



Home Office

Home Office

2 Marsham Street

SW1P 4DF

www.gov.uk/home-office

13 May 2021

Rt Hon. Yvette Cooper MP
Chair, Home Affairs Select Committee
House of Commons
London
SW1A 0AA

Dear Chair,

Thank you for your letters of 23 April and 12 May.

To clarify a point in both your letters, the ICIBI has not yet completed the inspection on Contingency Asylum Accommodation and a final inspection report has not been issued. The ICIBI published interim findings on gov.uk on 8 March following site visits of Napier barracks and Penally but the inspection is ongoing, and the timing of a final inspection report is a matter for the ICIBI. Once received, I will publish a formal response immediately following the laying of the inspection report before Parliament. What has also been made public, due to disclosure during ongoing litigation is a report authored by Her Majesty's Inspector of Prisons (HMIP) to the ICIBI titled "*A report on an inspection of Contingency Asylum Accommodation by HM Chief Inspector of Prisons for the Independent Chief Inspector of Borders and Immigration 16-19 February 2021*"; with agreement from the ICIBI, I attach a copy of that report to this letter. The ICIBI sought assistance from HMIP in the early stage of the inspection and shared the HMIP report with the Home Office for information, indicating it would be appended to the final inspection report and not published separately in advance of that. In considering HMIP's report, officials have notified the ICIBI of factual inaccuracies for further consideration. It is my view that any further publication of HMIP's report should be with the agreement of the ICIBI.

As you will be aware, due to the global COVID pandemic, the Home Office made a number of decisions about temporarily not moving people on from asylum accommodation, in order to protect public health and the safety of those in asylum accommodation. This, together with the numbers of people entering the asylum

system, increased the number of people in receipt of asylum accommodation by over 25%; putting pressures on the system generally and on the local authorities who have worked with us. In order to ensure there was sufficient accommodation, especially in the initial phase of the pandemic, when house moves were not permitted, the Department stood up significant amounts of contingency accommodation in various forms. At the end of last summer, in order to meet our statutory obligations to provide safe and secure accommodation to asylum seekers otherwise facing destitution, we looked for alternative accommodation options that could be used to ensure there continued to be sufficient capacity to house all those who were entitled to accommodation. As part of this work we identified and set up asylum accommodation on the Napier barracks site.

As I set out in my letter of 18 March, the ICIBI's findings do not contradict the evidence the Permanent Secretary and I gave on 24 February. Throughout the set-up and operation of the site, the Home Office has engaged with health officials in various organisations to ensure it is fully aware of the most thorough and up-to-date advice. While the advice to officials from PHE was that dormitory style accommodation was not recommended, it also set out how congregate residential settings should be used if other accommodation is not available.

We have always accepted that there is a particular risk of Covid-19 transmission in congregate residential settings and that is consistent with the advice we received from PHE. Covid safety is a relative concept. I have set out a summary of the published PHE advice above, the steps that we took, on advice of health officials, to reduce the risk of Covid included ensuring there was a minimum of 2 metres between each bed, limiting interaction between dormitories (which were treated as bubbles) as far as possible and limiting the use of Napier so that those with identified medical conditions and older service users were not accommodated there. As you will appreciate, since the site was set up in September 2020, the wider situation with Covid has changed, and throughout that period my officials have continued to work closely with health officials at a national and local level to take steps to ensure the site manages and mitigates risks. I have set out some of the more recent actions we have taken below.

In relation to the section of my evidence that you have highlighted in your letter, it is clear from the quotation in full that my answer referred to the measures implemented, in line with PHE guidance, to minimise the risks of Covid transmission:

First of all, advice around dormitories and the use of the accommodation was all based on Public Health England advice, and that is being managed by the Department, in terms of the provider, and by working at local authority level. It is all based on social distancing. That is the point: it is all based on social distancing and covid-compliant measures—it is really important to emphasise that. It is all working in line with public health guidance and with local authority partners throughout all this, so we have been following guidance in every single way.

We have worked with our accommodation providers at all stages to reduce risk by, amongst many other initiatives, implementing cohorting, signage, an enhanced cleaning regime and staggered mealtimes. We are also providing COVID testing for Napier residents and staff on a twice-weekly basis; this

allows for immediate cohorting and comprehensive management of an outbreak of COVID should a resident become infected. We are working with Kent and Medway Health and Social Care Cell in order to mitigate the risks and seek further mitigations in order to operate the site in a COVID-responsible manner; further to the controls that have already been put in place and responding to the wider restrictions and guidance in place.

Both the Home Office and our provider Clearsprings Ready Homes (CRH) treat fire safety as a priority; the Crown Premises Fire Safety Inspectorate visit on 24 November 2020 resulted in recommendations, which have been annexed to the letter. We confirm that the inspectorate has been sufficiently satisfied with the progress made by CRH that they now monitor compliance against CRHs own fire risk assessments.

Further to the Work of the Home Secretary session I attended with the Committee in February, your team have been in touch to arrange a further session, which you have again requested in your most recent letter. I am carefully considering this invitation and will respond shortly.

I am copying this response to the Speaker of the House of Commons and the Chair of the Liaison Committee.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'P. Patel', with a stylized flourish at the end.

Rt Hon Priti Patel MP
Home Secretary

Crown Premises' Fire Safety Inspectorate

Date: 30/11/2020

[REDACTED]
NACCS

[REDACTED]



Home Office

Crown Premises' Fire Safety Inspectorate
Fire and Resilience Directorate
6th Floor NW Fry Building
2 Marsham Street
London
SW1P 4DF

Your Ref:

Our Ref: LOC-40227

Please reply to:

[REDACTED]

Dear [REDACTED],

The Regulatory Reform (Fire Safety) Order 2005

Premises: Napier Barracks, Shorncliffe Camp, Folkestone, CT20 3EZ

Following the fire safety inspection of the above premises on **24/11/2020**, I am writing to confirm my opinion that the identified individuals or groups of people would be at risk in case of fire. You will need to take action to ensure their safety.

In the event that a permanent solution cannot be implemented immediately, you will need to introduce interim measures to reduce the level of risk whilst longer-term measures are being prepared.

I have included additional information to assist you with planning what action to take:

1. The schedule identifies in each case the 'immediate' (i.e. what has its roots at the premises) causes of the failures identified during the inspection.
2. Risk ratings for the fire safety measures and for key areas of fire safety management are set out in bar charts at the end of the RAG rating form.

The risk ratings will be revised during any follow-up inspection. These will be shown as a second bar on the chart, demonstrating the improvement made.

Fire safety measures are largely interactive, and fire risks can be controlled in many ways. Therefore, whilst the schedule refers to solutions you could adopt, I am not directing you to choose any one of them. It will be acceptable for you to implement any measures which achieve an appropriate standard of safety from fire.

Guidance on an appropriate minimum standard of safety has been provided by the Secretary of State to assist responsible persons with undertaking a fire risk assessment and identifying the general fire precautions which need to be in place. This can be found at <https://www.gov.uk/search?q=fire+safety+risk+assessment&tab=government-results>. The guide relevant to your premises provides useful examples of fire safety arrangements for simple building configurations together with a general guide to fire safety management and may be sufficient for your needs.

I informed you at the end of the inspection that my initial enforcement decision was to allow you the opportunity to comply in a timely manner, rather than to serve you immediately with a

notice. The next steps are, therefore, for you to develop your action plan, and to confirm the details and intended date for completion to me within 28 days of receiving this letter.

Please note that, given the level of risk involved, I can only maintain an informal enforcement approach where you are able to evidence your commitment and ongoing progress towards compliance.

If you do not undertake the necessary improvements, then you may be served with an Enforcement Notice under Article 30 of the Order.

You should seek the approval of relevant persons (e.g. freeholder) and relevant authorities (e.g. Building Control, Licensing Authority) prior to carrying out any works on the building.

There is no formal right to appeal against this letter but if you would like clarification of its contents or to comment on your experience of the visit, please contact either me or the CPFSI Team Leader on [REDACTED] .

Yours faithfully

[REDACTED]

[REDACTED]

Crown Premises' Fire Inspector

Crown Premises' Fire Safety Inspectorate

CC

[name] [REDACTED]

[name] [REDACTED]

[name] [REDACTED]

[name] [REDACTED]

Schedule

Premises: Napier Barracks, Shorncliffe Camp, Folkestone, CT20 3EZ

File Number: LOC-40227

This schedule should be read in conjunction with the Home Office letter dated 30/11/2020.

Please Note:

My audit was based on **sampling** your fire safety arrangements, and focused upon issues of more likely and greater risk rather than being an attempt to carry out a comprehensive check of all parts of a premises or managerial systems. Therefore, the schedule should be understood as a tool to support a review of your fire safety arrangements rather than as a substitute for a review.

I have also included some examples of deficiencies to ensure clarity, but this is not intended as a list of all the deficiencies identified during the audit.

General Fire Precautions

Articles 4 & 8 Reducing the Risk of Fire

RED 5 - The current measures for reducing the risk of fire do not ensure that relevant people are appropriately protected from serious risk.

Specific Failure: An excessive level of combustible materials were present in shared spaces.

Example of Failure: The service users are using combustible material as a way of providing privacy for their space.

Immediate Cause of Failure: Art. 5 - Corrective works are under way, but not completed.

Additional Specific Failure: Smoking is not adequately controlled.

Additional Example of Failure: Service Users are smoking within the residential areas of the blocks

Additional Immediate Cause of Failure: Art. 11 - No effective fire safety measure was in place.

Articles 4 & 8 Reducing Risk of Spread of Fire

AMBER 2 - The current measures for reducing the risk of spread of fire do not ensure that relevant people are appropriately protected from significant risk.

Specific Failure: Penetrations by pipes or cables were not effectively fire-stopped.

Example of Failure: In Block 34, there are penetrations into the means of escape stairs from the first floor

Immediate Cause of Failure: Art. 17 - Contractor has not carried out the remedial works.

Articles 4, 8 & 13 Warning of fire

AMBER 3 - There are no proposals for measures to detect and give the necessary warning of fire to ensure that relevant people are appropriately protected from significant risk.

Specific Failure: The fire detectors are not correctly sited and installed to ensure that people can receive sufficiently early warning of fire.

Example of Failure: The domestic smoke alarms in the TRI block are fitted in a location where it is unlikely smoke will reach to raise the alarm.

Immediate Cause of Failure: Art. 17 - No one had identified that the fire safety measure was ineffective.

Means Of Escape Articles 4, 8 & 14

AMBER 3 - There are no proposals to provide the emergency routes and exits which are necessary to ensure that relevant people are appropriately protected from significant risk.

Specific Failure: Emergency doors were secured in a manner which prevents them from being easily and immediately opened by any person who may require to use them in an emergency.

Example of Failure: Block 34, the door at the head of the stairs is secured with two mechanisms

Immediate Cause of Failure: Art. 9 - The risk had not been correctly assessed.

Articles 4, 8, 15(1) & 19: Emergency Procedures & Instructions

AMBER 2 - The current emergency procedures, instructions and safety drills do not ensure that relevant people - including those with PEEPs - are appropriately protected from significant risk.

Specific Failure: The fire emergency plan did not adequately meet the requirements of the premises fire strategy.

Example of Failure: All fire action notices are in English only, with the result that the non-English speaking service users would not understand the required actions.

Immediate Cause of Failure: Art. 9 - The risk had not been correctly assessed.

Articles 4, 8 & 21 Fire Training and Drills

AMBER 1 - Once implemented, the proposed staff training on the fire precautions and the specific actions to be taken in the event of fire at the premises could ensure that relevant people are appropriately protected from significant risk.

Specific Failure: The fire emergency plans for employees, other persons, and those at special risk have not been adequately tested to confirm that they are suitable.

Example of Failure: No emergency evacuation drills have been undertaken, although one is planned

Immediate Cause of Failure: Art. 9 The Fire Risk Assessment did not identify appropriate timescales for actions to be undertaken.

Management

Articles 11 & 18 Day-to-day management of safety

AMBER 3 - The failure to monitor and control the fire safety measures from day-to-day has resulted in a consequent failure to protect relevant people appropriately from significant risks.

Specific Failure: The site Responsible Person has not been provided with suitable information on the working order of the fire precautions.

Example of Failure: The site responsible person was not aware that the fire alarm systems had not been fully tested

Articles 8, 11, 17, 18 & 22 Co-operation and co-ordination

RED 6 - The failures to co-operate - particularly over the exchange of information - and to co-ordinate fire safety measures as necessary have led to a consequent failure to protect relevant people appropriately from serious risk.

Specific Failure: There was no practical arrangement for the Site Responsible Person to obtain suitable information on the progress of requested repairs and remedial works on the fire safety measures.

Example of Failure: There is no arrangement for NACCS to inform Ready Homes of failures of fire precautions

Immediate Cause of Failure: Art. 22 - Contractor had not informed the occupier that the general fire precaution was not in effective working order.

Maintenance

Articles 8 & 17 Maintaining Equipment in Efficient Working Order

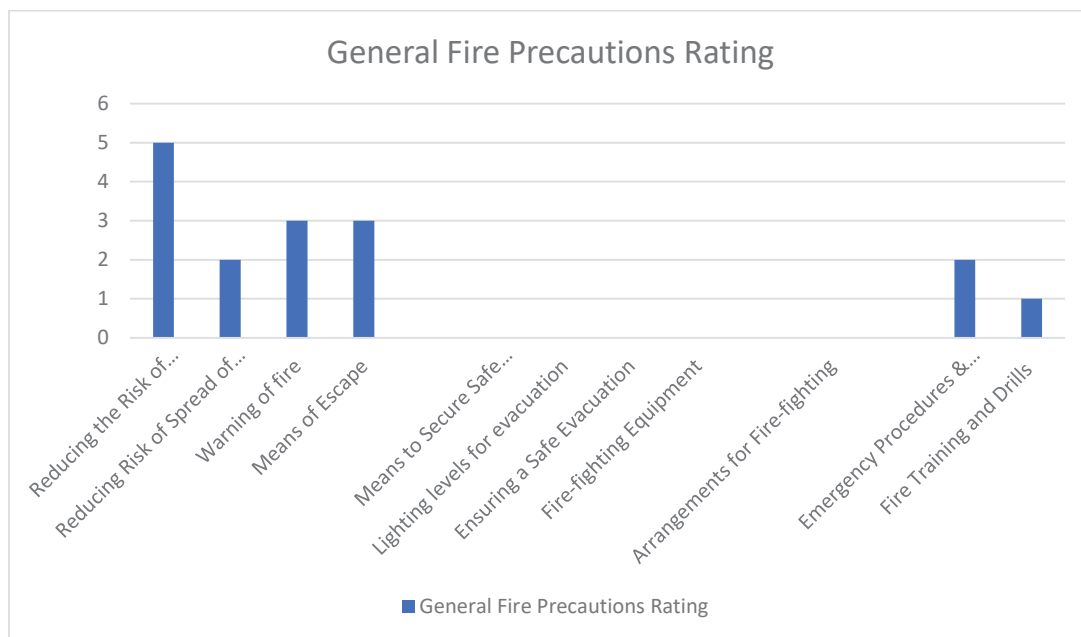
RED 6 - The failure to ensure that the premises and any fire precautions equipment are maintained in an efficient state, in efficient working order and in good repair has resulted in a consequent failure to ensure that relevant people are appropriately protected from serious risks.

Specific Failure: The facilities' manager has not ensured that PPM testing is completed in line with the contractual arrangements.

Example of Failure: NACCS have not ensured that the fire systems have been maintained within the appropriate service intervals

General Fire Precautions Rating

Current Serious Risk	4	5	6
Current Significant Risk	1	2	3
Tolerable Risk	0	0	0
	Adequate action planned	Inadequate action planned	No action planned



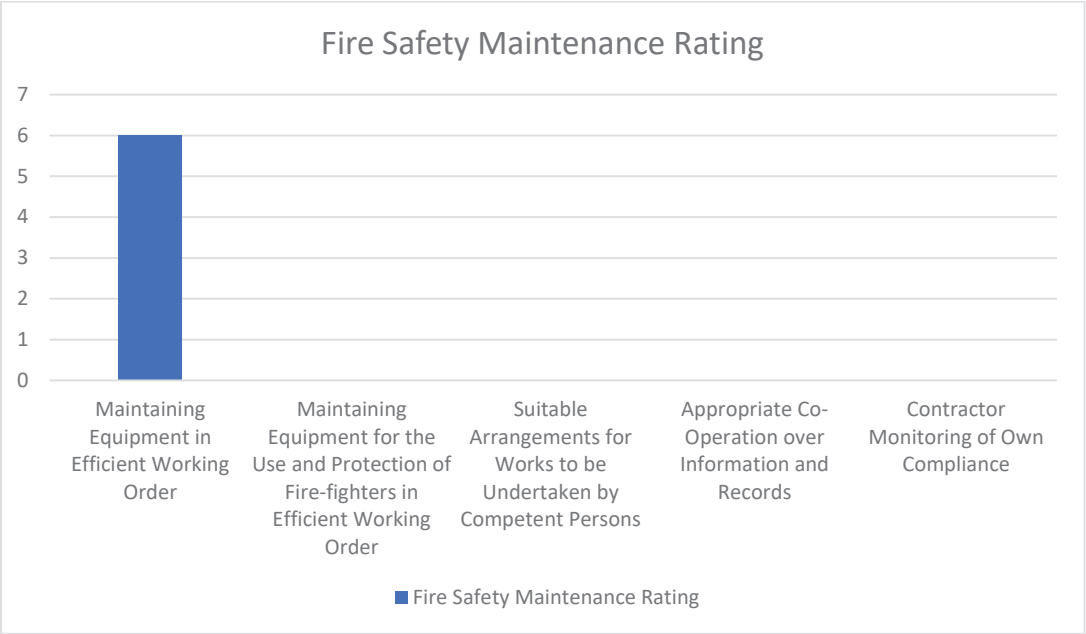
Fire Safety Management Rating

Safety Management Failure Directly Linked to GFP Failure	4	5	6
Safety Management Failure Contributing to GFP Failure	1	2	3
Safety Management Failure Incidental to GFP Failure	0	0	0
	<i>Potentially Significant Risk</i>	<i>Significant Risk</i>	<i>Serious Risk</i>



Fire Safety Maintenance Rating

Maintenance or Remedial Failure Directly Linked to GFP Failure	4	5	6
Maintenance or Remedial Failure Contributing to GFP Failure	1	2	3
Maintenance or Remedial Failure Incidental to GFP Failure	0	0	0
	<i>Potentially Significant Risk</i>	<i>Significant Risk</i>	<i>Serious Risk</i>



COVER SHEET

FIRE RISK ASSESSMENT

Responsible Person or Person Having Control of Premises:	ClearSpring Ready Homes Ltd
Fire Safety Manager:	N/A
Property Name:	Block 1
Address of Property:	Napier Barrack, Gate 14, Folkestone, Kent, CT20 3EZ
Person(s) Consulted:	[company name]
Assessor:	
Assessors Statement:	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. The report does not address the risk to property continuity from fire. I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken.
Assessors Signature:	
Date of Fire Risk Assessment:	05/03/2021
Type of Fire Risk Assessment:	Full-Building FRA
Date of Previous Fire Risk Assessment:	March 2017
Suggested Date for Review:	05/03/2022
Fire Risk Assessment Review:	This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or there has been significant change in the matters to which it relates, of if a fire occurs.

GENERAL BUILDING DESCRIPTION

FIRE RISK ASSESSMENT

1.00 The Building		
1.01 Number of floors and basements	1	
1.02 Approximate footprint floor area:	400sq.m	
1.03 Construction Details:	This is a brick built rectangular building with a wood framed pitched, close boarded roof with tile covering, windows and boarded floor. Skimmmed brick and stud internal walls. The building is divided into 2 areas with a sleeping block situated on the south and north side of the block with an exit situated at the end of either side. Within the dormitories is a compartmented wall with an open doorway leading to a secondary dormitory. The middle section common area consists of shared shower and toilet facilities along with a boiler room situated within the entrance lobby area	
1.04 Use of premises:	Sleeping Accommodation for Home Office	
1.05 Hours premises in use	24	
1.06 Total number of rooms:	4no Dormitory-type Rooms	
1.07 Name of local responsible person:	ClearSprings Ready Homes Ltd	
1.08 Evacuation strategy:	Simultaneous	
2.00 The Occupants		
2.01 Approximate maximum number of persons:	25	
2.02 Maximum number of employees at any one time:	Used for sleeping accommodation for Home Office Service Users only	
2.03 Maximum number of members of public at any one time:	Not open to general public	
2.04 Associated times/hours of occupation:	24 hours	

GENERAL BUILDING DESCRIPTION		FIRE RISK ASSESSMENT	
3.00	Occupants at Special Risk		
3.01	Number of disabled occupants:	0	
3.02	Number of occupants with mobility issues:	0	
3.03	Number of occupants with mental health or learning difficulties:	0	
3.04	Number of occupants with hearing or sensory impairments:	0	
3.05	Number of occupants with other issues:	TBC by ClearSprings Ready Homes Ltd	
3.06	Total maximum number of occupants at special risk:	TBC by ClearSprings Ready Homes Ltd	
4.00	Fire Loss Experience		
4.01	Fires in past 10 years:	1 fire occurred in Block No.7 in January 2021	
4.02	Cost of fire losses:	TBC by ClearSprings Ready Homes Ltd	
4.02	Number of false fire alarm calls in the last 12 months:	Not recorded	
5.00	Other Relevant Information		
5.01	Detail:		
6.00	Relevant Fire Safety Legislation		
6.01	The following fire safety legislation applies to these premises	Regulatory Reform (Fire Safety) Order 2005 / Fire (Scotland) Act 2005	
6.02	The above legislation is enforced by:	Local Fire Authority	
6.03	Comments:		

FIRE HAZARDS

FIRE RISK ASSESSMENT

INDEX	DETAIL	YES	NO	N/A	CONTROL MEASURES
7.00	Electrical Sources of Ignition				
7.01	Reasonable measures taken to prevent fires of electrical origin?	✓			
7.02	Fixed installation periodically inspected and tested?	✓			
7.03	Portable appliance testing (where appropriate) carried out?			✓	
7.04	Are there any damaged electrical sockets, switches or lights?		✓		
7.05	Suitable limitation of electrical extension leads or multi point adaptors?	✓			
	Observations:				
8.00	Smoking				
8.01	Are reasonable measures taken to prevent fires as a result of smoking?		✓		No smoking signage to be placed within the premises in each dormitory room as well as on the noticeboard
	Observations:				
					A part of the daily checks for staff is to check for the smell of smoking within the blocks.
9.00	Arson				
9.01	Does basic security against arson appear reasonable?	✓			
9.02	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition?	✓			
	Observations:				
					Security on site 24/7. Cleaners to ensure cleaning schedule for the site is followed at all times to ensure there is no build up of rubbish items within the proximity of the block

FIRE HAZARDS

FIRE RISK ASSESSMENT

10.00	Lightning					
10.01	Does the building have a lightning protection system?				✓	
	Observations:					
11.00	Other Significant Ignition Sources					
11.01	Are portable heaters used?			✓		
11.02	Are there light bulbs or heating appliances near flammable/combustible materials?			✓		
	Observations:					
12.00	Housekeeping					
12.01	Is the standard of housekeeping adequate?	✓				
12.02	Are combustible materials separated from ignition sources?			✓		Cleaning items within the boiler room are to be removed (See Photo 1)
12.03	Is there an avoidance of unnecessary accumulation of combustible materials or waste?	✓				
12.04	Is there appropriate storage of combustible materials?			✓		As per 12.01
12.05	Is there avoidance of inappropriate storage of combustibles materials?			✓		As per 12.01
12.06	Are all textiles and furniture treated to be fire retardant?	✓				See observation below
12.07	Are substantial areas of walls or ceilings covered with flammable linings or materials?			✓		
	Observations:					
						Linen provided within the block has been confirmed as fire-retardant. At the time of the assessment, rubbish bins within the blocks had been cleared by the cleaners on site and placed in the large rubbish bins adjacent to the entrance security hut.

FIRE HAZARDS

FIRE RISK ASSESSMENT

13.00	Outside Contractor and Building Works Hazards				
13.01	Are fire safety conditions imposed on outside contractors?			✓	
13.02	Is there satisfactory control over works carried out in the building by outside contractors (including hot work permits)?			✓	
13.03	If there are in-house maintenance personnel, are suitable precautions taken during hot work, including use of hot work permits?			✓	
	Observations:				
14.00	Dangerous Substances				
14.01	Have the hazardous properties of dangerous substances been considered?			✓	
14.02	Is there adequate information on safety provided by the supplier on any relevant safety data sheet?			✓	
14.03	Has account been taken regarding:				
14.03.1	the special, technical and organisational measures and the substances used and their possible interactions.			✓	
14.03.2	the amount of the substance involved			✓	
14.03.3	where the work will involve more than one dangerous substance, the risk presented by such substances in combination			✓	
14.03.4	the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances			✓	
14.03.5	any other measures introduced as a result of the Regulatory Reform (Fire Safety) Order 2005/Fire (Scotland) Act 2005SA.			✓	

FIRE HAZARDS

FIRE RISK ASSESSMENT

14.04	Are there safe systems of work for maintenance, where there is the potential for a high level of risk?				✓	
14.05	Are sufficient control measures in place to counter the likelihood that an explosive atmosphere will occur and its persistence including adjacent areas?				✓	
14.06	Are sufficient control measures in place to counter the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective				✓	
14.07	Has account been taken regarding the scale of the anticipated effects?				✓	
14.08	Is sufficient additional safety information available to enable the assessment to be completed?				✓	
14.09	Has account been taken regarding sources of oxygen:					
14.09.01	Is there piped oxygen in use?				✓	
14.09.02	Are there oxygen cylinders used or stored?				✓	
14.09.03	Is there an operational procedure for isolation?				✓	
14.09.04	Are oxidising materials used or stored?				✓	
14.10	Has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?				✓	
14.11	Are there other significant hazards that warrant consideration including process hazards that impact on general fire precautions:				✓	
	Observations:					

FIRE PROTECTION

FIRE RISK ASSESSMENT

INDEX	DETAIL	YES	NO	N/A	CONTROL MEASURES
15.00	Means of Escape				
15.01	Is it considered that the premises is provided with reasonable means of escape in case of fire?	✓			
15.02	Is there adequate design of escape routes?	✓			
15.03	Is there adequate provision of escape exits?	✓			
15.04	Are exits easily and immediately openable where necessary?	✓			
15.05	Do fire exits open in the direction of escape where necessary?	✓			
15.06	Where emergency door release mechanisms are installed (green box), are they positioned in a clearly visible position?			✓	
15.07	Are there satisfactory means for securing exits?		✓		Fire Exit door for south side of the building is to be re-adjusted due to not closing completely shut (See Photo 2)
15.08	Are single direction travel distances reasonable in the circumstances of the case?	✓			
15.09	Are alternative means of escape travel distances reasonable in the circumstances of the case?	✓			
15.10	Is there suitable protection of escape routes where required?		✓		As per 15.16
15.11	Are suitable fire precautions provided for inner and inner-inner rooms?			✓	
15.12	Are escape routes unobstructed?	✓			
15.13	Is the premises provided with reasonable arrangements for means of escape for disabled people?			✓	
15.14	Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	✓			

FIRE PROTECTION

FIRE RISK ASSESSMENT

15.15	Are the people who occupy the building aware of the importance of maintaining the safety of the escape routes by ensuring that fire doors are not wedged or held open?		✓	Signage to be placed within the block and occupants are to be informed on the importance of ensuring fire doors are not wedged or held open. Fire Exit doors situated within each dormitory block is not to be used for general access and egress and occupants are to be reminded to use the main entrance door in the common hallway. Door leading into south dormitory has an obstruction on the door frame to stop the door from closing completely shut thus requires removing (See Photo 3)
15.16	Are fire doors holed or damaged and are they compliant?		✓	Block main entrance door requires self-closing device and 3no fire-rated hinges as well as fire intumescent strips installed. Door leading into boiler room is to be inclusive of fire intumescent strips, self-closing device and 3no fire-rated hinges. Doors leading into individual dormitories are to be inclusive of fire intumescent strips, 3no fire-rated hinges and ironmongery. Compartmentation doors within the north and south side dormitories have been removed thus require re-installation - doors are to be FD30 inclusive of fire intumescent strips, self-closing device, 3no fire-rated hinges and ironmongery. Fire Exit door for south side of the building is to be re-adjusted due to not closing completely shut. This door also requires a self-closing device, fire intumescent strips and 3no fire-rated hinges. Fire Exit door in north side of the premises requires a self-closing device, 3no fire-rated hinges and fire intumescent strips installed. (See Photos 2 - 9)
15.17	Are fire doors provided with appropriate fire doors signs?		✓	Provide Fire Door Keep Closed signage on dormitory doors and Fire Exit doors. 'Fire Exit Keep Clear' signage to be placed on external side of Fire Exit doors and main entrance door.
15.18	Are all external escape routes unobstructed and providing a clear route to the fire assembly points?	✓		
15.19	Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?		✓	Seal all holes in walls and ceilings where cables and pipework penetrate through. Seal holes in walls and ceilings where damage has occurred. Seal holes within the boiler room (See Photos 10 - 12)
15.20	Can all the occupants escape to a place of total safety in a reasonable time?	✓		
15.21	Are fire assembly points in safe locations?	✓		
15.22	Is fire door integrity/strips/seals and all door furniture adequately maintained?		✓	As per 15.16

FIRE PROTECTION

FIRE RISK ASSESSMENT

15.23	Are fire action notices adequate?			✓		Provide additional fire action notices within the premises (at each fire exit door and on the noticeboard within the common hallway lobby area)
15.24	Are high risk rooms adequately protected?			✓		As per 15.16
15.25	If vertical evacuation is necessary (internal or external), are stairways suitable in size and width?				✓	
	Observations:					
16.00	Fire Spread and Development Limitation					
16.01	Is it considered that there is compartmentation of a reasonable standard?			✓		Refer to 15.16 & 15.19
16.02	Is it considered that there is reasonable limitation of linings that may promote fire spread?				✓	It was not possible to assess the lining within the premises to determine if there is reasonable limitation of linings which promote fire spread.
16.03	Are fire/smoke dampers and control systems maintained and tested?				✓	
	Observations:					
17.00	Escape Lighting					
17.01	Are all your escape routes covered by an acceptable form of emergency lighting?		✓			
17.02	Are plants rooms, external fire escape staircases, underground car parks and external escape routes covered by an acceptable form of emergency lighting?				✓	
17.03	Is there back-up power supplies for the emergency lighting?		✓			
	Observations:					
18.00	Fire Safety Signs and Notices					

FIRE PROTECTION

FIRE RISK ASSESSMENT

18.01	Where necessary are escape routes and exits, the locations of fire fighting equipment and emergency telephones indicated by appropriate signs?		✓	A Fire Exit sign is to be placed above the main entrance door internally. 'Fire Exit Keep Clear' signage is to be placed on the external side of each fire exit door. All signage is to be installed in accordance with BS5499 Safety Signs
18.02	Where necessary are notices provided such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?		✓	A fire action notice is to be placed at each exit door within the premises clearly visible to all occupants within the premises. Ensure Push Bar to Open signage is present on south and north side fire exit doors at all times
18.03	Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?	✓		
18.04	Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?		✓	
	Observations:			A noticeboard is currently within the block however this will require updating by staff on site to ensure all information is provided in additional languages for ease of understanding for occupants within the block
19.00	Fire Warning Arrangements			
19.01	Is a reasonable manually operated electrical fire alarm system provided?	✓		
19.02	Are fire alarm call points located at all final exits, storey exits, fire compartment wall exits or exits from rooms of high risk?		✓	
19.03	Is the fire control panel located at an exit and visible to the emergency services from the outside of the building?	✓		
19.04	Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?	✓		

FIRE PROTECTION

FIRE RISK ASSESSMENT

19.05	Are the automatic fire detectors of the right type and in the appropriate locations?	✓			
19.06	Can the means of warning be clearly heard or be perceptible and understood by everyone throughout the whole building when initiated from a single point?	✓			
19.07	Are there provisions for people in locations where the alarm cannot be heard?			✓	
19.08	If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	✓			
19.09	Is there a remote transmission of alarm signal?	✓			
19.10	Is a zone plan of the fire alarm system provided adjacent to the main control panel?	✓			
	Observations:				Due to the use of premises and historical issues with service users, call points have had blanket plates installed to remove the risk of misuse or potential damage to the call points. The alarm system within this block communicates with Risborough Barrack main control panel and transmits signals
20.00	Portable Fire Extinguishing Appliances				
20.01	Are the extinguishers suitable for the purpose?			✓	
20.02	Are there enough extinguishers sited throughout the premises at appropriate locations?			✓	
20.03	Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?			✓	
20.04	Are the extinguishers hidden from view and their position need indicating?			✓	
20.05	Have steps been taken to prevent the misuse of extinguishers?			✓	
20.06	Are fire fighting appliances checked that they are in good order at least monthly?			✓	

FIRE PROTECTION

FIRE RISK ASSESSMENT

20.07	Are those who test and maintain the fire fighting equipment competent to do so?				✓	
	Observations:					Extinguishers previously situated within the blocks have been removed and placed in a centralised area only accessible by trained staff - this is to remove the risk of misuse of extinguishers within the blocks by the occupants
21.00	Automatic Fixed Systems					
21.01	Where installed are dry/wet risers adequately maintained?				✓	
21.02	Are fire hydrants around the location, suitably marked with hydrant tablets and free from obstruction?				✓	
21.03	Are those who test and maintain the dry/wet riser systems competent to do so?				✓	
	Observations:					
22.00	Other Fixed Systems					
22.01	Are there suitable smoke control facilities for the risk present?				✓	
22.02	Are those who test and maintain the smoke control facilities competent to do so?				✓	
	Observations:					
23.00	Luminous Discharge Tubes					
23.01	Has notice been given to the fire and rescue authority regarding luminous discharge tubes cut-off switch, its colouring and marking.				✓	
	Observations:					

MANAGING FIRE SAFETY

FIRE RISK ASSESSMENT

INDEX	DETAIL	YES	NO	N/A	CONTROL MEASURES
24.00	Procedures and Arrangements				
24.01	Appropriate fire procedures in place and properly documented?	✓			
24.02	Are staff aware of the emergency plan (fire action notice), including the identity of people nominated to do a particular fire duty task?	✓			
24.03	Have residents, visitors and guests been informed about what to do in an emergency?	✓			
24.04	Do you have arrangements for informing temporary or agency staff?	✓			
24.05	Is there an arrangement for informing other employers whose staff are guest workers in your premises, such as maintenance contractors and cleaners?	✓			
24.06	Have fire safety arrangements been co-ordinated with other responsible people and with any contractors in the building?	✓			
24.07	Have details been recorded of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?			✓	
24.08	Are there suitable arrangements for summoning the fire and rescue service?	✓			
24.09	Is there a suitable fire assembly point(s)?	✓			
24.10	Have the fire and rescue service carried out pre-fire inspections of the premises?	✓			
24.11	Where appropriate have the fire and rescue service been informed of the location of asbestos or asbestos containing materials on site?	✓			

MANAGING FIRE SAFETY

FIRE RISK ASSESSMENT

24.12	Has an up to date emergency pack been provided for fire and rescue service information during an incident?	✓			
	Observations:				
25.00	Training and drills				
25.01	Are all staff given adequate fire safety instruction and training on induction?	✓			
25.02	Are all staff given periodic refresher fire training at suitable intervals?	✓			
25.03	Where appropriate are regular fire drills carried out at appropriate intervals?	✓			
25.04	Does all staff training provide information, instruction or training on the following:				
25.04.01	Fire risks in the premises?	✓			
25.04.02	The fire safety measures on the premises?	✓			
25.04.03	Action in case of fire?	✓			
25.04.04	Action on hearing the fire alarm signal?	✓			
25.04.05	Method of operation of fire alarm call points?	✓			
25.04.06	Location and use of fire extinguishers?	✓			
25.04.07	Means for summoning the fire and rescue service?	✓			
25.04.08	Identity of persons nominated to assist with evacuation?	✓			
25.04.09	Identity of persons nominated to use fire extinguishing appliances?	✓			
25.05	Are joint training and fire drills sessions carried out in multi-occupied buildings?	✓			
25.06	Are employers aware of fire risks and general fire precautions for other organisations in the premises?	✓			

MANAGING FIRE SAFETY

FIRE RISK ASSESSMENT

25.07	Are employees provided with adequate instructions and information regarding fire risks and general fire precautions for other organisations in the premises?	✓			
25.08	Has the building manager had appropriate fire training for their role?		✓		
25.09	Are appropriate training measures in place for those workers with language difficulties?	✓			
	Observations:				
26.00	Testing and Maintenance				
26.01	Adequate maintenance of workplace?	✓			
26.02	Weekly testing and periodic servicing of fire detection and alarm system?	✓			
26.03	Monthly and annual testing routines for emergency lighting?	✓			
26.04	Annual maintenance of fire extinguishing appliances?		✓		
26.05	Six-monthly inspection and annual testing of dry riser?		✓		
26.06	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?		✓		
26.07	Routine checks of final exit doors and security fastenings?	✓			
26.08	Annual inspection of lightning protection system?		✓		
26.09	Are suitable systems in place for reporting and subsequent restoration of fire safety measures that have failed?	✓			
	Observations:				
27.00	Records				
27.01	Are appropriate records kept for fire training and fire evacuation drills?	✓			

MANAGING FIRE SAFETY

FIRE RISK ASSESSMENT

27.02	Are appropriate records kept for fire alarm tests?	✓				
27.03	Are appropriate records kept for escape lighting tests?	✓				
27.04	Are your fire records immediately available for inspection by the enforcing authority?	✓				
27.05	Is there an emergency plan (fire action notice) in place?	✓				
27.06	Is the fire emergency plan (fire action notice) available to the enforcing authority?	✓				
27.07	Are Personal Emergency Evacuation Plans (PEEPs) required and in place?			✓		
	Observations:					

Risk Value Matrix

Likelihood	Value	Severity of Outcome(s)
Negligible	1	Negligible
Low	2	Slight damage to property- Minor injury to occupants, fire aid required
Moderate	3	Moderate damage to property. Partial evacuation required. Injury to occupants, medical attention required.
High	4	Large scale damage to property. Complete evacuation required. Occupants required hospitalisation.
Extreme	5	Major loss of property. Major loss of life.

Likelihood

Severity	1	2	3	4	5
1					
2					
3					
4					
5					

Likelihood

Severity

Risk Rating Score:

Risk Rating	Action
1	Record findings and review in 12 months
2-3	Record findings and review in 12 months
4-6	Moderate Risk- Implement interim measures immediately and full controls within 3 months
8-12	High Risk - Implement interim measures immediately and full controls within 3 months
15-25	Extreme Risk - Cease use of area until additional controls have been applied

Fire Risk Assessment Review

Assessments should be kept under constant review, and in any case reviewed whenever circumstance change which affect the validity of the current assessment. Whilst there is no maximum period between assessments, it is recommended that the review period should not exceed 12 months.

ACTION PLAN

FIRE RISK ASSESSMENT

QUESTION	SIGNIFICANT HAZARDS	RESPONSIBLE PERSON	TARGET DATE	DATE COMPLETED/ RESPONSIBLE PERSONS INITIAL
7.00	Electrical Sources of Ignition			
8.00	Smoking			
8.01	No smoking signage to be placed within the premises in each dormitory room as well as on the noticeboard	ClearSprings / Site Management	1 week	
9.00	Arson			
10.00	Lightning			
11.00	Other Significant Ignition Sources			
12.00	Housekeeping			
12.02	Cleaning items within the boiler room are to be removed (See Photo 1)	ClearSprings / Site Management	1 week	
13.00	Outside Contractor and Building Works Hazards			
14.00	Dangerous Substances			
15.00	Means of Escape			
15.07	Fire Exit door for south side of the building is to be re-adjusted due to not closing completely shut (See Photo 2)	ClearSprings / Site Management	4 weeks	
15.15	Signage to be placed within the block and occupants are to be informed on the importance of ensuring fire doors are not wedged or held open. Fire Exit doors situated within each dormitory block is not to be used for general access and egress and occupants are to be reminded to use the main entrance door in the common hallway. Door leading into south dormitory has an obstruction on the door frame to stop the door from closing completely shut thus requires removing (See Photo 3)	ClearSprings / Site Management	2 weeks	

ACTION PLAN

FIRE RISK ASSESSMENT

15.16	Block main entrance door requires self-closing device and 3no fire-rated hinges as well as fire intumescent strips installed. Door leading into boiler room is to be inclusive of fire intumescent strips, self-closing device and 3no fire-rated hinges. Doors leading into individual dormitories are to be inclusive of fire intumescent strips, 3no fire-rated hinges and ironmongery. Compartmentation doors within the north and south side dormitories have been removed thus require re-installation - doors are to be FD30 inclusive of fire intumescent strips, self-closing device, 3no fire-rated hinges and ironmongery. Fire Exit door for south side of the building is to be re-adjusted due to not closing completely shut. This door also requires a self-closing device, fire intumescent strips and 3no fire-rated hinges. Fire Exit door in north side of the premises requires a self-closing device, 3no fire-rated hinges and fire intumescent strips installed. (See Photos 2 - 9)	ClearSprings / Site Management	4 weeks	
15.17	Provide Fire Door Keep Closed signage on dormitory doors and Fire Exit doors. 'Fire Exit Keep Clear' signage to be placed on external side of Fire Exit doors and main entrance door.	ClearSprings / Site Management	1 week	
15.19	Seal all holes in walls and ceilings where cables and pipework penetrate through. Seal holes in walls and ceilings where damage has occurred. Seal holes within the boiler room (See Photos 10 - 12)	ClearSprings / Site Management	4 weeks	
15.23	Provide additional fire action notices within the premises (at each fire exit door and on the noticeboard within the common hallway lobby area)	ClearSprings / Site Management	1 week	
16.00	Fire Spread and Development Limitation			
17.00	Escape Lighting			
18.00	Fire Safety Signs and Notices			
18.01	A Fire Exit sign is to be placed above the main entrance door internally. 'Fire Exit Keep Clear' signage is to be placed on the external side of each fire exit door. All signage is to be installed in accordance with BS5499 Safety Signs	ClearSprings / Site Management	2 weeks	
18.02	A fire action notice is to be placed at each exit door within the premises clearly visible to all occupants within the premises. Ensure Push Bar to Open signage is present on south and north side fire exit doors at all times	ClearSprings / Site Management	2 weeks	
19.00	Fire Warning Arrangements			
20.00	Portable Fire Extinguishing Appliances			
21.00	Automatic Fixed Systems			
22.00	Other Fixed Systems			
23.00	Luminous Discharge Tubes			

ACTION PLAN

FIRE RISK ASSESSMENT

24.00	Procedures and Arrangements			
25.00	Training and drills			
26.00	Testing and Maintenance			
27.00	Records			

PHOTOGRAPHS



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7

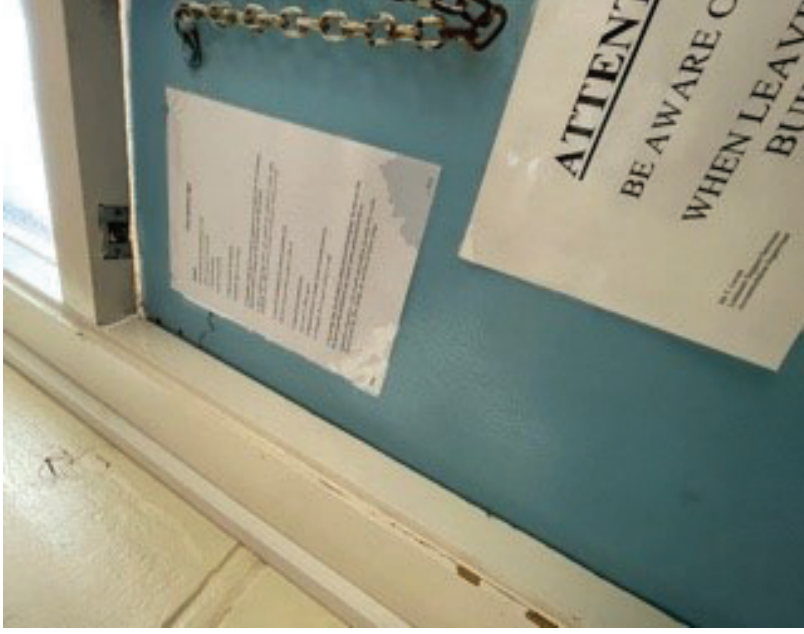


Photo 8



Photo 9

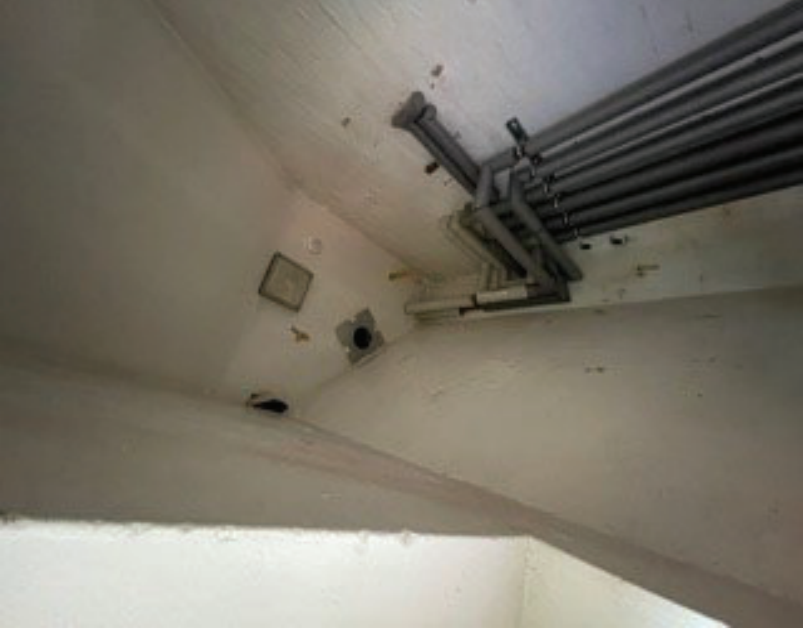


Photo 10



Photo 11

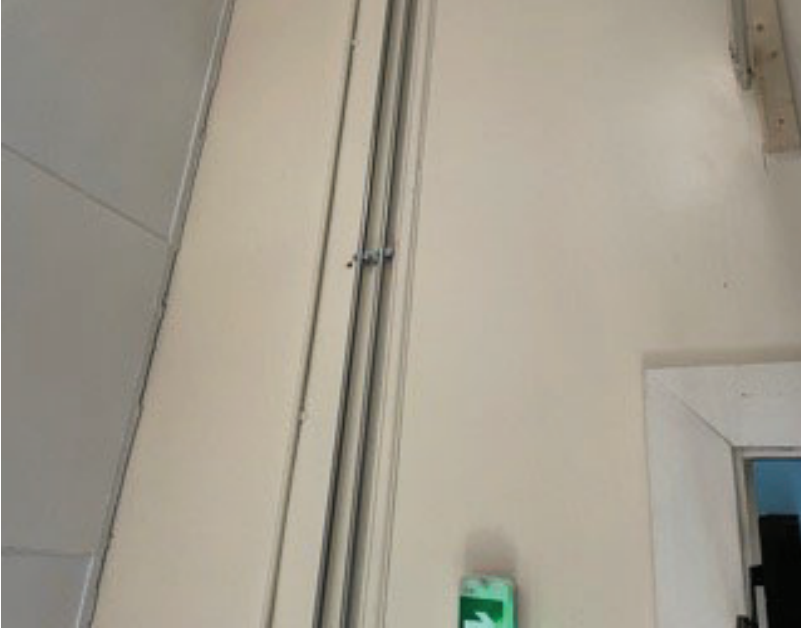


Photo 12

END OF REPORT

Asbestos

18/09/2020 09:37

Risk Index			
High	Medium	Low	Very Low

Asset Code	Room Area	Location Description	Sample Number	Product Group	Material Condition	Surface Treatment	Asbestos Type	Material Risk	Overall Risk	Review after riot - 02/21	Revised risk level
NAPR00NAP001	GF, Accommodation 1A	No access inside storage heater, no sample taken so presume heater has asbestos content, also heaters in 3 other rooms in Building 1	NST 75-A 16028	A/B	Slight Damage	Sealed	Amphibole	Low potential to release fibres if disturbed	Medium Risk	No damage noted in block 1, or any other except block 7	
NAPR00NAP002	GF, Roof Edging	No notes	75-A, 22047	Cement	None Obvious	Bonded Product	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage noted to any block except 7	
NAPR00NAP003	Ground Floor	Room 1 Vinyl Floor	75-A22048	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP004	Ground Floor	Store 4G Vinyl Floor	75-A22065	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP005	Ground Floor	Room 1 Vinyl Floor	75-A2205	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP006	GF, Room 2 Board Within Wardrobes	Remove when practical (see 02/21 review box)	75-A, 22061	A/B	Slight Damage	Sealed	Chrysotile	Low potential to release fibres if disturbed	Medium Risk	Removed, replaced by CRH lockers	N/A
NAPR00NAP007	Ground Floor	Room 1 Vinyl Floor	75-A22072	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP008	Ground Floor	Room 1 Vinyl Floor	75-A22077	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP009	Ground Floor	Room 1 Vinyl Floor	75-A22065	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP010	Ground Floor	Edging To Piped Roof Ends Cement	75-A22100	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP020	GF, Lecture Room Floor	No notes	75-A, 22086	Floor Tiles	None Obvious	Bonded Product	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage noted to the floor	
NAPR00NAP020	GF, Room 20B Store Ceiling	Access Could Not Be Gained To The Ceiling Area Due To The Stored Items. However The Material Appears To Be The Same As The Ceiling Panels In 20C Store	NST 75-A 22088A	A/B	None Obvious	Sealed	Chrysotile	Very low potential to release fibres if disturbed	Medium Risk	No damage noted to the ceiling surface	
NAPR00NAP020	GF, 20C Store Ceiling	5 meter squared of this area does not have these ceiling panels. The boards should be removed when resources become available	75-A, 22088	A/B	None Obvious	Sealed	Chrysotile	Very low potential to release fibres if disturbed	Medium Risk	No damage noted to the ceiling surface	
NAPR00NAP021	GF, 21F Store Ceiling Panels	Refer to sample 75-A 22093	NST 75-A 22093A	Cement	Slight Damage	Sealed	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage noted to the ceiling surface	
NAPR00NAP021	GF, 21D Boiler Room Ceiling	Repair damaged areas, label and manage	75-A, 22093	Cement	Slight Damage	Sealed	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage noted to the ceiling surface	
NAPR00NAP023	Ground Floor	Roof Over Vending Machines Blunten	75-A22092	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP024	Roof	Roof Board	75-A31215	Unknown	Unknown	Unknown	Unknown	No Asbestos Found	None	N/A	N/A
NAPR00NAP027	GF, Roof	No sample taken. Too high to access safely, presumed ridge tiles have ACM	NST 75-A 16782	Cement	Slight Damage	Sealed	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage to block 27, inside or out	
NAPR00NAP029	GF, Area 3 Painted Store	Sample was taken from corrugated cement to the Paint Store roof. Paint Store is on the side of Building 29	75-A, 16784	Cement	None Obvious	Sealed	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage to block 29, inside or out	
NAPR00NAP030	GF, Lecture Room A	Could Not Access The Flue Exit Board Because Of Height. It is Presumed That Board Has Materials That Contain ACM's	NST 75-A 21039	A/B	Slight Damage	Sealed	Anosite	Low potential to release fibres if disturbed	Medium Risk	No damage noted to this area	
NAPR00NAP031	GF, External Roof	No sample taken due to height, presume roof tiles to contain ACM's	NST DF0911061	Cement	None Obvious	Bonded Product	Chrysotile	Very low potential to release fibres if disturbed	Low Risk	No damage noted to any block except 7	
NAPR00NAP031	GF, Lounge & Rear Exit	A sample was taken from the black floor tiles to rear ext. Chrysotile detected in adhesive only	75-A 31213	Floor Tiles	None Obvious	Bonded Product	Chrysotile	Very low potential to release fibres if disturbed	Low Risk		
NAPR00NAP031	GF, Lounge & Rear Exit	A Sample Was Taken From Boarding To Wall Heater. Encapsulate, Label & Manage Risk	75-A 31214	A/B	Slight Damage	Sealed	Anosite	Low potential to release fibres if disturbed	Medium Risk		
NAPR00NAP032	GF, Lounge	Acoustic Branding To Ceiling Void Where Lights Have Been Fitted. Advise Client To Remove.	75-A31218	A/B	Slight Damage	Sealed	Anosite	Low potential to release fibres if disturbed	Low Risk		
NAPR00NAP032	GF, Dining Room	Acoustic Ceiling Boards With Various Electrical Items Fitted. It is Presumed The Ceiling Void Contains ACM Debris. Advise Client To Remove.	75-A31219	A/B	Medium Damage	Sealed	Anosite	Medium potential to release fibres if disturbed	Medium Risk		
NAPR00NAP032	GF, Games Room	Acoustic Ceiling Boards To Pool Room/Luke Box Room With "Bulls Eye" Spotlights Fitted. Presumed To Have Debris In Ceiling Void. Advise Client	75-A31217	A/B	Medium Damage	Sealed	Anosite	Medium potential to release fibres if disturbed	Medium Risk		