



Health Safety & Fire Risk Assessment

4

Birtley House, Birtley House Group Ltd

Undertaken at
**Birtley House
Nursing Home
Bramley
Surrey
GU5 0LB**

Care of

Hunter FM



Report Compiled By

Gary Hendry

4site Consulting Limited

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1.0 Introduction

1.1 Health, Safety & Fire Combined Risk Assessment

4site Consulting Limited has been instructed to undertake a Health, Safety & Fire risk assessment of the facilities at Birtley House .

This combined Health, Safety & Fire risk assessment report addresses the requirement to carry out suitable and sufficient risk assessments under Regulation 3 The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005. Consideration is also given to relevant associated Guidance, British Standards and Building Regulations as appropriate. The report includes recommendations for required remedial actions and ongoing monitoring and control measures. The Regulations also require employers to devise and implement safety measures as identified in the Risk Assessment.

The non-domestic part of the property is the area where the landlord, his employees, representatives & contractors can access without the permission of the occupiers of the dwelling, such as lofts, roof spaces, internal lobbies & stairs, electricity & gas cupboards, lift motor and plant rooms, and external areas including for example paths, cupboards and garden areas. The domestic property is any part of the building which is used as a residence and where the occupiers have sole use.

This assessment considers the following aspects of fire safety and also reflects the fire safety standards identified during the assessment in each area of the building being inspected:

- Sources of Ignition / Fuel
- Persons at Risk
- Fire Detection and Warning Systems
- Means of Escape
- Provision of Fire Fighting Equipment
- Emergency Evacuation Plans and Training
- Maintenance and Testing of Fire Safety Equipment
- Signage
- Plant Emergency Procedures
- Building Plans & Fire Provisions

The assessments, observations and recommendations made are only pertinent to the conditions at the time of the assessment. Regular inspections and review risk assessments are required to ensure the current standards are maintained. The report includes overview assessments for relevant legal requirements indicating whether the client is complying with health, safety & fire legislation.

Unless otherwise instructed, the frequency of the review period for this assessment is dependent on the Health and Safety management system and the severity and likelihood of risks and hazards observed.

Gary Hendry undertook this assessment on 29/03/2018. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

How to Manage this Report
This Report is to be Managed by the Responsible Person

Determine how many legal Non-compliances and Hazards identified by referring to Introduction Section 1 which details these and what actions are required with the priority status of each hazard. Property Information is also detailed within this section.

View a summary of each assessment results by referring to Section 2 for the Report Summary (for details of the assessment results, compliance categories and hazard categories).

For specific details of each non-compliance and hazards refer to Section 3
Always deal with Non-Compliance and Priority 1 Hazard actions identified immediately.
Plan to deal with priority 2 and 3 actions as required and determine a time scale for completion.

Ensure that any contractor used has the correct information by referring to Section 3 for the page per action sheets which can be copied and sent to the contractor for action.

When work has been completed
the responsible person is to record, signing and dating, all actions taken in the action taken box. Use the legislation and addresses within appendices A Section 4 to assist you with your Health & Safety Management. The integrity of the report must remain intact with all completed sheets kept within the report file.

Access to electronic copies of reports
Using your unique Username and Password, you can log onto the "client login" section on the 4Site Consulting website www.4siteconsulting.co.uk. Our website enables you to view your risk assessment online, review and update action plans and print off further copies if required.

**Please Consider the Following When Dealing
With Actions in this Report**

To assist the responsible person to manage the actions within this report the following HSE guidance term should be considered when addressing the actions required:

"So Far As Is Reasonably Practicable" (SFAIRP)

In a perfect world, all risks are to be eliminated, or as a minimum reduced as far as possible.

However, it is recognised that not all risks can be completely removed. In most instances the law allows the responsible person to take into account any budget or legal constraints.

For example, if it is considered that it would cost an unreasonable amount of money to comply with a recommended action while taking into account the established level of risk, then to comply with the recommendation may not be considered as

"Reasonably Practicable".

When an action is recommended for an improvement that may attract a significant cost, the risk advisor will not be aware of any budget constraints that the responsible person may have. The SFAIRP allows the responsible person to weigh up the cost against the risk and then justify why a recommendation is not carried out.

We recommend that whatever the course of action taken the details are noted on the individual Action Plans for any Legal non-compliances and Hazards identified along with any alternative measures that have been put in place.

**This risk assessment will be reviewed in 12 months,
24 months or 36 months (as required)**

1.1.1 - Legal Non-Compliance Summary Sheet

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.1	No suitable Health & Safety provisions have been made for on site employees. DSE risk assessments, First aid risk assessments, Lone Working Policy	Introduce required Health & Safety provisions for on site employees. Monitor and review Health & Safety provisions on a regular basis. Note: If any onsite staff are employed through a sub-contractor, ensure sub-contractor provides the appropriate provisions.	
4.2.15	Personal protective equipment (PPE) assessments - have not been carried out and staff have not been trained for correct use, maintenance and storage of PPE.	Ensure PPE assessments are carried out with records of issue maintained. Staff should also be trained in the correct use, care, maintenance and storage of PPE with records maintained.	
4.2.26	No evacuation drills carried out. Due to the differing levels of dependency of the residents, its very difficult to conduct a physical evacuation. Simulated training 2016 however no records maintained. Not covered within induction. Staff nurse calls evacuation based on information from site.	Implement regular simulated evacuation training sessions e.g. six monthly or at least annually and maintain records. Where its proving difficult to train staff due to varying shift patterns, you should consider your current eLearning programme to train staff on evacuation simulation whilst the are on shift.	
4.2.43	No Written Scheme of Examination available.	Employ a competent contractor to inspect pressure systems as detailed and draw up a Written Scheme of Examination.	
4.2.48	Not all fixed electrical installations have been tested as recommended within the maximum period of 5 years for residential premises.	Identify elctrical installations requiring testing and employ NICEIC registered contractor to undertake inspection and testing as required.	
4.2.52	Emergency lighting is reportedly tested and serviced as required, however, there were unsuitable records available to confirm this. Visually inspected weekly Monthly tested however No annual records	Ensure a competent person carries out a monthly test and a competent contractor services the system annually in accordance with BS 5266-1:2016.	
4.2.55	There is no inspection regime for ladders. Ladder tags last dated 2015	Devise & implement an inspection regime for ladders. Ensure copies of records are available for inspection.	
4.2.58	COSHH risk assessments have not been undertaken, no Hazardous Substances Register created, and no Material Data Safety sheets available.	Employ a competent person to undertake suitable COSHH risk assessments, create a Hazardous Substances Register and obtain Material Data Sheets for all hazardous substances.	
4.2.75	There is no inspection regime for external metal fire escapes	Devise & implement an inspection regime for external metal fire escapes. Ensure records are available for inspection. External metal fire escapes should be inspected on a regular basis with a structural survey carried out every 3 to 5 years.	

1.1.2 – Hazard Summary Sheet

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
F01	Main plant room	Combustible items stored next to electrical panels Potential fire hazard.	1	a
FD05	Grnd floor preparation kitchen, main grnd floor kitchen, staff rm	Fire door does not close into frame correctly. Sliding doors are reliant on employees closing them. Potential for fire and smoke to spread through property.	1	a
BS07	Steps leading to roof tank rm, laundry rm	No handrail installed. Potential fall hazard.	2	
E03	Main plant room	No electrical safety matting installed beneath electrical equipment. Potential for electric shock.	2	a
EL01	1st floor communal wet room, (Derwent bathroom)	No emergency lighting with insufficient borrowed lighting available. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	
EL01	Basement	No emergency lighting with insufficient borrowed lighting available. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	a
EL01	Kitchen escape route	No emergency lighting with insufficient borrowed lighting available. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	
EL01	1st floor corridor, Rooms 17 - 19	No emergency lighting with insufficient borrowed lighting available. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	
EL01	Rear external escape leading from grnd floor kitchen	No emergency lighting with insufficient borrowed lighting available. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
EL03	Next to bedroom 43 (light unit 27)	Emergency light inoperative i.e. LED not armed. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	a
EL03	1st floor escape leading to rear escape ramp	Emergency light inoperative i.e. LED not armed. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	
EL03	Final exit doors leading into annex courtyard	Emergency light inoperative i.e. LED not armed. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	
EL03	1st floor annex corridor (lighting unit 74)	Emergency light inoperative i.e. LED not armed. Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.	2	
FAP01	1st floor annex corridor, next to linen room	No fire action notices displayed adjacent to the fire alarm manual call points. Potential in delaying evacuation process.	2	
FAP01	Grnd floor physio area	No fire action notices displayed adjacent to the fire alarm manual call points. Potential in delaying evacuation process.	2	
FAP01	Main plant room, basement, laundry rm, kitchen	No fire action notices displayed adjacent to the fire alarm manual call points. Potential in delaying evacuation process.	2	
FAP01	Grnd floor corridor, 1st floor corridor, Annex building, outside communal activity room	No fire action notices displayed adjacent to the fire alarm manual callpoints. Potential in delaying evacuation process.	2	
FB01	Tray room	No fire blanket provided. Potential reduction in fire fighting capability.	2	a
FBS03a	Main plant room	Breach in compartmentation with insufficient fire stopping installed. Yellow expansion insulation foam has been used rather than the fire rated red expansion foam. Potential for fire, heat and smoke to spread through the property.	2	a
FD02	Basement teaching room	Door does not appear to be to the minimum half hour standard of fire resistance. Potential for fire to spread throughout premises.	2	a

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
FD03a	Communal activity room, fire door next to main entrance	Unable to determine if the hinges fitted to the fire door meet the current fire safety standards, as they are not stamped with either the British Standard, or CE safety marking. Potential for hinges to fail, allowing fire and smoke to spread through the property.	2	a
FD04	Basement fire door	Fire door may not perform correctly as screws are missing from hinges. Potential for fire and smoke to spread through property	2	a
FD04	Communal activity room, fire door next to main corridor	Fire door may not perform correctly in the event of fire, screws missing from hinges. Potential for fire and smoke to spread through property	2	a
FD05	Grd floor stairwell / communal dining area	Fire door does not close into frame correctly. Potential for fire and smoke to spread through property.	2	a
FD05	Door leading from corridor into laundry room	Fire door does not close into frame correctly. Door catches on door latch. Potential for fire and smoke to spread through property.	2	a
FD05	Activity room	Fire door does not close into frame correctly. Potential for fire and smoke to spread through property.	2	a
FD05	Grnd floor office	Fire door does not close into frame correctly. No self closer or door guard installed. Potential for fire and smoke to spread through property.	2	
FD06	Communal activity room, fire door next to main entrance	No cold smoke seal/intumescent strip installed. Potential for fire & smoke to spread through property.	2	a
FD06	1st floor corridor, Annex building, opposite unit 23	No cold smoke seal/intumescent strip installed. Potential for fire & smoke to spread through property.	2	
FD06	Grnd floor office	No cold smoke seal/intumescent strip installed. Potential for fire & smoke to spread through property.	2	a
FD06	Grnd floor main kitchen	No cold smoke seal/intumescent strip installed. Potential for fire & smoke to spread through property.	2	a
FD06	Corridor, opposite room 43	No cold smoke seal/intumescent strip installed. Potential for fire & smoke to spread through property.	2	a
FD06	Annex pantry	No cold smoke seal/intumescent strip installed. Potential for fire & smoke to spread through property.	2	a

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
FD08a	1st floor annex building	Automatic fire doors not labelled "Automatic Fire Door Keep Clear" Potential for doors to be obstructed, preventing them from closing when the door release is actuated, leading to fire and smoke spreading through the property.	2	
FD08a	Corridor outside activity room, kitchen corridor, Annex corridor at pantry	Automatic fire doors not labelled "Automatic Fire Door Keep Clear" Potential for doors to be obstructed, preventing them from closing when the door release is actuated, leading to fire and smoke spreading through the property.	2	
FD08a	Communal activity room, fire door next to main entrance	Automatic fire doors not labelled "Automatic Fire Door Keep Clear" Potential for doors to be obstructed, preventing them from closing when the door release is actuated, leading to fire and smoke spreading through the property.	2	
FD10a	Opposite activity room	Fire exit door fitted with a lock that requires a key to unlock it. Potential for persons to be trapped in the building if the key cannot be found.	2	
FEX04	External wood burner room	Fire extinguisher is overdue for service. Extinguishers last serviced in 2014 Potential reduction in fire fighting capability.	2	
FMES01	Corridor outside main corridor, Corridor outside activity room	Fire exit/escape route partially blocked by stored items. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES01	1st floor corridor, units 45&46	Fire exit/escape route blocked by stored items. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES01	Grnd floor physio area	Fire exit/escape route blocked by stored items. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES01	Corridor outside lift room	Fire exit/escape route blocked by stored items. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES01	Kitchen escape route	Fire exit/escape route blocked by stored items. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES01	Kitchen escape route	Fire exit/escape route blocked by stored items. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES02	Grnd floor seating area	No fire exit signage showing escape routes. Potential in delaying evacuation process.	2	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
FMES02	Rear external escape leading from grd floor kitchen, Annex courtyard, rear grounds	No external fire exit signage showing escape routes leading to assembly point at front of premises. Potential in delaying evacuation process.	2	
FMES02	Communal activity room	No fire exit signage showing escape routes. Potential in delaying evacuation process.	2	
FMES02	Grnd floor corridor	No fire exit signage showing escape routes. Potential in delaying evacuation process.	2	
FMES04	Main plant room	Storage in plant room : evidence of unauthorised access to a high risk area and potential for build up of combustible items.	2	
FSD01	Grnd floor preparation kitchen	There is not a suitable fire warning and detection system installed. The current smoke detection unit should be replaced with a heat detector. Potential to delay evacuation in the event of a fire.	2	
G03	Grnd floor entrance lobby doors	No form of manifestation on glazing. Potential for persons to walk into glazing and sustain cuts/puncture injury.	2	
W@H12	Roof tanks	No edge protection guard rails or alternative fall arrest safety equipment installed. Access is controlled Potential fall / falling object hazard.	2	
BS01	Rear ground (behind kitchen)	Building structure damaged. Boundary sleepers are leaning. Potential falling object hazard.	3	
BS09	Entrance lobby	The floor surface is loose in places. Potential slip hazard.	3	
E06	Corridor opposite room 39	Exposed electrical wiring / connections. Potential electric shock.	3	
FA01	Grnd floor annex	No signage indicating location of first aid box. Potential to hinder prompt first aid action.	3	
FD07	Activity room	Fire Doors not labelled "Fire Door Keep Closed". Potential for fire door to be left open and for fire & smoke to spread through the property.	3	
FD12	Rear external escape leading from grd floor kitchen	Final Fire Exit Doors. External side of final fire exit door is not labelled as such so as to be kept clear of obstructions. Potential to hinder evacuation of building in the event of an emergency.	3	
FD12	Kitchen escape route, 1st floor escape	Final Fire Exit Doors. External side of final fire exit door is not labelled as such so as to be kept clear of obstructions. Potential to hinder evacuation of building in the event of an emergency.	3	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
FEX06	Main plant room	Fire extinguisher obstructed. Potential reduction in fire fighting capability.	3	
FEX10	External wood burner room	No signage displayed above fire extinguishers. Potential for confusion when selecting the correct type of extinguisher to fight a fire.	3	
FEX10	1st floor lift lobby, next to nursing office, opposite cleaning cupboard	No signage displayed above fire extinguishers. Potential for confusion when selecting the correct type of extinguisher to fight a fire.	3	
FEX10	Main plant room, kitchen	No signage displayed above fire extinguishers. Potential for confusion when selecting the correct type of extinguisher to fight a fire.	3	
FEX10	Corridor opposite room 39	No signage displayed above fire extinguishers. Potential for confusion when selecting the correct type of extinguisher to fight a fire.	3	
PE01	Basement	Low level equipment/building structure. Potential for head injury or high vehicle/building collision.	3	
W@H08	1st floor escape route	Incorrect storage of ladder. Potential fall / falling object hazards.	3	
W@H08	Rear outbuilding	Incorrect storage of ladder. Potential fall / falling object hazards.	3	

1.2 Property Information

Site Address	Client		
Birtley House Nursing Home Bramley Surrey GU5 OLB	Birtley House, Birtley House Group Ltd		
	Type of Business		
	Health care		
	Management		
	Hunter FM		
Responsible Person/Body	Contact		
Hunter FM	Sue & Shannon		
Contact Number (if available)	03333 444 665-03333 444 665		
Local Authority	Areas Inspected		
Waverley BC	All areas within		
Type of Property	Areas Excluded		
Residential Care Facility	None		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Roof Access	Secured, 2nd floor Main House		
Security Measures	Intercom access, CCTV, staff on site 24/7		
No. of People on Premises	35 staff, 48 residents, 83 total, unknown visitors		
Car Park Facilities	Allocated parking areas		
Manned Reception	N/A		
Approx No. of Employees	Approx. 100 (35 on shift at any one time)		
Approximate year of construction	Unknown		
Property Usage	Residential care facility		
Total No. of Exits	12		
Buildings Drawings	N/A		
Total No. of Floors (including basement)	4, Base - 2nd floor		
Approx Size (Sq ft or Units)	45 bedrooms, 8 independent living flats		
External Areas (if to be included)	Access and egress routes, Grounds, parking areas		
Access Restrictions	N/A		
Total No. of Stairways	6		
Total No. of Lifts	3		

1.2 Property Information (Cont.)

Persons at Special Risk	Sleeping occupants, Visitors, Contractors		
Fire Loss Experience	Not known		
Property Risk Assessment/Audit	Location	Last Update	Issued By
Asbestos Survey/Re inspection	Site office	07/02/2018	4site Consulting Ltd
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Site office	31/05/2016	EFL Fire & security
Health and Safety Risk Assessment	Not known	Not known	Not known
Water Hygiene Risk Assessment	Site office	29/03/2018	4site Consulting Ltd
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	External plant room, main plant room	4	PPM 28/06/17
Calorifiers	Main plant room	3	
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	Roof, Grnd flr of mews, Annex	4	Oct 2017
Electrical Distribution	Throughout separate building phases	30	2009 - present
Electrical Intake	N/A		
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	Main house, Mews	3	PPM schedule
Plant Control Panels	N/A		
Pressurisation Units	Main plant room, rear ground	1	Not known
Water Booster Pumps	N/A		
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	Door guard, mag locks	Internal PPM plan
Dry/Wet Riser	N/A	
Emergency Lighting	Non maintained	Not known
Fire Alarm System	L1 addressable system, 16 zones	21/04/2018
Fire Doors	30&60min fire resisting	Internal PPM plan
Fire Extinguishers	Powder, foam, CO2, water	02/06/2017
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	Mains power operated, linked to FA system	21/04/2018
Intumescent Strips/Smoke Seals	30min intumescent strip and smoke seal	Not known
Smoke Dampers	N/A	
Smoke Detectors	Mains power operated, linked to FA system	21/04/2018
Smoke Ventilation System	N/A	
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Sprinkler System	N/A	

Additional Information

Birtley House Care Home is a converted / renovated residential facility which consists of three blocks (Main House, The Annex and The Mews housing 45 separate bedrooms and 8 flats of independent living.

The property has been constructed using Class "0" non combustible materials such as concrete, brick, breeze block and timber materials with skimmed plasterboard on the internal wall linings. The external of the property offers a pitched tile / flat roof and brick facade. There are grounds to the front, rear and side of the property with a rear courtyard housing a wood pellet fuelling system in a stand-alone building also housing a workshop.

The main communal entrance opens into a hallway giving access into both the Main House and the Annex. The Mews is located to the rear of the block.

Both the Main House and Annex offer multiple means of escape and a number of stairwells, whilst the Mews offers a single protected stairwell and open aired landing onto the 1st floor flats.

The property is occupied 24 hours per day, 7 days per week by persons who sleep within the property with a variety of differing abilities ranging from independent, dependent and high dependency affecting their ability to evacuate the premises in the event of fire, however the site evacuation plan does take this into consideration. All high dependency residents have been located on the ground floor with Personal Emergency Evacuation Plans (PEEPS) devised for each individual. All site residents are under constant review to ensure their levels of dependency are monitored. There are always employees on site at all times who are familiar with its layout and relevant access / escape routes.

Fire risks are mostly limited to electrical installations and appliances and occasional maintenance activities.

All visitors to the property will be accompanied by the building occupiers.

Additional Information

All areas of the property offer passive fire protection in the form of fire rated walls, floors, ceilings, and fire doors with intumescent strips and smoke seals, intumescent air transfer grilles, fire collars around pipework and fire stopping within service cupboards.

An active L1 addressable fire alarm system incorporating smoke detection in all areas (Bedrooms, plant rooms, service risers and communal corridor etc) is installed with warning units located at specific points along escape routes. Manual break glass points are located at each final escape point and within plant rooms. Emergency lighting and fire extinguishers are all also installed. All are provided to assist in early detection and warning of fire, fight the effects of fire and to help aid evacuation in the event of an emergency.

The shut downs and interfaces that occur on actuation of the fire alarm were not established. The shut downs/interfaces within the building are suspected to be (but not confirmed as), Lift cars drop and car doors open, Vehicle barriers close for car park inward direction, Magnetically held fire doors close to safety, Boilers shut down, Gas valve closes etc.

The property offers multiple means of escape via a protected fire corridors and stairwells. Escape travel distances leading from the residential flats to the next point of safety are considered adequate (Within the maximum distance for multiple means of escape).

A progressive horizontal evacuation plan is in operation at the site with only those most at risk evacuated based on the location of fire and PEEP assessment of the residents within a fire risk area of the site. Escape signage is displayed throughout to help identify escape routes and assist with evacuation in the event if an emergency

There is a fire plan detailing what actions staff will take in the event of a fire with staff responsible for evacuation trained in fire warden / fire awareness. All staff receive a formal induction to the site upon employment covering fire risks and evacuation details. All final exit points have fire action information displayed.

No smoking signage is displayed within the communal entrance.

The majority of automatic and manual operated fire doors / service cupboards are signed with the required signage however there are some which need signage (refer to hazard code FD07, FD08a, FD12).

The fire risk assessment (type 1, non-destructive, non instructive) was undertaken on all areas within the site. Destructive/Intrusive testing/inspection of passive fire protection is not carried out and individual dwellings were not inspected and do not fall within the scope of this report. The elements of this report which refer to fire risk were produced using Fire safety risk assessment in – Residential Care Premises, Building Regulations Part B, BS5839 P: 6 and BS9999:2008 as guidance, and therefore the actions in this risk assessment reflect these.

Each individual bedroom within the main house and Annex is fitted with a fire resistant entry door with self closing device and intumescent strips installed, and smoke detection linked to that of the main alarm system Providing the integrity of the entrance door to each bedroom is maintained and not compromised in any way a fire within will be contained. The fire doors and plasterboard walls should resist the spread of fire and smoke (for a minimum 30 minutes) before it spreads into the common parts of the block. The residential bedroom doors appear to be in good condition and fit within their frames.

A risk assessment re-inspection programme of one year has been applied until the hazards and non-compliances identified within this property have been actioned with suitable records kept and continually maintained.

All information in regards to the site equipment's service records, inspection sheets etc. were requested when on site and as part of the original email correspondence when confirming the works. All gaps in information are due to the paperwork not being available at the time of the request.

1.2 Property Information (Cont.)

Fire Emergency Policy For Birtley House

In the event of a Fire Emergency the policy for occupants of this property is to 'Evacuate'

Fire Policy Reasoning	Fire Policy Limitations
<p>In the event of a Fire Emergency the policy for occupants of this property is to 'Evacuate'. Due to the differing levels of dependency of the occupants and the size of the site, a progressive horizontal evacuation plan is in operation.</p> <p>Only those areas where the fire has been located and those at highest risk will be evacuated to the next areas of protection, this doesn't necessarily mean outside, it may mean into the next fire protected zone of the building. All high dependency residents have been located on the ground floor with Personal emergency evacuation plans (PEEPS) devised for each individual. All site residents are under constant review to ensure their levels of dependency are monitored.</p>	<p>It is strongly advised that robust communication and cooperation controls continue to be communicated between all persons in control of any part of the property, and that the existing Fire Safety Plan be monitored with regular site inspections and Fire Risk Assessments are carried out, ensuring that any actions are completed as required.</p>

2.0 Report Summary

On 29/03/2018 4site Consulting Limited on behalf of Hunter FM carried out a Health, Safety & Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Health & Safety	8	18	0	13	6
Fire Risk	1	6	2	37	9

2.1 Compliance Categories

Compliance Categories	Action Required
Non-Compliances	Non-compliances require immediate action.
Compliances	Items which are currently in compliance with legislative requirements, requiring no action at this time.

2.2 Hazard Categories

Hazard Categories	Action Required
Priority One	Immediate action required to reduce imminent risk to health, safety and welfare of employees and/or others or action required to ensure compliance with statutory requirements
Priority Two	Action required within 1 to 3 Months to reduce serious risks which do not present imminent danger
Priority Three	Action required within 3 to 6 Months minimising risks to the health, safety and welfare of employees and/or others.

3.0 Action Plan

The action plan is designed to enable you to prioritise allocation of time and resources when scheduling the remedial actions required. It also highlights areas where legal compliance has been achieved.

The plan is divided into six sections:

3.1 Legal Non-Compliances

3.2 Legal Compliances Achieved

3.3 Hazard Assessment & Observation Process

3.4 Priority 1 – Health, Safety & Fire Risks / Hazards

3.5 Priority 2 – Health, Safety & Fire Risks / Hazards

3.6 Priority 3 – Health, Safety & Fire Risks / Hazards

To use the action plan effectively, a competent person should be nominated who will maintain overall responsibility for implementation of each action. The responsible person must date and sign against each action upon completion.

An independent review of this risk assessment should be undertaken regularly (normally annually) to keep it up to date.

Regular reviews will ensure that:

- The details of the assessment remain valid.
- Any material change to the property is accounted for.
- The property remains compliant

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.1
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Health, Safety and Fire provisions required where there are site based employees.	No picture required

Relevant Legislation

Health & Safety at Work Act 1974 etc. and it's associated Regulations: Management of the Health & Safety at Work 1999. The Health & Safety (Consultation with Employees)1996. Employers Liability (Compulsory Insurance) Act 1969. Workplace (Health, Safety & Welfare)1992. Manual Handling Operations 1992. Health & Safety (Display Screen Equipment)1992. Health & Safety (First Aid)1981.

Assessment Observations

No suitable Health & Safety provisions have been made for on site employees.

DSE risk assessments, First aid risk assessments, Lone Working Policy

Action Required/Recommendations

Introduce required Health & Safety provisions for on site employees. Monitor and review Health & Safety provisions on a regular basis.

Note: If any onsite staff are employed through a sub-contractor, ensure sub-contractor provides the appropriate provisions.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.15
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Personal Protective Equipment Assessments	No picture required

Relevant Legislation

Personal Protective Equipment Regulations 1992

Assessment Observations

Personal protective equipment (PPE) assessments - have not been carried out and staff have not been trained for correct use, maintenance and storage of PPE.

Action Required/Recommendations

Ensure PPE assessments are carried out with records of issue maintained. Staff should also be trained in the correct use, care, maintenance and storage of PPE with records maintained.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.26
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Fire Evacuation Drills	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.
The Fire (Scotland) Act 2005
Fire and Rescue Services (Northern Ireland) 2006

Assessment Observations

No evacuation drills carried out. Due to the differing levels of dependency of the residents, its very difficult to conduct a physical evacuation.

Simulated training 2016 however no records maintained.

Not covered within induction. Staff nurse calls evacuation based on information from site.

Action Required/Recommendations

Implement regular simulated evacuation training sessions e.g. six monthly or at least annually and maintain records.

Where its proving difficult to train staff due to varying shift patterns, you should consider your current eLearning programme to train staff on evacuation simulation whilst the are on shift.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.43
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Pressure Vessels and Systems; Management of maintenance & inspection.	No picture required

Relevant Legislation

The Pressure Systems Safety Regulations 2000. R 8 & 9 Provision and Use of Work Equipment Regulations 1998. Gas Safety (Installation & Use) Regulations 1998.

Assessment Observations

No Written Scheme of Examination available.

Action Required/Recommendations

Employ a competent contractor to inspect pressure systems as detailed and draw up a Written Scheme of Examination.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.48
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Fixed Electrical Installation Inspections	No picture required

Relevant Legislation

Electricity at Work Regulations 1989. R4
 IEE Regulations 17th Edition.
 The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.

Assessment Observations

Not all fixed electrical installations have been tested as recommended within the maximum period of 5 years for residential premises.

Action Required/Recommendations

Identify electrical installations requiring testing and employ NICEIC registered contractor to undertake inspection and testing as required.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.52
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Emergency Lighting; Management of maintenance & inspection.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996. BS5266-1:2016

Assessment Observations

Emergency lighting is reportedly tested and serviced as required, however, there were unsuitable records available to confirm this.

Visually inspected weekly
Monthly tested however
No annual records

Action Required/Recommendations

Ensure a competent person carries out a monthly test and a competent contractor services the system annually in accordance with BS 5266-1:2016.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.55
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Ladders (portable)	No picture required

Relevant Legislation

Working at Height Regulations 2005. Provision and Use of Work Equipment Regulations 1998. INDG402 Safe Use of Ladders.

Assessment Observations

There is no inspection regime for ladders.

Ladder tags last dated 2015

Action Required/Recommendations

Devise & implement an inspection regime for ladders.

Ensure copies of records are available for inspection.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.58
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
Control of Substances Hazardous to Health (COSHH) requirements	No picture required

Relevant Legislation

Control of Substances Hazardous to Health Regulations 2002.

Assessment Observations

COSHH risk assessments have not been undertaken, no Hazardous Substances Register created, and no Material Data Safety sheets available.

Action Required/Recommendations

Employ a competent person to undertake suitable COSHH risk assessments, create a Hazardous Substances Register and obtain Material Data Sheets for all hazardous substances.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Ref No	4.2.75
		Assessor	Gary Hendry
		Date	29/03/2018
		Responsible Person/Body	Hunter FM

Requirement	Example
External metal fire escape; Management of maintenance & inspection.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999.

Assessment Observations

There is no inspection regime for external metal fire escapes

Action Required/Recommendations

Devise & implement an inspection regime for external metal fire escapes. Ensure records are available for inspection. External metal fire escapes should be inspected on a regular basis with a structural survey carried out every 3 to 5 years.

Action Carried Out By:

Date:

Action Taken:

3.2 Action Plan – Health, Safety & Fire – Legal Compliance Achieved

3.2 Legal Compliance Achieved – No Action Required			
Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Type	Legal Compliances
		Date	29/03/2018
		Assessor	Gary Hendry
		Responsible Person/Body	Hunter FM
Ref No.	Requirement	Legislation	Observation
4.2.1	Health, Safety and Fire provisions required where there are site based employees.	Health & Safety at Work Act 1974 etc. and its associated Regulations: Management of the Health & Safety at Work 1999. The Health & Safety (Consultation with Employees)1996. Employers Liability (Compulsory Insurance) Act 1969. Workplace (Health, Safety & Welfare)1992. Manual Handling Operations 1992. Health & Safety (Display Screen Equipment)1992. Health & Safety (First Aid)1981.	Suitable Health, Safety and Fire provisions have been made for on site employees with regard to - Health & Safety Policy Statement, Health & Safety organisation and arrangements, Health & Safety poster, Employers liability certificate, Welfare facilities, Health, Safety and fire staff training records, Fire evacuation chair training, first aid. Manual handling risk assessments, clinical staff are trained on hoists and handling technics non clinical staff - eLearning
4.2.10	Safety Communication for Contractors.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	A system is in place to ensure that Site Safety rules & requirements, along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.
4.2.11	Contractor Vetting	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	A suitable system is in place to ensure that all contractors employed to work on site have been vetted for Health & Safety competency such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc Needs to be refreshed to ensure all on list are continued to be assessed.
4.2.12	Permits to Work	Management of Health & Safety at Work Regulations 1999. R8 & 12 Provision & Use of Work Equipment Regulations 1998. R 7,11 &12 Construction (Design & Management) Regulations 2015	Permit to work system is in place, records retained and relevant persons trained on the system.

3.2 Legal Compliance Achieved – No Action Required

Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Type	Legal Compliances
		Date	29/03/2018
		Assessor	Gary Hendry
		Responsible Person/Body	Hunter FM
Ref No.	Requirement	Legislation	Observation
4.2.13	Health & Safety Risk Management	The Health & Safety at Work Act 1974 S2&3 Management of Health & Safety at Work Regulations 1999 R3	This Health & Safety risk assessment meets the criteria of a suitable and sufficient risk assessment under Regulation 3, Management of Health and Safety at Work Regulations 1999. The issue of this report to the Responsible person is deemed to have made them aware of the observations and they are required to implement the resulting remedial actions. Risk assessments are required to be periodically reviewed.
4.2.16	Asbestos Register	Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Control of Asbestos Regulations 2012 R3	Asbestos survey conducted and management plan developed. Asbestos register or written confirmation of NO asbestos is available for inspection by employees and contractors
4.2.23	Fire Risk Assessment	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005 Fire and Rescue Services (Northern Ireland) 2006 Management of Health and Safety at Work Regulations 1999, Regulation 3.	This Fire Risk assessment meets the criteria of a suitable and sufficient risk assessment under the Regulatory Reform (Fire Safety) Order 2005. & Regulation 3, Management of Health and Safety at Work Regulations 1999. The issue of this report to the Responsible person is deemed to have made them aware of the observations and they are required to implement the resulting remedial actions. Risk assessments are required to be periodically reviewed.
4.2.27	Fire Alarm Testing & Maintenance	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005 Fire and Rescue Services (Northern Ireland) 2006 BS EN 54:- Fire detection and fire alarm systems. BS 5839-1:2017	Fire alarm system is tested, inspected, maintained and all records are retained on site, in accordance with the current legislation.
4.2.29	Smoke & Heat Detectors Management of maintenance & inspection.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Fire and Rescue Services (Northern Ireland) 2006. BS EN 54:- Fire detection and fire alarm systems. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5839-1:2017	Smoke & Heat detector records for maintenance and testing are available and up to date.
4.2.32	Fire Extinguishers; Management of maintenance & inspection.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Fire and Rescue Services (Northern Ireland) 2006. Management of Health & Safety at Work Regulations 1999. Health & Safety (Safety Signs & Signals) Regulations 1996. BS 5306-3:2017	Fire extinguishers are correct in number, type, location and checked monthly and serviced annually.

3.2 Legal Compliance Achieved – No Action Required

Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Type	Legal Compliances
		Date	29/03/2018
		Assessor	Gary Hendry
		Responsible Person/Body	Hunter FM
Ref No.	Requirement	Legislation	Observation
4.2.36	Fire Blankets; Management of maintenance & inspection.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005 Fire and Rescue Services (Northern Ireland) 2006	Fire blankets are correct in number, location and serviced annually. 02/06/2017
4.2.40	Lifting Equipment; Management of maintenance & inspection.	Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974	The 6 monthly thorough examination of the lifting equipment for lifting persons has been carried out in accordance with an examination scheme and the records are maintained on site.
4.2.41	Lift Emergency Passenger Release Procedures	Management of Health & Safety at Work Regulations 1998. The Lifting Operations and Lifting Equipment Regulations 1998. Provision and Use of Work Equipment Regulations 1998. BS 7255.	Lift Emergency Passenger Release Procedures in place and prominently displayed in the lift.
4.2.42	Gas Inspection Maintenance Records / Certificates	Gas Safety (Installation & Use) Regulations 1998. R35 & 36	Gas appliances are inspected regularly and serviced annually by a Gas Safe registered contractor and records are available to confirm this.
4.2.46	Work Equipment: Maintenance Logs	The Provision & Use of Work Equipment Regulations 1998. R9	All work equipment is included in the maintenance schedule and adequate records are maintained. Chimney Hoists Wood burner
4.2.47	Access to Plant Rooms & Roof Areas	Management of Health & Safety at Work Regulations 1999. The Health & Safety at Work Act 1974, S2 & Working at Height Regulations 2005, R 6 & 9	Access is restricted to plant room & roof areas.
4.2.49	Portable Appliance Testing	The Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999.	Portable electrical equipment have been tested, labelled and a register retained. 19th-21st Feb 18
4.2.57	Waste Management	Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare Regulations 1992. Environmental Protection (Duty of Care) Regulations 1991. Environmental Protection Act 1990.	There are suitable Waste Management systems in place.
4.2.61	Control of Legionellosis Risk Assessment	Legionnaires disease, The Control of legionella bacteria in water systems, ACOP L8 2013. Control of Substances Hazardous to Health Regulations 2002.	A Legionella Risk Assessment has been carried out and there is a suitable Water Hygiene Management System in place.
4.2.63	Accident book/Accident Reporting Procedure including RIDDOR.	Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999. RIDDOR, The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.	Accident book/Accident Reporting Procedure is in place.

3.2 Legal Compliance Achieved – No Action Required

Site Address	Birtley House Nursing Home Bramley Surrey GU5 OLB	Type	Legal Compliances
		Date	29/03/2018
		Assessor	Gary Hendry
		Responsible Person/Body	Hunter FM
Ref No.	Requirement	Legislation	Observation
4.2.64	First Aid Assessment & Provisions.	Health & Safety at Work Act 1974. Health & Safety (First Aid) Regulations 1981.	A first aid requirement risk assessment has been carried out and suitable & sufficient first aid provisions and signage are located at prominent locations throughout the premises. The assessment, provisions and signage are periodically reviewed.
4.2.70	Powered security gate Management of maintenance & inspection.	Health and Safety at Work Act 1974. Provision and Use of Workplace Equipment Regulations 1998. Workplace (Health, Safety & Welfare) Regulations 1992.	Powered security Gate is tested and maintained on a regular basis and records held. 30/10/2018, Turner gate automation
4.2.76	Property Inspections	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Regulatory Reform (Fire Safety) Order 2005. Workplace (Health, Safety & Welfare) Regs 1992.	Property Inspections are being carried out on a regular basis and suitable records held. Daily maintenance checks
4.2.80	Kitchen extraction/ducting system inspection, testing and maintenance.	The Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. The Workplace (Health, Safety & Welfare) Regs 1999. ACOP L24.	Kitchen extraction/ducting system is inspected, tested and maintained, and records are available for inspection. March 2018, Indepth hygiene

3.3 Hazard Assessment & Observation Process

The objective of risk assessing systematically and numerically is to evaluate the potential of a risk causing harm.

Hazard	Is something which potentially can cause harm.
Risk	Is the <u>likelihood</u> of injury arising from the hazard.
Risk Rating	Is the <u>severity</u> of the harm the hazard can cause multiplied by the likelihood that the hazard will be realised.

The formula therefore is ***Risk Rating = Severity x Likelihood***.

(The likelihood may also be referred to as the frequency, i.e. how often are people exposed to the potential hazard)

Each assessment produces a numerical overall risk rating which can then be applied to categorising risks into order of priority for required action.

Severity	
4	Single or multiple death
3	Major injury (as defined by RIDDOR)
2	Minor injury (more than 7 days off work)
1	Trivial injury (less than 7 days off work)

Likelihood / Frequency	
3	Certain harm will occur / high or frequent exposure
2	Near certain harm will occur / medium or regular exposure
1	Harm seldom occur / low or irregular exposure

Risk Rating		
9-12	1	Immediate
4-8	2	2 to 3 Months
1-3	3	3 to 6 Months

3.3 Hazard Assessment & Observation Process (Cont.)

Please note the following:

3.3 Action Plan - Health, Safety & Fire Risk/Hazards - Priority One

3.3 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	F01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Main plant room

Hazard Description

Combustible items stored next to electrical panels

Potential fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	3	12	1

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Remove combustible items and store in a designated storage area.

Inform all employees (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.

Action Carried Out By:**Action Taken:****Date:**

3.3 Action Plan - Health, Safety & Fire Risk/Hazards - Priority One

3.3 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD05	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor preparation kitchen, main grnd floor kitchen, staff rm

Hazard Description

Fire door does not close into frame correctly. Sliding doors are reliant on employees closing them.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	3	12	1

Relevant Legislation

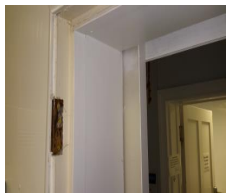
Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	BS07	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Steps leading to roof tank rm, laundry rm

Hazard Description

No handrail installed.

Potential fall hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation


Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. The Building Regulations 2010, Document K.

Action Required and Further Control Measure

Employ a competent contractor to install handrail.

Ensure the handrails are included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	E03	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Main plant room

Hazard Description

No electrical safety matting installed beneath electrical equipment.

Potential for electric shock.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. HSE INDG354 "Safety in Electrical Testing at Work". NFPA70.250.174.

Action Required and Further Control Measure

Relevant guidance/best practice recommends that a form of insulation/protection against electric shock is provided below electrical equipment.

Employ a competent contractor to install rubber matting beneath electrical equipment.

If this is not practical due to the size or location of the electrical cupboard, ensure any contractors working on the electrical equipment are instructed to provide suitable safety matting.

Replace damaged, contaminated or worn matting, when required.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

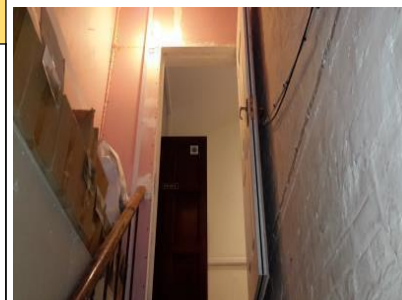
Hazard Location

Basement

Hazard Description

No emergency lighting with insufficient borrowed lighting available.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to install emergency lighting.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

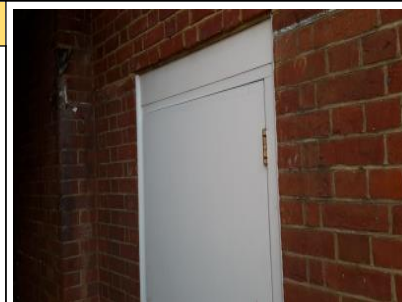
Hazard Location

Kitchen escape route

Hazard Description

No emergency lighting with insufficient borrowed lighting available.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

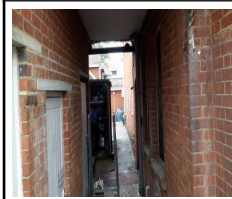
Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to install emergency lighting.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures



3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

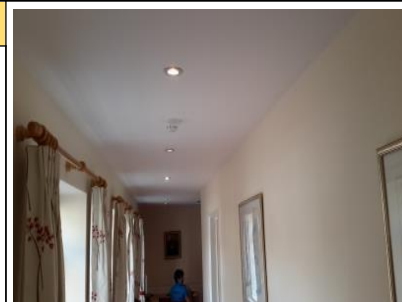
Hazard Location

1st floor corridor, Rooms 17 - 19

Hazard Description

No emergency lighting with insufficient borrowed lighting available.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

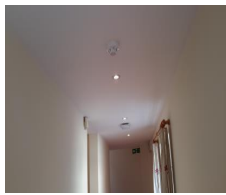
Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to install emergency lighting.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor communal wet room, (Derwent bathroom)

Hazard Description

No emergency lighting with insufficient borrowed lighting available.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to install emergency lighting.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Rear external escape leading from grd floor kitchen

Hazard Description

No emergency lighting with insufficient borrowed lighting available.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

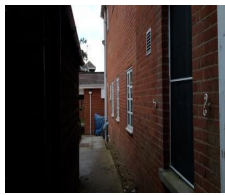
Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to install emergency lighting.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL03	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Next to bedroom 43 (light unit 27)

Hazard Description

Emergency light inoperative i.e. LED not armed.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to repair / replace emergency light unit.

Ensure that the emergency lighting system is included on the building's maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL03	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor escape leading to rear escape ramp

Hazard Description

Emergency light inoperative i.e. LED not armed.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to repair / replace emergency light unit.

Ensure that the emergency lighting system is included on the building's maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL03	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Final exit doors leading into annex courtyard

Hazard Description

Emergency light inoperative i.e. LED not armed.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to repair / replace emergency light unit.

Ensure that the emergency lighting system is included on the building's maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	EL03	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor annex corridor (lighting unit 74)

Hazard Description

Emergency light inoperative i.e. LED not armed.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the mains electrical power.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5266-1:2016

Action Required and Further Control Measure

Employ a competent contractor to repair / replace emergency light unit.

Ensure that the emergency lighting system is included on the building's maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FAP01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor annex corridor, next to linen room

Hazard Description

No fire action notices displayed adjacent to the fire alarm manual call points.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install fire action notices, which are to be displayed adjacent to every manual call point.

Where required, they are to be completed with the current and correct information.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FAP01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor physio area

Hazard Description

No fire action notices displayed adjacent to the fire alarm manual call points.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install fire action notices, which are to be displayed adjacent to every manual call point.

Where required, they are to be completed with the current and correct information.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FAP01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Main plant room, basement, laundry rm, kitchen

Hazard Description

No fire action notices displayed adjacent to the fire alarm manual call points.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.


Action Required and Further Control Measure

Employ a competent contractor to install fire action notices, which are to be displayed adjacent to every manual call point.

Where required, they are to be completed with the current and correct information.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FAP01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor corridor, 1st floor corridor, Annex building, outside communal activity room

Hazard Description

No fire action notices displayed adjacent to the fire alarm manual callpoints.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.


Action Required and Further Control Measure

Employ a competent contractor to install fire action notices, which are to be displayed adjacent to every manual call point.

Where required, they are to be completed with the current and correct information.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FB01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

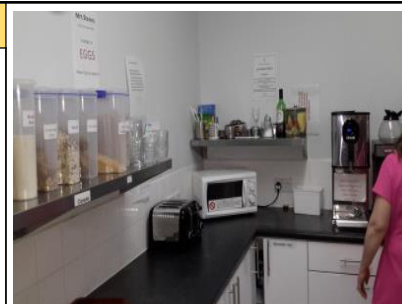
Hazard Location

Tray room

Hazard Description

No fire blanket provided.

Potential reduction in fire fighting capability.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Health & Safety (Safety Signs & Signals) Regulations 1996. BSEN 1869:1997.

Action Required and Further Control Measure

Employ a competent contractor to install a Fire Blanket and Fire Blanket Signage for this area in accordance with BS EN 1869 : 1997.

Fire blankets are to be inspected visually on a regular basis and serviced annually by a competent contractor.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FBS03a	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

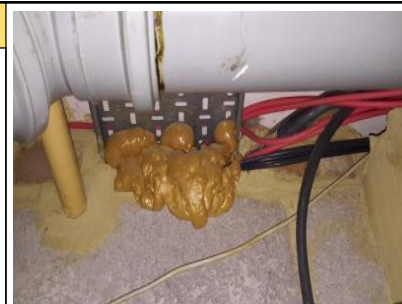
Hazard Location

Main plant room

Hazard Description

Breach in compartmentation with insufficient fire stopping installed. Yellow expansion insulation foam has been used rather than the fire rated red expansion foam.

Potential for fire, heat and smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

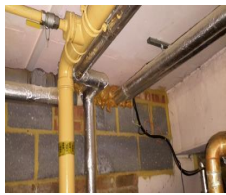
Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) act 2005.

Action Required and Further Control Measure

Employ a competent contractor to install suitable fire stopping where breaches in compartmentation occur. Ensure contractors reinstate fire compartmentation when work is carried out.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD02	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

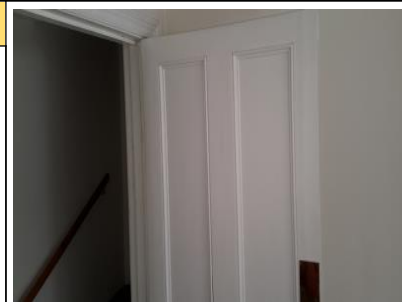
Hazard Location

Basement teaching room

Hazard Description

Door does not appear to be to the minimum half hour standard of fire resistance.

Potential for fire to spread throughout premises.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014.

Action Required and Further Control Measure

Employ a competent fire engineer to ensure door is to a minimum half hour standard of fire resistance.

Include fire door inspections on regular maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD03a	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Communal activity room, fire door next to main entrance

Hazard Description

Unable to determine if the hinges fitted to the fire door meet the current fire safety standards, as they are not stamped with either the British Standard, or CE safety marking.

Potential for hinges to fail, allowing fire and smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005.
BS1935:2002. BS8214:2016.

Action Required and Further Control Measure

Employ a competent contractor to carry out an inspection of the hinges to ascertain if they meet the current fire safety standards, or replace the hinges with those that are stamped with BS or CE safety marking.

Include fire doors in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD04	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

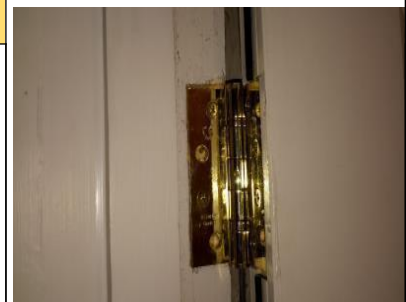
Hazard Location

Basement fire door

Hazard Description

Fire door may not perform correctly as screws are missing from hinges.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014.

Action Required and Further Control Measure

Employ a competent contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD04	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

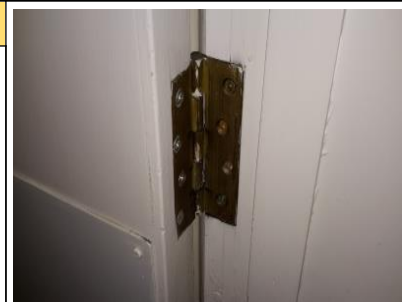
Hazard Location

Communal activity room, fire door next to main corridor

Hazard Description

Fire door may not perform correctly in the event of fire, screws missing from hinges.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014.

Action Required and Further Control Measure

Employ a competent contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD05	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

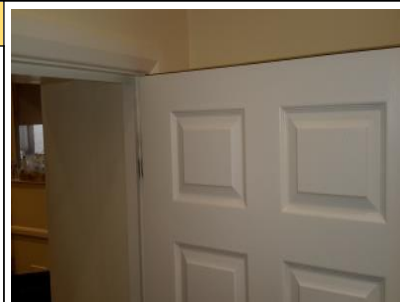
Hazard Location

Grnd floor office

Hazard Description

Fire door does not close into frame correctly. No self closer or door guard installed.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

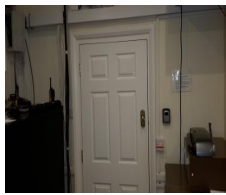
Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD05	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

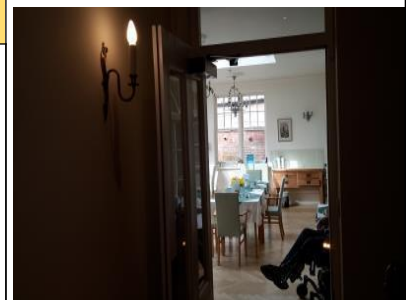
Hazard Location

Grd floor stairwell / communal dining area

Hazard Description

Fire door does not close into frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD05	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

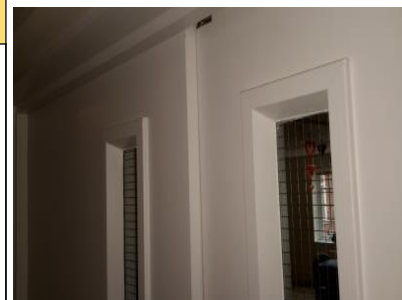
Hazard Location

Activity room

Hazard Description

Fire door does not close into frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD05	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Door leading from corridor into laundry room

Hazard Description

Fire door does not close into frame correctly. Door catches on door latch.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

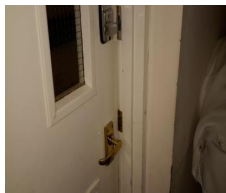
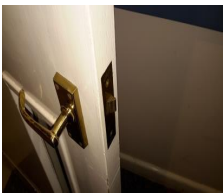
Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Corridor, opposite room 43

Hazard Description

No cold smoke seal/intumescent strip installed.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

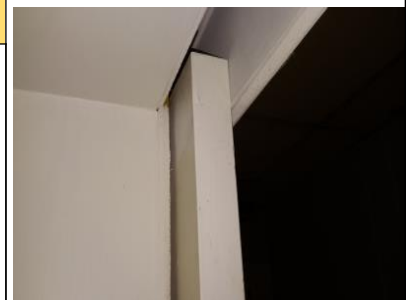
Hazard Location

Grnd floor main kitchen

Hazard Description

No cold smoke seal/intumescent strip installed.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Communal activity room, fire door next to main entrance

Hazard Description

No cold smoke seal/intumescent strip installed.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

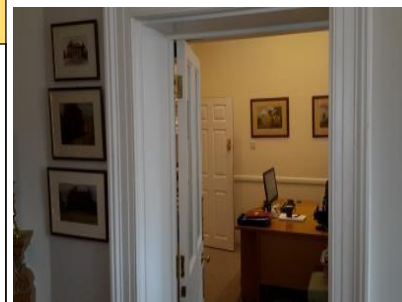
Hazard Location

Grnd floor office

Hazard Description

No cold smoke seal/intumescent strip installed.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation


Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

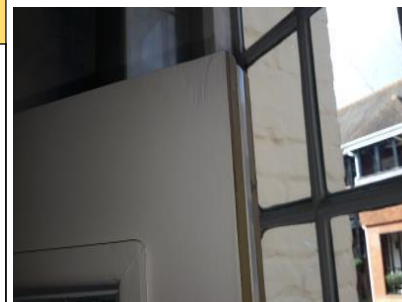
Hazard Location

Annex pantry

Hazard Description

No cold smoke seal/intumescent strip installed.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor corridor, Annex building, opposite unit 23

Hazard Description

No cold smoke seal/intumescent strip installed.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

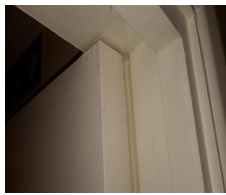
Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ competent contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD08a	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

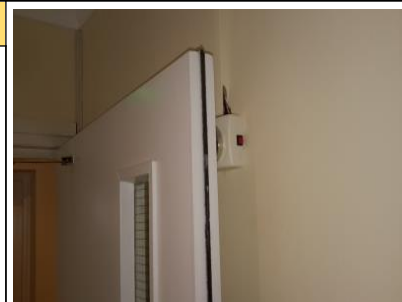
Hazard Location

1st floor annex building

Hazard Description

Automatic fire doors not labelled "Automatic Fire Door Keep Clear"

Potential for doors to be obstructed, preventing them from closing when the door release is actuated, leading to fire and smoke spreading through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (fire Safety) Order 2005. Fire Safety Signs. Health and Safety (Safety Signs and Signals) Regulation 1996. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Purchase and display "Automatic Fire Door Keep Clear" signage on all relevant doors.

Include signage in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD08a	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

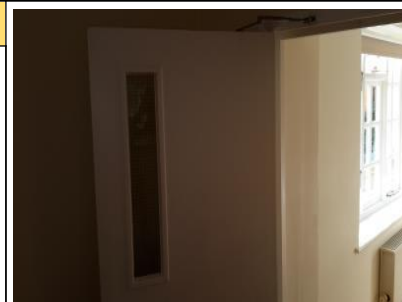
Hazard Location

Communal activity room, fire door next to main entrance

Hazard Description

Automatic fire doors not labelled "Automatic Fire Door Keep Clear"

Potential for doors to be obstructed, preventing them from closing when the door release is actuated, leading to fire and smoke spreading through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation


Regulatory Reform (fire Safety) Order 2005. Fire Safety Signs. Health and Safety (Safety Signs and Signals) Regulation 1996. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Purchase and display "Automatic Fire Door Keep Clear" signage on all relevant doors.

Include signage in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD08a	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

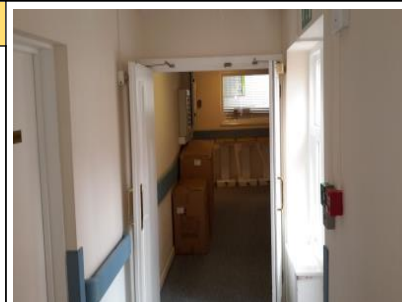
Hazard Location

Corridor outside activity room, kitchen corridor, Annex corridor at pantry

Hazard Description

Automatic fire doors not labelled "Automatic Fire Door Keep Clear"

Potential for doors to be obstructed, preventing them from closing when the door release is actuated, leading to fire and smoke spreading through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation


Regulatory Reform (fire Safety) Order 2005. Fire Safety Signs. Health and Safety (Safety Signs and Signals) Regulation 1996. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Purchase and display "Automatic Fire Door Keep Clear" signage on all relevant doors.

Include signage in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD10a	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Opposite activity room

Hazard Description

Fire exit door fitted with a lock that requires a key to unlock it.

Potential for persons to be trapped in the building if the key cannot be found.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

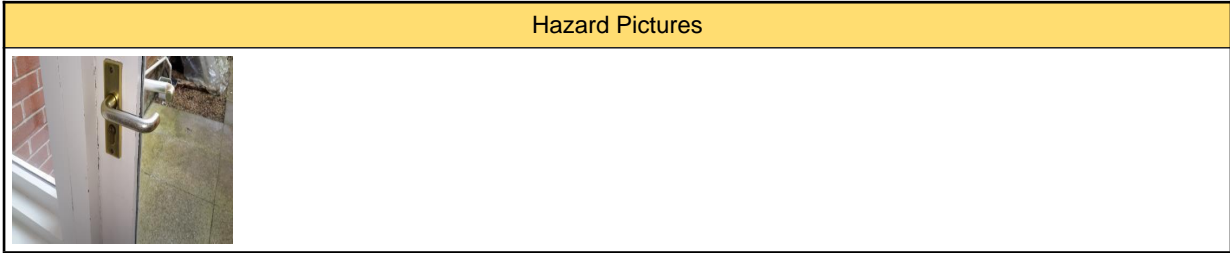
Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent contractor to remove the lock and install one that utilises a thumb turn to unlock it.

Action Carried Out By:**Action Taken:****Date:**



3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FEX04	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

External wood burner room

Hazard Description

Fire extinguisher is overdue for service. Extinguishers last serviced in 2014

Potential reduction in fire fighting capability.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017.

Action Required and Further Control Measure

Contact the company responsible for servicing extinguishers and request that they service / replace the extinguisher in compliance with B.S. 5306 -3:2017.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor corridor, units 45&46

Hazard Description

Fire exit/escape route blocked by stored items.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor physio area

Hazard Description

Fire exit/escape route blocked by stored items.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Corridor outside lift room

Hazard Description

Fire exit/escape route blocked by stored items.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Kitchen escape route

Hazard Description

Fire exit/escape route blocked by stored items.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

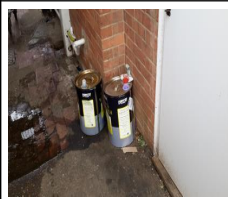
Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures



3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Kitchen escape route

Hazard Description

Fire exit/escape route blocked by stored items.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

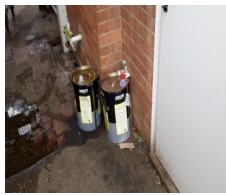
Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Corridor outside main corridor, Corridor outside activity room

Hazard Description

Fire exit/escape route partially blocked by stored items.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.



Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES02	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Communal activity room

Hazard Description

No fire exit signage showing escape routes.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

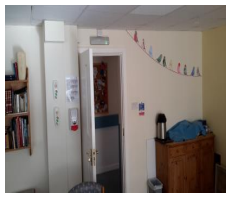
Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5499 Fire Safety Signs. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Display suitable & sufficient signage to identify escape routes & fire exits.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES02	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor seating area

Hazard Description

No fire exit signage showing escape routes.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation



Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5499 Fire Safety Signs. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Display suitable & sufficient signage to identify escape routes & fire exits.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES02	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor corridor

Hazard Description

No fire exit signage showing escape routes.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5499 Fire Safety Signs. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Display suitable & sufficient signage to identify escape routes & fire exits.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES02	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

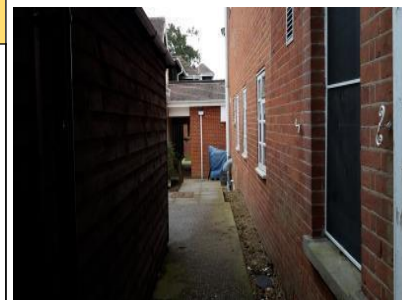
Hazard Location

Rear external escape leading from grd floor kitchen, Annex courtyard, rear ground ds

Hazard Description

No external fire exit signage showing escape routes leading to assembly point at front of premises.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation


Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5499 Fire Safety Signs. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Display suitable & sufficient signage to identify escape routes & fire exits.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FMES04	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Main plant room

Hazard Description

Storage in plant room : evidence of unauthorised access to a high risk area and potential for build up of combustible items.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Fire and Rescue Services (Northern Ireland) 2006. Management of Health & Safety at Work Regulations 1999.

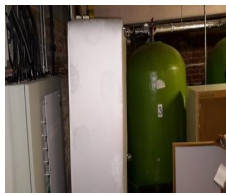
Action Required and Further Control Measure

Remove stored items and keep electrical room clear of storage.

Inform all employees (in writing) that the electrical room is to be clear of storage at all times.

Instruct relevant responsible person to check electrical room to ensure that it is free from storage. Record checks.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FSD01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

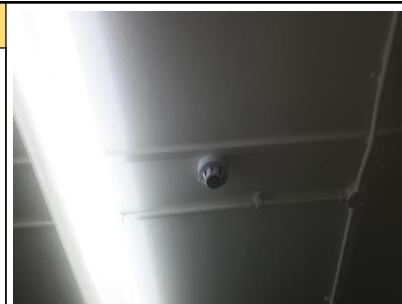
Hazard Location

Grnd floor preparation kitchen

Hazard Description

There is not a suitable fire warning and detection system installed. The current smoke detection unit should be replaced with a heat detector.

Potential to delay evacuation in the event of a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005 Article 50. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Communities & Local Government Guidance for Fire Safety in Sleeping Accommodation. LACORS.

Action Required and Further Control Measure

Employ a competent fire alarm engineer to replace the smoke detector with a suitable heat detector.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	G03	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor entrance lobby doors

Hazard Description

No form of manifestation on glazing.

Potential for persons to walk into glazing and sustain cuts/puncture injury.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Building Regulations Document M.

Action Required and Further Control Measure

Employ a competent contractor to apply manifestations at the two required levels of 850-1000 mm & 1400-1600 mm above floor level.

Ensure manifestations are inspected as part of the building's maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	W@H12	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

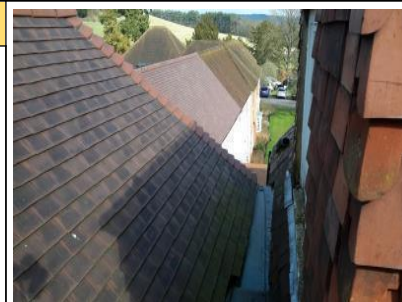
Roof tanks

Hazard Description

No edge protection guard rails or alternative fall arrest safety equipment installed.

Access is controlled

Potential fall / falling object hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Health and Safety at Work Act 1974.

Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. The Work at Height Regulations 2005.

Action Required and Further Control Measure

Employ a competent contractor to install edge protection guard rails, or an alternative fall arrest safety system.

Ensure guard rails or alternative fall arrest safety system are inspected on a regular basis, as per manufacturers instructions.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	BS01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Rear ground (behind kitchen)

Hazard Description

Building structure damaged. Boundary sleepers are leaning.

Potential falling object hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation

Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992.

Action Required and Further Control Measure

Employ a competent contractor to carry out a structural survey and to complete any necessary remedial work.

Monitor the building structure for condition & damage as part of the building maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	BS09	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Entrance lobby

Hazard Description

The floor surface is loose in places.

Potential slip hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992

Action Required and Further Control Measure

Employ a competent contractor to carry out the required remedial actions to the floor surface.

Monitor the condition of the floor surface on a regular basis.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	E06	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

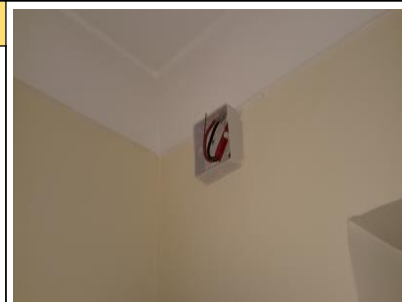
Hazard Location

Corridor opposite room 39

Hazard Description

Exposed electrical wiring / connections.

Potential electric shock.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation

Management of Health & Safety at Work Regulations 1999.
Electricity at Work Regulations 1989.
IEE Regulations 17th Edition.

Action Required and Further Control Measure

Employ a competent contractor to confirm if the exposed electrical wiring / connections is "live" & to isolate / reconnect / disconnect from the electrical circuit as required.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FA01	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Grnd floor annex

Hazard Description

No signage indicating location of first aid box.

Potential to hinder prompt first aid action.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

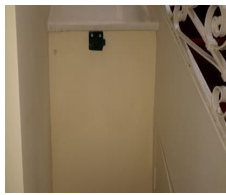
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant LegislationHealth and Safety (First Aid) Regulations 1981,
Health & Safety (Safety Signs & Signals) Regs 1996.**Action Required and Further Control Measure**

Purchase and display suitable signage that identifies the location of the first aid box.

Monitor the signage to ensure that it is clearly displayed.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD07	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Activity room

Hazard Description

Fire Doors not labelled "Fire Door Keep Closed".

Potential for fire door to be left open and for fire & smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5499 - Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install signage stating "Fire Door Keep Closed" for all fire doors.

Monitor the signage to ensure that it is clearly displayed & legible. When required, replace as part of the building maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD12	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

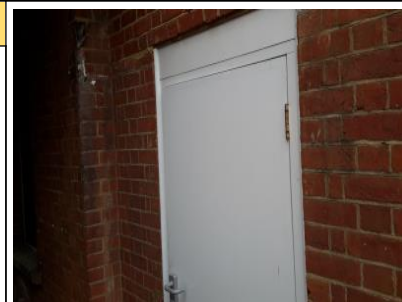
Hazard Location

Kitchen escape route, 1st floor escape

Hazard Description

Final Fire Exit Doors. External side of final fire exit door is not labelled as such so as to be kept clear of obstructions.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation


Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5499 Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install signage stating "Fire Exit Keep Clear" on the external side of all final fire exit doors.

Ensure signage remains legible & unobstructed.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FD12	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Rear external escape leading from grd floor kitchen

Hazard Description

Final Fire Exit Doors. External side of final fire exit door is not labelled as such so as to be kept clear of obstructions.

Potential to hinder evacuation of building in the event of an emergency.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5499 Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install signage stating "Fire Exit Keep Clear" on the external side of all final fire exit doors.

Ensure signage remains legible & unobstructed.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FEX06	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Main plant room

Hazard Description

Fire extinguisher obstructed.

Potential reduction in fire fighting capability.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017.

Action Required and Further Control Measure

Remove obstruction or relocate fire extinguisher.

Regularly monitor to ensure all fire extinguishers are in their correct location and unobstructed.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FEX10	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Corridor opposite room 39

Hazard Description

No signage displayed above fire extinguishers.

Potential for confusion when selecting the correct type of extinguisher to fight a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017. BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

A sign is to be displayed above each fire extinguisher indicating its use and location. Sign is to comply with BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FEX10	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Main plant room, kitchen

Hazard Description

No signage displayed above fire extinguishers.

Potential for confusion when selecting the correct type of extinguisher to fight a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017. BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

A sign is to be displayed above each fire extinguisher indicating its use and location. Sign is to comply with BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures



3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FEX10	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

1st floor lift lobby, next to nursing office, opposite cleaning cupboard

Hazard Description

No signage displayed above fire extinguishers.

Potential for confusion when selecting the correct type of extinguisher to fight a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017. BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

A sign is to be displayed above each fire extinguisher indicating its use and location. Sign is to comply with BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	FEX10	Fire
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

External wood burner room

Hazard Description

No signage displayed above fire extinguishers.

Potential for confusion when selecting the correct type of extinguisher to fight a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017. BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

A sign is to be displayed above each fire extinguisher indicating its use and location. Sign is to comply with BS 5499. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	PE01	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

Hazard Location

Basement

Hazard Description

Low level equipment/building structure.

Potential for head injury or high vehicle/building collision.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation


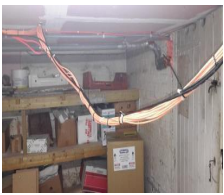
Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.
Health & Safety (Safety Signs & Signals) Regs 1996.

Action Required and Further Control Measure

Employ a competent contractor to highlight any low level equipment or building structure with high visibility tape or paint, and install suitable warning signage.

Ensure that the tape, paint and signage are inspected on a regular basis.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	W@H08	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

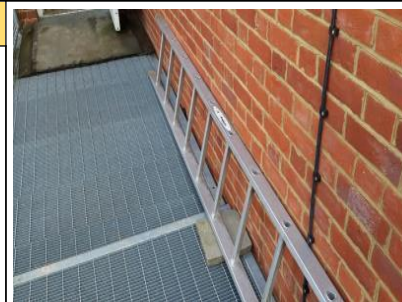
Hazard Location

1st floor escape route

Hazard Description

Incorrect storage of ladder.

Potential fall / falling object hazards.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.
The Work at Height Regulations 2005.

Action Required and Further Control Measure

Ladders should be stored and secured horizontally on their stiles on racks / brackets. They are to be suitably supported to prevent sagging and damage.
Ladders may be stored vertically, but they must be adequately secured.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Birtley House Nursing Home Bramley Surrey GU5 0LB	Risk No/Type	W@H08	H&S
		Assessor	Gary Hendry	
		Date	29/03/2018	
		Responsible Person	Hunter FM	

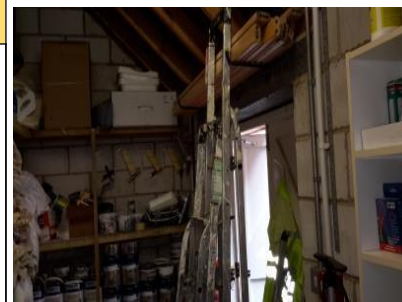
Hazard Location

Rear outbuilding

Hazard Description

Incorrect storage of ladder.

Potential fall / falling object hazards.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.
The Work at Height Regulations 2005.

Action Required and Further Control Measure

Ladders should be stored and secured horizontally on their stiles on racks / brackets. They are to be suitably supported to prevent sagging and damage.
Ladders may be stored vertically, but they must be adequately secured.

Action Carried Out By:**Action Taken:****Date:**

4.0 Report Caveats & Disclaimers

4site Consulting's deliverables reflect unbiased statement of fact reporting and confirms verification and inspection services to one or more internationally recognised codes, standards, design specifications and specific technical project requirements.

Comments are only made in the Report where the Advisor / Surveyor believes it to be helpful and constructive. If a part of a particular property that is normally examined is found to be not accessible during the inspection, this is normally noted. Any problems, irregularities or defects in the building and/or services which were apparent from the inspection are normally noted. It is important to remember that this is a Report following a visual non-invasive inspection only, and if any problems, irregularities or defects are suspected, then they are noted where the Advisor / Surveyor judges them to be urgent, significant or helpful.

The inspections do not include any areas or components which were concealed or closed in behind finished surfaces (such as flooring, walls, ceiling, framing, plumbing and drainage, heating and ventilation, and wiring etc. or which required the moving of anything which impeded access or limited visibility (such as floor coverings, furniture, appliances, personal property, vehicles, vegetation, debris or soil). Nor are the Advisor / Surveyor able to report or make assumptions on areas where defects were not visible at the time of inspection some components and conditions which by the nature of their location are concealed, deliberately hidden, camouflaged or difficult to inspect are excluded from the report. (This statement does not apply when a demolition and refurbishment asbestos survey is undertaken at which time, all areas will be inspected).

Some services are externally inspected but 4site Consulting Limited does not test or assess the efficiency of electrical, gas, plumbing, heating and drainage, lifts and security systems, or their compliance with current regulations, or the internal condition of any chimney, boiler or other flue.

4site Consulting Limited is not responsible if access to any part of the building or services of a property is not reasonably available to carry out a visual inspection. Reasonable access means access is safe, unobstructed or the minimum clearance is not available, the area is within the Advisor / Surveyors unobstructed line of vision or if in conflict with UK and EU Occupational Health & Safety Regulations.

The Report is solely for the Clients use, and no liability to anyone else is accepted. Should you not act upon specific, reasonable matters contained in the Report then no responsibility is accepted for the consequences.

Any suggestions or recommendations contained in the report are suggestion only and it shall be the responsibility of the person or persons carrying out the work to ensure the most appropriate remedy is carried out in conjunction with any further discoveries, warranty's or manufacturers recommendation and warranty's any and necessary local authority consents obtained prior to proceeding with remedial work.

During this assessment, every effort will be made to identify the presence and location of all plant & equipment installed at the property; however, where plant & equipment has not been highlighted by the client prior to the assessment and its presence is not immediately evident (e.g. plant and equipment located within an area falling outside the scope of this survey or that is located within an identified inaccessible area), then any such equipment will not be included within this report or our assessment of risk to the property. Any equipment falling within this paragraphs aforementioned criteria should be risk assessed accordingly and serviced & inspected in line with current regulation and manufacturers guidelines.

While all care and effort is taken to discover and record irregularities non-conformities and defects of the building at the time of the inspection, it is important to note that reports are based on a visual above the ground inspection only. Due to the size, complexity and hidden nature of construction, irregularities and defects may not always be viewed. The inspection and report are not intended to be technically exhaustive, or to imply that every component was inspected, or that every possible defect was discovered. 4site Consulting Limited accepts no responsibility or liability for the absences of any information, inaccuracy or omission.

At 4site Consulting Limited our professional health & safety advisors and asbestos surveyors are fully qualified and have expert knowledge of all current legislation to ensure as far as is practical that your company is compliant and not at risk of legal actions.

5.0 Appendices

5.1 Legislation

The following list is included to assist in identifying relevant regulations. It is not exhaustive and should serve as a reference only:

Housing Act 2004

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Control of Substances Hazardous to Health Regulations 2002

Control of Noise at Work Regulations 2005

Control of Asbestos Regulations 2012

Electricity at Work Regulations 1989

Employers Liability (Compulsory Insurance) Act 1998

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992*

Health and Safety (First Aid) Regulations 1981*

Health and Safety (Information for Employees) Regulations 1989

Health and Safety (Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998*

Manual Handling Operations Regulations 1992*

Personal Protective Equipment Regulations 1992*

Provision and Use of Work Equipment Regulations 1998*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Workplace (Health, Safety and Welfare) Regulations 1992*

Work at Height Regulations 2005

Fire Safety (Employees' Capabilities) (England) Regulations 2010

*** As amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.**

5.2 Useful Contact Addresses

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HSE Books & Publications

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British Standards

BSI - Standards Sales & Customer Services
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BSI Standards Information Centre

Health & Safety Executive

Public Enquiry Point/Information Centre
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The Stationery Office (formerly HMSO)

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