



Ministry  
of Defence

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Ref: FOI2018/07821/80606/21/03

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Mr R Lockhart

E-mail address: Robert G Lockhart  
<request-490794-331fae13@whatdotheyknow.com>

25 June 2018

Dear Mr Lockhart,

Thank you for your email of 12 June in which you requested the following information:

*"Please submit to me all fire inspection reports and recommendations for the building in regard to the use of 90 (Speke) Squadron ATC Woolton Road Garston Liverpool, for the year from 1st January 2018 to 12 June 2018."*

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000.

A search for the information has now been completed within the Ministry of Defence, and I can confirm that information in scope of your request is held and is attached. Some of the information is exempt from release under section 40 (Personal Information) of the FOIA. This is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information. The information redacted are names or information that could identify an individual.

Under section 16 of the Act (Advice and Assistance), I should advise that the report was conducted on behalf of the owner of the building. Any recommendations from the report would be for the owner to implement and so any further questions relating to the report or the ATC hut should be referred to the following address:


Council of Reserve Forces' and Cadets' Associations  
Holderness House  
51 Clifton Street  
London  
EC2A 4EY

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail { [HYPERLINK "mailto:CIO-FOI-IR@mod.uk" }](mailto:CIO-FOI-IR@mod.uk) }). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at { HYPERLINK "https://ico.org.uk/" }.  
}

Yours sincerely,

Disclosure and Litigation Leader

<b>FIRE RISK ASSESSMENT</b>	
<b>MINOR STRUCTURE</b>	
	 <b>Ministry of Defence</b> { EMBED PBrush }
Site / Establishment:	<b>Merseyside Wing – 90 ATC (Speke) Squadron</b>
Building No and Title or Address:	<b>Charles Gordon House Liverpool L19 5ND</b>
Building Occupant's TLB	<b>RFCA / Air Command</b>
Person(s) in Control:	<b>Regional Commandant – ATC Wales and West, CEO – RFCA (NW), [REDACTED], [REDACTED] and RFCA (NW's) Approved Contractors</b>
Assessor:	[REDACTED]
Date of Fire Risk Assessment: <i>*13 Feb 18 FAV was carried out by [REDACTED] (Record of Further Actions on Pg 16 refers)</i>	<b>05 Oct 16</b>
Date for Next Fire Risk Assessment <sup>1</sup>	<b>Oct 19</b>
<p>This form constitutes a record of the significant findings of a suitable and sufficient fire risk assessment or premises in sole occupation by the MOD, as required by Article 9 of the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The fire risk assessment includes, where appropriate, an Action Plan, which sets out the measures required for compliance with the Order.</p>	
<p><b>IMPORTANT</b></p> <p><b>Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')</b></p>	
<p><sup>1</sup> This fire risk assessment should be reviewed by the date specified above or at such earlier time as there is reason to suspect that it is no longer valid, or if significant change occurs to the premises, or if a fire occurs.</p>	

This fire risk assessment has been carried out on behalf of the Secretary of State for Defence, who, as an employer, is the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005. It is intended to assist in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that the person in charge of the premises studies this fire risk assessment and understands its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that the person in charge of the premises studies the Action Plan. If any recommendation in the Action Plan is unclear, further advice should be requested from DFRMO.

The Fire Safety Order requires that there are arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions the Responsible Person must take to comply with the Fire Safety Order. These arrangements must be recorded.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. It must be ensured that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date.

The Fire Safety Order also requires that the Responsible Person appoints one or more competent persons to assist in undertaking the general fire precautions required by the Order.

This fire risk assessment has considered dangerous substances that are used or stored in the premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order). If dangerous substances are used or stored in the premises, it must be ensured that a risk assessment of the relevant work activities has been carried out to enable compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in the premises and compliance with the Fire Safety Order. It is essential that routine inspections are carried out periodically to ensure continued compliance with the Fire Safety Order, and to verify that fire precautions have not been compromised.

**1 THE PREMISES**

- 1.1 Number of floors: **1**
- 1.2 Approximate floor area: **153 m<sup>2</sup>**
- 1.3 Brief details of construction: **The Sqn is enclosed and secured by a steel fence. This has a steel gate locked with a padlock for access. It is a brick built building with a pitched roof to tile. Internally, the walls are painted breeze block; and the ceilings are to plasterboard covered in artex. The floors are concrete, covered in linoleum. The Drill Hall is 6m x 7m. Parade night is Monday and Thursday 18:30 – 22:00 hrs.**
- 1.4 Major use(s): **Place of Assembly, Offices, Classroom, Stores.**
- 1.5 Type of Heating: **Electric wall mounted convector radiators.**
- 1.6 Maximum number of occupants at any one time: **33 Cadets + 10 adult Instructors.**
  - 1.6a: Drill Hall – restricted to **42 persons (seated).**
- 1.7 Relevant persons especially at risk from fire: **Young persons 12-20 years of age use this facility.**
  - 1.7.1 Does anyone sleep on the premises? **{ FORMDROPDOWN }**
  - 1.7.2 Other relevant persons especially at risk from fire: **RFCA (NW)'s Approved Contractors.**
- 1.8 Fire Loss Experience:

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
{ FORMTEXT }	<b>No previous fire losses reported.</b>	{ FORMTEXT }	{ FORMTEXT }

**2 OTHER RELEVANT INFORMATION**

No previous Risk Assessment seen.

The escorting officer (**Wing ExO, MS**) was not aware of any proposed future building alterations. All areas were accessed; apart from the OC Sqn office and a small Store off the main office.

The **Wing ExO, MS** confirmed that the building is not hired out by RFCA (NW); as an Alternate Venue (AV) for any functions.

No sleeping is permitted in this building, following this FRA. The escorting officer (**Wing ExO, MS**) verbally confirmed that “no sleeping is permitted in these buildings”. This should be reflected in building specific Sqn Fire Orders.

**2a: A ‘no sleeping’ policy is to be included in building specific Sqn Fire Orders.**

**You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions and material change of use of the premises; require approval from the relevant building control body. Additionally, the DFRMO Fire Risk Assessor is to be notified; as any material changes may result in a review of the Fire Risk Assessment being required.**

### 3 **RELEVANT FIRE SAFETY LEGISLATION**

3.1 The following fire safety legislation applies to these premises:

{ FORMTEXT }

3.2 The above legislation is enforced by:

**The Defence Fire Safety Regulator, Defence Safety Authority**

3.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

**Health and Safety at Work Act**

3.4 The other legislation referred to above is enforced by: { FORMTEXT }

3.5 Comments:

This building has no storage or processes that warrant a DSEAR Assessment.

## **CONTROL OF FIRE HAZARDS**

### 4 **ELECTRICAL SOURCES OF IGNITION**

4.1 Reasonable measures taken to prevent fires of electrical origin? { FORMDROPDOWN }

4.2 More specifically:

Fixed installation periodically inspected and tested? { FORMDROPDOWN }

Portable appliance testing carried out? { FORMDROPDOWN }

Suitable policy regarding the use of personal electrical appliances? { FORMDROPDOWN }

Suitable limitation of trailing leads and adapters? { FORMDROPDOWN }

4.3 Comments and Hazards identified:

The mains electrical hardwired system and portable electrical appliances are maintained and tested by RFCA (NW)'s Approved Contractors.

**4.2a: At the time of the inspection there was no documentary evidence; to confirm the inspection and testing regime of the mains electrical hardwired systems.**

A Portable Appliance Testing (PAT) process was in operation; with last dates of Sep 13 and Dec 15.

There was no register process seen in place for non-PAT / personal electrical appliances. When in place, this process must comply with JSP 375 Ch. 23. The register is to be kept with the building's Fire Orders / Fire Diary / Logbook for audit purposes.

**4.2c: No process to register non-PAT / personal electrical appliances.**

There was an unsuitable use of trailing leads and adaptors in the property; as seen. There was daisy chaining of electrical adaptors (4 plug adaptor into 4 plug adaptor) in the Radio Room and in the main office. The **Wing** disconnected these immediately. These are potential heat sources. This misuse of electrics is to cease immediately. The **OC Sqn** is to reorganise these electrical items, or if not possible, to put in a Works Service order to RFCA (NW) for more wall sockets.

4.2d: Inappropriate use of electrics.

**Should there be any doubt over the adequacy of electrical circuits and the potential for overloading; the advice of a qualified electrician is to be sought.**

## 5 **STANDARD OF HOUSEKEEPING** { FORMDROPDOWN }

### 5.1 Comments and hazards identified:

The housekeeping seen was good at the time of the inspection. There were no unnecessary accumulations of combustible materials; or inappropriate storage of combustible materials found inside this building.

No smoking allowed in this building; as verbally confirmed by the escorting officer.

There was no building policy seen for 'no smoking'.

It is advised, that the **OC Sqn** inserts a policy; that complies with JSP 375 Ch13 into the building specific Sqn Fire Orders.

5.1: 'No smoking' policy evident.

The **Wing ExC**, Merseyside ATC has e-mailed (17 Oct 16) his Sqn Commanders; reminding them of general housekeeping in their buildings. This included: the importance of turning off all un-needed electrical items, no daisy chaining of electrical extensions, not covering over heater's grilles and emptying bins etc. at the end of drill nights.

## 6 **OTHER SIGNIFICANT FIRE HAZARDS**

None identified.

## 7 **SPECIAL PRECAUTIONS IN RELATION TO DANGEROUS SUBSTANCES**

### 7.1 Comments and hazards identified:

None identified.

## **FIRE PROTECTION MEASURES**

## 8 **MEANS OF ESCAPE AND STRUCTURAL FIRE PRECAUTIONS**

8.1 Adequate provision of means of escape? { FORMDROPDOWN }

8.2 Adequate provision of means of escape for persons having a disability? { FORMDROPDOWN }

8.3 Adequate protection of escape routes? { FORMDROPDOWN }

8.4 Escape routes unobstructed and free of combustible materials? { FORMDROPDOWN }

8.5 Exits easily and immediately openable where necessary? { FORMDROPDOWN }

8.6 Wall and ceiling linings satisfactory? { FORMDROPDOWN }

8.7 Fire stopping adequate? { FORMDROPDOWN }

8.8 Adequate fire resisting barriers? { FORMDROPDOWN }

8.9 Adequate emergency escape lighting? { FORMDROPDOWN }

8.10 Adequate signs and notices? { FORMDROPDOWN }

8.11 Comments and deficiencies observed:

HMG's guidance for small to medium places of assembly was used for assessing this building.

This building had a main entrance and 1 x single leaf Final Fire Exit doors. For the numbers who use this building; this is adequate.

This property is not suitable for occupation by persons with certain types of disabilities. If occupancy is required (steps, and doors not 900mm wide); this is not to be undertaken before the implementation of any recommendation; following the completion of a Personal Emergency Evacuation Plan (PEEP). A PEEP has been e-mailed to the **Wing ExO** (10 Oct 16). This form is to be kept with the Unit Fire Orders, to be used if needed.

It was noticed; that the office fire door's self-closing device was not fully closing the door into its rebate. This will not stop the spread of products of combustion to other parts of the building; and may mean escape routes are unusable. Other doors were also found wedged open. This tires the self-closing device and can warp the door; meaning these doors may not fully close into their rebate also.

RFCA (NW) to adjust the self-closure on the office door; and audit the other building's doors and repair as necessary.

### 8.3: Fire doors' self-closures need adjustment.

The Final Fire Exit door had a chock against the "Push bar" for added security. The **DC Sqn** / adult Instructors take this chock away from the door; before the building is occupied. The chock is then replaced at the end of the drill night. This is to be inserted into the Sqn specific Fire Orders by the **DC Sqn**.

**DC Sqn Commander** / adult Instructors are to read and sign the Sqn Fire Orders; as having read and understood these actions. Signatures are to be kept with the Sqn Fire Orders / Fire Diary / Logbook for audit.

### 8.5: Security device on Final Fire Exit door.

The Final Exit Fire door was tested and opened freely.

The building was installed with non-maintained Emergency Escape Lighting (EEL), internally. This does not appear to comply with the standard required in BS5266; due to the hours of work and staff occupancy of the building. There is no external borrowed lighting available; from the rear of the building around to the front of the building's fire assembly point.

Short Term: RFCA (NW) are to provide an appropriate number of torches for fire evacuations. These are to be placed at the Final Fire Exit doors, for use if needed; with a sign to say "For emergency use only".



The torch and batteries are to be serviced monthly; with an annual change of batteries as a minimum. All details are to be recorded in the Fire Diary / Logbook.

Long Term: RFCA (NW) are to audit the light levels with a lux meter around the building; from the rear to the front fire assembly point. Any work undertaken must be to BS5266.

**8.9: Emergency Escape Lighting poor.**

Generally, the fire safety signs were adequate for the occupation and uses of this building, however, the Final Exit Fire door requires a pictogram type "Push bar" sign to replace the one that is peeling off; and an external "Fire Exit Keep Clear" sign to replace the current one that is faded.

The **OC Sqr** is to acquire these signs from the **Wing ExO, MS**.

**8.10: Signs required.**

**9 MEANS OF GIVING WARNING IN CASE OF FIRE**

Mechanical Fire Alarm Devices { FORMCHECKBOX } Automatic Fire Detection { FORMCHECKBOX }

Electrical Manual Fire Alarm System { FORMCHECKBOX } Verbal Warning { FORMCHECKBOX }

9.1 Comments and deficiencies observed:

This building has a rotary alarm bell fitted. This was tested at the time of inspection; and was loud enough to be easily heard in all parts of the building. There was a building floor plan on the main notice board.

The building's Alarm System was suitable and sufficient for this building's occupancy and usage; at the present time.

It was noticed, that this building also had an electric manual Fire Alarm; with automatic fire detectors fitted in this building. There was a note from the **OC Sqr** on the Fire Alarm Panel saying that "this system was not working".

RFCA (NW) are to repair this alarm and then remove the manual rotary bell; to ensure that this building has a single sound only for the alarm of fire in this building.

**9: Fire Alarm unserviceable.**

**10 FIRE EXTINGUISHING SYSTEMS AND APPLIANCES**

10.1 Portable Fire Extinguishers { FORMCHECKBOX } Other Fixed Systems (including Hose Reels) { FORMCHECKBOX }

Type of System(s): { FORMTEXT }

10.2 Comments and deficiencies observed:

There was an over scaling of fire extinguishers in this property; as per BS5306 .

RFCA (NW) are to remove 1 x 9 Litre Water extinguisher (NSN No.4210-99-500-7336); and take this off this building's inventory.

The main entrance fire point is to be 1 x 9 Litre Water fire extinguisher and 1 x 2 Kg CO2 fire extinguisher.

The Final Fire Exit door's fire point is to be 1 x 9 Litre Water fire extinguisher.

The scaling of fire extinguishers will then be suitable and sufficient for the building's occupancy and processes carried out.

The building's 2 Kg CO2 fire extinguisher was serviceable; last date Dec 15-annual, however, the buildings 9 Litre Water fire extinguishers had a last date of service of Jul 14.

RFCA (NW) are to service these 9 Litre Water fire extinguishers.

**10.1: Unserviceable fire extinguishers.**

**11 OTHER FIXED SYSTEMS AND EQUIPMENT**

11.1 Type of Fixed system:*	Comments
{ FORMTEXT }	{ FORMTEXT }

**12 PROCEDURES AND ARRANGEMENTS**

12.1 Appropriate fire procedures in place? { FORMDROPDOWN }

12.2 Do occupants receive induction and refresher fire training? { FORMDROPDOWN }

12.3 Fire Orders and Fire Action Notices in place and satisfactory? { FORMDROPDOWN }

12.4 Comments and deficiencies observed:

There were Sqn Fire Orders in place on the building's notice board; as seen.

There was no programme of Fire Safety Awareness Training for this Sqn's [REDACTED] and his adult Instructors.

The level of Fire Training to meet the legal requirements for the risks associated with this building is:

1. On 'induction': Including the reading and signing of Fire Orders, Fire Risk Assessment, action in the event of fire, general fire precautions, etc.
2. Annually thereafter: This can be undertaken in a DVD or online form, however, every 3 years the practical use of fire extinguishers is to be undertaken.
3. Building Manager Training: Including responsibilities for fire safety, testing of the Fire Alarm and Emergency Lighting etc.

**12.2: The staff have had no Fire Safety Awareness Training.**

Sqn Fire Orders were seen on the notice board, but I would recommend, as an addition to the Sqn Fire Orders; a section which identifies the delegation of fire safety duties applicable to the **OC Sqn** and his adult Instructors (Appointed Persons). These Terms of Reference (TOR) forms were sent to the **Wing ExC**, Merseyside on 10 Oct 16. These are to be kept with the Fire Diary / Logbook for audit.

Generally 'Action in the Event of Fire' notices are suitable and sufficient for this property's Fire Orders; and its low level of occupancy. Non-compliant old type Poster No 2 signs were evident in this building. These are to be replaced by pictogram 'Action in the Event of Fire' notices at the building's Exits.

The **OC Sqn** is to acquire these signs from the **Wing ExO, MS**.

**12.3: Non-compliant signs in use.**

**13 TESTING AND MAINTENANCE**

13.1 All fire protection measures suitably tested and maintained? { **FORMDROPDOWN** }

13.2 Is there an up to date log book? { **FORMDROPDOWN** }

13.3 Comments and deficiencies observed:

RFCA (NW)'s Approved Contractors undertake maintenance of this building's Emergency Escape Lighting and Fire Alarm (u/s on fire inspection date) systems. However, there were no records to confirm the servicing regime.

**13.1: No documents to confirm the periodic service of the building's fire protection measures.**

There was no Fire Safety Logbook found in this building. To comply with current policy and legislation, it is advised, that the Alarms should be tested weekly; followed by a monthly evacuation drill. Also, the fire extinguishers, emergency lights and Fire Exit doors should be checked monthly.

To help record the above tests, it is advised, that the **OC Sqn** uses a DFRMO Fire Diary / Logbook. A Fire Diary / Logbook along with a building monthly checklist has been e-mailed to the **Wing** (10 Oct 16).

**13.2: No Fire Diary / Logbook.**

## FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire {SYMBOL 222 \f "Symbol"}	Slight harm	Moderate harm	Extreme harm
Likelihood of fire {SYMBOL 223 \f "Symbol"}			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

**Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:**

**{ FORMDROPDOWN }**

In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

**Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:**

**{ FORMDROPDOWN }**

In this context, a definition of the above terms is as follows:

**Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant, or in sleeping accommodation, other than an occupant sleeping in a room in which a fire occurs.

**Moderate harm:** Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

**Extreme harm:** Significant potential for serious injury or death of one or more occupants.

**Accordingly, it is considered that the risk to life from fire at these premises is:**

**{ FORMDROPDOWN }**

Comments:

**Due to the low occupancy levels and low use of the building; the risk to life at these properties is assessed as 'Tolerable'; if the findings in the Action Plan are carried out.**

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

**(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)**

## ACTION PLAN

**It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:**

**{ FORMDROPDOWN }**

**† Priorities:**

1. Breach of legislation, having the potential for serious injury to relevant persons.
2. Breach of legislation, but not considered to constitute a serious threat to relevant persons.
3. Bad practice, but unlikely to constitute a serious threat to relevant persons.

**†† Suggested Timescale:**

**All serious shortfalls should be remedied immediately or as soon as possible.** Where remedial actions require capital work, steps should be taken as soon as reasonably practicable to progress the work and suitable mitigation measures/restrictions applied until completion.

Serial	Requirement*	†Priority	††Timescale
2	<p><i>A 'no sleeping' policy is to be included in building specific Sqn Fire Orders.</i></p> <p><i>(████████████████████) is to include in the building specific Sqn Fire Orders; that 'no sleeping' is allowed in this building.</i></p>	3	As soon as possible
4.2a	<p><i>At the time of the inspection there was no documentary evidence; to confirm the inspection and testing regime of the building's mains electrical hardwired systems.</i></p> <p><i>RFCA (NW) are to provide documentary evidence; confirming the testing and inspection regime of this building's electrical hardwired systems; including the last test dates.</i></p>	2	Immediate
4.2c	<p><i>No process to register non-PAT / personal electrical appliances.</i></p> <p><i>(████████████████████) to impress to the (████████████████████); that all non-PAT / personal electrical appliances are to be registered; and this policy must comply with JSP 375 Ch. 23.</i></p> <p><i>The register is to be kept with the building's Fire Orders / Fire Diary / Logbook for audit purposes.</i></p>	3	As soon as possible
4.2d	<p><i>Inappropriate use of electrics.</i></p> <p><i>There was an unsuitable use of trailing leads and adaptors in the property; as seen. There was daisy chaining of electrical adaptors (4 plug adaptor into 4 plug adaptor) in the Radio Room and in the main office. The (████████████████████) disconnected these immediately. These are potential heat sources. This misuse of electrics is to cease immediately.</i></p>	2	

	The [REDACTED] is to reorganise these electrical items, or if not possible, to put in a Works Service order to RFCA (NW) for more wall sockets.		Immediate
5.1	<i>'No smoking' policy evident.</i> The [REDACTED] is advised to insert a building policy for 'no smoking'; that complies with JSP 375 Ch.13 into the Sqn specific Fire Orders.	3	As soon as possible
8.3	<i>Fire doors' self-closures need adjustment.</i> It was noticed; that the office fire door's self-closing device was not fully closing the door into its rebate. This will not stop the spread of products of combustion to other parts of the building; and may mean escape routes are unusable. Other doors were also found wedged open. This tires the self-closing device and can warp the door; meaning these doors may not fully close into their rebate also. RFCA (NW) to adjust the self-closure on the office door; and audit the other building's doors and repair as necessary.	2	Immediate
8.5	<i>Security device on Final Fire Exit door.</i> The Final Fire Exit door had a chock against the "Push bar"; for added security. The [REDACTED] / adult Instructors take the chock away from this door; before the building is occupied. The chock is then replaced at the end of the drill night. This is to be inserted into the Sqn specific Fire Orders. [REDACTED] / adult Instructors are to read and sign the Sqn Fire Orders; as having read and understood these actions. Signatures are to be kept with the Sqn Fire Orders / Fire Diary / Logbook; for audit.	2	Immediate
8.9	<i>Emergency Escape Lighting poor.</i> The building was installed with non-maintained Emergency Escape Lighting (EEL), internally. This does not appear to comply with the standard required in BS5266; due to the hours of work and staff occupancy of the building. There is no external borrowed lighting available; from the rear of the building around to the front of the building's fire assembly point. <b>Short Term:</b> RFCA (NW) are to provide an appropriate number of torches for fire evacuations. These are to be placed at the Final Fire Exit doors, for use if needed; with a sign to say "For emergency use only".	2	Immediate

	<p>The torch and batteries are to be serviced monthly; with an annual change of batteries as a minimum. All details are to be recorded in the Fire Diary / Logbook.</p> <p><b>Long Term:</b> RFCA (NW) are to audit the light levels with a lux meter around the building; from the rear to the front fire assembly point. Any work undertaken must be to BS5266.</p>		
8.10	<p><i>Signs required.</i></p> <p>Generally, the fire safety signs were adequate for the occupation and uses of this building, however, the Final Exit Fire door requires a pictogram type "Push bar" sign to replace the one that is peeling off; and an external "Fire Exit Keep Clear" sign to replace the current one that is faded.</p> <p>The [REDACTED] is to acquire these signs from the [REDACTED].</p>	3	As soon as possible
9	<p><i>Fire Alarm unserviceable.</i></p> <p>It was noticed that this building also had an electric manual Fire Alarm; with automatic fire detectors, fitted in this building. There was a note from the [REDACTED] on the Fire Alarm Panel saying that "this system was not working".</p> <p>RFCA (NW) are to repair this alarm; and then remove the manual rotary bell; to ensure that this building has a single sound only for the alarm of fire in this building.</p>	2	Immediate
10.1	<p><i>Unserviceable Fire extinguishers.</i></p> <p>The building's 9 Litre Water fire extinguishers had a last date of service of Jul 14.</p> <p>RFCA (NW) are to service these 9 Litre Water fire extinguishers.</p>	2	Immediate
12.2	<p><i>The staff have had no Fire Safety Awareness Training.</i></p> <p>The [REDACTED] is to ensure Fire Safety Awareness Training is undertaken; to comply with current legislation.</p>	2	Immediate
12.3	<p><i>Non-compliant signs in use.</i></p> <p>The [REDACTED] is to replace the old blue Poster No 2 notices; with pictogram 'Action in the Event of Fire' notices. These are to be placed at all the building's Exits.</p> <p>The [REDACTED] is to acquire these signs from the [REDACTED].</p>	3	As soon as possible



	██████████.		
13.1	<p><i>No documents to confirm the periodic service of this building's fire protection measures.</i></p> <p>RFCA (NW) are to provide documentary evidence; confirming the testing and inspection regime of this building's Emergency Lighting and Fire Alarm (u/s on fire inspection date) systems; including the last test dates.</p>	2	Immediate
13.2	<p><i>No Fire Diary / Logbook.</i></p> <p>There was no Fire Safety Logbook found in this building. To comply with current policy and legislation, it is advised, that the Alarms should be tested weekly; followed by a monthly evacuation drill. Also, the fire extinguishers, emergency lights and Fire Exit doors should be checked monthly.</p> <p>To help record the above tests, it is advised, that the ██████████ uses a DFRMO Fire Diary / Logbook.</p> <p>A Fire Diary / Logbook along with a building monthly checklist has been e-mailed to the ██████████ (10 Oct 16).</p>	3	As soon as possible

\*Any and all control / interim measures must be fully detailed above.

**DFRMO USE ONLY**

Shortfalls Noted and Recorded: { FORMCHECKBOX }

Further Action by DFRMO: { FORMDROPDOWN } { FORMTEXT }

Enforcement Action Required\*: { FORMDROPDOWN } { FORMTEXT }

Action Taken (where appropriate):

**Martin Syme**

\* Where it is considered Enforcement Action may be required, the entire FRA must be sent to the SSM Fire Safety for confirmation.

**Record of Further Actions**

Site visit carried out by [REDACTED] on 13 Feb 18 with [REDACTED]. The purpose of the visit was to look at maximum occupancy, due to two ATC units using the facility, 90 Sqn and 7F Sqn. In line with the Approved Code of Practice (ACOP): Her Majesty's Government's (HMG)'s guide to Fire Safety for Places of Assembly (small to medium) Places of assembly and in discussion with the [REDACTED]: the following recommended maximum occupancy was agreed:

Maximum number of occupants at any one time: 110 people (Cadets and Instructors)

Maximum number of seated in the Drill Hall would remain at 42 persons

At time of the site visit a check was carried out on previous FRA findings; with all checkable items found had been corrected.

In addition, a portable heater was found in the [REDACTED] office, although not plugged in at the time of the visit, a reminder, that these items should be plugged directly into a wall socket and not via an extension cord, to avoid overloading. The electrical cupboard was being used as storage for gardening items, this area should not be used for storage.