



## **FIRE RISK ASSESSMENT**

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### **PREMISES PARTICULARS**

Premises Name:	St Annes Beach Apartments
Premises Add:	121 - 123 South Promenade, FY8 1NP
Use of Premises:	Holiday Apartments
Owners:	Stuart and Zoe Robertson
Date of Risk Assessment:	07/08/2017
Date of Review:	07/08/2018

### **Name & relevant details of the person who carried out the Fire Risk Assessment**

Stuart Robertson (Company Health & Safety Officer)

It is the policy of St Annes Beach Hut Apartments to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose The Company will give a high level of commitment to health and safety and will comply with all statutory requirements."

The Health & Safety Officer will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

### **GENERAL STATEMENT OF POLICY**

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## GENERAL DESCRIPTION OF PREMISES

The building comprises of two old terraces houses, brick built with a tiled roof. (Built in 1900s)

The building has a fire certificate which was issued in July 2016

The premises are considered to be of low risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

The building has one internal escape stairway which is protected by fire resisting walls, partitions and doors.

All building work has been undertaken in accordance with "BUILDING REGULATIONS FIRE SAFETY CONSULTATION REPORT" 28th January 2015

All components and systems installed in the building are designed, installed and commissioned in accordance with building regulations and associated approved documents that support compliance.

### Occupancy

Total Number of Apartments in use	8
Maximum Number of Adults	32
Maximum Number of Children	17
Total Number of Cleaners	6

### Size

Ground Floor Plan	Sq Ft
SeasGrass	604
Pebbles	728
	<b>2103</b>

First Floor	Sq Ft
Driftwood	597
Dunes	606
Hgh Tide	819
	<b>2021</b>

Second & Third Floor	Sq Ft
High Tide	929
Sunrise	701
Sunset	966
	<b>2595</b>

Building Footprint	<b>6720</b>
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### **FIRE SAFETY SYSTEMS WITHIN THE PREMISES**

Full fire alarm system	13/07/2016
Full emergency lighting system	13/07/2016
Emergency Lighting Design Conformity	13/07/2016

### **IDENTIFY FIRE HAZARDS**

Sources of Ignition:

*There are no significant ignition sources within the Apartments. Smoking is not allowed in the building.*

Sources of Fuel:

*Very little combustible material is found on the property. Waste paper and cardboard bins are emptied usually twice a week (once at least), and waste stored outside away from the building*

Structural features that could promote the spread of fire:

*This is an old building built around 1900s. All services and compartments are adequately fire stopped as per Fire Safety Consultation*

### **FIRE SAFETY SIGNS & NOTICES**

Escape Routes Clearly Displayed behind all Apartment front doors

Adequate fire safety signs and notices displayed to show all Exit routes and fire safety equipment are adequately signposted

### **FIRE WARNING SYSTEM**

There is a manual electric fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated

### **EMERGENCY LIGHTING SYSTEM**

There is adequate non-maintained lighting system within the premises



### **FIRE FIGHTING EQUIPMENT**

There is sufficient number of the correct type of fire extinguishers located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last year

### **MAINTENANCE & MANAGEMENT**

Is there a maintenance programme for the fire safety provisions in the premises no  
*Commentary: Records to be maintained within a fire safety log book*

Are regular checks of fire resisting doors, walls & partions carried out yes  
*Commentary: Carried out by the Owners.*

Are regular checks of escape routes & exit doors carried out yes  
*Commentary: Carried out by the Owners*

Are regular checks of fire safety signs carried out yes  
*Commentary: Carried out by the Owners*

Is there a maintenance regime for the fire warning system yes  
*Commentary: Weekly check carried out by Owners.  
Annual check carried out by contractors and recorded*

Is there a maintenance regime for the emergency lighting system yes  
*Commentary: Weekly and Monthly checks carried out by the Owners*

Is there maintenance of the fire fighting equipment yes  
*Commentary: Annually checked by Contractor*



**METHOD FOR CALLING THE FIRE SERVICE**

Emergency Number **999**  
Emergency Number on Mobile **112**  
Non Emergency for Police **101**

**FIRE SAFETY MANAGEMENT PLAN**

FIRE SAFETY PLAN	<b>Stuart Robertson (Owner)</b>
PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY	

FIRE RISK ASSESSMENT	<b>Stuart Robertson (Owner)</b>
PERSON RESPONSIBLE FOR: CARRYING OUT & REVIEW	

MAINTENANCE PROGRAMME	<b>Stuart &amp; Zoe Robertson (Owners)</b>
PERSON RESPONSIBLE FOR: <ul style="list-style-type: none"><li>• MAINTENANCE OF FIRE SAFETY PROVISIONS</li><li>• FIRE ALARM</li><li>• EMERGENCY LIGHTING</li><li>• FIRE FIGHTING EQUIPMENT</li><li>• ESCAPE ROUTES</li><li>• FIRE SAFETY SIGNS/NOTICES</li></ul>	

EMERGENCY ACTION PLAN	<b>Stuart &amp; Zoe Robertson (Owners)</b>
PERSON RESPONSIBLE FOR: PRODUCTION & REVIEW	



## **EMERGENCY ACTION PLAN**

### **ASSEMBLY POINT**

FRONT CAR PARK

### **ACTION ON DISCOVERY OF FIRE**

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK