

**Audit and Data Gathering (England 2013)**

CRM Form Version: DRAFT

**Part A: Site Assessment (Mandatory)**

**Assessment Date:**

**Premise Use and Owner/Occupier Details**

**Premises ID No.:**

**Number of Occupiers:**

If more than 1, complete separate form for each occupier

**Parent - Child Record Indicator**

**Parent Premises ID No.:**

**Is there a Site Record Indicator?**

**Site Record ID No.:**

**Organisation:**

**Building - Unit No.:**

**UPRN No.:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Locality:**

**Town:**

**Post Code:**

**Telephone:**

**Grid Ref: 2 x 6 figures (max)**

**Easting:**

**Occupier Details**

**Name of Occupier:**

**Registered Address of Occupier:**

**Telephone:**

**Owner Details**

**Name Of Owner:**

**Registered Address of Owner:**

**Telephone:**

## Responsible Person and Person Providing Information Details

Name of Responsible Person:	MrATropeano
Position:	Director
Tel No.:	
Mob No.:	07977071905
E-Mail:	
Fax No.:	

### Details of the person providing the information (if different from above)

Name:	
Position:	
Tel No.:	
Mob No.:	
E-Mail:	
Fax No.:	

### (IRMP - FSEC Information) Occupants

Enter range A=<20, B=20-49, C=50-99, D=100-1000, E>1000 or None Option

### Occupancy Profile: Maximum number of person affected by smoke, heat and flame from a single fire within 30 minutes, assuming no evacuation.

Weekdays 0000 to 0400	A < 20
Weekdays 0400 to 0800	A < 20
Weekdays 0800 to 1200	D - 100 - 1000
Weekdays 1200 to 1600	D - 100 - 1000
Weekdays 1600 to 2000	D - 100 - 1000
Weekdays 2000 to 2400	A < 20
Weekends 0000 to 0400	A < 20
Weekends 0400 to 0800	A < 20
Weekends 0800 to 1200	D - 100 - 1000
Weekends 1200 to 1600	D - 100 - 1000
Weekends 1600 to 2000	D - 100 - 1000
Weekends 2000 to 2400	A < 20

### Occupancy Type

Has the Occupancy type changed?	No
Original FSEC:	
<b>FSEC Group:</b>	P - Other buildings open to the public
<b>Supplementary Type Number (each services)</b>	890
V.O. Number (valuation services)	
<b>Description of Occupants/Predominant Type:</b>	

**Life Risk Notes:**

No Notes found

**Potential Loss/Risk (see Service guidance for detail)**

Is this a sole supplier in the UK? Providing high value or unique services or products	No
If yes give brief details:	
Is there exceptional value?	No
If yes give brief details:	
Is this heritage risk? Building of national importance or international significance?	No
If yes give brief details:	
Is there community loss? Exceptional value or impact to the community	Yes
If yes give brief details:	county zoo
Is this a chemical site?	No
If yes give brief details:	False
Is this a top tier COMAH site?	No
If yes give brief details:	

**Potential Loss Notes:**

No Notes found

**Environmental Risk**

Is there environmental risk? Significant impact of the environment or community in the event of a fire or other incident	No
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**Tick one or more boxes below**

Biological:	No
Chemical:	No
Radiation:	No
Nuclear:	No
Air:	No
Explosive:	No
Water Contamination:	No
If yes give brief details:	

**Environmental Risk Notes:**

No Notes found

## Property Loss

Estimate the extent of smoke and fire damage arising from an uncontrolled fire and whether it is likely to be within or beyond the building of origin, and estimate the area of damage within the building.

(Note: Without fire fighting intervention of any description)

Only complete either sub section 1 OR sub section 2

### Sub Section 1 (Area confined to & damage)

Property loss:	Confined to the building of origin
Estimated damage within 50m2:	500

### Sub Section 2 (Total area of damage only)

Damage beyond building of origin:	N/A
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### Firefighter Hazard

Does building or contents pose a risk to fire fighters?	No
Hazchem:	No
Hazchem details:	
Basement:	No
Basement details:	
Unfenestrated compartment:	No
Unfenestrated compartment details:	
Underground structure:	No
Underground structure details:	
Hazardous Processes:	No
Hazardous Processes details:	
Highly Flammables:	
Highly Flammables details:	False
Explosives:	No
Explosives details:	
Sandwich panels:	No
Sandwich panels details:	
Unstable structure:	No
Unstable structure details:	

## Premises Features

### Firefighter Facilities

Are the fire-fighting facilities?	No
Fire fighting (Ff) Shaft/s:	No
Ff shaft/s with Ff lift:	No
Staircase with Firemain B5 ADB 2007:	No
Dry Risers:	No
Dry Risers Details:	
Dry Risers > 8 bar:	No
Dry Risers > 8 bar details:	False
Wet Risers:	No
Wet Risers details:	
Wet Risers > 8 bar:	No
Wet Risers > 8 bar details:	False

### Smoke Control

Is there an extract or positive pressure smoke control system covering means of escape and or common areas?	No
Smoke Control Type:	
Smoke control details	

### Sprinklers

Is there an operational sprinkler system?	No System
Sprinkler type:	
Sprinkler details:	

### Fire Spread

Are there building features which may assist fire spread?	None
If Yes, tick one or more boxes.	
Atrium:	No
Unprotected voids:	No
Unprotected ducts:	No
Surface spread of flame:	No
Other:	

### Monitor AFD

Monitored AFD Present. Is the fire alarm system connected to call centre or auto dialler?	No
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### Fire Warning

Fire Warning System:	Adequate
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### Height of building/premises:

Maximum height of the building including basements:	1
Total number of levels of basements in the building:	0
Building Footprint:	500

### No. of storeys used by this occupier

**Note: Must be a number for FSEC. This is the multiplier field for the occupier.**

**(Total area) = (building footprint) x (occupancy storeys)**

**Enter number of storeys occupied by the organisation covered by this assessment.**

Occupancy storeys:	1
Occupancy occupies:	
Occupancy basements:	0
Total Area:	500

**Premises Features Notes:**

No Notes found

**Assessor Details**

Name of Assessor:	
Role:	
Service No:	
Signature:	

## Part B

### Article 9 - Risk Assessment

#### Audit Compliance

The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify the preventive & protective measures

Fire safety risk assessment undertaken, completed and available.  
Assessment is suitable and sufficient, covering all significant risks.  
Have persons identified as being especially at risk been identified? For example:

- \* Disabled people
- \* Lone workers
- \* Young persons
- \* Contractors
- \* Visitors
- \* Location or process etc
- \* Dangerous substances

Evidence confirming the assessment is reviewed on regular basis

Compliance Level:

NON - MINOR
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Compliance Level Value:

5
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#### Notes:

Subject	Description
Compliance Notes - 9	30/08/2013 a number of sig findings require action  10/09/14 A number of sig findings still require actioning, however the OHS Lead is working through them.

#### Failures:

Name	Description
9c	The Fire Safety Risk Assessment was not suitable and sufficient.

## Article 10 - Principles of prevention to be applied

### Audit Compliance

Where the responsible person implements any preventative and protective measures he must do so on the basis of the principles specified in part 3 of schedule 1

- \*Avoiding risks.
- \*Evaluating the risks which cannot be avoided.
- \*Combating the risks at source.
- \*Adapting to technical progress.
- \*Replacing the dangerous by non-dangerous or less dangerous.
- \*Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- \*Giving collective protective measures priority over individual protective measures.
- \*Giving appropriate instructions to employees.

Compliance Level:

BROADLY COMPLIANT

Compliance Level Value:

0

#### Notes:

No notes

#### Failures:

No failures

## Article 11 - Fire Safety Arrangements

### Audit Compliance

The responsible person shall make appropriate arrangements for the effective planning, organisation control, monitoring & review of preventive and protective measures

- \*Effective management attitude to fire safety.
- \*Clear company policy.
- \*Effective emergency plan recorded where appropriate
- \*Responsibilities clearly defined.
- \*Effective systems of communication in place to inform employees and other responsible persons in multi-occupied premises.

Compliance Level:

NON - MINOR

Compliance Level Value:

1

#### Notes:

Subject	Description
Compliance Notes - 11	Does not cover isolated fire events. General major full evacuation of site due to escaped animal or bomb threat etc..

#### Failures:

Name	Description
11c	The fire safety policy document was not suitable and sufficient.



**Audit Compliance**

Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and facilities, equipment & devices provided are subject to a suitable system of maintenance in an efficient state in efficient working order and in good repair

- \* Fire systems and equipment subject to suitable systems of maintenance.
- \* Regular testing by competent person(s).
- \* Evidence of maintenance available.
- \* Extract systems subject to suitable systems of maintenance

Compliance Level:	NON - MINOR
Compliance Level Value:	5

**Notes:**

Subject	Description
Compliance Notes - 17	30/08/2013 Fire and emergency lighting systems require maintenance  No evidence of monthly emergency lighting testing. No annual servicing certificate produced.

**Failures:**

Name	Description
17e	The emergency lighting is inadequately maintained.

Article 38 - Maintenance of measures provided for protection of fire-fighters

**Audit Compliance**

Where necessary to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure facilities, equipment and devices provided use by or protection of fire-fighters suitable system of maintenance maintained working order and in good repair

- \* Are testing and maintenance records available and up to date?
- \* Are fire fighting shafts fully protected?
- \* Are access boxes to dry/wet risers secured?
- \* Are measures in place to ensure co-operation between occupiers for the maintenance of facilities?

Compliance Level:	NA
Compliance Level Value:	0

**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

The responsible person must provide his employees with comprehensible and relevant information

- \* Risks to them identified from risk assessment.
- \* Preventative and protective measures.
- \* Appropriate procedures to be taken in the event of an emergency.
- \* Nominate sufficient number of competent persons to secure evacuation.
- \* Inform other responsible persons.
- \* Young persons controls.
- \* Provide information on dangerous substances.

Not applicable where no employees (e.g. HIMO'S)

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person

- \* Comprehensible and relevant information provided to employers from outside undertakings with regard to risks and preventative and protective measures.
- \* Employees from outside undertakings provided with appropriate instructions and comprehensible and relevant information regarding risks to that person.

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

Where two or more responsible persons share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, Take all reasonable steps to co-ordinate necessary measures, and provide information

- \* Co-operation to enable compliance with requirements and prohibitions imposed by or under this Order.
- \* Reasonable steps taken to enable compliance with requirements and prohibitions imposed by or under this Order.
- \* Reasonable steps taken to inform other responsible persons with regard to risks.
- \* In case of explosive atmospheres the person with overall responsibility for the premises has responsibility to co-ordinate the implementation of all relevant measures to protect relevant persons.

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

The responsible person must ensure that his employees are provided with adequate safety training

- \* Induction training.
- \* On transfer or working with new or changed risks.
- \* New equipment or change with existing.
- \* Introduction of new technology.
- \* New systems of work.
- \* Emergency procedures.
- \* Safe practice.
- \* Safe handling of dangerous substances.
- \* Training for the evacuation of disabled people
- \* Training being delivered by competent person.
- \* Evidence of training available.

Not applicable where no employees (e.g HIMO'S)

Compliance Level:

NON - MINOR
1

Compliance Level Value:

**Notes:**

Subject	Description
Compliance Notes - 21	The training is limited and does not take into account any emergency procedures in an isolated incident. The policy only covers a major full evacuation (bomb threat or such like). Advice given.

**Failures:**

Name	Description
21e	Safety training to employees is not adapted to take account of any new or changed risks.

**Audit Compliance**

Where a dangerous substance is present the responsible person shall ensure that risk related to the substance is either eliminated or reduced as far as is reasonably practicable

- \* Adequate controls.
- \* Control of ignition sources.
- \* Mitigate detrimental effects.
- \* Safe handling, storage & transportation.
- \* Elimination reduction controls.
- \* Suitable signage and safety information.
- \* Particular account in risk assessment in respect of young persons.

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

The responsible person subject to the risk assessment, must ensure that information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained, provide information to relevant accident and emergency services and display information at the premises. In the event of an incident occurring take immediate steps and permit only essential persons to the affected area and provide PPE, specialised equipment and plant.

- \* Information on emergency arrangements is available.
- \* Suitable warning and other communication systems are established to support response, remedial actions and rescue operations.
- \* Information provided to accident and emergency services available and displayed at the premises.
- \* Plans are in place for immediate steps to be taken in the event of an incident occurring.
- \* Personal protective equipment, clothing, specialised equipment and plant provided available in case of an incident occurring.

Compliance Level:

NA
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

The responsible person must appoint competent persons to assist him in undertaking preventive and protective measures

- \* Sufficient number of competent persons appointed.
- \* Sufficient training given to competent persons.
- \* Co-operation between appointed persons.
- \* Information given to non-employees.
- \* Information to other employers.
- \* Co-operation between responsible persons

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits and exits are kept clear at all times and where required, to be adequately illuminated by emergency lighting.

- \* Emergency routes and exits.
- \* Safe and quick evacuation.
- \* Number and distribution of emergency routes and exits, for relevant persons.
- \* Direction of door openings.
- \* Refuges where appropriate
- \* Correct use of revolving doors.
- \* Suitable door fastenings.
- \* Signage.
- \* Emergency lighting.

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

## Article 8 - General Fire Precautions

### Audit Compliance

The responsible person must - Take such general precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees or relevant persons

- \* Measures to reduce the risk of fire and fire spread (Prevention and Compartmentation issues)
- \* Measures for securing that at all material times the means of escape can be safely and effectively used (not covered by Article 14).
- \* Portable appliance testing (PAT)
- \* Fire Loading
- \* Arson measures

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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#### Notes:

No notes

#### Failures:

No failures

## Article 13 - Fire warning

### Audit Compliance

Where necessary the responsible person must ensure that the premises are equipped with appropriate fire detection equipment

- \* Appropriate system for the risk.
- \* Audibility levels.
- \* Appropriate levels of detection.
- \* Management of unwanted fire alarm signals.
- \* Commissioning / Installation certificates available.

Compliance Level:

NON - MINOR
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Compliance Level Value:

5
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#### Notes:

Subject	Description
Compliance Notes - 13	30/08/2013 Additional detection required in some areas  10/09/14 Additional detection still required, however there is attempts being made to address this. There are only 2 electricians 'in-house' on site and therefore the work load for them is high. H&S Lead is aware.

#### Failures:

Name	Description
13a	The fire detection system is inadequate.

Article 13 - Fire fighting equipment

**Audit Compliance**

Where necessary the responsible person must ensure that the premises are equipped with appropriate fire-fighting equipment

- \* Appropriate levels and standard of FFE.
- \* FFE suitably positioned.
- \* Suitable signage for FFE provided.
- \* Nominated persons sufficiently trained in FFE available to them.
- \* Contacts with emergency services regarding fire-fighting, rescue work, first-aid and emergency medical care.

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures

Article 15 - Procedures for serious and imminent danger and for danger areas

**Audit Compliance**

The responsible person must establish & where necessary give effect to procedures to be followed in the event of serious & imminent danger to relevant persons, nominate competent persons to implement procedures, inform & instruct relevant persons concerned

- \* Appropriate procedures in place for evacuation in case of fire.
- \* Safety drills.
- \* Sufficient number of competent persons to manage evacuation e.g. Fire marshals and wardens appointed where appropriate
- \* Have persons with a disability been taken into account?
- \* Prevention procedures to restrict exposure of relevant persons to risk, unless trained.
- \* Information and signage

Compliance Level:

BROADLY COMPLIANT
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Compliance Level Value:

0
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**Notes:**

No notes

**Failures:**

No failures



**Audit Compliance**

This article applies to apparatus designed to work at a voltage exceeding the prescribed voltage. The cut off switch must be placed, coloured or marked as to satisfy the fire authority. The responsible person must give suitable notice to the fire authority showing where the cut off switch is to be sited, coloured or marked

- \* Are luminous discharge tubes fitted in the premises?
- \* Are cut off switches provided?
- \* Are cut off switches sited coloured and marked in accordance with current IEE Regulations?
- \* Has correct notice been given to the fire authority?

Compliance Level:

NA
0

Compliance Level Value:

**Notes:**

No notes

**Failures:**

No failures

**Audit Compliance**

Every employee must while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard

- \* Reasonable care being taken by employees to prevent harm to others who may be affected by their acts or omissions at work.
- \* Employees co-operate with their employer to enable compliance with any duty or requirement.
- \* Are hazards identified by the employee reported to the employer or other employee with specific responsibility for safety?

Compliance Level:

BROADLY COMPLIANT
0

Compliance Level Value:

**Notes:**

No notes

**Failures:**

No failures

Article 27 - Powers of inspectors

Audit Compliance

No

**Notes:**

No notes

Article 29 -Current alterations notices

Audit Compliance

NA

**Notes:**

No notes

**Failures:**

No failures

Article 30 - Current enforcement notices

Audit Compliance

NA

**Notes:**

No notes

Article 31 - Current prohibition notices

Audit Compliance

NA

**Notes:**

No notes

Article 32 - Offences

Audit Compliance

NA

**Notes:**

No notes

Article 24 - Power to make Regulations

Audit Compliance

NA

**Notes:**

No notes

## Outcome of Audit

### Initial enforcement expectation (IEE)

<b>Compliance Level 1</b>	<b>Score of 0-25</b>	<b>Broadly Compliant Inform &amp; Educate</b>
<b>Compliance Level 2</b>	<b>Score of 26-35</b>	<b>Notification of Minor Deficiencies</b>
<b>Compliance Level 3</b>	<b>Score of 36-45</b>	<b>Notification of Deficiencies</b>
<b>Compliance Level 4</b>	<b>Score of 46-55</b>	<b>Enforcement Notice</b>
<b>Compliance Level 5</b>	<b>Score of 56 plus</b>	<b>Enforcement Notice 'Fast Track'</b>

Compliance Level Score:	
Compliance Level Rating:	Level 1 Broadly Compliant
Final Compliance Level Rating:	Level 1 Broadly Compliant
Signature Of Inspector:	

Signature of Fire Safety Manager:	
Date:	

## Confirmed enforcement activity after application of EMM principles

Confirmed Enforcement Activity:	
<b>*Note: Ensure EMM Strategic Factors Applied/Considered</b>	
<b>If any variation from the outcome of the EMM process is considered by the inspecting officer this should be agreed with their line manager, if justified and agreed, the reasons for this should be recorded in the box below.</b>	
Signature of Inspector:	
Date:	
Signature of Fire Safety Manager: (Following Management Review where Necessary)	
Date:	
<b>Reasons for Variations from the Outcome of the EMM Process:</b>	
Reasons for Variations from the EMM Process:	

### Part C: Management and Other Issues

Fire Safety Management (Compliance Level Score):	-2.00
History of Fires:	None
Unwanted Fire Signals:	None
Known Fire Setting Activity in the Area:	None
Features which may Assist Fire Spread:	None
Fire Loading which is likely to Assist with Fire Spread:	Average for the Occupancy
Access for Fire Fighting:	Poorer than Average for the Occupancy
Water Supplies:	Poorer than Average for the Occupancy
Total Number of People in Premises at Peak Time:	More Than 100
SUB TOTAL (A)	-1.70

### Building and Occupant Features

Building Size:	Medium
Description of Occupants:	Average Mobility for Occupancy Type
Fire Warning System:	Adequate
Is there an Extract or Positive Pressure Smoke Control System covering M of E and / or Common Areas?	No
Is there an Operational Sprinkler System Installed and Maintained in Working Order	No System
SUB TOTAL (B)	0.00

### Fire Safety Risk Notes:

No Notes found

### Calculation of Relative Risk Level

Life Risk Score:	-1.70
Relative Risk Rating (2-8)	3.81
Risk Level	Level 3 - Medium

Signature of Assessor - Inspector

Date:	
Signature of Fire Safety Manager (Following Management Review Where Necessary)	
Date:	

### Initial Expectation - Notification of Deficiencies

Previous Relevant Incident History:	No
Relevant Inspection History:	None
Deliberate or Inadvertant Non-Compliance:	Inadvertant
Financial Advantage Sought:	None
Standard of General Conditions:	
Co-operation/Attitude of Responsible Person:	Reasonable
Initial Expectation:	

### Initial Enforcement Expectation - Enforcement Notice

Previous Relevant Incident History:	
Relevant Inspection History:	
Deliberate or Inadvertant Non-Compliance:	
Financial Advantage Sought:	
Standard of General Conditions:	Reasonable
Co-operation/Attitude of Responsible Person:	
Initial Enforcement Expectation:	

Professional Judgement - Contemporaneous Notes

Date	Subject	Description
10/09/2014 01:00	Audit Notes	<p>30/08/2013 sample audit of 50 acre site FRA a number of sig findings require action</p> <p>Sample audit</p> <p>Signage required in some areas</p> <p>EL required in external escape routes (rear of main restaurant)</p> <p>AFD still required in a number of areas</p> <p>Policy needs improving</p> <p>Training for each individual site area needs to be considered, rather than generic full site evacuation .</p> <p>FSO3 sent regarding sig findings still to be addressed 10/09/14</p>

## Inspection and Job Data

Date of Visit

N/A

Job Time

180

Job Admin Time

75

Job Travel Time

50

Inspection - Audit Complete?

After applying professional judgement it is intended to issue any of the following:

FS03:

Enforcement Notice:

No

Prohibition Notice:

No

Allocate To: