

Viking Care

Ashmount, Lower Northdown Avenue, Margate, CT9 2NJ

Location: Ashmount, Lower Northdown Avenue

Business Name - The legal entity (Responsible Person) responsible for Fire Safety
Viking Care

Property Address : Ashmount, Lower Northdown Avenue, Margate, CT9 2NJ
Title : Fire Risk Assessment
Location : Ashmount, Lower Northdown Avenue
Person(s) appointed to take charge of Fire Safety at these premises : Lian Palmer
Person leading this Assessment : Lian Palmer
Signature (if necessary): _____
Date of Fire Risk Assessment : 01/03/2021
Date set for Review : 01/09/2021

The Premises:	
Construction Of Building : Brick	
Number of Floors : 3	Number of People : 25
Building Use : Day Centre, Respite	
These premises include the provision of sleeping accommodation.	
Location of Emergency Shut-offs:	Electric : Pantry, Main Kitchen
	Gas : Rear Drive Way
	Water : Main Inlet in Street
	Other :

Significant Findings:	
Sources of Ignition:	Electrical equipment, Gas and oil fired equipment, Kitchen and catering equipment, Sparks and static electricity, Arson
Sources of Fuel:	Textiles, Wood, Paper, Card, Plastics, Furniture, Fixtures and fittings, Packaging, Waste materials, etc
People at Risk:	Employees, Contractors, Service Users

Fire Safety Control Measures
Fire detection equipment
Fire alarms
Protected fire exits
Emergency lighting
Fire exit signs
Fire and emergency procedures
Trained staff
Fire Drills
No smoking policy
Secure premises
Fire fighting equipment

Fire Risk Assessment Checklist Supporting Evidence or Comments

Sources Of Fuel			
1.	Is there a system for controlling the amounts of combustible materials, flammable liquids or gases kept in the workplace?	Yes	Flammable Paints, Barbeque equipment (charcoal and lighting agents) to be kept locked in outdoor shed, and details added to COSHH register. Hand Sanitizers Kept in COSHH Cupboard and on COSHH Register.
2.	Is the waste control system operating effectively?	Yes	Not kept indoors, kept locked in shed.
3.	Are all the combustible materials and flammable liquids or gases stored safely?	Yes	locked in outdoor shed
4.	Is the upholstery of furniture in good condition?	Yes	Good condition and all have fire ratings.
5.	Is the workplace free of rubbish and combustible waste materials?	Yes	Rubbish taken out daily, any craft paper and card stored safely, not in excess quantities and away from electrical items.
Sources Of Heat			
6.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	Individual heaters are PAT Tested and kept away from combustible materials.
7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	Annual PAT Testing - Jason Cairns
8.	Is the fixed electrical installation inspected periodically by a competent qualified electrician?	Yes	Annual Inspection - Campbell Pearson

9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes	Kept to a minimum
10.	Are flexes run in safe places, where they will not be damaged?	Yes	Run behind furniture
11.	Is there a designated external smoking area provided with adequate ashtrays?	N/A	No smoking on premises. Staff are advised to go away from the building altogether
12.	Have suitable measures been taken to protect against the risk of arson?	Yes	CCTV In place, and gated exits
13.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	N/A	
14.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	CCTV and perimeter fencing
Staff and People at Risk			
15.	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency? Has it been explained to all employees?	Yes	PEEPs for Clients and always a designated fire warden on premises. All employees have completed Fire Safety Training. Fire Safety Posters on Premises and discussed at team meetings and supervision
16.	Does this emergency plan take account of any disabled or vulnerable people who may be in the building - whether as workers or visitors?	Yes	Individual PEEPs completed, Picture Exchange Communication Cards Available Near Fire Signage
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	Yes	Completed and updated 6 monthly or after fire drill, whichever is first.
18.	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?	Yes	All complete online
Means of Escape			
19.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	Fire doors with automatic closures on all rooms
20.	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?	Yes	3 exits
21.	Do the exits lead to a place of safety?	Yes	Rear Garden and Front Garden
22.	Are all gangways and escape routes free from obstructions?	Yes	Kept clear by inspection, and signage in place
23.	Are the escape routes free from tripping and slipping hazards?	Yes	Kept clear by inspection
24.	Are steps and stairs in a good state of repair?	Yes	No concerns
25.	Are final exits always unlocked when the premises are in use?	Yes	Yes key pad only
26.	Can the final exits be immediately opened without the use of a key?	Yes	Yes, automatic keypads
27.	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?		
28.	Are internal fire doors labelled, as such, and normally kept closed?	Yes	Metal signs on both sides.

29.	Are the self-closers on fire doors operating correctly?	Yes	Installed and Maintained by Zensor
30.	Are escape routes clearly signed?	Yes	Signs in place
31.	Are escape routes adequately lit?	Yes	Emergency lighting in place and regularly tested
32.	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes	Zensor Maintenance
Fire Fighting Equipment			
33.	Is an adequate number of suitable fire extinguishers provided?	Yes	All landings and inspected
34.	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	Inspected regularly
35.	Are the fire extinguishers serviced annually by a competent company or person?	Yes	Zensor Maintenance
Fire Warning Systems			
36.	Is there an automatic fire detection and alarm system?	Yes	Maintained by Zensor
37.	Is the fire alarm and any detection system in good working order?	Yes	Maintained by Zensor
38.	Is the fire alarm tested weekly?	Yes	Andy Arnold completes on a Friday Morning - Delegated if on leave. Recorded in log book.
39.	Can the fire alarm be raised without placing anyone in danger?	Yes	Located in the panty and porch.
40.	Are the fire alarm call points clearly visible and unobstructed?	Yes	Call points are visible to staff, but not to clients.
41.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?		
42.	Is the fire alarm system, and all its components, continuously monitored?	Yes	Monitored weekly and annually maintained by Zensor
43.	Is any fixed fire-fighting installation (e.g. sprinkler system) in working order?	N/A	
Fire Safety Administration			
44.	Have all members of staff been trained in how to call the Fire Authority, the use of the fire extinguishers and basic fire prevention?	Yes	fire training on Skills Academy
45.	Have you asked your insurers for advice regarding the fire protection of your premises?	N/A	
46.	Have you told, will you tell your staff or their representatives about your findings?	Yes	Via website and team meetings
47.	If you have prepared a formal report, has it been shown to your staff or their representatives?	Yes	Yes
48.	If you share the workplace with others, do they know about the risks that you have identified?	Yes	Emailed to staff and placed on Staff Hub Online

49.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A	
50.	Has an emergency plan been drawn up in case of a major fire?	Yes	Available on Care Plan Application
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes	Online
52.	Are Fire Action Notices displayed prominently throughout the workplace?	Yes	On all landings
Revised or Reviewed			
53.	Has a procedure been established to review the Fire Risk Assessment periodically?	Yes	Reviewed annually