

ARDENLEA

FIRE CONSULTING LIMITED

Annual Fire Risk Assessment Review 2020

**Overton Grange Main Building
Overton Road
Ludlow
SY8 4AD**



FIRE SAFETY SOLUTIONS THAT DRIVE BUSINESS SUSTAINABILITY
www.ardenleafire.com

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1. Details of the Premises

Organisation Name: Bryn Melyn Care Limited

Address: 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 Overton Grange, the Registered Manager along with all persons in their team including the teaching staff 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 Facilities Manager for BMC 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 Learning 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 regarding their management of fire safety matters, are considered to be competent persons in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 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 use:

The premises is used for a residential specialist school for children with autism and learning disabilities. It will provide sleeping accommodation for up to 15 young persons who are subject to Social Services placement and up to 10 staff members, and also education on a daily basis for up to a further 15 young persons.

General Description of premises: Including Construction details:

Main School Premises

The construction of the main school premises is brickwork with tiled pitched roof areas. The ground floor level is of solid concrete construction, with the first floor and second floor levels being constructed of timber. The premises has an external painted rendered finish and the footprint is about 40 metres x 25 metres.

Entrance is to the front of the premises and there are a number of final exit doors located around the ground floor footprint. The ground floor of the premises has a kitchen, laundry, dining, lounge, teaching areas and a swimming pool with changing facilities including a sauna. There are also offices at this level.

The first floor of the premises has 15 bedrooms all with en suite provision and associated storage areas off the corridor, and the second floor of the premises has two staff bedrooms, a bathroom and storage areas.

There is also a staff accommodation area adjacent to the kitchen area on the footprint of the premises, and this has provision of two staff bedrooms at ground and first floor levels.

The provision of vertical means of escape from the main premises is based around 5 staircases. These being a main staircase serving ground to first floor, and this discharges directly to outside the premises. There is a second internal staircase which also serves ground to second floor level, and this discharges at second floor level via an external fire escape staircase. There is an external staircase at the extreme of one elevation of the premises and this serves ground and first floor. The other two staircases serve ground to first floor and discharge to outside the premises via the kitchen lobby area, being in the staff accommodation area, and then there is a staircase serving ground and basement, and this leads from the vicinity of the reception staircase enclosure.

The four classrooms numbered 1 to 4 inclusive that have been established as a consequence of the proposed alterations are not considered to be places of special fire risk in accordance with Building Bulletin 100 and consequently, they do not require to be fire compartmentalised.

The means of escape from classroom numbers 1, 2 and 3 respectively includes a final exit door directly to outside the premises.

The means of escape from classroom number 4 is directly into the corridor and then via a lobby area to a final exit. All relevant travel distances are within guidelines cited in table 1 of the document referred to above.

The width of the doors will be at least 750 mm, again in line with the fire design document, but it is recommended that they are at least 850 mm to facilitate access for wheelchair users.

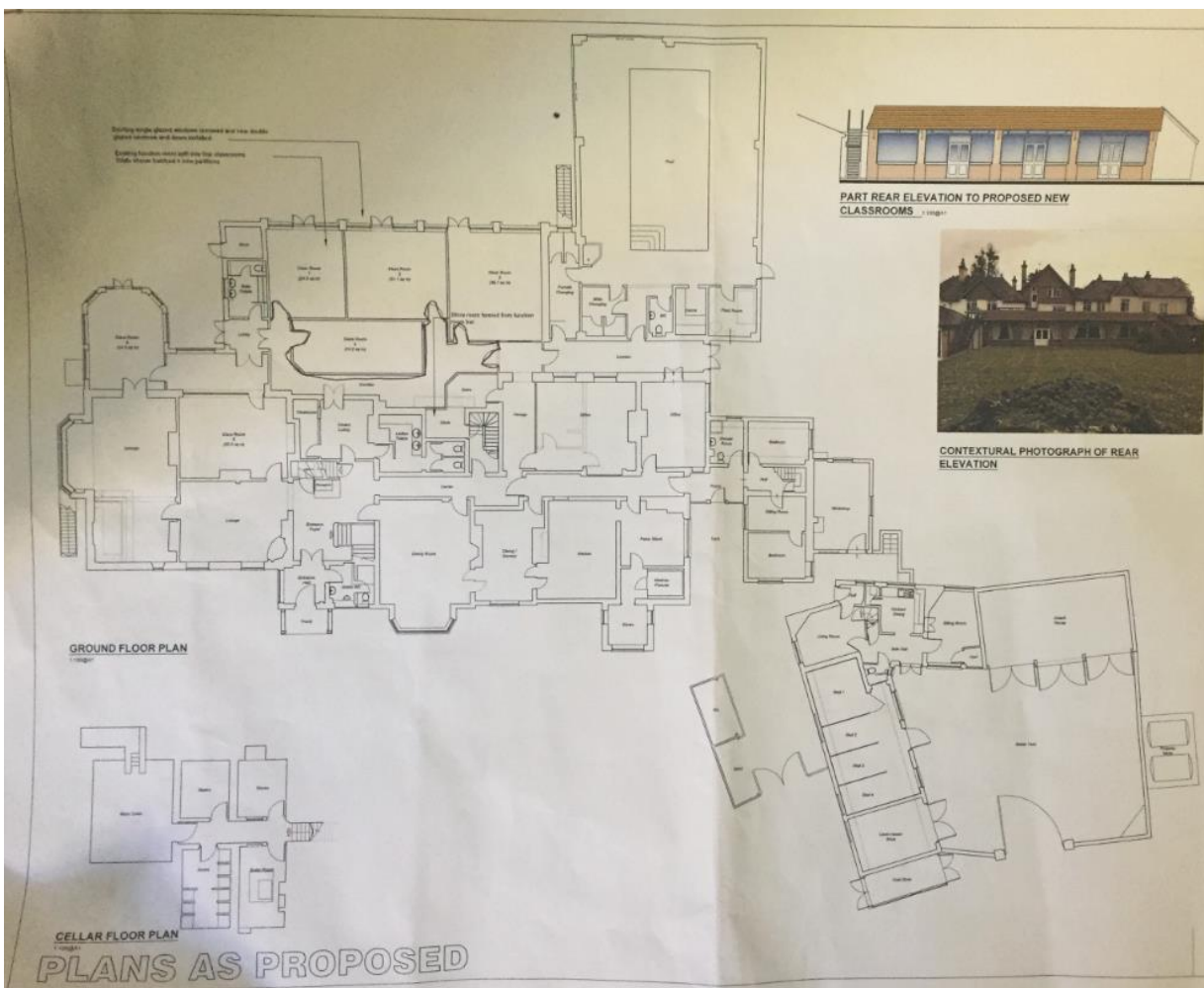
It should be noted that the doors to the classrooms are all stated to be fire doors of a 30 minute standard: there is no requirement to have self-closing devices on these doors as they are not required for means of escape purposes and the fire resistant standard is merely provided for additional resilience from fire.

The walls enclosing the classrooms where they are proposed to be constructed as part of the refurbishment works will be to a 30 minute standard, but again this provision is beyond what is required for means of escape but will enhance resilience in case of fire.

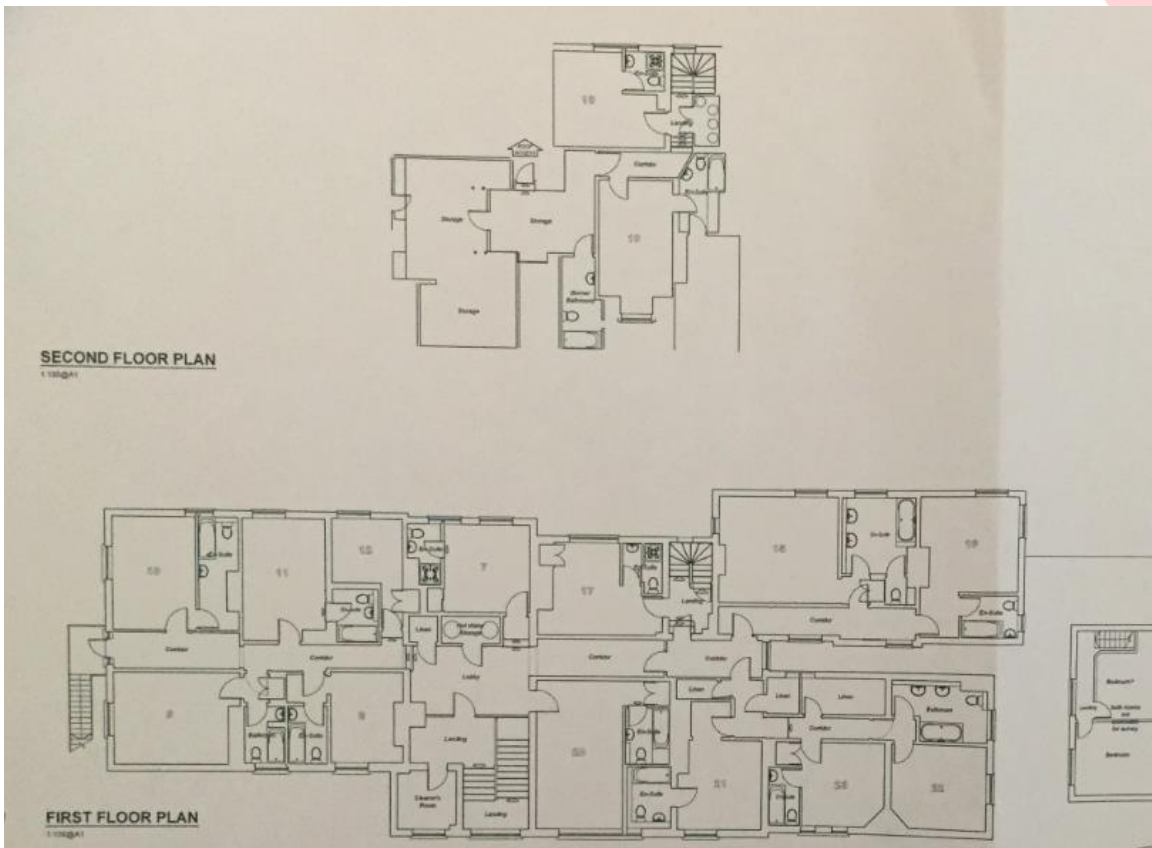
The specification of the fire alarm and emergency lighting contained within this document underpin suitable provision in support of the building regulation application.

The provision of firefighting equipment, again as cited in the document, underpins provision as required by statutory fire legislation once the premises is occupied.

Suitable fire exit signage should be provided above all classroom doors: these being pictorial running person notices.



Ground Floor Plan of the Main Premises



First and Second Floor plan of the Main Premises

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

Occupancy Profile:

The building is occupied as the sole residence of the young persons who are 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.

A team of BMC staff will be based at the premises to provide and manage the support and care provision for the young persons.

The ratio of staff to young persons (residents) will be assessed in accordance with BMC operating policies and based on the needs of the young persons, but it is reviewed regularly as a consequence of the outcomes of personal risk assessment reviews of the young persons.

Before young persons are placed at the premises, they will be formally assessed using the Bryn Melyn personal fire risk assessment matrix, and any relevant fire related control measures will be initiated and maintained by all staff who work at the premises. This assessment is reviewed on a quarterly basis, or whenever there is a significant safety related event involving or initiated by the young person.

No young persons with fire setting history will be admitted as a boarder to this premises at the current time and consequently there is currently no provision of outward opening bedroom doors to prevent occupants barricading themselves into their bedrooms. This aspect will be kept under constant review.

There will be a **waking duty** staff member at all times during the night when young persons are in residence on the premises.

In order to facilitate monitoring of the location of young persons during sleeping hours - each bedroom has an entry /exit alarm fitted and these are linked to the staff office located centrally at first floor level.

History of fires and false activations:

There have been no fires at the premises, no false activations of the fire alarm system and no audits by fire officers to date.

It is reported that the virtual audit was undertaken by Shropshire Fire and Rescue Service at the end of May 2020 but no correspondence was received following this event. It is likely that this communication was undertaken to update operation fire risk data for the premises.

Shropshire Fire and Rescue service acknowledged building regulation consultation relating to this premises on 12 April 2019 included receipt of the fire risk assessment provided at the time-they made no specific comment in this regard.

2. Executive Summary

This is an annual review of fire safety at Overton School main building. It has focused on reviewing the current Fire Risk Assessment (FRA) and an assessment of the current fire safety management 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 16th July 2020. He was accompanied within the premises by Alex Powell was the duty manager who showed Chris Bailey around the premises and also facilitated inspection of all 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 main building at Overton School specifically.

4. Significant Findings and Action Plan 2020

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.

The following records were maintained current at the premises in accordance with section 19 of the current BMC Fire Policy.

- BMC Daily Log Book containing details of Daily Visual Fire Checks.
- A copy of the BMC fire policy document.
- A copy of the current 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 fire emergency plan.
- 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 3 young persons resident at the 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).

A Snowdonia (Fire and Security Limited) Fire and Safety Maintenance Logbook: _____

- Monthly Fire Evacuation Drill Record.
- Monthly Emergency Lighting check.
- Details of servicing of the fire alarm, emergency lighting and portable firefighting equipment.

There is provision of firefighting equipment within staff controlled areas- based on foam and Carbon Dioxide type provision.

All duty staff members carry keys to operate the fire alarm call points.

There is a full time maintenance manager employed at this site.

Between five and seven care staff work at this premises at any one time and there are currently four young persons who live in- consequently there is space for another 11.

There is a member of the night staff permanently awake and they communicate with other live in staff members via portable radios.

It is confirmed that the filters within the tumble dryer in the laundry room are cleaned on a regular basis.

There are a number of COSH cupboards containing teaching and cleaning materials- across the footprint of the school premises. These were locked shut at the time of audit and suitably marked with hazard signage.

A Fixed wire inspection was undertaken in December 2018 with no category one or category 2 faults-

The LPG powered gas boiler for the swimming pool was serviced in January 2020 with no follow-up recommendations made.

The author is satisfied that suitable fire safety arrangements are in place to implement the action plan that has been compiled from the findings of this fire risk assessment. Specifically, competent persons (the Registered Manager and Facilities Manager) are responsible for implementation and management of the action plan.

The responsible person for Bryn Melyn Care Limited will not be able to provide a due diligence defence based on any delays caused by management inaction and/or contractor delays.

If the fire service were to undertake another 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 2020

Summary of Work	Timeframe
<p>1 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 bedrooms/offices so they can be used as an aide memoir in case of a fire/emergency.</p> <ol style="list-style-type: none"> 1. This task card must include the full address of the premises and map reference and be hung adjacent to the fire extinguishers in each staff bedroom and adjacent to the fire extinguishers at ground floor level if there is no staff bedroom at this level. 2. 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. 3. A working torch must also be retained adjacent to each copy of the fire emergency plan. <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. • 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>	<p>Within 1 month</p>

2	<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 - to give an asset management type system that will underpin testing, maintenance and repair. This must be done by the premises manager:</p> <p style="padding-left: 40px;">Fire Doors - Specifically including reference to any hold open devices.</p>	Within 1 month
3	It is recommended that an acoustic type hold open device be provided on the fire door located on the kitchen (leading to the trade door entrance) as it was wedged open at the time of the audit.	Within 2 months
4	It is recommended that a wet chemical extinguisher be provided in the main kitchen to complement the provision of the foam and carbon dioxide extinguisher currently located in this compartment.	Within 2 months
5	There is a gas shut-off switch that is obstructed by one of the large fridges (main kitchen area) this switch is in addition to another single action gas off switch (adjacent to the other door) and it should either be decommissioned or moved to a location where it is not obstructed.	Within 2 months
6	The housekeeping should be improved in the basement area and any items considered to be surplus to requirement should be removed to reduce the fire load. Any rubbish/boxes stored in this location should be disposed of.	Within 2 months
7	There is a proposal to make the room currently used as a servery area (located off the large lounge) into a sensory room. Implementation of this work will provide what is referred to as a room within a room (inner-inner room) and this is contrary to standard fire design principles. Consequently, a final exit door directly to outside the premises should be provided from the sensory room. The original window from this room could be used as a basis for this.	Part of design for Sensory Room
8	It is noted that there is some slight over-painting of intumescent strips on a number of fire doors across the premises. Whilst this does not compromise the effectiveness of the cold smoke seals due regard should be taken in respect of this matter and details forwarded to the facilities team for information and onward referral to painters/contractors.	For Information
9	The hot water tanks previously located in a cupboard at second floor level (off the staircase leading to the attic area) have been removed and a number of large holes from previous pipe penetrations remain. These should be infilled with fire resisting material.	Within 2 months
10	The last gas safety certificate for the kitchen area was issued in November 2018 consequently recertification of this equipment is required as soon as possible.	ASAP

11	The last service report for the oil-fired boiler (located within the basement area) was undertaken in January 2019 again recertification of this installation should be undertaken as soon as possible.	ASAP
12	Portable appliance testing (PAT) was undertaken in June 2020 underpinned by an asset record with no reported failures. Details of this testing along with the asset register must be obtained as soon as possible and a copy should be placed in the fire file.	ASAP
13	Two young persons had just begun residency at the school at the time of this fire audit their vulnerability to fire assessment must be completed and provided in the fire file immediately.	ASAP
14	If the swimming pool is re-occupied a one yearly fixed wiring check of the wet areas must be commissioned.	Ongoing
15	The swimming pool located within the education part of the premises is currently not being used for teaching purposes although it is still filled with water. Confirmation is required that the fire service are aware of this provision in case they attend a fire incident at the site: provide these details to Shropshire Fire Service via their website.	Within 1 month

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

Fire Safety Arrangements:

The BMC fire policy has been implemented, with all fire related maintenance undertaken as per the schedule contained in this document; and all staff are trained in regard to the competencies required to maintain suitable fire safety arrangements and also to implement the fire emergency plan as detailed in the policy document.

Suitable arrangements are in place to maintain the current fire safety provisions at these premises and there is a fire log book in the premises to enter details of the fire alarm /emergency lighting testing.

Suitable arrangements underpinned by a fire policy have been established by Bryn Melyn Care Limited for management of all fire safety arrangements at the premises. This includes a simple checking and reporting system that provides an audit trail from the responsible person, via competent persons.

The daily occurrence book maintained at the premises has records of daily fire checks, and there is a detailed record of the monthly evacuation drills.

The following records must be completed and retained at the premises:

BMC general log book:

- Daily Visual Fire Checks.
- Weekly Fire and Health and Safety Checks.

- Monthly Fire Drill Record.
- Monthly Emergency Lighting Check.

The BMC fire log book (which contains):

- A copy of the BMC fire policy document.
- A copy of the current fire risk assessment document.
- A copy of the current fire action plan. (part of the fire risk assessment)
- A copy of the premises fire emergency plan.
- A copy of the premises A4 fire plan.
- A copy of the current assessment for Vulnerability to Fire of the Young Persons at the Premises.
- A copy of staff fire training records (local copy to be produced from the central BMC I.T. based record system).
- A copy of the completed Young Person's Home Induction Form.
- A copy of the completed Staff Home Induction Form.
- A copy of the BMC fire induction briefing.

A Snowdonia Fire Limited Log Book:

- Details of servicing/repair and testing by engineers is entered into this book.

Suitable fire training induction is provided to all young persons and fire safety management training 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 will 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.

The fire alarm system has been installed in accordance with British Standard 5839: Part 1; it is of a coverage specification of standard L2.

Emergency Lighting:

The emergency lighting in the premises has been installed in accordance with British Standard 5266: Part 1, and there are relevant luminaires in circulation areas and points of emphasis as described within the standard. All the emergency lighting units have been numbered so as to assist test, maintenance and repair.

Emergency lighting units of the bulk head non-maintained type have been installed.
There is primary lighting provision within the premises.

There are a number of flood lights provided on the external areas of the premises as part of the primary lighting provision for the site.

There is currently provision of external floodlights operated on a PIR incorporated with external emergency floodlighting around the perimeter of the premises to illuminate the external fire exit routes. In the event of a mains or sub circuit power failure this will provide some illumination to the fire assembly point so as to assist the coordination and implementation of the fire emergency plan.

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 should be function tested on a monthly basis and maintained and serviced in accordance with British Standard 5266 by a competent engineer (Snowdonia Fire).

Fire Hazards Identified:

Sources of Ignition:

A smoking area has been identified in the garden of the property; this is for use of young persons and staff: a receptacle is provided for discarded smoking materials and this area cleared regularly as part of the cleaning regime at the premises.

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

An electronic non-flame type cigarette lighter will be 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 which are maintained in a clean condition.

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

A fixed wiring test was undertaken as part of the commissioning of the premises and there were no C1, C2 or C3 rectification requirements of the system which emanated from this.

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.

All portable electrical appliances including resident's equipment is subject to yearly Portable Appliance Test (PAT). All portable appliances are currently new and should be 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 by wall mounted radiators which are fed by hot water from the boiler in the premises.

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

Sources of fuel:

There is a wheeled domestic waste receptacle located outside the premises, this is maintained in a good condition with lid shut and will be subject to a weekly collection regime. The location of this receptacle 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 container itself.

The wall coverings in the staircases and corridor areas 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. Specifically, these are finished in plaster with an emulsion paint covering.

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

An individual fire risk assessment will be completed for each resident 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.

All curtains and bedding in the young person's bedrooms (including the mattresses) will be fire retardant and all bedroom furniture (bed, wardrobe and drawers) are fixed to the wall/floor.

This will be the standard in all new BMC homes.

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 directly to outside the premises via a hallway and corridor area respectively.

All doors leading onto the staircase, hallway landing area are fire resisting (to a 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 (protected corridor and staircase).

In order to provide suitable means of escape from the final exit doors from the premises single action security devices have been installed: These give egress from the premises on all occasions without the aid of a key. There are electronic security devices provided (along with the single action devices) on a number of the final exit doors that lead to routes solely provided for fire

evacuation purposes. This is a suitable arrangement on the basis that green burst out isolation switches are provided in these locations and staff are aware of their mode of operation and will be supervising a fire evacuation under all circumstances.

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.

The loft hatch has been lined with a fire resisting material and are secured from access.

In order to underpin the fire escape strategy, areas of higher risk of a fire occurring have been identified: The elements of structure within the premises are protected by 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).

All windows in the premises may be restrained by a locking device such that they can only be opened a slight amount to provide ventilation to the rooms they serve. This is noted, and it is confirmed that windows from the premises are not required for means of escape purposes.

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 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 detailing the purpose/risk for use of firefighting equipment.

Electrical hazard signage is provided on the doors/covers to the electrical distribution equipment.

Based on the fact that the premises is a home for young persons, and staff (who are always on the premises) are responsible for evacuating them in the event of any fire and are familiar with fire safety arrangements; it is accepted that limited provision of fire signage is suitable.

Consequently, there is no requirement for:

- Marking of fire alarm call points;
- Operation of security devices on the final exit doors.

On the basis that all visitors will be accompanied at all times by members of staff and that all members of staff themselves, as part the fire management procedure, will be familiar with how to implement the fire emergency plan for the premises.

Facilities for the fire service:

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

Ordinance Survey coordinates of the premises should be marked on the copy of the fire emergency plan located in the staff bedroom area: This should be given whenever the fire service is summoned as part of the implementation of the fire emergency plan.

There nearest fire hydrant will be located on the public highway adjacent to the premises. This will be maintained by the local fire service to support their operational preplanning.

Firefighting equipment:

Firefighting equipment consisting of fire points with 9L class A water or 9L class AB foam and a 2kg carbon dioxide unit has been provided within the staff bedroom areas/staff controlled areas such that coverage of groupings of these extinguishers adjacent to all storey exits, final exit doors and also places regarded as higher fire risk, (e.g. boiler room in the basement /electrical intake room) respectively, is achieved. This is inline with BS 5306 and it combines a risk assessed approach based on the characteristics of the building occupants and in accordance with the BMC fire policy.

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.

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 must be documented and adopted for the premises; It should include 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 /young persons 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.

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- 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.

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- 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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