



Fire Risk Assessment 2020

The Coachhouse Overton Grange



1. Details of the Premises

Organisation Name: Bryn Melyn Care Limited

Address: The Coachhouse Overton Grange Overton Road Ludlow SY8 4AD

Telephone contact details: 01952 504715 (Head Office)

These premises fall within the definition covered by the Regulatory Reform (Fire Safety) Order 2005 (RRO).

Responsible Person: The board of directors of Bryn Melyn Care Limited have ultimate control of the premises and they are therefore considered to be the responsible person as defined under article 3 of the RRO.

Competent Person: Ardenlea Fire Consulting Limited (for the fire risk assessments and provision of fire safety guidance to Bryn Melyn Care Limited).

Competent person with day to day responsibility for provision of suitable fire safety arrangements:

The role of competent person in respect of fire safety matters extends via the management team of Bryn Melyn Care Limited: from the Operations Director, via the 2 x Heads of Care (for North and South), via 2 x Senior Registered Managers (Deputies to the Heads of Care) to the Registered Manager for the relevant scheme.

In the case of The Coachhouse the Overton Grange School head teacher, along with all persons in their team that have a role in regard to any management of the premises, testing of fire related systems or responsibility in relation to fire training of staff; are also considered to be competent persons.

The BMC Facilities Manager and their maintenance team, along with contractors who undertake service, repair and testing of active and passive fire related matters are also considered to be competent persons in regard to fire safety matters.

The Training and Development Manager for Bryn Melyn Care Limited, his team and third-party fire training providers are regarded as competent persons in regard to fire safety matters.

All the above roles/persons, when considered specifically in regard to their management of fire safety matters, are considered to be competent persons in accordance with the requirements of the RRO as far as can reasonably be expected utilising the management responsibilities, budgetary controls and reporting lines of their respective roles.

Each Bryn Melyn employee is given fire safety training to underpin their competency in relation to the fire safety aspects they manage and/or maintain: The content of this training and interval between its provision is currently being reviewed, and guidance in this regard is to be given by Ardenlea Fire Consulting Limited.

Premises usage:

The premises are used for provision of short and medium term accommodation for young persons who are subject to Social Services placement and who attend Overton Grange School.

General Description of premises: Including Construction details:

The premises is a detached purpose built two storey coach house that has been converted into a domestic dwelling: It is constructed of brick and it has a pitched tiled roof with some areas of hanging tiles. The ground floor of the premises has an L Shaped footprint of about 15 m x 15 m. The first floor has a footprint of about 5mx15m.

There are 2 ground floor classrooms within the ground floor footprint and access to each of these is via an external door. There are also 2 storage areas at ground floor- again there is external access to these. The classrooms and storerooms are not interconnected to the domestic dwelling, but they are attached to the Coachhouse building itself.

Entry to the ground floor of the domestic dwelling part of the premises is via a small lobby, from where the staircase ascends to first floor level. The lobby leads at ground floor level to a lounge and then a rear lobby off which there is a kitchen area, washroom and rear ground floor bedroom for the use of a young person. There is a final exit door also leading from this lobby area and a kitchen with rear boiler room.

At first floor level there is a young person's bedroom on the right hand side at the head of the staircase (looking in the direction of ascent) and there is a corridor off which is located a bathroom, further young person's bedroom and staff bedroom at the extremity.

The first floor is of timber construction and the ground floor and basement floor is solid concrete construction; the walls are also of solid construction.

The doors to the young person's bedroom open outwards, with the exception of the young person's bedroom immediately to the right hand side at the head of the staircase.

Times in use: The premises are occupied on a 24/7 basis.

Occupancy Profile:

The building is to be occupied as the sole residence of up to 3 young persons who will be supported by Bryn Melyn Care Limited staff on a permanent basis. Consequently, all occupants are familiar with the premises layout; occasionally there may be visitors on the premises, and these persons will be supervised at all times.

The ratio of staff to the young persons will be reviewed regularly as a consequence of the outcomes of personal risk assessment reviews of the young persons.

Audits by the Fire service

There have been no audits from the fire service, fire events at the premises or unwanted activations of the fire alarm system, to date.

2. Executive Summary

This is a fire risk assessment of the Coachhouse. It focused on an assessment of the current fire safety arrangements at the premises.

The standard of fire safety arrangements demonstrated at the premises is in compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The details cited in the Fire Action plan below merely serves to enhance the resilience of the compliance standard.

3. Introduction

This fire safety risk assessment review has been compiled by Chris Bailey of Ardenlea Fire Consulting Limited as a consequence of a fire safety audit undertaken on the 17th September 2020. He was accompanied within the premises by Tracey Hussaney who also facilitated inspection of fire related records.

This fire risk assessment will be reviewed at least every 12 months, if there is no cause to review it in the intervening period as a consequence of the matters cited below.

All fire risk assessments should be reviewed in accordance with article 9 subsection 3 of the Regulatory Reform (Fire Safety) Order 2005.

Consequently, this fire risk assessment should be reviewed regularly so as to keep it up to date and particularly if:

- There is reason to suspect it is no longer valid; such as a fire related incident or
- There has been a significant change in the matters to which it relates, including when the premises, special, technical and organisational measures or organisation of work undergo significant changes, extensions, or conversions;

and where changes to an assessment are required as a result of any such review the responsible person must make them.

The information recorded in this fire risk assessment includes:

- The significant findings of the assessment, including the measures which have been or will be taken pursuant to the Regulatory Reform (Fire Safety) 2005 Order; and
- Any group of persons identified by the assessments as being especially at risk.

A number of significant findings were identified as part of the assessment: These have been identified by the author as a consequence of the application of an in-depth knowledge, extensive experience of fire safety matters and based on application of the current Bryn Melyn Care Limited Fire Policy.

This has been compiled as a living document which will facilitate rectification and upgrade works as part of the planned preventative maintenance regime on the site. It will also serve to facilitate upgrade/improvement works appertaining to fire related matters which should be part of the strategic fire action plan for the organisation, and the Coachhouse specifically.

4. Significant Findings and Action Plan.

The standard of housekeeping/cleanliness in the premises is extremely good. The corridor areas and escape routes are maintained free from obstructions and any items which could add to the fire loading in these sterile enclosures.

If the fire service were to undertake an audit of the premises, they would seek reassurance that the matters identified in this report have or are being implemented as part of an action plan.

Fire Action Plan

Summary of Work	Timeframe
<p>1 All portable appliances used within the home must be included on a Premises Portable Electrical Appliance Asset Record (see appendix 2 of the BMC fire policy document) to be kept in the fire folder. These items must be given a visual inspection on a weekly basis and a record made in the weekly health and safety check list section of the care premises log book.</p>	<p>Within 1 month</p>
<p>2 This Action is identified following the revision of the BMC Fire Policy in July 2020.</p> <p>A copy of the fire emergency plan (bullet pointed as a fire task card-see below) and an A4 plan of the premises must be laminated and located adjacent to the firefighting equipment in staff bedroom so they can be used as an aide memoir in case of a fire/emergency.</p> <p>This task card must include the full address of the premises and map reference and be hung adjacent to the fire extinguishers in the staff bedroom and adjacent to the fire extinguishers at ground floor.</p> <p>The task cards can be prepared by laminating a copy of the premises layout plan along with lamination of the template wording below. Please add relevant postcode and map grid reference to the document.</p> <p>A working torch must also be retained adjacent to each copy of the fire emergency plan.</p> <p style="text-align: center;"><u>Fire Task card for Care Staff</u></p> <ul style="list-style-type: none"> • If you suspect a fire - activate a fire alarm call point (if one is provided) or shout "FIRE"- ensure all persons leave the affected room. • If you hear the fire alarm operate ensure all young persons and visitors evacuate the premises immediately. • Investigate the cause of the alarm (use fire panel if provided - feel/smell/ listen & open doors slowly). • If you suspect a fire - summon the fire service immediately by calling 999 -give address, postcode /map reference (see below.) • Consider using a fire extinguisher if it is safe to do so. • Once you have swept the premises to ensure it is clear exit yourself. 	<p>Within 1 month</p>

	<ul style="list-style-type: none"> • Meet the fire service and give them details of the event. • Contact the on-call BMC manager. <p>Premises Address.....</p> <p>Premises Map Reference</p>	
3	<p>In order to ensure that consistent and thorough testing of protective fire safety arrangements continues:</p> <p>The following fire safety related provisions must be subject to individual identification in the Snowdonia Fire Logbook (either as part of the school fire log book or a separate fire log book for this building) to give an asset management type system that will underpin testing, maintenance and repair. This must be done by the premises manager:</p> <ul style="list-style-type: none"> • Fire alarm call points and automatic detection equipment. • Emergency lighting units. • Fire Doors - including reference to any hold open devices. • Firefighting equipment. 	Within 1 month and ongoing.
4	<p>The following records must be maintained current for this building in accordance with section 19 of the current BMC Fire Policy.</p> <ul style="list-style-type: none"> • BMC Daily Log Book containing details of Daily Visual Fire Checks. • A copy of the BMC fire policy document. • A copy of this fire risk assessment document. • A copy of the current Fire Safety Premises Action Plan (part of the fire risk assessment). • A copy of the premises A4 plan. • A copy of the current Initial or an amended version of the Assessment for Vulnerability to Fire of the young persons resident at this premises. • A copy of staff fire training records. • A copy of the completed Young Persons Home Induction Form. • A copy of the completed Staff Home Induction Form. • A copy of the BMC Fire Safety Awareness Briefing (PowerPoint slides printout). • The Manager's Quarterly Audit Form. 	Within 1 month and ongoing
5	<p>A Snowdonia (Fire and Security Limited) Fire and Safety Maintenance Logbook: (either as part of the school fire log book or a separate fire log book for this building)</p> <ul style="list-style-type: none"> • Monthly Fire Evacuation Drill Record. • Monthly Emergency Lighting check. 	Within 1 month and Ongoing

	<ul style="list-style-type: none"> Details of servicing of the fire alarm, emergency lighting and portable firefighting equipment. 	
6	<p>Provide fire door keep shut signage on all fire doors (bedrooms & kitchen) and automatic fire door sign on both doors to the lounge.</p> <p>Also, fire door keep locked shut to the boiler room off the kitchen and hot water cylinder cupboard at first floor in the bathroom.</p>	ASAP
7	Confirm boiler test/service within last 12 months and obtain copy of the certificate/service sheet.	Within 1 month
8	Confirm fixed wiring test as part of refurbishment works with no C1 or C2 faults.	Within 1 month
9	Provide a smoke detector within the hot water cylinder cupboard in the bathroom at first floor level to consolidate L2 fire detection coverage.	Within 2 months
10	Confirm that staff members have keys to operate the fire alarm on their person at all times as part of the fire management protocol.	Prior to young persons being resident at the premises

5. Protective and Preventative fire safety arrangements, maintenance of fire related systems and the fire related training of staff

Fire Safety Arrangements:

Suitable fire training induction has been provided to all young persons and fire safety management training has been given to all staff (as referred to above in this report) involved in fire safety management, supervision and maintenance of fire aspects at these premises;

All third-party providers have demonstrated that they are competent to undertake their contracted fire related servicing, testing and maintenance roles.

Consequently, all competent persons have an auditable fire safety knowledge relevant to their role.

Fire Escape Strategy and Fire Alarm System:

The evacuation strategy for the premises is simultaneous evacuation whenever the fire alarm operates and/or a fire situation is identified, and a suitable warning given.

There is currently smoke detection in all classrooms at ground floor, bedrooms, corridor areas and other rooms within the premises, except for the kitchen area where a heat detector is located. This provision is in accordance with British Standard 5839: Part 1 and is likely to be L2 coverage. There is no automatic detection in the roof void /concealed space.

There is an addressable fire alarm control panel associated with this system it is located in the entrance lobby area and it is interlinked to the fire alarm in the main school premises adjacent. Operation of the fire alarm in the school sounds in the Coachhouse and vice-versa.

There is a fire alarm call point that is key activated adjacent to both exit doors at ground floor and at first floor landing level.

The system receives a visual check on a daily basis, a function test on a weekly basis, and is maintained and serviced in accordance with British Standard 5839 by a competent engineer.

Emergency Lighting:

There is primary lighting provided as part of the fixed electrical installation at the premises a number of these operate via PIR switching.

There is self-contained emergency lighting provision in the circulation areas to final exits (staircase /hall, classrooms and kitchen) and externally: This provision consists of self-contained non-maintained type standalone units: This supports illumination of all exit routes in the case of a sub circuit or mains failure during a fire evacuation.

This provision is in accordance with British Standard 5266: Part 1.

The emergency lighting units are function tested on a monthly basis and maintained and serviced in accordance with British Standard 5266 by a competent engineer (Snowdonia Fire).

There are fire exit signs combined with emergency lighting units adjacent to front and rear doors at ground floor level.

Fire Hazards Identified:

Sources of Ignition:

An external smoking area has been identified on the site for use by both staff and any young persons who may smoke and, in the future, may reside at the premises.

There is no smoking in the premises, and this is underpinned by relevant signage.

An electronic non-flame type cigarette lighter is retained in the home; staff use it to facilitate lighting of cigarettes for any young persons who smoke.

The kitchen has a number of portable electrical devices and a fixed electrical cooker and oven which are maintained in a clean condition.

Residents are only permitted to prepare meals under the strict 1:1 supervision of staff.

The consumer unit has a locked cupboard around it to prevent tampering: This enclosure is not fire resisting or smoke imperforate; thus, any fire in this vicinity can be detected in the early stages of development by the automatic smoke detection. It is in the kitchen area at high level.

All portable electrical appliances including resident's equipment is subject to a yearly Portable Appliance Test (PAT). Appliances are included on an asset list and given a visual check on a monthly basis.

It is noted that all portable equipment that is new will be subject to a manufacturer's guarantee and quality assurance of safety for the first year.

Suitable controls, supervision and relevant permit systems are applied to any contractors working at the premises.

Heating in the premises is provided through water filled radiators. The boiler is located in a fire resisting enclosure to the rear of the kitchen and is fuelled by heating oil.

There was no evidence of overloading sockets or extension leads, and there were no trailing wires in the premises.

Sources of fuel:

There are wheeled domestic waste receptacles located outside the premises, these were maintained in a good condition with lids shut, and they are subject to a weekly collection regime. The location of these receptacles does not compromise the means of escape from the premises or pose a significant risk of fire spread to the premises from an incident originating in the refuse containers themselves.

There is a lean to shed adjacent to the store age areas at ground floor levels and confirmation was received that there are no dangerous substances stored on used in this premises.

The wall covering in the staircase, hallway and landing areas is of plastered and painted finish. This covering will support a surface spread of flame index of Class 1, which is suitable in accordance with Approved Document B. This will facilitate compliance with the functional requirements of building regulations and consequently suitable fire safety arrangements under fire legislation, in order to protect the means of escape.

The standard of housekeeping/cleanliness in the premises is extremely good and is supported by a daily cleaning/visual fire checking regime. The corridor areas and escape routes are maintained free from obstructions and any items which could add to the fire loading in these sterile enclosures.

All upholstered furniture in the premises conforms to the 1988 furniture regulations.

An individual fire risk assessment will be completed for the young person prior to them being located at the premises: This process is undertaken by cooperation between relevant Bryn Melyn staff so that all available and relevant information about the young person is considered. Suitable control measures are introduced as necessary and all Bryn Melyn staff are briefed as part of the fire training regime, so that they can support these control measures.

Based on the outcomes of these assessments; suitable control measures such as fire-retardant curtains/bedding maybe provided in the young persons' bedroom if deemed necessary as control measures. This is not the case for the current resident.

Means of Escape and Compartmentalisation:

The travel distance from all rooms in the premises to a final exit are within the distances cited in relevant design /fire risk assessment guides for this type of premises.

There is a single fire resisting staircase which leads from the first floor to the main entrance /exit door to the premises.

All doors leading onto the staircase and rear lobby at ground and the staircase enclosure at first floor levels are fire resisting (to a suitable and accepted half hour standard) and self-closing with a combined intumescent and cold smoke seal provided on three edges. All these doors shut firmly into their door frames.

Both final exit doors from the domestic accommodation (are secured by single action security devices, these give egress from the premises on all occasions.

It is noted that occasionally access to rooms/ areas of the premises may be restricted for young persons on the basis of controlling their behaviour/preventing self-harm: Keys to doors locked for this purpose are always retained by all staff on occasions where this temporary measure has been implemented. Staff are briefed on the suitable use of this arrangement during fire training sessions.

In order to underpin the fire escape strategy, areas of higher risk of a fire occurring have been identified: The kitchen has an electric hob cooking facility along with an oven and washing machine. The cupboard in the bathroom enclosing the hot water cylinder and the boiler cupboard respectively at ground floor level off the kitchen, respectively, have a fire door which is locked shut. These rooms are considered to be what is termed a places of special fire hazard and as a consequence is enclosed in fire resisting construction.

The elements of structure within the premises are protected by a suitable level of fire resisting construction (30 minutes) and the fire resisting staircase is considered to be a protected shaft based on the first floor being a compartment floor (30-minute rating).

The underside of the staircase is also enclosed in fire resisting material.

An acoustic hold open device is fitted to both doors leading into the ground floor lounge area. There is a loft hatch located in the bathroom at first floor level and it is locked shut.

Arson:

Security to the whole building is supervised by staff. Consequently, there are limited opportunities for persons to enter the premises and commit deliberate ignition unchallenged.

Residents committing deliberate ignition cannot be ruled out of hand completely: The fire risk assessment of each resident underpins control of this aspect, and staff are briefed as part of induction and ongoing fire training for their role to be aware of the possibility of this occurring and to be vigilant in this regard.

Persons at Risk Identified; Horizontal and Vertical Evacuation; Personal Emergency Evacuation Plans

Suitable arrangements have been made as part of the Bryn Melyn Care Limited fire policy to identify staff and residents who have an impairment that may necessitate additional assistance in the event of fire evacuation. A system involving the completion and use of a Personal Emergency Evacuation Plan (PEEP) is available and staff are familiar with its implementation; There are currently no residents or staff who currently require a PEEP.

There may be occasions of lone working at the premises, but this will relate solely to Bryn Melyn staff who are all trained to implement/supervise the fire emergency plan.

Fire Safety Signs and Notices:

Suitable fire safety signage is provided in the premises relating to:

- Detailing the purpose/risk for use of firefighting equipment;
- Electrical hazard.
 - Fire door keep shut and keep locked shut.
 - Fire action notices adjacent to the fire alarm call points.
 - Fire exit.

Facilities for the fire service:

There is suitable access for fire service vehicles to within 45 metres of the footprint of the premises.

Firefighting equipment:

There is firefighting equipment currently provided in the premises. All extinguishers are located in staff controlled areas to which young persons have no access, specifically the staff bedroom area at first floor and the boiler room at ground floor. They cannot be located in communal areas because young persons have tampered / misused them previously in other homes.

Consequently, in order to comply with the RRO; firefighting equipment has been provided “where necessary”, on the basis that it is located in staff areas that are not accessible to young persons: Consequently, opportunity for deliberate misuse/discharge of the equipment is limited.

There are Carbon Dioxide and Foam (class A/B) units located around the staff only areas of the premises (1 x staff bedrooms and boiler room.)

The Bryn Melyn Care Limited fire safety policy states that neither staff nor occupants are expected to extinguish a fire. They are instructed to close the door on a compartment/area where the fire is located and undertake evacuation, taking no risk to themselves, and not endangering others.

Provision of firefighting equipment is for use by trained Bryn Melyn staff if they feel their action will not put themselves or others at risk from the fire, and the effect of applying the firefighting media is appropriate to the type of fire, is likely to extinguish it, and in all cases, will not cause the fire to worsen. All Bryn Melyn staff who work within residential homes have been trained to operate firefighting equipment within these parameters.

The premises have been designed in accordance with recognised fire documents. Consequently, relevant persons will not be required to operate and use firefighting equipment to secure their egress from the building.

All firefighting equipment is mounted on brackets on the walls in order to maintain them readily accessible and un-obstructed.

Method for calling the Fire Service:

The fire service will be summoned as part of the fire emergency plan. Based on direction given by Shropshire Fire Service (Andy Blizzard) at a strategic meeting (during 2016) involving Bryn Melyn Care Limited representatives at Shire Hall, the fire service will be summoned immediately

by staff via a 999 call (giving the exact address and ordinance survey coordinates) as part of the implementation of the fire emergency plan.

Emergency Action Plan:

A bespoke fire action plan has been documented and adopted for the premises; It includes the following aspects and is based on full and simultaneous evacuation of the premises, with supervision and assistance given by Bryn Melyn staff who have been trained to undertake this role.

It places no reliance on intervention or assistance from the fire service.

- Upon suspecting a fire, a staff member should activate a fire alarm call point if possible or shout “fire” to warn persons in the immediate vicinity.
- Upon hearing the fire alarm all occupants should make their way out of the premises and assemble at the front of the premises.
- The fire service should be summoned immediately by a 999 call (all staff have access to a working cell phone or land line).
- A staff member should undertake a sweep of the premises. (Reference to the fire alarm panel is unlikely to be useful in this regard because of its location and the fact that the premises is relatively small).
- A staff member should meet the fire service and inform them of the details of any persons believed to be involved and the location of the suspected fire.
- A staff member should standby and liaise with the fire service officer until confirmation is given that it is safe to re-occupy the premises.
- A staff member should make a record of events in the fire log book.

This plan is implemented as an emergency rehearsal by staff /residents on a monthly basis.

Appendix 1

CHRIS BAILEY- CURRICULUM VITAE

I am currently a director and the Senior Consultant at Ardenlea Fire Consulting Limited. I am also Principal Fire Safety Advisor to a number of large safety consultancies across the U.K. I have established strategic safety, security and business continuity contracts with large organisations involved in the leisure, hotel, healthcare, industrial and education sectors. I have provided strategic events management for high profile sporting occasions and concerts and am currently delivering operational 999 fire response cover in London as a business continuity and resilience package for the London Fire Brigade during the current ongoing fire-fighter strikes. Until recently I was head of safety enforcement and community safety for Buckinghamshire Fire and Rescue Service and was responsible for the safety from fire of over a million head of population and operational fire response crews for whom I designed and managed the corporate governance protocols and standard operating procedures.

I held the role of Senior Safety Officer for 12 years in the fire service and I am highly experienced at risk assessing, designing and validating fire safety engineering provisions and escape strategies within all types of premises. I was responsible for compiling investigations, bringing legal action and managing cases in Magistrates and Crown Court. I made the ultimate decision in relation to legal enforcement of fire regulations and have brought over 25 successful prosecutions under the Regulatory Reform (Fire Safety) Order 2005. I am a qualified expert witness and have compiled expert reports for both safety and fire investigation subject matter.

As a member of the Senior Management Team I was responsible for compiling and delivering detailed reports and papers to the elected members of the fire authority relating to all aspects of regulatory and community fire safety matters.

As a Gold Commander for fire and major incidents, I took strategic command of the service, making dynamic, risk based decisions about, resources, operational matters and corporate issues relating to employees and internal and external stakeholders.

PERSONAL STRENGTHS

- Fully conversant and highly experienced in the engineering design of buildings: Specifically, the application of Building Regulation requirements. B.S 9999 and application of fire engineering principles to the design of escape strategies within all types of buildings and premises.
- Vast experience in safety auditing and risk assessing of all types of premises including a number with high political/heritage profile and of national significance.
- Wide theoretical and working knowledge of the application of legal principles to investigation and enforcement of safety law.
- Application of business continuity management in high risk environments.
- Highly experienced in dynamic major incident management, through 30 years of experience across all levels of command.
- Ability to operate at a senior level both strategically and operationally.
- Excellent interpersonal skills which facilitate development and maintenance of motivated teams with strong bonding and ownership of responsibility.

- Strong work ethic, highly self-motivated and driven by achieving team success and developing colleagues across a diverse workforce and delivered for the benefit of a diverse community.
- Experienced at managing internal and external stakeholder and partner relationships and expectations.
- Ability to manage a function within the confines of a multi-million-pound budget.
- I have strategic awareness of employment law.

MAJOR CAREER ACHIEVEMENTS

- Embedded business continuity and commercial support at the heart of safety strategies in order to improve the sustainability and resilience of communities from the effects of fire and other critical events.
- Brought the first successful fire prosecution in the U.K. against McDonalds and Frankie and Benny's under the Regulatory Reform (Fire Safety) Order 2005 and received a Chief Fire Officer's Commendation for this piece of work.
- National recognition of my safety enforcement governance procedures and audit protocols following successful defence of Abuse of Process challenges in court.
- Devised an "off the shelf" risk based audit tool that can be used by public service, commerce or industry to manage and maintain more streamlined regulatory compliance and provide operational resilience for a portfolio of premises or properties.
- Visiting lecturer on safety law on a Master's Degree course at Bucks New University. (2010 to present).
- "Future proofed" safety strategies and procedures by incorporating commercial, "unit cost" measurements within the process. This facilitates "like for like" comparisons to be made between departments, teams and auditors.
- Achieved a strategic reduction of unwanted fire signals (40%) through partnership working with building managers/Responsible Persons which consequently reduced the unit cost of fire cover provision in Buckinghamshire.
- Eradicated the traditional "institutionalised" ethos of public service working from departments and teams and set them aside as "beacons of good practice", with the ability to downsize or expand proportionally whenever and wherever opportunities arose.
- Incorporated quality assurance into the safety audit process. This ensures all safety guidance, legal notices and legal action is fair, proportional and properly evidenced.
- Delivered a RAFKAP agreement with a multinational company.
- Positioned my organisation as a very high performing safety enforcement authority (U.K.). (Validated by figures taken from the Communities and Local Government (C.L.G.) annual report.
- Regularly speak at conferences and symposiums relating to safety strategies, legal enforcement and technical practitioner based processes.
- Represented my service in Magistrates and Crown Court as senior prosecuting officer on numerous occasions.

- Provided design, audit “sign off” and operational resilience for Eton Dorney during the London 2012 Olympic Games.
- Member of the Chief Fire Officers Association (CFOA) South East Region Fire Safety Committee.
- Devised and implemented work patterns which provided effective and resilient 24/7 safety enforcement capacity to facilitate audit of premises when the occupants are most at risk from fire.

EDUCATIONAL QUALIFICATIONS and PROFESSIONAL DEVELOPMENT:

- Master's Degree in Safety, Security and Business Continuity.
- Post Graduate Certificate in Advanced Investigative Practice.
- Higher National Diploma in Fire Engineering.
- Advanced Investigative Practice Professional award. B.T.E.C. Edexcel Level 7 in Investigation/Interviewing and Advocacy.
- Legal Experience Training: Advanced Professional Award in Expert Witness Evidence. Edexcel level 7 B.T.E.C. (Masters).
- Gold Commander qualification (Highest command qualification Fire Service College Moreton in Marsh)
- NEBOSH Health and Safety General Certificate.
- NEBOSH Fire Safety General Certificate.
- Fire Safety Inspector Qualification from the Fire Service College at Moreton in Marsh.
- Fire Investigation Qualification from the Fire Service College at Moreton in Marsh
- Member of the Institution of Fire Engineers (IFE).
- I.F.E certified Fire Safety Auditor.
- B.T.E.C. Edexcel Level 7 in Data Protection, Regulatory Investigatory Powers Act (R.I.P.A) Interceptions, Surveillance & Data Processing.
- 3 A levels: Mathematics, Physics, Chemistry and Engineering Drawing. (1981)
- 8 Ordinary Level passes. (1979)



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