

The Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment



Address:

**No 1 Swalebrook Barn
Blencow
Penrith
Cumbria
CA11 0DG**

For the attention of:

Richard Bailey

Person seen at site:

Richard Bailey

Date of visit:

5th October 2023

Date for review:

October 2024

Assessor:

Callum William Graham. GFireE. MIFSM. IFSM -
Tier 2 Competent Fire Risk Assessor.

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Scope and qualifications.

The scope was to carry out a Fire Risk Assessment in accordance with all current and applicable fire safety legislation and guidance. This assessment report relates to No 1 Swalebrook Barn, Blencow, Penrith, Cumbria and was commissioned by Richard Bailey.

Information pertinent to the completion of this fire risk assessment report was obtained by physical inspection of the premises, reference to relevant records and drawings where available or present and conversations with members of staff and other relevant persons.

The inspection of the premises covered all parts of the building which are under the control of the client where these were accessible. Unless otherwise stated, the inspection of the building was non-invasive and was limited to that which could be observed without the aid of tools or access equipment.

Unless stated otherwise, areas occupied by third party concessions, or resident subcontractors to facilitate the day to day operation of the organisation, such as kitchens, workshops, and the like, would have been inspected as part of the building inspection. Where appropriate, concessions staff and contractors may have been asked pertinent questions about their understanding of the premises fire safety arrangements and their role within those arrangements.

If there were any relevant areas of the premises that were not fully inspected, they are listed below with the reason for their omission:

Access was afforded to all rooms.

BPW Fire Safety Ltd undertakes fire risk assessments on actual and foreseeable risks as evident or likely, relating to any particular facility or premises. All assessments are valid and applicable at the time of the assessment and BPW Fire Safety Ltd cannot be held liable for any subsequent changes to legislation, applicable guidance documents, the premises, or their use that may alter the risks and hazards highlighted in this assessment.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This report does not address the risk to property or business continuity from fire.

BPW Fire Safety Ltd is not responsible for instigating the recommended remedial work specified in this risk assessment. It is the duty of the responsible person to action any significant findings. Failure to do so may result in enforcement action by the enforcing authorities.

Introduction.

No 1 Swalebrook Barn comprises of a traditionally constructed, former agricultural property that provides short term holiday letting accommodation for up to 4 visiting members of the public.

The design of the property is such that the bedrooms are accessed from the open plan ground floor that contains the lounge, dining area, and kitchen. These are known as inner room bedrooms.

When the conversion took place, the Statutory Authorities (Approved Inspectors) were consulted and approved the design as there are suitably sized escape windows provided from the bedrooms.

The fire safety guides do not recognise escape windows from holiday letting properties however, the Sleeping Accommodation guide is being reviewed and it is expected to be published in December 23.

This review may allow inner room bedrooms with escape windows no higher than 4.5m from ground level. The highest window in the property is 3.5m from ground level.

The risks within the access room are typical of this type of property being electrical appliances and the cooker. This equipment is maintained in a fit for use condition with no naked flame risk present at all.

The means of escape in case of fire would primarily be through the kitchen and out through the door that is located < 2m from the base of the stairs. However, if this route was untenable, then the windows would be used.

As a result of this arrangement, it is imperative that the building is let only to persons who can escape using the hang drop method of escape and the window restraints are adjusted so that they can be released with ease.

The doors to the bedrooms are sound ledged and braced type and are close fitting and will, if closed, provide adequate protection to persons escaping from the windows if there was a need to do so.

The installed level of automatic fire detection is not to the recommended standard although the emergency standby lighting is adequate.

Along with the above, there were a number of other deficiencies identified during the audit, and these are covered, with the recommended steps to address them, within the Summary of Actions and body of this report.

General Information

The Building/Structure.

Number of floors	Ground and first.
Approximate floor area	90m ²
Details of construction	Former agricultural property of traditional construction with local stone walls, timber floors with a slate covered roof.
Occupancy	Self-contained holiday let.

The Occupants

Approximate maximum number	4
Approximate maximum number of employees at one time	1
Maximum number of members of the public	4
Occupants at special risk	
Sleeping occupants	4
Disabled occupants	Visitors
Occupants in remote areas	None
Young Persons	Visitors

Where young persons are employed under The Modern Apprenticeship Scheme or any other arrangement; I draw your attention to requirements made by Regulations 19.2 of The Regulatory Reform (Fire Safety) 2005 in respect of young persons.

Fire Loss Experience. No evidence of previous fire loss.

Relevant Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999 as amended.

Regulatory Reform (Fire Safety) Order Notice in force? No.

Relevant Fire Safety Guides

England & Wales

Further information on fire risk assessment can be found in Fire Safety Risk Assessment – Sleeping Accommodation - published by HM government.

and

Supplementary Guide - Means of escape for disabled people (ISBN 978 1 85112 873 7)

Assessor experience and qualifications.

Callum William Graham is a former Fire Officer who served for twenty seven years with Cumbria Fire and Rescue Service. During this time, he rose to the rank of Group Manager and undertook a wide variety of roles including Operational Firefighting & Incident Command, Learning & Development, Divisional Command, Fire Enforcement and Investigation, Auditing, Assurance & Improvement.

He was a divisional Fire Inspector for 10yrs enforcing the Legislation current at that time and was in place and took part in the introduction of the Regulatory Reform (Fire Safety) Order 2005.

He is well aware of the cost to business of an inadequate fire risk assessment. Callum is a Member of the British Standards Institute, a Graduate of the Institution of Fire Engineers, Member of the Institute of Fire Safety Managers who holds the following qualifications which are relevant to Fire Risk Assessment:

- Graduate of the Institution of Fire Engineers (GIFireE), Member of the Institute of Fire Safety Managers (MIFSM).
- ILM Level 5 Award - Leadership & Management;
- Bond Solon Legal Training - Advanced Certificate in Investigative Practice;
- National Fire Service College - Fire Investigation Officer;
- National Examinations Board in Occupational Safety & Health (NEBOSH) General Certificate;
- Internal Verifier (NVQ V1) & Assessor (NVQ A1);
- Fire Service College Fire Safety Modules A-D.

Overall Fire Risk Assessment

Following consideration of current fire safety standards and controls within the premises, the Assessor is of the opinion that:

- The likelihood of fire occurring is **Low**
- The potential severity of harm is **Extreme Harm**
- The current risk to life is **Moderate**

		Potential severity of harm		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of fire occurring	Low	Trivial	Tolerable	Moderate
	Medium	Tolerable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

In the fire risk assessment, the risk is estimated in accordance with the above table.

The following risk-based control plan is based on one advocated by BS 8800 for general Health and Safety risk

Estimated Risk Level	Action and timescales
Trivial	No further action is required other than maintaining the control measures that are currently in place
Tolerable	No major additional controls are required. However, there might be a need for improvements.
Moderate	It is essential that efforts be made to reduce the risk. The additional control measures that are recommended should be implemented within a defined time period.
Substantial	Urgent action should be taken to reduce the risk. The additional control measures that are recommended should be implemented as soon as possible, or limitations should be imposed on the parts of the premises affected.
Intolerable	The premises or the part of the premises affected should not be occupied until the additional control measures that are recommended have been implemented.

Responsible Person

The person ultimately responsible for fire safety as defined by the Regulatory Reform (Fire Safety) Order 2005 is Richard Bailey.

Date for Review

This Fire Risk Assessment remains valid for a period of 12 months, upon which it should be reviewed and, where appropriate, revised.

The Fire Risk Assessment must be revised where changes make it no longer valid. Changes may include, but are not limited to:

- Changes to the use of the premises or part of the premises
- Building works or alterations to the layout of the premises
- Changes to the number of occupants or those particularly at risk within the premises
- Following a fire incident

No liability will be accepted by BPW Fire Safety Ltd if the report has been invalidated or if the suggested review period has been exceeded.

Summary of Actions Required

The following is a list of other significant findings that were identified by the Assessor; they are prioritised to allow you to direct your resources effectively.

Ref no.	Site Location	Fire Hazard	Persons At-Risk	Risk Evaluation	Further Action	Priority.	Date comp.	Signature
1	Throughout.	Electrical fire risk. Lack of current/out of date PAT records.	Staff & visitors.	Low.	It is recommended by the Electricity at Work Regulations 1989 that the electrical safety testing (PAT) of all electrically powered portable appliances and associated cables and plugs continues at appropriate intervals. Guidance on the frequency of examination and tests is contained in several HSE and IEE guidance notes. Records of testing should be made. Any appliances brought into the premises by staff should also be subject to the PAT regime.	Priority 4. 6 months.		
2	Throughout.	Open plan design.	Guests.	Critical.	Due to the window escape arrangement, you should only let the property to persons who can escape using the hang drop method of escape.	Ongoing.		
3	Throughout.	Fire Safety Management. Lack of suitable fire action notices.	Guests.	High.	You should compile site-specific fire action notices that state the action for your guests to take to ensure that the property is fully evacuated, including assisting others in their party. Emphasis should be placed on self-evacuation as staff are not present, the procedures for contacting the fire service, any specific escape arrangements (EG use of fire escape windows) and the location of the fire assembly point. Guests should be made aware of the fire safety arrangements upon check-in, and you should ensure the fire action notices are affixed on the back of each bedroom door.	Priority 2. 1 month.		
4	Throughout.	Lack of automatic fire detection.	Guests.	High.	You should arrange for the existing system to be extended to the Grade D1 LD1 standard in accordance with BS 5839-6. This includes the boiler utility, both bedrooms and the base of the stairs if the switch of detection in the kitchen proves problematic.	Priority 2. 1 month.		
5	Throughout.	Lack of suitable firefighting equipment.	Guests.	Low.	As a minimum, 1 x multi-use dialectical fire extinguisher should be provided at each floor level.	Priority 4. 6 months.		

Fire Risk Assessment

Following is your Fire Risk Assessment.

The sections of the report, along with the accompanying notes, should be read in their entirety.

You should contact BPW Fire Safety Ltd with any queries regarding the content of the report.

Sources of Ignition					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes	No			
No smoking policy is enforced.	✓		No evidence of contraventions was observed during the audit.		
Portable Heaters located are in safe positions and are maintained adequately.	N/A		None observed.		
Naked flames are adequately controlled.	N/A		Electric flame effect stove provided. Candles are not provided or permitted.		
Chimney swept annually.	N/A		None present.		
Hot work/permit to work regime in place.	✓		Not likely to be an issue. However, all hot works should only be carried out by competent contractors.		
Cooking equipment is suitable and satisfactory – cleaning of ductwork.	N/A		Domestic standard only.		
Boilers and major plant are satisfactory.	✓		Boiler was serviced annually in November 2022.		
Light bulbs/electrical appliances are not in contact with combustible materials.	✓		No unsafe acts observed during the audit.		
Installed electrical equipment is maintained. (5 yr test).	✓		System was tested in April 2019 and due for retest next year not 2029.		
Portable Electrical Equipment is Maintained.		✓	No PAT carried out.		1
Reasonable measures to prevent fires of electrical origin. (inc Solar Panels).	✓				
Policy in place for personal electrical appliances.	N/A		Not practical to implement for visitors.		

Notes

Sources of Fuel and Oxygen					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Flammable/compressed gasses and their equipment are adequately controlled, maintained, and stored correctly.	N/A		None were observed within the premises. The propane tank is sub surface and clear of the property.		
Highly flammable liquids, solvents and other substances are adequately controlled and stored correctly.	N/A		None present.		
Other hazardous substances are adequately controlled and stored correctly.	✓		Other than a small amount of domestic cleaning materials.		
Class A materials are adequately controlled (wood, paper, plastic, textiles).	✓		No concerns raised at the time of the audit.		
Furniture, Fittings and Fixtures are fire retardant where required.	✓		All furnishings appeared in good condition and post the 1998 furnishing regulations and subsequent revisions.		
Waste materials are adequately controlled.	✓				
Housekeeping standards are satisfactory.	✓		No unsafe acts observed.		
Combustible materials are segregated from sources of ignition.	✓		As above.		
Natural airflow does not pose an increased risk.	N/A				
DSEAR risk assessments are in place.	N/A		No such hazards were observed.		

Notes

Structural Features That Will Allow Fire to Spread					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Building alterations have been approved by Building Control.	N/A		No recent alterations appeared to have taken place.		
Structural features that will allow the rapid spread of fire have appropriate controls.		✓	Due to the open plan arrangement, this is not practical to achieve.		2
Structural features that will allow the rapid spread of smoke have appropriate controls.		✓	As above.		2
Escape routes that are likely to be affected in the early stages of a fire have been protected.		✓	Due to the lack of protection to the stairs.		2
Raised storage areas (mezzanine floors) conform to current standards.	N/A				
Fire stopping between compartments is satisfactory.	✓		No issues identified with fire stopping.		
Reasonable limitation of linings that might promote fire spread.	✓		Stair walls are painted plasterwork and not likely to support combustion.		
As far as can be reasonably ascertained are fire dampers provided as necessary to protect critical means of escape against the passage of smoke in the early stages of fire.	N/A		None present.		

Notes

Means of Escape					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
All occupants can easily escape from a fire.	✓		Provided the property is let only to persons who are capable of escaping from the windows using the hang drop method of escape.		
Are all 'Dead End' conditions acceptable.	✓				
Where there is only one escape route or a 'Dead End,' a place of safety or a choice of routes can be reached in less than 1 minute.	✓		This is achievable at walking pace.		
People in high-risk areas can reach a place of relative safety in 1 minute.	N/A		There are no areas considered to be high-risk.		
All people can get to a place of safety in 2 - 3 minutes.	✓		Provided persons respond to the warning of fire, occupants of the assessed areas will be able to evacuate within 3 minutes.		
Where there are inner rooms, precautions are in place to give the occupants early warning of fire.	✓		Due to the open plan arrangement, the bedrooms are inner room conditions. Automatic fire detection is installed in the access room and the windows are suitably sized.		
In rooms where escape is in two directions, the angle between the exit routes is greater than 45°.	✓		Escape is two-directional only from the ground floor.		
All escape routes lead to a place of safety.	✓		All escape routes lead to ultimate safety.		
Escape routes are free from combustible materials.		✓	Not practical to achieve due to the open plan arrangement.		
Escape routes are unobstructed.	✓		No unsafe acts observed at time of audit.		
Routine checks are made of all the final exit doors and/or security fastenings.	✓		The final exit door is in regular use.		
Escape routes are wide enough.	✓		Inner room bedroom windows are > than the minimum requirements.		
Where required, all doors open in the direction of escape.	N/A		Not required.		

Means of Escape - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
All doors to and along escape routes are easy to open without the use of a key.	✓		Exit door is key free. The key arrangement on the window should be changed for a simpler opening device.		
Where necessary signs indicating the method of operating door fastenings are displayed.	N/A		Although the windows should be fitted with signage highlighting the method of full opening.		
Where necessary escape routes are signed with suitable safety signs.	N/A		The layout of the building is straightforward, and occupants should soon be familiar with the means of escape soon after arrival.		
Are all fire doors functioning correctly and fitted, where appropriate, with self-closing devices and smoke seals.		✓	No official fire doors fitted although they are ledged and braced solid oak doors that will, if closed protect persons escaping from the windows.		
Are all fire doors in good condition.		✓	As above.		
Is the property free of wedged fire doors.	✓		Although no doors were wedged.		
All fire door provided with appropriate signage.	N/A		Not required.		
The lighting on escape routes is sufficient.	✓		Primary lighting appeared adequate.		
Where necessary emergency lighting is provided.	✓		Suitable provision of emergency standby lighting.		
Sufficient 'Fire Action' signs are displayed.		✓	None observed within the bedrooms.		3

Notes

Fire Alarms and Detection					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
A suitable fire alarm system is installed.		✓	Current provision falls below the minimum standard.		4
The detection will give sufficient warning for people to escape.		✓	Grade LD1 coverage should be provided throughout.		4
Automatic fire detection is in place to protect people who sleep on the premises.		✓	No detection is installed within the bedrooms.		4
Automatic fire detection is installed in areas where a fire may develop unnoticed.		✓			4
Where needed automatic fire detection is installed to protect escape routes.		✓			4
Automatic fire detection is in place for high hazard areas.	N/A				
Where necessary automatic detection is routed to a central alarm collector station.	N/A		Not required.		
The automatic detection system is linked to the mechanical ventilation/air conditioning system.	N/A				
Electronic door locks are linked to the automatic detection system.	N/A		None fitted.		
Suitable procedures are in place to alert persons with aural/visual disabilities of a fire alarm.		✓	No provisions are in place.	1	
The fire warning signal is audible or visual throughout the premises.		✓			4

Notes

1. You should consider providing one of the bedrooms with a tactile/strobe device that is interfaced with the fire alarm system to ensure that adequate warning is provided to those guests with aural or visual disabilities. A means of guests making themselves known to staff if they require additional provisions should be provided. If provided, information on the location and use of the devices should be contained in the visitor's pack.

Fire Fighting Equipment					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Suitable first aid fire-fighting equipment provided.		✓	The current extinguishers are an over provision.		5
Fire-fighting equipment is correctly sited and is visible or clearly signed.		✓	As above.		5
Sufficient employees are trained and competent in the use of fire-fighting equipment.	N/A		Visitors are not expected to tackle a fire however you should ensure that persons employed to maintain the property are familiar with the safe selection and use of the equipment.		
The sprinkler system is tested in line with the insurer's requirements?	N/A		None installed or required.		
Sprinkler heads free from obstruction.	N/A				
All other types of fixed fire suppression systems are appropriate for the risk and correctly maintained.	N/A		None installed or required.		
All smoke control systems are appropriate for the risk and correctly maintained.	N/A		None installed or required.		
Are there adequate access and facilities for the Fire and Rescue Service.	✓		There is sufficient access to the perimeter of the building.		
All fire-fighting equipment is adequately maintained.	✓		The provided equipment is in test until February 2024.		

Notes

Management of Fire Safety					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
There is a fire emergency plan that is reviewed regularly.		✓	No evidence of any Health and Safety Policies and Procedures.	1	

The fire emergency plan includes the following elements.

Arrangements have been made to liaise with the emergency services if a fire occurs.	✓		If occupied, a visitor will liaise with the Fire & Rescue Service.		
The person(s) delegated to liaise with the fire brigade is able to inform them that the premises have been fully evacuated or the number of persons and the likely location of those that have not been accounted for.	✓		As above.		
Information is available to the person(s) nominated to liaise with the Fire Brigade on special fire or rescue risks and the hazards that the emergency services are likely to face.	✓		Fire incident at this property should not present any unusual or unexpected hazards and would be treated as any other similar building fire.		
There are proper arrangements for calling the Fire Brigade.	✓		The 999 system would be utilised.		
Contingency plans have been made for evacuating personnel with mobility problems or other disabilities.	N/A		Property is not suitable for persons with severe mobility issues although other forms of disability should be taken into account when installing the recommended fire alarm system.		
Adequate escape procedures are in place for occupants with special needs.	N/A		As above.		
Where necessary, refuges are provided for persons with mobility impairments.	N/A		None are provided.		

Management of Fire Safety continued					
Steps to reduce Arson are in place.	✓				
External fire loading, including waste bins, adequately controlled.	✓				
Competent Person(s) are available to assist in the implementation of fire safety legislation.	✓		Callum William Graham. GFireE. MISFM.		
Personnel are nominated to respond to fire.	N/A		Visitors are not expected to tackle a fire however you should ensure that persons employed to maintain the property are familiar with the safe selection and use of the equipment.		
Training, including refresher training, is carried out in the fire routine and the fire emergency plan.	N/A		As above.		
Fire evacuation drills are carried out at appropriate intervals.	N/A		Not required due to the use of the property.		
There is an established assembly point that is located in a safe position.	✓		Although not identified, residents would assemble on the roadway.		
In-house inspections of fire precautions are carried out.	✓		Installed fire precautions are checked/tested on each changeover.		

Notes
<p>1. You should ensure that you implement the following policies and procedures:</p> <ul style="list-style-type: none"> - Fire policy - which clearly defines the action taken by yourselves to manage fire safety in the premises and who is accountable for ensuring the implementation of the matters detailed in the policy. - Fire emergency plan - which clearly states the action for visitors to take to ensure that the building is fully evacuated. This should be highlighted on the proposed FIRE ACTION NOTICES. Emphasis should also be placed on how to fully open the windows, the procedures for contacting the Fire Service and the location of the fire assembly point.

Testing and Maintenance					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Adequate maintenance of					
Fire detection and alarm systems (weekly/6 monthly).	✓		The fire detection system is tested weekly or on changeover.		
Emergency lighting (monthly/annually).	✓		The emergency lighting torch is tested weekly or on changeover.		
Fire extinguishers (monthly/annually).	✓		The fire extinguishers are in test until February 2024, and they are inspected on changeover.		
Automatic sprinkler systems (weekly/periodically).	N/A		None installed or required.		
Other fixed suppression systems.	N/A				
Automatic closers and shutters (weekly/annually).	N/A		None installed or required.		
Evacuation lifts and fire fighting shafts (weekly/monthly/6 monthly).	N/A		None installed or required.		
Rising mains (6 monthly).	N/A		None installed or required.		
External escape stairs (periodic).	N/A		None present.		
Fire doors (monthly).	N/A		None present although the current doors should be subject to routine condition inspections.		
Final exit doors (routine).	✓		The final exit door is in regular use.		
Evacuation lifting equipment (annual).	N/A		None installed or required.		
Lightning protection (annual).	N/A		None installed or required.		

Notes

Records					
Appropriate records of					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes	No			
Fire detection and alarm systems.	✓		The fire detection system is tested weekly or on changeover.		
Emergency lighting.	✓		The emergency lighting torch is tested weekly or on changeover.		
Fire extinguishers and other suppression systems.	✓		The fire extinguishers are in test until February 2024, and they are inspected on changeover.		
Fire doors.	N/A		None present although the current doors should be subject to routine condition inspections.		
Fire drills.	N/A		Not required due to the use of the property.		
Fire training.	N/A		Visitors are not expected to tackle a fire however you should ensure that persons employed to maintain the property are familiar with the safe selection and use of the equipment.		

Notes

Appendix 'A' - Explanation Of Terms Used In The Report

Hazard

Something with the potential to cause harm.

Risk

The likelihood of potential harm from that hazard being realised. The extent of the harm will depend on:

The likelihood of harm occurring.

The potential severity of the harm, i.e. of any resultant injury or adverse health effect.

The number of people that might be exposed.

Residual Risk

This is the risk that remains when the current control measures are taken into account. As you implement the additional controls that are recommended in the report, the level of risk will be reduced.

Reasonably Practicable

Reasonably Practicable is a term widely used in health and safety law and is a balance of risk versus the cost of control measures.

The greater the risk, the greater the need to commit resources, be they financial, human, or procedural to eliminate, reduce or control the risk.

In law, the burden of proof is placed on the employer to demonstrate that reasonably practicable precautions were taken. In practical terms, you will normally have fulfilled your duty if you adopt current best practice.

However, if you consider that the cost of eliminating or reducing a serious risk is too expensive, it is vital that you carry out investigations to establish the true cost and make a cost-benefit analysis. Evidence that you have done this may be required at a later date, and therefore, your information that you used to make your decision should be kept on file and reviewed periodically to take account of technical and industry best practice developments.

Priorities for Action

To assist you in allocating resources, the recommendations in this report have been assigned priorities as follows:

Critical

A dangerous condition liable to cause an imminent risk of a fatal or major injury.

These matters should be resolved or work initiated within 24 hours

High Priority

Contravention of statutory requirements which could lead to fire resulting in fatal or major injury, and the issuing of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authority.

These matters should be resolved, or work initiated within 1 month

Medium Priority

Contravention of statutory requirements which could lead to fire or injury or the issuing of an Enforcement Notice. These matters require a planned programme of action to eliminate or control the risk identified.

It is suggested these matters be resolved or work initiated within 3 months

Low Priority

Matters not in line with best practice and/or established Company procedures. Enforcement action is not likely, although accident or property damage possible. The recommendations made are desired improvements, precautions, or techniques consistent with good fire and health and safety control and practice.

These matters should be resolved or work initiated within a planned timescale

Appendix 'B' - Advisory Enclosures

Routine Frequency	Record
Daily	
Emergency lights (check for faults) (BS 5266 Pt 1)	None or log book if fault
Escape routes clear	None or log book if fault
Fire resisting doors shut	None or log book if fault
Fire safety signs and fire extinguishers in position	None or log book if fault
Before vacating premises remove plugs from sockets and check security of premises	None or log book if fault
Weekly	
Fire alarm test from call point	Log Book
Monthly	
Fire extinguishers and hose reels checked (visual check)	Log book
Emergency lighting test including auto start generator (simulated mains failure) (BS 5266 Pt 1)	Log book
Six monthly	
Day staff training and drills	Log book
Fire Alarm Maintenance	Log book/Test Certificate
Emergency lighting (BS 5266 Pt 1)	Log book/Test Certificate
Annually	
Fire extinguishers (BS 5306 Pt 3)	Label
Emergency lighting over three years old (BS 5266 Pt 1)	Logbook / Test Certificate
Every 3 Years	
Emergency lighting (with subsequent annual tests) (BS 5266 Pt 1)	Log book / Test Certificate
Every 5 Years	
Fire extinguishers (discharge test-most types (BS 5306 Pt 3))	Label
Ten yearly	
Fire extinguishers (discharge test-carbon dioxide only (BS 5306 Pt3))	Label
It is recommended that one person or organisation be nominated to be responsible for the maintenance of the fire precautions within the premises and the completion of all the records so as to ensure that the necessary entries are made into the log book.	

Appendix 'C' - Photographs

At the time of next service, dielectric extinguishers should be provided on both floors.



The doors are ledged and braced oak doors and will if closed provide suitable protection to allow for escape from the windows.



You should provide clear instructions as to how to open the windows and make them key free.



No 1 Swalebrook Barn, Blencow, Penrith, Cumbria.

5th October 2023.

The heat detector at the base of the stairs should be changed to smoke detection. If this proves to be problematic, an additional smoke detector should be fitted at the small ceiling at foot of the stairs.

