is no longer valid.
- Alterations to the premises, including internal layout.
- Substantial changes to furniture and fixings.
- The introduction, change of use or increase in the storage of hazardous substances.
- A real fire occurrence or the failure of any fire precautions such as; fire detection and alarm systems, sprinkler systems or ventilation systems or fire compartmentation.
- Significant changes to the quantities, type or method of storage of goods or materials.
- The presence of people with some form of disability on the premises, where previously they have not been considered in the risk assessment.

Section 6 - Fire Risk Assessment

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person(s) (e.g. employer) or person having control of the premises:

Mr S. Channon, Director, on behalf of Lawton Hall Management Limited.

Address of premises:

Lawton Hall, Lawton Hall Estate, Lawton Hall Drive, Church Lawton, Cheshire, ST7 3ET.

Assessor:

Paul Longmore BSc, MIFireE, Tech IOSH

Date of fire risk assessment visit(s):

13th August 2020

Date of previous fire risk assessment:

None

Suggested date for review¹⁾:

September 2022

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.

Date

10th September 2020

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

- 1.1 Number of floors:
- 1.2 Approximate floor area: m² ground floor
 m² Communal Entrance Area

1.3 Brief details of construction

The premises is part two storey and part three storey and is of traditional construction with brick walls and timber floors with a timber and slate roof (see photograph 1). The overall building dimensions are approximately 60 m x 15 m.

This fire risk assessment covers only the communal entrance area to apartments 4, 8 and 9.

1.4 Use of premises

Residential access.

2. THE OCCUPANTS

- 2.1 Approximate maximum number:
- 2.2 Approximate number of employees at any one time:
- 2.3 Maximum number of members of public at any one time:
- 2.4 Associated times/hours of occupation:

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants:
- 3.2 Disabled Visitors:
- 3.3 Occupants in remote areas and lone workers:
- 3.4 Young persons:
- 3.5 Others:

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

None.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Cheshire Fire and Rescue Authority

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

None

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

N/A

6.5 Comments:

Lawton Hall Management Limited is committed towards complete compliance with the Regulatory Reform (Fire Safety) Order 2005 and has the necessary plans and resources to do so.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

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

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? NA Yes No

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

Suitable limitation of trailing leads and adapters? NA Yes No

Comments:

The fixed electrical installation was last inspected and tested in July 2018 by Jonathan Land Electrical. During the inspection four 'Potentially Dangerous' faults were identified. Two faults were rectified at the time of the inspection and the remaining two faults were repaired in January 2019.

There is no portable electrical equipment controlled by Lawton Hall Management Limited in use in the communal entrance area.

However, residents, visitors and contractors should be prevented from using their own personal or business electrical equipment in the communal entrance and associated areas unless it has been subjected to regular portable appliance testing.

8. SMOKING

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

8.2 More specifically:

Smoking prohibited on the premises? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

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

Comments:

Residency agreements contain clauses preventing smoking in the communal entrance areas.

9. ARSON

9.1 Does basic security against arson by outsiders seem 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

Comments:

The Lawton Hall Estate is protected by electronically controlled access gates.

The external waste containers are kept away from the building in a compound area.

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.

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

Comments:

There is no heating equipment installed in the communal entrance area and portable appliances are not in use.

In the event of portable heating appliances being required in the future, only oil-filled electric heaters should be used.

11. COOKING

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

11.2 More specifically:

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

Suitable extinguishing appliances available? N/A Yes No

Comments:

There are no cooking facilities in the communal entrance area.

12. LIGHTNING

- 12.1 Does the building have a lightning protection system? N/A Yes No

Comments:

The premises is not fitted with a lightning protection system.

13. HOUSEKEEPING

- 13.1 Is the standard of housekeeping adequate? N/A Yes No

13.2 More specifically:

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

Avoidance of unnecessary accumulation of combustible materials or waste? N/A Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? N/A Yes No

Comments:

The premises appear to be well maintained.

Combustible materials were found stored in the electric intake room adjacent to the communal entrance (see photograph 3). This area should be kept clear of combustible materials at all times.

It was observed that a metal ladder is also being stored in the electric intake room (see photograph 4). If alternative storage cannot be located, the ladder could be secured in place at the opposite end of the electric intake room from the switchgear.

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 precautions taken during "hot work", including use of hot work permits? N/A Yes No

Comments:

Contractors are managed by Lawton Hall Management Limited to ensure safe working practices are deployed. Appropriate policies are in place.

15. DANGEROUS SUBSTANCES

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? N/A Yes No

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

Comments:

There are no dangerous substances in the areas of the premises covered by this fire risk assessment.

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

16.1 Hazards:

None.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

- 17.1 It is considered that the premises are 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? N/A Yes No
- Satisfactory means for securing exits? Yes No
- Reasonable distances of travel:
- Where there is a single direction of travel? N/A Yes No
- Where there are alternative means of escape? N/A Yes No
- Suitable protection of escape routes? Yes No
- Suitable fire precautions for all inner rooms? N/A Yes No
- Escape routes unobstructed? Yes No
- 17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. N/A Yes No

Comments:

All fire resisting doors opening into the communal entrance area should be fitted with smoke stop seals in addition to the existing intumescent strips.

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

Comments:

Investigations to ensure that there are no voids or gaps where services pass behind the panelling in the electric intake room were not possible. Lawton Hall Management Limited and the occupants of apartments 4, 8 and 9 should be aware that any voids present would allow any fire in the intake room to spread to any adjacent apartment. Should any future works take place in the electric intake room require the removal of panelling, any voids or gaps identified should be infilled with fire resisting construction.

Consideration should be given to the installation of fire resisting letterboxes to apartment doors in order to restrict smoke and fire spread into the communal entrance.

³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment

19. EMERGENCY ESCAPE LIGHTING

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

Comments:

Escape lighting is provided in the communal entrance area. The area also benefits from 'borrowed' lighting from an external lamp adjacent to the entrance (see photograph 5).

⁵⁾ Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES

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

Comments:

No signage is required as the area is a communal entrance for private domestic apartments.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

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

21.2 Automatic fire detection provided? Yes Yes No
(throughout premises) (part of premises only)

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? N/A Yes No

Comments:

Smoke detection is provided in the communal entrance area and in each apartment. It is not clear whether the activation of any one smoke detector activates the sounders in all of the remaining detectors in the relevant apartments (4, 8 and 9).

If activation of any of the existing detectors does not raise the alarm in all relevant areas, consideration should be given to replacing all detectors in the communal entrance and apartments 4, 8 and 9 with Wi-Fi enabled detectors that 'communicate' with each other to sound a general alarm.

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? N/A Yes No

22.2 Hose reels provided? Yes No

22.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

Comments:

There is no requirement to provide firefighting equipment in a domestic situation. However, if there is a desire to do so, consideration should be given to the provision of a 6lt foam extinguisher and a 2kg carbon dioxide extinguisher adjacent to the main door of the communal entrance.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

None.

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

Firefighting water supplies are available from the Fish Pond lake on the Estate, however, consideration should be given to the installation of a private fire hydrant on the site to serve all properties on the Lawton Hall Estate.

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

Comments:

N/A

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: ⁷⁾

Mr S. Channon monitors fire safety arrangements for the communal entrance area on behalf of Lawton Hall Management Limited.

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes No

Comments:

Paul Longmore BSc., MIFireE, Tech IOSH, has been appointed as the competent person for the purposes of this fire risk assessment only and to assist with any necessary relevant actions identified in the Action Plan.

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

Comments:

There is no requirement to maintain records for domestic premises. However, it is recommended that records should be kept for the following inspections and tests:

- Weekly testing of the fire warning system
- Monthly testing of the emergency escape lights

25.4 Appropriate fire procedures in place? N/A 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? N/A Yes No

Are there suitable arrangements to meet the Fire and Rescue Service on arrival and provide relevant information relating to hazards to fire-fighters? N/A Yes No

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

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

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

Comments:

An emergency evacuation plan is in place for the premises.

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

Comments:

There is no requirement for residents to be trained in the use of firefighting equipment.

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

Comments:

There are no persons with disabilities living in the premises.

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

Comments:

The premises are unlikely to be considered by the Fire and Rescue Service as being large or complex and it is not likely that familiarisation visits under Section 7(2)(d) of the Fire and Rescue Services Act 2004 would be initiated by the Fire and Rescue Service.

However, consideration should be given to inviting the Fire and Rescue Service to carry out a familiarisation visit to the whole site in order to fully understand the risks present, site access requirements and the available water supplies.

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

Comments:

Smoke detectors should be tested weekly and emergency escape lights should be tested monthly.

⁷⁾ 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. Management responsibilities only extend to the areas under direct occupation.

26. TRAINING AND DRILLS

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

Comments:

There are no staff employed in the premises and there is no requirement to provide fire safety training for residents.

However, it is recommended that 'fire safety in the home' information is circulated to all residents.

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

Comments:

There are no staff employed in the premises and there is no requirement to provide fire safety training for residents.

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

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

Comments:

There are no staff employed in the premises and there is no requirement to provide fire safety training for residents.

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

Comments:

None.

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

Comments:

None.

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

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

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

Comments:

Contractors are managed by Lawton Hall Management Limited to ensure safe working practices are used.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes No

Comments:

The premises appear to be well maintained and housekeeping is of a good standard.

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

Comments:

The smoke detectors in the communal entrance area should be tested weekly and records maintained.

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

Comments:

The emergency escape lights in the communal entrance area should be tested monthly and records maintained.

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

Comments:

There is no requirement to provide firefighting equipment in a domestic situation. However, if there is a desire to do so, consideration should be given to the provision of a 6lt foam extinguisher and a 2kg carbon dioxide extinguisher adjacent to the main door of the communal entrance.

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

Comments:

There are no external fire escape staircases in the premises.

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

Comments:

There are no rising mains in the premises.

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

Comments:

There are no lifts in the premises.

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

Comments:

The premises are not fitted with a sprinkler system.

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

Comments:

The single entrance door to the communal entrance area is in daily use.

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

Comments:

The premises is not fitted with a lightning protection system.

27.11 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard? Yes No

Comments:

The premises are monitored by the management company and defects are addressed as necessary.

27.12 Other relevant inspections or tests:

None.

28. RECORDS

28.1 Appropriate records of:

Fire drills?	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Fire training?	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Fire alarm tests?	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Emergency escape lighting tests?	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Maintenance and testing of other fire protection systems?	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Comments:

Records of weekly tests for smoke detectors and monthly tests for emergency escape lighting should be kept.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator.

Likelihood of fire	Potential consequences 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 premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

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

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 that has been advocated 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 fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (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 recommendations, detailed in Section 8, should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial Tolerable

Section 7 - Significant Findings

No	Hazard	Control Measure	Are Controls Adequate?	People at Risk	Location
1	Fire Warning System	A fire detection system is installed to warn the occupants of a fire affecting means of escape from the premises.	No – Smoke detectors in the communal entrance area should be tested weekly and records kept.	All relevant people	Apartments 4, 8 and 9
2	Means of Escape in Case of Fire	A fire exit route and doors is provided through the communal entrance area which is maintained in effective condition at all times.	Yes – The escape route is provided with emergency escape lighting.	All relevant people	Apartments 4, 8 and 9
3	Emergency Escape Lighting	Escape lighting is provided in the premises to illuminate all escape routes.	No - The system should be checked monthly and records maintained.	All relevant people	Apartments 4, 8 and 9
4	Main Electrical Installation	The electrical installation is subject to periodic inspection.	Yes - The fixed electrical installation was last inspected and tested in July 2018 by Jonathan Land Electrical. All relevant defects identified during the inspection were rectified.	All relevant people	Apartments 4, 8 and 9
5	Fire Spread	Fire resisting doors are in place to protect the means of escape via the communal entrance area.	Yes – However, smoke stop seals should be installed on all fire resisting doors. Investigations should take place to ensure that there are no voids or gaps where services pass behind the panelling in the electric intake room, that would allow any fire in the intake room to spread easily to any adjacent apartment.	All relevant people	Apartments 4, 8 and 9
6	Smoking	Smoking is not permitted inside the premises.	Yes - Smoking is not permitted within the communal entrance area.	All relevant people	Throughout the Premises

No	Hazard	Control Measure	Are Controls Adequate?	People at Risk	Location
7	Arson	Access to the whole site and the building is controlled. External doors are kept locked. Waste bins are kept away from the building.	Yes - Access to the site is via an electronically controlled key-pad. Access to the premises is via intercom and electronic lock, which can be opened remotely by residents.	All relevant people	Apartments 4, 8 and 9
8	General Housekeeping	Control of waste and general materials in appropriate containers which are emptied on a regular basis. Areas kept clear of waste materials. Waste materials are collected and disposed of effectively on a regular basis.	Yes - Waste materials are kept away from the premises in a compound area.	All relevant people	Apartments 4, 8 and 9
9	Control of Contractors	Contractors' activities controlled. Contractors engage all appropriate safety procedures.	No - Health and Fire Safety information should be provided for outside contractors and visitors. Contractors should be required to confirm their competence and use of safe working practices, safe equipment and appropriate PPE. Procedures should include post-work safety declarations from contractors.	All relevant people	Apartments 4, 8 and 9

Section 8 - Summary Action Plan and Recommendations

Risk codes relating to urgency of identified actions and improvements:

- A1 Action initiated within 1 week of date of report - Issue significantly increases risk of harm or damage by itself (High Risk)
- A2 Action initiated within 1 month of date of report - Issue could contribute or worsen hazards (Moderate Risk)
- A3 Action initiated within 3 months of date of report - Issue should be placed on a routine maintenance schedule (Low Risk)
- A4 Action initiated within 6 months of date of report - Issue has limited effect on current operations but does not meet current standards/legislation (Low Risk)
- A5 Action initiated within 12 months of date of report - Issue has no direct safety implication unless worsened over time (Very Low Risk)

Action No	Action or Improvement Required	Date Completed	Person Responsible	Priority Action Code	Signature of Responsible Person
1	If activation of any of the existing smoke detectors does not raise the alarm in all relevant areas, consideration should be given to replacing all detectors in the communal entrance and apartments 4, 8 and 9 with Wi-Fi enabled detectors that 'communicate' with each other to sound a general alarm.	12/11/20	SMD Electrical	A1	<i>Steve Channon</i>
2	All fire resisting doors opening into the communal entrance area should be fitted with smoke stop seals in addition to the existing intumescent strips.	15/11/20	Each household	A1	<i>Steve Channon</i>
3	Combustible materials were found stored in the electric intake room adjacent to the communal entrance (see photograph 3). This area should be kept clear of combustible materials at all times.	04/11/20	Each household	A1	<i>Steve Channon</i>
4	It was observed that a metal ladder is also being stored in the electric intake room (see photograph 4). If alternative storage cannot be located, the ladder could be secured in place at the opposite end of the electric intake room from the switchgear.	04/11/20	No 8	A1	<i>Steve Channon</i>

Action No	Action or Improvement Required	Date Completed	Person Responsible	Priority Action Code	Signature of Responsible Person
5	<p>There is no requirement to maintain records for domestic premises. However, it is recommended that records should be kept for the following inspections and tests:</p> <ul style="list-style-type: none"> ➤ Weekly testing of the fire warning (smoke detection) system <p>Monthly testing of the emergency escape lighting</p>	Monthly	Steve Channon	A1	<i>Steve Channon</i>
6	<ul style="list-style-type: none"> ➤ Visitors and contractors should be prevented from using their own personal or business electrical equipment in the communal entrance and associated areas unless it has been subjected to regular portable appliance testing. 	15/11/20	Steve Channon	A2	<i>Steve Channon</i>
7	It is recommended that 'fire safety in the home' information is circulated to all residents.	15/11/20	Steve Channon	A2	<i>Steve Channon</i>
8	Consideration should be given to inviting the Fire and Rescue Service to carry out a familiarisation visit to the whole site in order to fully understand the risks present, site access requirements and the available water supplies.			A3	

Action No	Action or Improvement Required	Date Completed	Person Responsible	Priority Action Code	Signature of Responsible Person
9	<p>Implement a schedule for the regular review of the premises fire risk assessment to ensure it is maintained up to date.</p> <p>Should one of the following circumstances take place, the fire risk assessment should be reviewed:</p> <ul style="list-style-type: none"> • If there is reason to suspect that the risk assessment is no longer valid • Significant changes to the quantities, type or method of storage of goods or materials • Following an accident, fire or near miss where the fire risk assessment was found to be inadequate • Alterations to the premises, including internal layout or substantial changes to furniture and fixings • The presence of people with some form of disability on the premises, where previously their disability has not been considered in the fire risk assessment. 	10/09/22	Steve Channon	A5	<i>Steve Channon</i>

Section 9 - Goodwill Advice in the Interests of Fire Safety

Action No	Action or Improvement Required	Date Completed	Person Responsible	Priority Action Code	Signature of Responsible Person
10	Investigations to ensure that there are no voids or gaps where services pass behind the panelling in the electric intake room were not possible. Lawton Hall Management Limited and the occupants of apartments 4, 8 and 9 should be aware that any voids present would allow any fire in the intake room to spread to any adjacent apartment. Should any future works take place in the electric intake room require the removal of panelling, any voids or gaps identified should be infilled with fire resisting construction.	10/09/22	Steve Channon	NA	<i>Steve Channon</i>
11	Consideration should be given to the installation of fire resisting letterboxes to apartment doors in order to restrict smoke and fire spread into the communal entrance.			NA	
12	There is no requirement to provide firefighting equipment in a domestic situation. However, if there is a desire to do so, consideration should be given to the provision of a 6lt foam extinguisher and a 2kg carbon dioxide extinguisher adjacent to the main door of the communal entrance.			NA	
13	In the event of portable heating appliances being required in the future, only oil-filled electric heaters should be used.			NA	
14	Consideration should be given to the installation of a private fire hydrant on the site to serve all properties on the Lawton Hall Estate.			NA	

Appendix 1 - Photographs of Assessed Areas



Photograph 1 - External view of Lawton Hall



Photograph 2 – Communal entrance and staircase

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Photograph 3 – Combustible materials in electric intake room



Photograph 4 – Metal ladder adjacent to electrical switch gear

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Photograph 5 – External lamp giving 'borrowed' light to communal entrance

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Appendix 2 - Glossary

Within this report, certain terms have specific meanings within the Regulatory Reform (Fire Safety) Order 2005. These terms are detailed below:

Term	Definition
Access room	A room through which the only escape from an inner room passes.
Alterations notice	If your premises are considered by the enforcing authority to be high risk, they may issue an Alterations Notice that requires you to inform them before making any material alterations to your premises.
Alternative escape route	Escape routes sufficiently separated by either direction and space, or by fire-resisting construction to ensure that one is still available irrespective of the location of a fire.
Automatic fire detection system	A means of automatically detecting the products of a fire and sending a signal to a fire warning system.
Combustible material	A substance that can be burned.
Compartment wall and/or floor	A fire-resisting wall or floor that separates one fire compartment from another.
Competent Person	A person with sufficient training and experience or knowledge and other qualities to enable him/her properly to assist in undertaking preventative and protective measures.
COSHH	Control of Substances Hazardous to Health Regulations 2002.
Dangerous substance	<ol style="list-style-type: none">1. A substance which because of its physical or chemical properties and the way it is used or is present at the workplace creates a risk.2. A substance subject to the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR).
Dead end	Area from which escape is possible in one direction only.
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations 2002.
Emergency escape lighting	Lighting provided to illuminate escape routes that will function if the normal lighting fails.
Enforcing authority	The fire and rescue authority or any other authority specified in Article 25 of the Regulatory Reform (Fire Safety) Order 2005.
Escape route	Route forming that part of the means of escape from any point in the premises to a final exit.
Evacuation lift	A lift that may be used for the evacuation of people with disabilities, or others, in a fire.
External escape stair	Stair providing an escape route, external to the building.

Term	Definition
Fail-safe	Locking an output device with the application of power and having the device unlock when the power is removed. Also known as fail unlock, reverse action or power locked.
False alarm	A fire signal, usually from a fire warning system, resulting from a cause other than fire.
Final exit	An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke.
Fire compartment	A building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.
Fire door	A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and/or smoke to a predictable level of performance.
Firefighting lift	A lift, designed to have additional protection, with controls that enable it to be used under the direct control of the fire and rescue service when fighting a fire.
Firefighting shaft / stairway	A fire-resisting enclosure containing a firefighting stair, fire mains, firefighting lobbies and if provided, a firefighting lift.
Fire resistance	The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of relevant standards. (Generally described as 30 minutes fire resisting or 60 minutes fire-resisting.) See BS EN 1363-1, BS 476-7 and associated standards for further information.
Fire safety manager	A nominated person with the responsibility for carrying out day-to-day management of fire safety. (This may or may not be the same as the 'responsible person').
Fire safety strategy	A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.
Fire stopping	A seal provided to close an imperfection of fit or design tolerance between elements or components, to restrict the passage of fire and smoke.
Fire-warning system	A means of alerting people to the existence of a fire.
Flammable material	Easily ignited and capable of burning rapidly.
General fire precautions	Measures applied to premises in respect of: (a) Reduction of the risk of fire and fire spread (b) The means of escape (c) Securing that the means of escape can be safely and effectively used (d) The means for fighting fires (e) The means for detecting fire and giving warning in case of fire (f) The action to be taken in the event of fire, including instruction, training and mitigating the effects of fire.

Term	Definition
Highly flammable	Generally, liquids with a flashpoint of below 21°C. (The Chemicals Hazard Information and Packaging for Supply Regulations 2002 (CHIP) give more detailed guidance).
Hazardous substance	1. See Dangerous substance. 2. A substance subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
Inner room	A room from which escape is possible only by passing through another room (the access room).
Material change	An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises.
Means of escape	Route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.
Phased evacuation	A system of evacuation in which different parts of the premises are evacuated in a controlled sequence of phases, those parts of the premises expected to be at greatest risk being evacuated first.
Place of reasonable / relative safety	A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.
Place of total / ultimate safety	A place, away from the premises, in which people are at no immediate danger from the effects of a fire.
Premises	Any place, such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace.
Protected lobby	A fire-resisting enclosure providing access to an escape stairway via two sets of fire doors and into which no room opens other than toilets and lifts.
Protected stairway	A stairway which is adequately protected from the rest of the building by fire-resisting construction.
Protected route	An escape route which is adequately protected from the rest of the building by a fire-resisting construction.
Refuge	A place of reasonable safety in which a disabled person and others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to a fire-resisting escape route.
Responsible person	The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005, usually the employer but could be the occupier or owner where there is no employment taking place.

Term	Definition
Relevant persons	Any person lawfully on the premises and any person in the immediate vicinity, but does not include fire-fighters carrying out firefighting duties.
Risk	The risk to the safety of persons from fire.
Self-closing device	A device that is capable of closing the door from any angle and against any latch fitted to the door.
Significant change(s)	<p>Examples include:</p> <ul style="list-style-type: none"> • Changes to work activities or the way that they are organised, including the introduction of new equipment and staff • Alterations to the premises, including internal layout • Substantial changes to furniture and fixings • The introduction, change of use or increase in the storage of hazardous substances • A real fire occurrence or the failure of any fire precautions such as; fire detection and alarm systems, sprinkler systems or ventilation systems or fire compartmentation • Significant changes to the quantities, type or method of storage of goods or materials • A significant increase in the number of persons present at any time in the premise • The presence of people with some form of disability on the premises, where previously they have not been considered in the risk assessment.
Significant finding	<p>A feature of the premises, from which the fire hazards and persons at risk are identified.</p> <p>The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke.</p> <p>The actions people need to take in case of fire.</p> <p>The necessary information, instruction and training needed and how it will be given.</p>
Smoke alarm	Device containing within one housing, all the components, except possibly the energy source, for detecting smoke and giving an audible alarm.
Staged fire alarms	A fire warning which can be given in two or more stages for different purposes within a given area (i.e. notifying staff, stand by to evacuate, full evacuation).
Storey exit	A final exit or a doorway giving direct access into a protected stairway, firefighting lobby, or external escape route.
Travel distance	The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions and fixings.
Vision panel	A transparent panel in a wall or door of an inner room enabling the occupant to become aware of a fire in the access area during the early stages.

Term

Way guidance

Definition

Low mounted luminous tracks positioned on escape routes in combination with exit indicators, exit marking and intermediate direction indicators along the route, provided for use when the supply to the normal lighting fails, which do not rely on an electrical supply for their luminous output.

Young person

- (a) A person aged 16 years, from the date on which he attains that age until and including the 31st August which next follows that date.
- (b) A person aged 16 years and over who is undertaking a course of full-time education at a school or college which is not advanced education.
- (c) A person aged 16 years and over who is undertaking approved training that is not provided through a contract of employment.

For the purposes of paragraphs (b) and (c) above, the person:
(i) shall have commenced the course of full-time education or approved training before attaining the age of 19 years; and
(ii) shall not have attained the age of 20 years.

Appendix 3 - List of Articles & Schedules in the Regulatory Reform (Fire Safety) Order 2005

Below is the full list of Articles and Schedules contained within the Regulatory Reform (Fire Safety) Order 2005. The Articles and Schedules shown in **bold italic type** are those which cover the direct risk assessment responsibilities of the 'responsible Person' as defined within the Order.

PART 1 GENERAL

Article No.	Title
1	Citation, commencement and extent
2	Interpretation
3	Meaning of "responsible person"
4	Meaning of "general fire precautions"
5	Duties under this Order
6	Application to premises
7	Disapplication of certain premises

PART 2 FIRE SAFETY DUTIES

Article No.	Title
8	<i>Duty to take general fire precautions</i>
9	<i>Risk assessment</i>
10	<i>Principles of prevention to be applied</i>
11	<i>Fire safety arrangements</i>
12	<i>Elimination or reduction of risks from dangerous substances</i>
13	<i>Fire-fighting and fire detection</i>
14	<i>Emergency routes and exits</i>
15	<i>Procedures for serious and imminent danger and for danger areas</i>
16	<i>Additional emergency measures in respect of dangerous substances</i>
17	<i>Maintenance</i>
18	<i>Safety assistance</i>
19	<i>Provision of information to employees</i>
20	<i>Provision of information to employers and the self-employed from outside undertakings</i>
21	<i>Training</i>
22	<i>Co-operation and co-ordination</i>
23	<i>General duties of employees at work</i>
24	Power to make regulations about fire precautions

PART 3 ENFORCEMENT

Article No.	Title
25	Enforcing authorities
26	Enforcement of Order
27	Powers of inspectors
28	Exercise on behalf of fire inspectors etc. of their powers by officers of fire brigades
29	Alterations notices
30	Enforcement notices
31	Prohibition notices

PART 4 OFFENCES AND APPEALS

Article No.	Title
32	Offences
33	Defence
34	Onus of proving limits of what is practicable or reasonably practicable
35	Appeals
36	Determination of disputes by Secretary of State

PART 5 MISCELLANEOUS

Article No.	Title
37	<i>Fire-fighters' switches for luminous tube signs etc.</i>
38	<i>Maintenance of measures provided for protection of fire-fighters</i>
39	Civil liability for breach of statutory duty
40	Duty not to charge employees for things done or provided
41	Duty to consult employees
42	Special provisions in respect of licensed etc. premises
43	Suspension of terms and conditions of licences dealing with same matters as this Order
44	Suspension of by-laws dealing with same matters as this Order
45	Duty to consult enforcing authority before passing plans
46	Other consultation by authorities
47	Disapplication of the Health and Safety at Work etc. Act 1974 in relation to general fire precautions
48	Service of notices etc.
49	Application to the Crown and to the Houses of Parliament
50	Guidance
51	Application to visiting forces etc.
52	Subordinate provisions
53	Repeals, revocations, amendments and transitional provisions

SCHEDULES

Schedule 1	
Part 1	<i>Matters to be considered in risk assessment in respect of dangerous substances [Article 9(2)]</i>
Part 2	<i>Matters to be taken into particular account in risk assessment in respect of young persons [Article 9(5)]</i>
Part 3	<i>Principles of prevention [Article 10]</i>
Part 4	<i>Measures to be taken in respect of dangerous substances [Article 12]</i>
Schedule 2	Amendments of primary legislation
Schedule 3	Amendments of subordinate legislation
Schedule 4	Repeals

Appendix 4 - Receipt of Fire Risk Assessment

Premises	Lawton Hall, Lawton Hall Estate, Church Lawton, Cheshire, ST7 3ET.
Date Issued:	10 th September 2020
Name of Risk Assessor:	Paul Longmore
Signature of Risk Assessor:	

Name of Recipient:	Mr S. Channon
Position:	Director, on behalf of Lawton Hall Management Limited.
Signature:	
Company/Organisation Name:	Lawton Hall Management Limited

Please Note: In carrying out this Fire Risk Assessment the Assessor has identified the Significant Findings found at the time of the Assessment. Safety Assessment Solutions Ltd and/or the Assessor have had no managerial control over the premises at any time, and items identified in the Significant Findings section of this report remain the responsibility of the 'Responsible Person' of the premises.

Safety Assessment Solutions Ltd.'s Risk Assessors have used their professional expertise and judgement in carrying out this assessment and in preparation of the report. The recommendations made represent our assessment of the standard considered necessary for the safety of persons within the premises.

The assessor has utilised the methods and principles as described in the appropriate sector guide to the Regulatory Reform (Fire Safety) Order 2005. Any variations are for the purposes of the presentation of information to the responsible and relevant persons.

It should be borne in mind that a Fire Risk Assessment is open to interpretation and as such the Fire Authority (the Enforcing Body) may have a different view on certain aspects when they visit the building.

Information for the completion of the assessment was obtained by physical inspection of the work areas, inspection of records and drawings (where available) and discussions with staff. The assessment is limited to those areas to which access was possible at the time of inspection.

Fire Safety Regulation and Guidance

The following is a list of the reference documentation that may be considered as 'Benchmark Standards' and which have, where relevant, been referred to for the purposes of producing this report:

Department for Communities and Local Government (DCLG) guides:

- Fire Safety Risk Assessment (Offices and Shops)
- Fire Safety Risk Assessment (Factories and Warehouses)
- Fire Safety Risk Assessment (Sleeping Accommodation)
- Fire Safety Risk Assessment (Residential Care Premises)
- Fire Safety Risk Assessment (Educational Premises)
- Fire Safety Risk Assessment (Small and Medium Places of Assembly)
- Fire Safety Risk Assessment (Large Places of Assembly)
- Fire Safety Risk Assessment (Theatres, Cinemas and Similar Premises)
- Fire Safety Risk Assessment (Open Air Events and Venues)
- Fire Safety Risk Assessment (Healthcare Premises)
- Fire Safety Risk Assessment (Transport Premises and Facilities)
- Fire Safety Risk Assessment (Means of Escape for Disabled People)

National Fire Chiefs Council (NFCC) guide:

- Fire Safety in Specialised Housing

General Regulations and Standards:

- Building Regulations 2010 Approved Document B (2006 edition)
- British Standard 9999: 2017 Fire Safety in the Design, Management and Use of Buildings
- British Standard 5839 Part 1: 2017 Fire Detection and Fire Alarm Systems for Buildings Code of Practice for Design, Installation, Commissioning and Maintenance of Systems in Non-Domestic Premises)
- British Standard 5266: 2016 Emergency Lighting Systems
- British Standard EN3 and 5306: 2012 Fire Extinguishing Equipment
- British Standard 5378-1:1980 Safety Signs and Colours
- British Standard 4533-2 1990 Electric Luminaires
- British Standard 5499, Part 10: 2014 Fire Safety Signs
- British Standard 8214: 2016 Fire Door Assemblies
- British Standard 476: 2004 Fire Testing of Structural Elements
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- BS 7176: 2007 + A1: 2011- Fire resistance of non-domestic furniture
- BS 7177: 2008 + A1: 2011 – Resistance to ignition for mattresses
- The Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended 1993)
- The Dangerous Substances and Explosive Atmosphere (DSEAR) Regulations 2002
- BS EN 62305:2011 - Protection of Structures against Lightning
- The Equality Act 2010
- British Standard 25999:2006 Code of Practice for Business Continuity
- British Standard 7671: 2008 + A3: 2015 - 17th Edition IEE Wiring Regulations
- The Construction (Design and Management) Regulations 2015
- Fire and Rescue Services Act 2004

Main Legislation Applicable

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- The Smoke-Free (Premises and Enforcement) Regulations 2000