Blue Watch

FIRE RISK ASSESSMENT

Elmore Court
Tree Houses
Weir Lane
Elmore
Stroud
GL2 3NT

11th May 2022

Elmore Court
ENGLAND

V6 2023

Blue Watch Fire Safety warrants that this report has been prepared with all reasonable skill and care. Please refer to the disclaimer at the end of this document for full details of conditions and limitations of liability.

	Author
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Qualifications	MIFSM, IOSH, JOIFF, CMI5, NEBOSH Fire
Registrations	The Institute of Fire Safety Managers IFSM Tier 2 Nationally Accredited Fire Risk Assessor (NAFRAR) **2023** NAFRAR C354
Date	11h May 2023
Job title	Fire Safety Professional
Review Date	Week Commencing 01st June 2024

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1.0 INTRODUCTION

On 11th May 2023 a visit was made to Elmore Court, Weir Lane, Nr Gloucester to carry out a Fire Risk Assessment of the six tree houses built within the grounds of Elmore Court.

This is a new and exciting venture sitting alongside Elmore Court. Each individually designed and fitting perfectly into their surrounding with sunset views, outdoor living, eating and bathing; all the while being super snug and warm inside. Their treehouses have been built to deliver happiness and a place where people can stay and connect with nature.

The site is situated right on the horseshoe bend of the River Severn in Gloucestershire, Unlike many grand historical houses, Elmore Court was not built for military, religious or ostentatious purposes. It was built as a functional homestead for family use and the entertaining of guests. Guests will enjoy the welcoming natures of Anselm and Sarah and their staff and the fantastic views over the Cotswold's countryside and River Severn.

The responsible person for the building is: Anselm and Sarah Guise – Owners.

Contact at the time of the visit: Luke Price – Estate Manager.

Competent person: Where the Responsible Person is not sufficiently trained or does not have adequate experience to carry out the assessment, they may nominate a Competent Person to carry out the Fire Risk Assessment on their behalf. For the purposes of this assessment the author Mr Christopher Haggar, Nationally Accredited Fire Risk Assessor.

Identity of Person with "Day to Day" Responsibility for fire safety: Luke Price.

Occupancy: Dog friendly, family friendly. Adder, Kite and Wildcat X **3**. Wren X **2**. Earth X **4**. Sky (Accessible Pod) x **4**)

Trading hours: 24/7

Staff: The business has 20 full time staff who work Monday to Friday 0900 to 1800, 1 Chef who work from 0700 until 0030, 10 cleaners who work from 0700 to 1300 and a night watchman who works from 1900 to 0700 on event days. There are a number of part time staff employed for functions. The full-time and part time members of staff are considered low risk as they are familiar with the premise and would be capable of self-evacuating.

Staff hours: 24/7. Night security with staff present during day hours, with extra temporary staff on the day before the event setting up and the morning of the event from 1000hrs until 0200hrs.

Contractors: 1- 2 (normal circumstances)

Disabled persons: Potentially hirers and their guests accessible areas Pod 5.

The assessor was given access to all areas of the buildings and structures.

Previous Fire Risk Assessment: New project.

Previous Fires: None made known to the assessor. One incident where a mixture of chemicals by a contractor during build phase, caused a small incident involving the emergency services, dealt with on site by staff and GFRS and South West Ambulance Service.

Chartered architects: Millar and Howard. St Mary Hill, St Marys, Chalford, Stroud. GL6 8NX.

Principle contractor: Greenheart Construction. **Electrician:** Business Electrics.

Six single storey detached timber tree houses, predominantly of timber construction with timber base and supports with timber doors and windows and larch wood cladding, slight pitched metal roofs with the appearance of ceramic tiles, this weighs up to 10 times less (4kg per square metre only), is extremely durable, 0.6mm thick and composed of a steel core, protective zinc layer, protective varnish and a decorative glaze on top, certified to ISO14001:1996.

Rock wall and fibreboard insulation and larch wood ensures optimal thermal comfort, this insulation version features 25 mm thickness insulation material, used for the roof and floors, and in between the double walls, providing warmth and cosiness during any month of the year. Building measures circa 87m^2 measuring 7.7m x 10.2m.

Internally: Open plan layout with main entrance door into hallway, with family bathroom, small storage cupboard into open plan bedroom and living area with wood burner, with sliding patio doors out to the external decking area glazing to be ISO 9001:2008, ISO 14001:2004, DIN EN ISO 9001:2000 and DVC 189G certificated. Pod 4 will have an internal kitchen and Pod 5 will be an accessible tree house. (**See individual attached plans below**)

Externally: Timber decked walk area from the main site road down to the tree house, with safety rail and spindles and glazing. Timber decking area with external kitchen area, which will be a versatile free-standing outdoor kitchen, which combines an outdoor kitchen's classic functions with smart details and a tasteful design. All modules in this outdoor kitchen will be made of stainless steel and can freely be combined with one another making this area practical and stylish. Outdoor fire pit will also be provided.

The Building is classified as Purpose Group 5, Assembly and Recreation as defined in Approved Document B to the Building Regulations.

BS 9999 the fire risk profile for the Building is rated as B2 Occupants who are likely to be awake & unfamiliar with the building and a medium fire growth rate.

Following this inspection, the report should be reviewed at least annually and revised by a competent person following any "significant change" or within 3 years in accordance with the Regulatory Reform Fire Safety Order.

Tree House Pod #1 Adder.

Tree House Pod #2 Earth

Tree House Pod #3 Wildcat

Tree House Pod #4 Wren

Tree House Pod #5 Sky

Tree House Pod #6 Kite

1.1 Legal requirements

The requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006, adopt a self-assessment approach to Fire Safety in the workplace. The legislation places certain duties on the 'responsible person' for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out; when there are five or more staff employed this assessment should be recorded.

The assessment set out in this document is an evaluation of the Life Safety measures and is intended to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005.

This fire risk assessment should be reviewed periodically and in the event of:

- Changes to the work activities or the way they are organised, including the introduction of new equipment.
- Alterations to the building(s), including the internal layout.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g., fire detection and alarm systems or sprinkler systems.
- Significant changes to the type and quantity and/or method of storage of combustible materials.
- Significant changes in the occupancy levels.
- A significant change in the mobility level or other factors influencing the response of visitors or staff in an emergency.
- Changes to the management of the organisation.

➢ The Building Regulations 2010 Fire Safety Approved Document B Volume 2: Buildings other than dwellings (2019 Edition incorporating 2020 amendments for use in England)

Further guidance on the standards required within this risk assessment can be found in the following 'Fire safety risk assessment guides.

These are available as a free download from:

Small & Medium Places of Assembly
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf

Offices and Shops.
https://www.gov.uk/government/publications/fire-safety-risk-assessment-offices-and-shops

Means of Escape for Disabled Persons
https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people

The guides are designed for employees, managers and occupiers of such premises to give guidance on how to comply with the fire safety order.

1.2 British Standards

Relevant British and European standards are referred to in this assessment by number only. The full titles are set out in Annex A.

- PAS 9980 - 2022 Fire risk appraisal of external wall construction and cladding
- BS 9999 Fire safety in the design, management, and use of buildings – Code of practice
- BS 5839 Parts 1 & 6 Fire Detection and Fire Alarm Systems.
- BS 5266 Guide to design and provision of Emergency Lighting.
- BS 7273 Part 4 Actuation of release mechanisms for doors

Other legislation, standards, guidance, and codes of practice:

The Licensing Act 2003

Ministry of Housing, Communities & Local Government (MHCLG) Advice for building Owners of multi-storey, multi-occupied residential buildings: Annex A - Assurance and Assessment of Fire Doors

The Control of Substances Hazardous to Health Regulations.

Health & Safety at Work Act 1974 and the Management of Health and Safety at work regulations 1999 apply.

BESA DW/172 Specification for Kitchen Ventilation Systems and TR 19® Guide To Good Practice - Internal Cleanliness Of Ventilation Systems (Updated).

Control of Substances Hazardous to Health Regulations 2002
http://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made

HSG140 Safe use and handling of flammable liquids
http://www.hse.gov.uk/pubns/books/hsg140.htm

HSG 51 The storage of flammable liquids in containers
http://www.hse.gov.uk/pubns/books/hsg51.htm

Controlling fire and explosion risks in the workplace
http://www.hse.gov.uk/pubns/indg370.htm

Provision and use of work equipment Regulations 1998
http://www.legislation.gov.uk/uksi/1998/2306/contents/made

1.3 Action Plan

The action plan set out below under ‘Managing the Fire Hazards’ has been prepared in response to the significant findings of this fire risk assessment. As remedial actions are taken, the pages should be completed to indicate the work that was undertaken, who was responsible for carrying it out and the date of completion. All actions should be signed off and dated when completed.

Please annotate and date the action plan to evidence that actions have been addressed/reviewed.

1.2a) PAS 9980 Fire risk appraisal of external wall construction and cladding

The previous Ministry of Housing, Communities & Local Government Consolidated Advice Note for building owners of multi-storey, multi-occupied residential buildings, dated January 2020 has been withdrawn and has been replaced with PAS 9980 – 2022.

The focus of the PAS is blocks of flats but recommendation is that building owners should consider the risk of external fire spread as part of the fire risk assessment for multi-occupied residential buildings.

The PAS further recommends the assessment of the fire risks of any external wall system, irrespective of the height of the building.

PAS 9980 provides guidance on the risk of fire spread via external wall construction. It sets out a methodology to conduct and record fire risk appraisals of external walls, which can be scaled up or down depending upon the complexity of individual buildings; *not all buildings will require an appraisal*, and of those that do, not all will require intrusive inspection.

- Having an external wall system that undergoes an assessment using this methodology does not mean that the building is unsafe.
- PAS 9980 is intended for use by competent professionals. It is not intended to be used by lay people.
- It is for use in situations where external wall constructions of existing blocks of flats have not been shown to resist fire spread adequately or where required to inform the fire risk assessment.
- *Where it is obvious to the fire risk assessor that the walls don't pose a risk of fire spread (such as buildings of traditional brick and masonry construction), there may be no need for a PAS 9980 assessment.*
- The PAS uses a five-step risk assessment process. It provides a methodology to assist in the identification of risk factors influencing the overall risk rating of a building, as well as mitigation steps that might improve the risk rating.

The fire risk posed by external wall construction and cladding is considered to be influenced most by factors falling under the following three broad headings:
- fire performance;
- façade configuration; and
- fire strategy/fire hazards.

The height of the building is included as a risk factor. The extent to which a building's external walls pose a risk is inherently lower if the number of storeys is limited.

PAS 9980 emphasizes the importance of proportionality in relation to risk and associated mitigation measures, including considerations of benefit gained, practicality and cost.

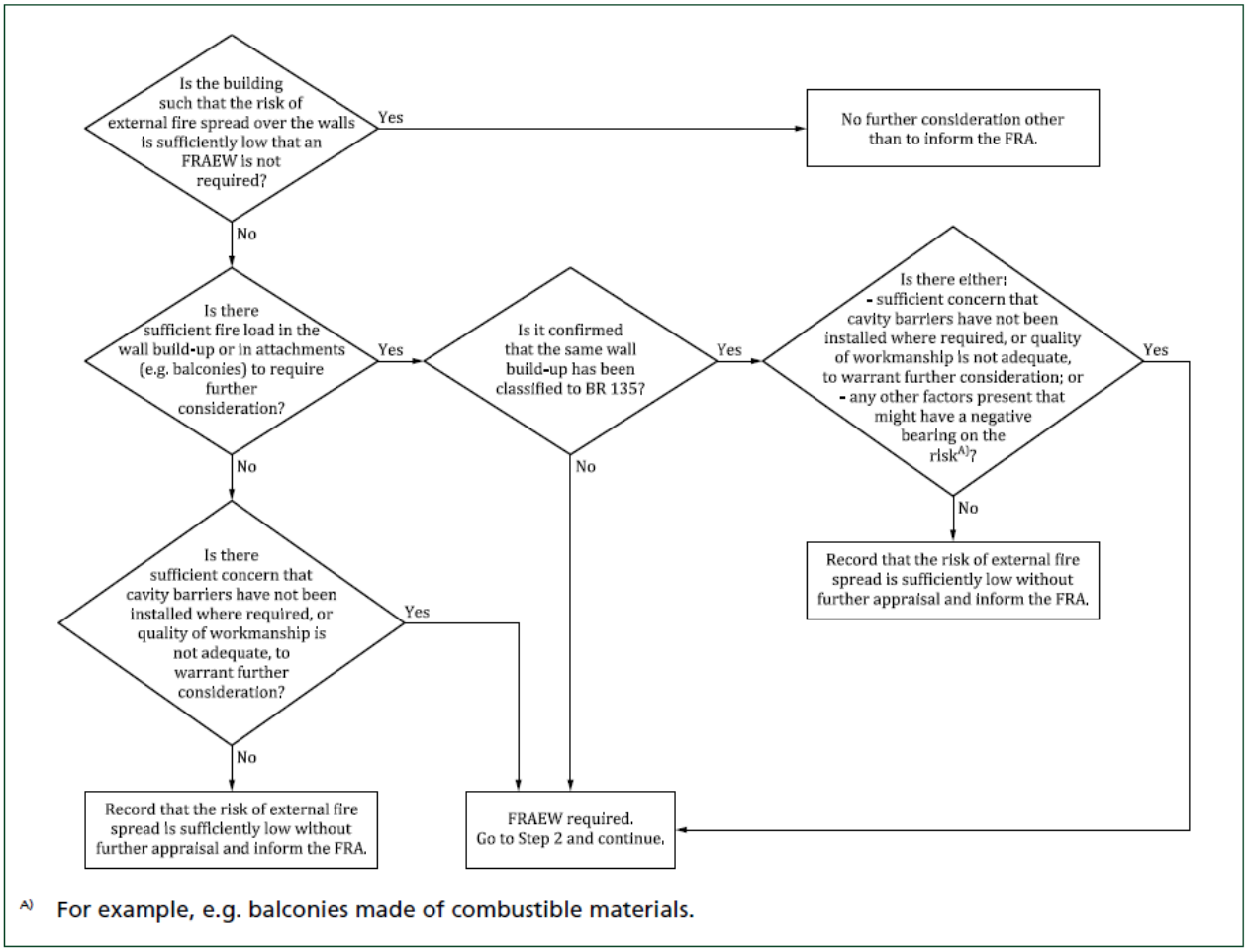
The assessor completing this Fire Risk Assessment will, to the best of their knowledge & experience, based on information provided & gathered, make a visual appraisal of the building external walls and appurtenances and so far as is reasonably practicable, make a risk determination.

This will take into consideration, but is not limited to;
The building age & construction, apparent quality of construction, or presence of building defects, the height of the building; use & occupancy of the building, the vulnerability of residents; the evacuation strategy; suitability of the facilities for firefighting, exposure of external walls or cladding to an external fire, fire protection measures within the building (e.g., compartmentation, automatic fire suppression, automatic fire detection); the combustibility of the building structure and the use of modern methods of construction, such as timber framing, CLT etc; the location of escape routes; and the complexity of the building."

In most cases for masonry buildings with a floor level below 11m it is expected that the risk is likely to be "Low".

Cont.

Figure 4 – Process for determining whether a full FRAEW is required



If the assessor has any doubt regarding the external wall construction & the impact of any appurtenances and considering other risk they factors they should assess the building to be Medium or High risk and advise that a full fire risk appraisal of external walls (FRAEW) is completed by a competent fire engineer and other competent building professionals.

This FRAEW should show how the external wall construction supports the overall intent of Requirement B4 in Part B of Schedule 1 to the Building Regulations 2010, namely that “the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and location of the building “.

The assessment is likely to take account of information on any approval of the building (and alterations to the building) under the Building Regulation, and information on external wall construction and any cladding available from the Responsible Person (e.g., in operation and maintenance manuals, or handed over for compliance with Regulation 38 of the Building Regulations); It is unlikely that an EWS form will provide adequate assurance on its own”.

2.0 SIGNIFICANT FINDINGS

The risk of fire has been assessed and there are certain remedial actions that should be taken to ensure that the ratings that have been identified are maintained or improved.
The most significant of these (Category A) are briefly set out below:

2.1. Provide a site specific Fire Risk Assessment of this development (5.1.1) completed

The purpose of the assessment is to identify what needs to be done to control health and safety risk for your workers and guests. Hazards that a may exist and measures that should be taken to minimise, reduce or remove risks.

2.2. Key lockable mechanisms replaced with thumb turn mechanism (5.2.1) completed

In the event of a fire or emergency, staff & guests can leave faster as they don't need to hunt for a key & insert it into the lock.

2.3. Conformation required on the type & fire retardancy of the timber cladding (5.3.1)

Consultation is needed with a competent person to survey this area and ensure that fire cannot spread easily throughout this entire area. See Association for Specialist Fire Protection (ASFP)

2.4. Install rechargeable torches in the bedrooms and living areas (5.1.6) completed

These will help to ensure that people can walk the Escape Routes to the Assembly point safely in the event of a power cut. When the power fails and it suddenly becomes dark the result can be confusion, disorientation and occasionally even anxiety.

2.5. Document a suitable fire procedure and train all staff (5.8.1) completed

An evacuation plan is just as important for a business as it is for a home. Anywhere there are people, there must be an emergency evacuation plan. If you do not have one in place, you need to get one immediately.

2.6. Implement fire drills and maintain suitably detailed records (5.9.1)

Fire drills are an important part of any fire safety procedure for a number of reasons; they ensure that staff, customers or any visitors to your site understand what they need to do if there is a fire, they test how effective your evacuation plan is and they help you to make improvements to any aspects of your fire provisions.

2.7. A suitable number of staff to be trained as Fire Marshalls. (5.9.2)

Alongside your 'Responsible Person', your Fire Marshals can help deliver the recommendations in your Fire Risk Assessment & control ant emergency situations effectively on site.

2.8. The principal contractor to provide O&M Manuals with all certifications (5.12.1)

The O&M manual and the health and safety file are two documents you are going to need on most construction projects. Both documents are needed at project completion. These are two different documents. Sometimes supplied together, sometimes provided apart.

2.9. Improve retention, accessibility and management of records (5.12.2)

Keep the fire safety records in a specified place on the premises and ensure that relevant personnel know where it is. Maintain records of any significant findings (as part of your fire risk assessment)

Please also review and address the B & C actions.

3.0 SUMMARY OF THE FIRE RISK ASSESSMENT

Based on observations we assess the risk of fire and its consequences in the buildings will be as follows:

The Escape Routes are of adequate capacity for the numbers specified on site, in the tree houses, a licensing agreement is available on site, with each individual tree house having its own Fire and Evacuation plan.

The doors from the cabin are key lockable units, with the keys left in doors. These will be changed to thumb turn locks before the FRA Review in May.

A BS5839 - 6 system has been installed in each tree house with interlinked smoke and heat detection, the alarms are linked to the main house and managers receive an alert on company phones.

An i mist sprinkler system has been installed internally in the tree houses.

Emergency Lighting has been installed in the form of non-maintained down lighters, these are sufficient to lead visitors safely from the tree houses to the Escape Routes. No Emergency Lighting has been installed on Escape Routes, re-chargeable torches are available by the main exits, these will assist visitors along the Escape Routes and while at the Assembly Point.

Suitable extinguisher provision has been installed, this includes 6L Foam and Water Mist and CO_2 extinguishers and Fire Blankets in kitchen areas. Water Mist and Foam Units on the external decking area.

Housekeeping and storage was to a good standard in all areas, this was a pre-occupancy inspection and is required to be reviewed once all works are finished.

Various systems require provision of certification to evidence installation, commissioning and completion, servicing or recommissioning.

This Fire Risk Assessment covers the tree houses and associated areas of the site assessed on the day and should be augmented with the current Fire Risk Assessment for the estate. A Fire Evacuation Strategy and Fire Policy will be available for each tree house.

Site roads are observed to be at least 3.1 metres wide, will not form part of a clearly marked two way traffic system around the front of the site, but traffic will be limited and is considered suitable for fire appliances. Restricted access firefighting vehicles will not be required, it is advised to invite local crews for familiarisation visits.

I assess that overall, the premises are of **'Medium' fire risk category 4*, which is Tolerable.**

By implementing the remedial measures this rating may be brought down to an **Acceptable Low category 2**

The fire risk appraisal rating for the external wall system is assessed to be: Low. Not required.

3.1 Fire risk assessment matrix

	Negligible hazard	Slight threat to life	Moderate threat to life	Significant threat to life	Severe threat to life
Unlikely to occur	1	2	3	4	5
Possible	2*	4*	6	8	10
Likely to occur	3*	6*	9	12	15

The low risk categories of 1 and 2 are shown in green, high risk categories of 9 to 15 are in red and medium risk applies to categories 3 to 8 which are in amber. Asterisks are used where repeated numerical values may lead to ambiguity.

As a result of the assessment various items were identified that require attention; these are set out on the pages that follow. Priorities and *recommended* timescales for remedial action are indicated as follows:

A Immediate action required
B Action required in the short term (as soon as practicable but within 3 months)
C Remedial action required in the long term (as soon as practicable but within 12 months)

3.2 The overall life safety fire risk rating for the premises is assessed to be:

Low	Medium	High	Category: 4*
	Tolerable		

On completion of the remedial actions the rating may be improved to:

Low	Medium	High	Category: **2**
Acceptable			

3.3 The fire risk appraisal rating for the external wall system is assessed to be:

Low	Medium	High
✓		
FRAEW not required	**FRAEW recommended/required**	**FRAEW required**

4.0 SIGNIFICANT FIRE HAZARDS

4.1 Sources of ignition

Escape Routes	▪ Lighting ▪ AV equipment ▪ Electrical appliances ▪ Kitchen appliances internal Pod 4. External in remainder ▪ Catering equipment ▪ Log burner ▪ Plant room
Externally	▪ Lighting ▪ Smoking ▪ Fire pit ▪ Kitchens

4.2 Combustible materials

Significant combustible materials included or *may* include:

Combustible materials	▪ Paper, cardboard, stock, packaging, magazines, newspapers, timber, textiles, upholstery
Furniture	▪ Upholstered & timber furniture
Flammable liquids	▪ Alcohol, maintenance substances & materials, aerosols, alcohol hand gels.
Flammable/compressed gases	▪ None.
Hazardous chemicals/materials	▪ Cleaning products. D.I.Y. Maintenance chemicals & paints.

4.3 Other factors

- Air source heating pump

Photographs

1. Plant room with air source heat pump & electrical isolation equipment in each individual tree house.

2. Key lock mechanisms to be replaced with bespoke keyless mechanisms. **Completed.**

3. Emergency door release switches linked to the Fire detection systems.

4. Suitable roads with hard standing and turning area suitable for fire appliances.

5. Suitable Escape Routes from the tree houses to the Assembly Point.

6. No slip, visible tread installed on decking and Escape Routes.

5.0 MANAGING THE FIRE HAZARDS

5.1 Compliance with Fire Safety legislation

Lone / Remote working: Short periods only. The company will provide a lone working agreement during the Fire Risk Assessment Review. (FRA Review)

Smoke Free (Premises and Enforcement) Regulation 2006: No smoking internally. External smoking policy to be reviewed and will be actioned at FRA Review.

Furniture and Furnishings (Fire) (Safety) Regulations 1988: Furniture currently installed appeared compliant.

Young Persons: None employed at present. Families with young children will stay at this venue.

Event controls: The hirers agreement should incorporate information including the fire procedure and PEEPs information. The tree houses do not form part of the wedding and events side of Elmore Court and won't be able to access one another unless part of a wedding happening.

COSHH: Normal household cleaning products only. CO_2 Cellar gases and LPG on site for cooking in kitchens and external food or BBQ's. *Safety Data Sheets & COSHH assessments should be provided.*

Asbestos: New build, no asbestos within the tree houses or site.

Gloucestershire Fire & Rescue Service have not inspected in recent times so far as could be determined.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.1.1	**A**	**A current, site specific Pre-Occupancy Fire Risk Assessment is advised to be carried out & updated, with a current detailed report following full completion of this project & occupancy on 24th May 2023. There after it should be reviewed periodically in line with the guidance in section 1 above**.	Carried out on **11/04/2023** by Christopher Haggar. IFSM Tier 2 Nationally Accredited Fire Risk Assessor (NAFRAR) **2023** NAFRAR C354	Luke Price.	**11/04/2023** C K Haggar

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible be	Completed (Date / signature)
5.1.2	B	All LPG cylinders should be stored in well ventilated, open air compounds with outward opening gates, with appropriate warning signage, this should be outside on a level, well drained surface. They should be stored vertically and securely to prevent them from toppling over. Full and empty cylinders should be stored separately. Rotate your cylinder stock to ensure the oldest stock is used first. Comprehensive details can be found in industry and HSE guidance for the storage of gas cylinders in the workplace. Cylinders should be stored at least 10m from the accommodation or be relocated from being in direct sight of the accommodation. It is recommended that only the bare minimum number of cylinders be stored on site at any one time in order to maintain production. *Further guidance may be obtained from UKLPG and the following codes of practice; 7, 22, 24 parts 1, 3 & 6.*		Christopher Haggar & Luke Price.	
5.1.3	B	All flammable substances must be used & stored in accordance with HSG51 and COSHH regulations. Ensure all hazardous products are stored in metal flammable cabinets with hard copies of COSHH sheets in the fire rated cabinets, these to be relevant & current Safety Data Sheets which should be retained in a central easily accessible file in the work area. *These sheets will provide fire safety information specifically for the product.* Ensure staff are provided with appropriate information, equipment including PPE and any relevant training. Cross reference the SDS to ensure the correct extinguisher is provided.			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.1.4	B	No employee or member of the public shall smoke any tobacco product in an outdoor area within 20 feet of a main entrance or exit, or operable window. Ensure sufficient provision of metal smoking receptacles for staff and patrons to safely dispose of smoking materials in and around any smoking areas external to the unit. These must be emptied regularly when the materials are fully extinguished. Fines and penalties Businesses can be fined up to £2,500 if they do not stop people smoking in enclosed spaces or up to £1,000 if they do not display 'no smoking' signs. All smokers must smoke in the outside air, the owners and managers of any premises and establishments, must take reasonable steps to ensure staff and visitors are aware of the ban, and to uphold the ban. Improve the metal receptacles for the disposal of smoking materials. **Consider a total on site smoking ban to reduce the external risk of fire.**		Luke Price.	
5.1.5	B	Recommend limiting remote and lone working so far as is reasonably practicable. Where this cannot be avoided, a lone & remote working risk assessment should be conducted. A site-specific procedure should then be composed considering communication and an outbreak of fire. This must be communicated to all staff.			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.1.6	B	Complete risk assessments for events & formalise & document the control measures & advise all staff and contractors. This may include; • Do not allow the use of naked flames, smoke, candles, tea lights or the operation of smoke machines • Portable Appliance Testing • That all Escape Routes are free of obstruction and can be safely used. • The use of security staff			
5.1.7	B	Ensure all flammable & hazardous products are provided with Safety Data Sheets. These should be readily accessible especially in the event of an emergency. Ensure adequate COSHH Assessments are conducted of activities where is there potential for exposure to substances that might be hazardous to health. Examples include processes that emit vapour, dust, fume, mist or gas; and skin contact with liquids, pastes and dusts. Substances with workplace exposure limits (WELs) are hazardous to health. Staff to be provided with relevant proportionate training & suitable PPE.			
Property Protection					
		No Significant observations			

5.2 Means of Escape

Assembly point: This will be the main site access road, next to the gate leading up to the main house.

Each tree house has one main entrance/exit, there is one Escape Route from the internal areas out on to the decking area. This can be considered a place of relative safety. Escape from this area is possible through a single door in to the tree house and through the main entrance/exit, which leads to the Escape Route, leading to the Assembly Point. With the installed iMist Fire Suppression System, this can be deemed an acceptable Escape Route.

From conversion entrance/exit doors are modern timber units with Fire Rated glazing, are 44mm wide, having 3 hinges and a 15-20mm door stop, Bathroom/WC doors are FD30 door sets.

Externally pedestrian routes around the site are acceptable, with accessible access from Pod #5 Sky. All timber walkways have non slip and treads and will be regularly cleaned. Various changes in level and direction, some involve a step (except Pod 5 Sky) the edges are all conspicuous and highlighted.

Vehicle access around the site is via a single track road with loose stones and chippings. this was assessed that emergency vehicles could access all areas of the site within 90 metres of the tree house units.

The Means of Escape for the various internal areas are satisfactory for the numbers that are likely to occupy them and with the recommendations made in this report.

Travel distances appear to be within the recommendations of the relevant guidance and codes of practice.

Escape routes	Suggested range of travel distance
Where more than one escape route is provided	25m in higher fire-risk area[1,2] 45m in normal fire-risk area 60m in lower fire-risk area[3]
Where only a single escape route is provided	12m in higher fire-risk area[1,2] 25m in normal fire-risk area 45m in a lower fire-risk area[3]

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.2.1	**A**	**It is not best practice to have key lockable doors. They may be subject to a strict management regime but keyless devices are preferred. Where staff/visitor safety is a concern change any internal key locks to keyless devices.**	To be replaced by principal contractor prior to opening.	Luke Price	**11/05/2023** T K Haggar
5.2.3	B	Management must implement an inspection regime for the checking & monitoring of all doors within the tree houses. Exits must be checked prior to opening to the public and fire doors to be checked at least weekly.			
5.2.4	B	Roads, gateways and footpaths shall be maintained and additional provided if a risk assessment by the site management shows the site to be difficult or dangerous to negotiate particularly in wet weather. Where provided, roads shall be suitably lit at night as necessary, taking into account the needs and characteristics of this particular site. Be a minimum of 3.1 metres wide, have a minimum height clearance of 3.7metres and where roads, footpaths and paving are provided, there shall be adequate surface water drainage. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.	Completed.	Luke Price	**11/05/2023** T K Haggar
5.2.5	C	Due to the site/buildings complex layout, it is recommended that local crews be invited to site to conduct a 7.2d familiarisation visit and update the site plans to include Means of Escape, equipment/plant, utilities & isolations which have changed since any previous visits or incidents by local crews.			
Property Protection					
5.2.1		No Significant observations			

5.3 Compartmentation & Fire Spread

This was a non-intrusive visual survey only but where safe access provided voids, plant rooms, risers & cupboards etc. were inspected.

The premises is considered a B2 risk under BS9999 and is less than 18m so there is no regulatory requirement for compartment walls or floors and is separated from the remainder of the premises by fire resisting construction.

Only the lower levels of the external elevations were observed from floor level. There are no appurtenances on the external walls of the building except for rainwater goods, lighting, AV equipment chimney ducting & vents.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.3.1	B	Confirmation should be obtained regarding the fire retardancy of the timber & cladding used in the construction of the tree houses. Due to the proximity of the structure to vegetation, the use of cooking appliances & white goods, internally & externally the timber and timber panelling should have been constructed with non-combustible materials, materials of limited combustibility or have been treated with fire retardant products.	Principle contractor to supply this information	Luke Price	
Property Protection					
5.3.1		No Significant observations			

5.4 Fire detection and alarm system

Visually assessed as BS5839-6 Grade LD3, Fire Alarm System with Thermally Enhanced Combined Optical Smoke detection in the tree houses to protect sleeping occupants.
On activation and alert the system will send a signal to the system installed in Elmore Court and managers mobile phones to alert them of an activation in the individual tree houses, or a relay link to a speech dialler fitted in Elmore Court that sends a activation to a landline or mobile.
Currently being installed in accordance with BS5839 Parts 6 by a competent fire alarm engineer.

Weekly testing: To be carried out weekly by staff and before occupied by guests and recorded in a Fire Log Book.

Periodic servicing: Installation and commissioning certification supplied by Business Electrics Ltd.

A zone plan is not in place and will not be required – Clause 3.68 of BS 5839-1 specifically requires a Zone Plan showing a diagrammatic representation of a building; This matter is considered necessary from a 'life safety' perspective and has a much greater emphasis.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.4.1	B	It is recommended that the fire alarm system is to be serviced 12 -monthly and maintained & updated in accordance with BS5839-6 and an auditable record kept.			
5.4.2	B	The Pod/tree house front door with Green Emergency Door Release Point (EDRP's) must be tested periodically in accordance with BS7273-4. This may be done on a rolling programme.			
Property Protection					
5.4.1	B	It is recommended that the fire alarm system be linked into an Alarm Receiving Centre, (ARC), this would ensure a rapid response from the Emergency services when the buildings are vacated/partly vacated, which should reduce the damage to the fabric and contents of the building(s). This could be initiated just outside of normal working hours.			

5.5 Firefighting equipment

Extinguishers installed include 6L foam or 6L Watermist & 2Kg CO_2 fire points have been installed on the external decking areas along with fire blankets in kitchens.

Annual service: Installation and commissioning certification available, servicing contract to be set up within 12 months.

Extinguishers are now rated according to their ability to extinguish Class A to E risks. For Class A risk, BS 5306-8 generally prescribes that each floor of a building should have provided a total extinguishing capacity that equates to 0.065 times the floor area (in m2).

iMist fire suppression system installed in each Pod, this will prevent a fire in a room, becoming a room on fire! iMist is the modern fire suppression solution replacing the heritage technology of fire sprinkler systems. It eliminates concerns over water damage, large water supply tanks, water supply upgrades and hidden maintenance costs. This includes the British Standards Institution (BSI) and the Loss Prevention Certification Board (LPCB), in accordance with ISO 9001:2015. Sprinkler systems for domestic and residential occupancies - Code of practice. The components of the automatic fire suppression systems shall be installed to BS 9252: 2011.

Ventilation: Natural manual only by doors and windows only.

Fire Service Access: Vehicles have access to the front elevation only, with restricted access to the front of the buildings. Nearest Fire Station Gloucester South Community Wholetime/Retained Duty Station 4.8 miles distance or 10 - 12 minutes distant (peak time) at normal road speeds and depending on turnout time, road & weather conditions, and other incidents.

Hydrant in road accessing the main site. On site open water sources available, locations to be added to the Fire & Evacuation Plan & Policy. GFRS Fire Appliances will access exact hydrant locations on MDT’s.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.5.1	B	Fixed or mobile Fire Point is recommended to be installed at the Assembly Point. Advise a Howler Fire Post mobile Fire Point, with signage Site Alert Alarm and storage for extinguishing media. Not more than 30m apart.			
Property Protection					
		No Significant observations			

5.6 Emergency Escape Lighting

Emergency Lighting: Provision installed in the form of maintained blade luminaries with pictograms and L.E.D. bulkheads and downlighters.

Monthly function test: Not yet completed.

Annual service/ discharge test: Installation and commissioning certificates available and sign off dates to be confirmed at FRA Review.

The safe movement of people along escape routes towards and through the exits provided to a place of safety depends upon the illumination and the ability to see hazards, changes of level and direction.
The time required to evacuate premises depends upon their size and complexity. The duration is dependent not only on the time to evacuate the premises but also if they are evacuated immediately on a supply failure or if they will be reoccupied immediately that the supply is restored.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.6.1	**A**	**Install rechargeable torches in the entrance hallway, near to the entrance/exit. The external routes will be difficult to negotiate in the dark & there should not be a reliance on "borrowed lighting.** **This is a short route to the Assembly Point, which all guests & staff will quickly become familiar with.** See also 5.6.3.	Completed.	Luke Price	**11/05/2023** T K Haggar

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.6.2	B	Emergency Lighting should be “function or flick” tested monthly (short duration flick on/off) in accordance with BS EN 50172:2004, BS 5266-8:2004.			
5.6.3	C	During any major refurbishment consider installing non maintained Emergency Lighting on the external Escape Routes, to assist in the evacuation of persons from this building. Out of hours/winter months – external routes will be difficult to negotiate in the dark – there should not be a reliance on “borrowed lighting” (Street lights). Best practice would be to install new external emergency lighting above all escape doors especially to the rear. As per Regulatory Reform Fire Safety Order 2005 Article 17. - (1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.			
Property Protection					
		No observations			

BS 5266-1:2016 recommends the provision of horizontal illumination at floor level along the center line of a defined escape route (permanently unobstructed) not less than 1 lux, and 0.5 lux for anti-panic areas, to exclude a 0.5m border around the route.
In addition, for escape routes of up to 2m wide, 50% of the route width should be lit to a minimum of 1 lux. Wider escape routes can be treated as a number of 2m wide bands.
The actual degree of illumination should be closely related to the nature of both the premises and their occupants. The level of illumination in certain rooms and areas within a building will vary depending on their use; all this information is contained in the appendices to BS 5266-1:201.

5.7 Fire Safety signs and notices

Fire Action Notices not installed at this time. A Pod specific Fire and evacuation Plan will be available on line and in every tree house for guests to read and become familiar with.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.7.1	B	 Fit Electrical Yellow/Black Hazard warning signs to the electrical isolation units on site & each Pod.			
5.7.2	B	Ensure all building entry/exit points are assigned a smoking prohibition sign including the kitchen.			
5.7.3	B	 All LPG storage cages must be fitted with Flammable Gas warning signs. Place on the cage entry doors once in situ following recommendation 5.1.1			
Property Protection					
		No significant observations			

5.8 Emergency plans and evacuation procedures

The evacuation methodology is advised to be a Full Simultaneous for each Pod/tree house.

The fire procedure and policy are “in progress” to be confirmed at the FRA Review.

Advised that staff have use of radios principally for communication between staff & the manager, these would prove useful in an emergency.

Control of Contractors: Limited controls including use of long term & accredited contractors and some provision of RAMs. “BCarm Health & Safety system procedures”.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.8.1	A	**An individual Pod/tree house fire procedure must be documented.** **This should outline the actions to take in the event of fire, actions if discovering a fire and the roles and responsibilities of any designated staff, *the evacuation of the public including any disabled persons* and who calls the fire service.** **The procedure should include the full site and associated buildings address.** **This procedure should then be available as the basis for staff training and displayed on the Health and Safety notice board & in the Pods for guest information.** **The document to be reviewed following significant change or within 3 years.**	Carried out on **13/04/2023** by Christopher Haggar. IFSM Tier 2 Nationally Accredited Fire Risk Assessor (NAFRAR) **2023** NAFRAR C354	Luke Price	**13/04/2023** C R Haggar
5.8.2	B	The management should document a general statement of policy that should be provided to staff. This should include the person responsible for the organisation, control, planning, maintenance and review of the fire safety arrangements. The policy should be made available to all relevant persons in the premises. The policy should be reviewed and updated at least annually and should form part of any staff annual training.			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.8.3	B	The Equality Act 2010 and the Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public take responsibility for ensuring that *all* people, including impaired people, are safe and can leave the building they control safely in the event of a fire (without putting themselves at risk), and not wholly rely on the fire & rescue service. PEEPs, “reasonable adjustments” and/or specialist equipment may be required.			
5.8.4	B	The business should have a methodology for identifying any guests that require assistance to evacuate, particularly any sleeping guests. Ideally this should be ascertained at the time of booking or at least noted at the time of check in. These requirements must be communicated to all duty staff.			
5.8.5	B	Many serious fires occur whilst repairs, maintenance, refurbishment or alterations to buildings and plant are undertaken by contractors. Contractors should be able to provide evidence of competency & accreditation and safe systems of work, (risk assessments/ method statements). They should be given a safety brief that includes the actions to take in the event of fire. Visiting contractors to be instructed that no activity, generating heat, smoke, flame or sparks is to be carried out without prior authorisation of the person responsible for the premises. If hot works is to be carried out a ‘Hot work permit’ should be issued. Alternatively a specific risk assessment may be sufficient.			
Property Protection					
		No significant observations			

5.9 Staff training

Induction: Informal process completed by the general manager which has included building orientation, location of exits, location of the assembly point and the location & use of firefighting equipment. Records must be kept and signed copies available for scrutinization.

Refresher/continuation training: Site in final build and snagging stage prior to opening. Evacuation drills: Not yet completed. Fire Marshalls: No Fire Marshalls identified at this time. To Be Confirmed during FRA Review.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.9.1	**A**	**It is best practice to conduct drills twice per year. Conduct a drill with maximum staff numbers as soon as practicable to test the emergency procedures and staff. Following this the next drill should be repeated again within 6 months. This should record the time taken to evacuate the building and other details including day, date, time of alarm and any observations and debrief with all staff. Suitable records must be maintained, this is a legal requirement where 5 or more persons are employed across an organisation.**			
5.9.2	**A**	**Due to the site location and the inherent hazards, sufficient staff to be trained as fire marshals/wardens. It would be beneficial if this training included practical use of extinguishers. Once they have had the required training, they may be able to provide annual refresher training to any new members of staff. Provide refresher training for the fire wardens every 1-2 years, maximum 3 years. This should improve the general fire safety standard and improve emergency response. Records must be kept of any staff training.**			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.9.3	B	It is recommended that the management formalise the induction process by documenting an induction form or checklist that incorporates a declaration. Once the fire procedure is documented the management must take all staff through it. Records must be kept of any staff training, ideally in or with a fire safety logbook. This is a legal requirement where 5 or more persons are employed across an organisation.			
5.9.4	B	The Fire Safety Order requires that staff should receive periodic refresher training following significant change (best practice is annually) and the training recorded. This training should be proportionate and may be in the form of a team brief, toolbox talks, post drill session, eLearning or DVD etc. As a minimum, this may be some form of document which the reader must sign to confirm their understanding. This should include any changes to the fire & emergency procedures, review of incidents and drills, types of extinguisher and what types of fire they may be used upon, reminders about housekeeping and the importance of keeping escape routes clear etc			
Property Protection					
		No significant observations			

5.10 Housekeeping and other control measures

Housekeeping and Storage was to a good standard in most areas.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.10.1	B	**Do not allow the charging of e-bikes or scooters in the tree houses or on external decking areas.** The riskiest time for e-bike and e-scooter fires to take place is when charging lithium batteries. This is the time that batteries are most likely to fail, some cheaper batteries bought online may not meet UK safety regulations. Lithium batteries store a significant amount of energy in a very small space and are much more powerful compared to other types of batteries. If that energy is released in an uncontrolled way, then a fire or explosion may result. If there is overheating, crushing, penetrating or overcharging, then a fault can occur within damaged battery cells which may cause the battery to catch fire and/or explode.			
5.10.2	B	Information for guests on the use of the log burners must be available. This should include ensuring that they are fully extinguished at night and where necessary be damped down and provision of some form of fire guard with a grid of circa 25mm x 25mm. The grate must be cleaned out once the fire has completely died out.			
Property Protection					
5.10.1		No significant observations			

5.11 Electrical and gas factors

Electrical extensions: Not used or observed

In-service inspection of portable electrical appliances, (PAT testing), in accordance with the HSE Guidance: Most appliances will be new. TBC at FRA Review.

Electrical Inspection Condition Report (EICR) in compliance with BS7671 Requirements for electrical installations IET Wiring Regulations: Currently being carried out. Installation and commission certificates available during the FRA Review from Business Electrics Ltd.

Main electrical supplies: Main intakes located in each building/unit in external electrical cupboard.

Lightning protection: Not present on buildings. Lift: None. Photovoltaics: None installed.

Gas supplies: To be confirmed at FRA Review if 18Kg Calor gas will be used for BBQ's.

Heating/Cooling system: Air Source Heat Pumps. This system transfers heat from the outside air to water, which heats the tree houses via radiators and underfloor heating. It will also heat water stored in a hot water cylinders for the hot taps, showers and baths.

Kitchen: Commercial kitchens externally Pod 4 has an internal kitchen.

Laundry: No provision.

Log burners installed and installation and commissioning certification is available.

It is a legal requirement of article 17 of the Fire Safety Order that "the responsible person(s) must ensure that the premises and any facilities, equipment and devices are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair."

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.11.1	B	There are log burners installed in each tree house. The management should have in place a risk assessment for the use and management of the log burners. This should include ensuring that they are fully extinguished at night and where necessary be damped down and provision of some form of fire guard with a grid of circa 25mm x 25mm. The grate must be cleaned out by cleaning staff or maintenance staff once the fire has completely died out.			
5.11.2	B	Management should monitor to ensure that staff keep the kitchen clean and free from a build-up of fat and grease, particularly in grease filters and extraction ducting which will help to reduce the risk of fire and fire spread. Grease filters & extraction ducting above the cooking ranges in the kitchen should be regularly cleaned and degreased at intervals dependant on their use. Filters to be cleaned every 1 week – month and duct work deep cleaning should be; Heavy use (12-16 hours per day) - clean every three months. Moderate use (6-12 hours per day) - clean every six months. Light use (2-6 hours per day) - clean every 12 months.			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.11.3	B	There isn't a simple rule of thumb on how often to clean your chimney/flue, such as cleaning after 50 uses or **one year**. But it's still an important task, as a smoky fire without enough oxygen emits lots of unburned tar vapours called "creosote" that can condense inside the fireplace flue and stick to it, possibly leading to a chimney fire.			
5.11.4	C	Have all portable electrical equipment tested following HSE guidance: Maintaining Portable Electrical Equipment http://www.hse.gov.uk/pubns/books/hsg107.htm Further guidance refers to HSG 85 Electricity at work: Safe working practices http://www.hse.gov.uk/pubns/books/hsg85.htm			
Property Protection					
		No significant observations			

5.12 Record keeping

Written records and certification currently unavailable. To be assessed at FRA Review.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.12.1	**A**	**The principal contractor to provide O&M Manuals with all installation, commissioning & completion certification.**			
5.12.2	**A**	**The management must keep suitable & sufficient records of all checks, tests, maintenance & training. It is recommended that a logbook is purchased and maintained.** **It should be readily available for inspection by any relevant party.** **Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency.** **Maintain comprehensive records of: -** ▪ **emergency light testing,** ▪ **fire alarm system maintenance,** ▪ **suppression system maintenance,** ▪ **staff fire training,** ▪ **fire evacuation drills,** ▪ **gas appliance servicing,** ▪ **PAT,** ▪ **security system maintenance** **Where 5 or more persons are employed this is a legal requirement as *stated in article 11 of the Regulatory Reform (Fire Safety) Order 2005.***			
Property Protection					
		No significant observations			

5.13 Protection from the threat of arson

No history of arson in the building or locality made known to the assessor.

Located on a rural estate in a small village, it has limited external lighting and no public street lighting. All doors are secured at night.

Intruder alarm/CCTV/Access Control service: To Be Confirmed at FRA Review.

Waste stores and provision To Be Confirmed at FRA Review.

Not assessed as a significant arson risk.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.13.1	B	Guidelines recommend that bins be stored 4 - 6m & skips 8m from the building (or as far away as possible). Ideally, they be stored in a secure area. As a minimum the bin lids should be locked and where possible they should be secured in position so they cannot be moved.			
Property Protection					
		No significant observations			

ANNEX A
Maintenance and standards matrix

Frequency	***Item***	***Requirement***	***Record***
Daily **Nightly**	Fire alarm indicator panel for normal condition. Indicator lights in emergency lighting units. Electro-magnetic exit door systems	BS 5839-1:2017 BS 7273-4:2015	None Logbook if faulty None Fire Logbook if faulty
Weekly	Fire alarms *(weekly testing).* Fire Extinguishers (Visual Inspection) Fire blankets (Visual Inspection) Any automatic suppression systems fault check. Fire resisting doors held on electro-magnetic door holders closed, electric plugs, waste bins etc. Smoke control systems	BS 5839-1:2017 & 6:2019 +A1:2020 BS 5306-3:2017 FIA Code of practice EN 12845 BAFSA EN 15004 BS 7273-4:2015 BS9999:2017 / BS7346-8:2013/ manufacturer's instructions	Fire Logbook Fire Logbook Fire Logbook Fire Logbook Fire Logbook
Monthly	Emergency lighting (Simulated mains failure (flick test). Fire alarm if automatic generator is used as part of the standby power supply.	BS EN 50172:2004, BS 5266-8:2004 BS 5839-1:2017	Fire Logbook Fire Logbook
Quarterly	Fire alarm Any automatic fire suppression systems (Appropriate BS EN inspection) Smoke control systems	BS 5839-1:2017 BS EN 12845:2015+A1:2019 EN 15004 (Series) BS 5306-42001+A1:2012 BS9999 / BS7346-8 manufacturer's instructions	Fire Logbook Fire Logbook Fire Logbook Fire Logbook

6-monthly	Fire alarm Electro-magnetic door holders Kitchen extract systems	BS 5839-1:2017 BS 7273-4:2015 BESA TR/19	Fire Logbook Fire Logbook Fire Logbook
Annually	Fire Alarm *(Ensure Biannual visits have tested the entire system during the year)* Fire extinguishers Escape lighting *(Full duration (discharge) test – usually 1 or 3 hour)* Fire blankets Any automatic fire suppression systems Kitchen Suppression Smoke control systems Lightning Protection Systems (11 or 13 months) Gas Installations (Gas Safe Registered Member) Portable Appliance Testing (PAT) Kitchen extract systems	BS 5839-1:2017 BS 5306-3 :2017 BS EN 50172:2004, BS 5266-8:2004 FIA Code of practice BS EN 12845 EN 15004 BS 9251:2014 BS EN 16282-7:2017 BS9999 / BS7346-8 manufacturer's instructions BS-EN 62305 for systems that post-date 1st September 2008 and BS 6651 prior Gas Safety (Installation and Use) Regulations 1998 (Amended) HSE Guidance BESA TR/19	Fire Logbook Fire logbook Test Certificate Fire logbook Test Certificate Test Certificate Test Certificate Test Certificate Certificate Test Certificate

3-yearly	Industrial Fixed Electrical Inspection and test (or change of occupancy)	BS7671:2018	Test Certificate
5-yearly	Fire Extinguishers (Extended Service) Commercial Fixed Electrical Inspection and test (or change of occupancy)	BS5306-3:2017 BS7671:2018	Test certificate Test Certificate
10-yearly	Carbon Dioxide (CO_2) Fire Extinguishers (Hydrostatic test) Residential Fixed Electrical Inspection and test (or change of occupancy)	BS 5306-3:2017 BS7671:2018	Test Certificate Test Certificate

ANNEX B

The Licensing Act

Summary of relevant key points
These guidelines are issued to assist local licensees to provide suitable and sufficient fire safety measures in licensed premises for applications under the Licensing Act 2003. They do not replace existing legislation relating to Health and Safety Occupancy Calculations.
As part of the licensing process the applicant should include in their operating schedule the steps they will take to promote the 4 licensing objectives. The licensing objectives under the Act include public safety and the fire service will be consulted by the Licensing Authority on this aspect of the application.
The operating schedule should therefore contain a *Fire Risk Assessment* highlighting any significant findings, arising out of the assessment and any remedial actions necessary.

In order to avoid issues arising over public safety relating to fire risk, applicants are strongly advised to submit a Plan on a minimum scale of 1:100 indicating the fire safety provisions in place, this should include available Exits and associated routes, Fire Alarm if fitted, Emergency Lighting and Firefighting Equipment. Regulations yet to be published may make this a requirement.

The plan should clearly state the *Occupancy and how the figure had been reached*. The Licensing Authority may attach conditions relating to the maximum occupancy level/s after consultation with all statutory consultees if the operating schedule does not include such details or there are objections to the proposed occupancy level.

Occupancy calculations
Where existing legislation does not provide adequately for the safety of the public or club members the Licensing Authority may include additional conditions to ensure the safety of occupants.
The licensee shall, to the best of his/her ability, maintain and keep good order and decent behaviour on the said premises during the time of the public entertainment and notwithstanding the generality of the foregoing the licensee shall:
Provide an acceptable system of:
Controlling entry.
Identifying the number of persons present on the premises at any given moment in time.
Stewarding the premises where the number of people admitted exceeds 50.
Produce on demand to any authorised officer of the Authority, the Police and Fire and Rescue Service evidence of the number of persons present on the premises.

Doors
The premises shall be provided with an adequate number of exits of sufficient dimension clearly indicated by a pictogram symbol or a combination of text and pictogram in accordance with either the British Standard 5499: Part 1 (specification for fire safety signs) or alternatively with the Safety Signs and Signals Regulations 1996. The signs shall be illuminated by both mains and secondary lighting and conform to the relevant Code of Practice.
NOTE: Text only notices do not comply with the Health & Safety (Signs and Signals) Regulations 1996. They require replacement or supplementing with new signs.
The means of entry and exit, and the passages and gangways shall, during the whole time that the premises are used for the purposes of licensed activities, be kept free, unobstructed and adequately illuminated, both inside and outside the premises.
All final exit doors must be fitted with fastening devices which can be easily and immediately opened from inside without the use of keys or code.
Any door required for means of escape in case of fire, if fastened during the time the public are in the premises, shall be secured during such time by panic mechanisms only. Doors fitted with panic mechanisms shall be indicated
either PUSH BAR TO OPEN or PUSH PAD TO OPEN in conspicuous and distinctive block lettering.
All doors required as means of escape in case of fire shall open in the direction of egress or where this is not possible be securely fastened in the open position at all times when the public are present on the premises. If this is not possible, limited occupancy will be imposed.
Security Devices
Any security devices other than panic mechanisms shall be removed whenever the premises are occupied.

Fire Alarm
An approved means of giving warning in case of fire shall be provided. Where an electrical system is provided it should be installed, maintained and tested in accordance with the current relevant British Standard Specification. All periodic tests and examinations shall be recorded in a logbook kept on the premises.

Notices
Notices giving instruction on how to call the Fire and Rescue Service must be prominently displayed adjacent to alarm call points and telephones in the premises.

Emergency Lighting
An emergency lighting system should be provided, maintained and tested in accordance with the current relevant British Standard Specification. The system provided in the premises and associated escape routes should fulfil the following functions:
Indicate clearly the escape routes.
Provide illumination along escape routes to allow safe movement towards and through the exits provided.
Ensure that the fire alarm call points and firefighting equipment provided along escape routes can be readily located.
Provide illumination to external means of escape arrangements.
Where people are unfamiliar with the premises, or there is provision for dimming of the lights and/or alcohol is consumed then generally Final Exits and intermediate luminaires must be on a Maintained System (Illuminated at all times premises are in use).
All periodic tests and examinations shall be recorded in a logbook kept on the premises.

Fire Fighting Equipment
Firefighting equipment shall be provided appropriate to the risk and sited in a location under the supervision of the staff. *The equipment shall be tested and examined by a competent person at periods not exceeding 12 months and the results recorded in a logbook kept on the premises.*
All members of the staff at the premises shall be given instruction and training as to their duties in the event of fire or other emergencies and records as to such training shall be kept in a logbook on the premises.

Heating Appliances
All heating appliances should be suitably guarded and fixed in position in such a manner so as to prevent unauthorised persons having access to the controls or being able to approach sufficiently close to the appliance to endanger themselves.
Combustible materials or substances should not be sited close to any heating appliance. In deciding the safe distance regard should be given to the type of heater and the ease of ignitability of the nearby materials or substances. Care should be taken to ensure that radiant heaters, particularly those fitted with reflectors, are not directed towards combustible materials and that, wherever possible, they are mounted at a high level above head height, usually at least 2.5m above floor level.
No oil-fired heaters, other than those forming part of the boiler installations, should be used in the premises.

No portable Liquefied Petroleum Gas (LPG) heater should be in the premises when members of the public are present. *Containers of LPG should be protected against unauthorised interference and accidental leakage. LPG cylinders, both full and empty, should be kept in safe positions in the open air away from other flammable materials or, where this is not reasonably practicable because of exceptional circumstances, in any adequately ventilated storeroom constructed in accordance with HSE Guidance.*

Furniture and Furnishing etc

The use of furniture, furnishings, floor coverings and synthetic materials that are easily ignited or demonstrate rapid spread of flame characteristics shall be avoided. Replacement furniture and furnishings must conform to the Furniture and Furnishings Regulations current at that time.

New curtains and other textile hangings are to be inherently flame retardant or be treated with a durable flame retardant. They should be capable of complying with the current British Standard or equivalent.

New soft floor coverings must be labelled in accordance with the British Standard or its equivalent.

Wall coverings should conform to British Standard 476: Part 7: Class 1 surface spread of flame or equivalent. However, wall coverings in escape routes should achieve Class 0 Standard.

Access Conditions

Duly authorised Officers of the Authority, Police Officers and Fire Officers shall at all times have free access to the premises for the purpose of ensuring compliance with the conditions of this licence and shall have access to any necessary records.

ANNEX C

Disclaimer

1. This report, and the underlying work on which it is based, has been prepared and is submitted in accordance with the contract with the client and is intended solely for use by the client. Christopher Haggar warrants that the report has been prepared with all reasonable skill and care. Christopher Haggar will not accept liability for deficiencies in any report unless it can be proven to have been caused by its breach of contract or negligence. Negligence shall be as defined as in Section 1(1) of the Unfair Contract Terms Act 1977. Except in the case of death or personal injury arising from the negligence of Christopher Haggar, the liability of Christopher Haggar for breach of contract or negligence or otherwise in relation to the preparation of the report shall in no case exceed the fee paid by the Client for the report. Christopher Haggar shall in no circumstances be liable for any other loss, charges, damages, indirect or consequential loss (including loss of profit) or expenses of any kind. The Client acknowledges that all possible circumstances in which the report may have some relevance cannot be foreseen at the time the report is prepared. The Client also acknowledges that Christopher Haggar would not be able to provide the Report for the agreed fee if Christopher Haggar were obliged to accept all far reaching responsibilities.

2. The scope of any report produced by Christopher Haggar shall be limited to matters specifically identified in the Proposal or indicated in the report. Except where Christopher Haggar has otherwise agreed in writing, Christopher Haggar shall not be liable for any reliance placed on a report by any person other than the Client or for any reliance placed on a report which is not specified in or envisaged by the Proposal. Christopher Haggar shall not be liable for any loss caused by a report where such loss arises as a result of the provision to Christopher Haggar of false, misleading or incomplete information by the Client or as a result of the act or omissions of any other person.

3. Any report shall only be valid and may only be relied upon for the period stated in the report. Christopher Haggar accepts no responsibility for the accuracy of information contained in the report after the stated period of validity. Where so indicated by Christopher Haggar any report is to be regarded as expressing the opinion only of Christopher Haggar and is not to be relied upon as being factually correct.