



**NFU Mutual**

Risk Management Services Ltd.

HEALTH & SAFETY SUPPORT SERVICE

# FIRE RISK ASSESSMENT



**J. Rayner & Sons Ltd.**

Berkyn Manor Farm  
Stanwell Road  
Horton  
Slough  
Berkshire  
SL3 9PE

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## Scope of / Limitations to this Document

The Regulatory Reform (Fire Safety) Order 2005 requires the premises to have a suitable and sufficient fire risk assessment undertaken and regularly reviewed. The significant findings of fire risk assessments must be in writing for all companies with five or more staff.

An inspection of the fire safety provisions within the premises has been carried out and supplemented by an inspection of the site's normal work practices and safety procedures. A fire risk assessment has then been undertaken on behalf of the client and this report prepared. The report has been set out so as to provide practical solutions for compliance with the relevant fire safety legislation and associated technical codes and guides.

The following legislation where relating to fire safety has been taken into consideration for the purposes of the fire risk assessment and was deemed to be applicable at the time of the assessment:

- Regulatory Reform (Fire Safety) Order 2005
- Building Regulations 2010
- Health & Safety (Safety Signs and Signals) Regulations 1996

The fire risk assessment has been compiled to provide an assessment of risk to life from fire and does not address the risk to property or business continuity from fire. The assessment is based on information provided to the Consultant and on findings made by the Consultant at the time of inspection. Where such information was given by the client, it is assumed that it is accurate and correct, and no independent verification has been made.

Statements in relation to the fire resistance of the structure and fire safety provisions have been based on their visual inspection and no testing or verification of compliance with relevant British Standards has been carried out.

No investigation was made during the Consultant's visit to determine whether or not any hazardous materials have been used in construction at the premises or have subsequently been incorporated into any part of them. Inaccessible spaces were not checked for fire stopping or compartmentation, as this would involve invasive inspection.

In cases where the premises is in multiple occupancy and the client is the landlord, the Fire Risk Assessment shall not be in respect of the tenanted or let parts but shall be restricted only to the common parts and any areas under the client's direct and sole control.

Assessments are undertaken on actual and foreseeable eventualities as evident or likely, relating to any particular facility or premises. All assessments are valid and applicable at the time of the assessment. RMS cannot be held liable for any subsequent changes to legislation, the premises, or their use that may alter the assessment. RMS is not responsible for instigating the work specified in this risk assessment. It is the duty of the responsible person to action any significant findings and failure to do so may result in enforcement action by the enforcing authority.

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This document is prepared on the strict understanding that the client accept, without limitation, that (a) it retains sole responsibility for compliance with all / any relevant health and safety legislation and / or regulations and / or guidance which is in force / has been provided at the date that this document was produced and (b) the provision of this document by RMS does not in any way amount to / evidence compliance of any such legislation and / or regulations and / or guidance.

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# Client Profile

## Client Details

Client Name: J. Rayner & Sons Ltd.

Responsible Person : Colin Rayner

Completed in discussion with: Colin Rayner

Competent Person: Petra Martin, CMIOSH, MSc



## Premises Details:

Premises Name: Berkyn Manor Farm

Address: Stanwell Road, Horton, Slough, Berkshire, SL3 9PE

Operational details: The business is a large, family run, farming operation which has diversified into contracting services to cover a wide range of activities. The primary business is J. Rayner & Sons Ltd. however operations also cover; RMC Rayner Farms, Rayner Brothers, Rayner Farms Ltd., Rayner Farms & Rayner Ashby Farms.

Berkyn Manor Farm is the main operational site which comprises of the main farm office, weighbridge office, grain stores, work shop, chemical store, machinery stores and commercial lets.

The farm buildings are let predominantly for storage, including film set storage and a bonded warehouse; there is one unit let to a light engineering company and one office let. There are a number of containers let for storage around the site; no flammables or hazardous items are permitted.

There are seven mobile homes on the site; five of which are in use. Some are occupied all year round with the remainder being occupied seasonally. The two disused mobile homes will not be used in the future.

There is a grain dryer which is powered by diesel with tank situated to front of the building. On-floor grain storage only. The grain store is used for commercially let storage space when empty of grain.

There is an underground petrol tank adjacent to the farm office building. Petrol tank is licenced and subject to risk assessment.

Construction: The farm buildings are a mixture of constructions:  
EMR Store, Store 5 & Grain Store – are all steel framed with cement block lower wall; with metal sheet cladding and cement fibre roof. All stand-alone buildings with minimum 10m separation between.

Workshop – Steel framed with block work lower wall; metal cladding and metal sheet roof. Standalone building with minimum 10m separation between other main buildings; some low level storage buildings to rear. Waste oil store in external covered area to side.

Drier & Barn 1 – Steel frame with block work walls; metal cladding and metal roof. Diesel tank to front. Connected to Barn 2.

Barn 2 & 3 - Steel frame; metal / fibre cement cladding with fibre cement roof. Flammables stores to rear. Connected to Barn 1.

Farm office building – farm office over two floors with single open staircase leading to first floor. Single escape route. Part of larger brick built building range; remainder is either vacant, or occupied by commercial tenants. Commercial tenants on ground floor only. Staff rest room and washing facilities also on ground floor of building range. Building becomes derelict to rear and side of range.

There were no apparent aspects of the premises construction that made a significant contribution to the fire risk.

**Occupancy:**

The maximum number of relevant persons within the site premises was estimated at a maximum of 20 persons at any one time. This number includes the owners, tenants and visitors.

The farm office is generally occupied by up to 4 workers at any time but numbers may fluctuate.

At the time of the assessment, lone working was reported as occasionally taking place in the premises; late working was not reported as currently taking place. There is a sleeping risk on site within the five occupied mobile homes; a further two mobile homes are not used.

At the time of the assessment there were no persons occupying the premises who have significant disabilities (sight / hearing / movement / learning difficulties). All occupants are able to safely use the escape routes in the event of fire.

**Fire History:**

There have been no recent fires reported. Last fire in 1993; thought to be caused by electrical fault. Fire service recently visited the premises; no improvements recommended.

**Enforcement:**

Fire Safety Enforcing Authority: Royal Berkshire Fire & Rescue Service. There have been no enforcement authority visits to the premises in recent years. There have been no Enforcement Notices, Prohibition Notices or prosecutions in respect of the premises under fire safety legislation. There is no known Alterations Notice in force at these premises.

**Assessment Date:**

24<sup>th</sup> March 2016

**Last Review:**



5<sup>th</sup> February 2019; Action plan updated in Jan 2020

## Action Plan

In order to comply with the foremost requirements of current fire safety legislation, you must action the recommendations that have been highlighted in the tables below. It is recommended that you address the recommendations in order of priority i.e. High first, followed by Medium and then low.





### High Priority

Immediate attention to these recommendations is suggested as they are perceived to present a significant risk. Recommendations are to be complied with within one month.




| No. | Action point   | Picture   | Responsible Person | Progress / Comments / Date   |
|-----|--|---|--------------------|--|
| 1.  | <p>The heating system for the caravan accommodation units is gas powered; these must be inspected by a Gas Safe engineer on an annual basis. (It is noted that the plan is to move all accommodation over to electric heating systems.)</p> <p>Gas cylinders must be situated in a stable position, e.g. on a hard standing or chained in position, to prevent them toppling. This is a more significant risk for the larger LPG cylinders such as those used by the caravan to the rear of the office. Remove any spare cylinders from proximity to the caravans.</p> |    |                    | <p><b>Completed</b></p> <p>Gas Safe inspections and resulting remedial action completed initially in April 2016. Annual Gas Safe inspections completed thereafter. Records held on site.</p> |
| 2.  | <p>Caravans in courtyard area are very close together; this would lead to rapid spread of fire between the units. Minimum 6m separation required. Remove two unused caravans and relocate remaining two to attain correct separation distance.</p>   |  |                    | <p>Feb 2019 - One caravan removed; one remaining unoccupied caravan still to go and occupied vans to be separated.</p> <p>Jan 2020 – As for Feb 2019.</p>                                    |




## Medium Priority






Compliance with these recommendations is necessary to comply with legislation, or to bring the area up to an acceptable minimum standard. Recommendations are to be complied with within 3 months.

| No. | Action point   | Picture   | Responsible Person | Progress / Comments / Date  |
|-----|--|---|--------------------|---|
| 3.  | Continue with electrical installation inspection programme and remedial works programme.   |    |                    | Electrical inspection programme on-going.                             |
| 4.  | Request Set Breaks to improve cylinder storage which must be within secure caged area. Warning signs to be displayed on both stores.   |    |                    | <b>Completed</b><br>Gas cylinders is secure cage with sign displayed. |
| 5.  | Suitable warning signage to be displayed on tenant LPG storage areas.  |   |                    | <b>Completed</b><br>Gas cylinders is secure cage with sign displayed. |
| 6.  | A 'smoker' has been constructed to the rear of the caravans in the courtyard area; this poses a minimal risk due to the nature and construction of the unit, however, workers must regularly monitor the smoker and ensure safe practice for its use due to the location in proximity to the caravans. |  |                    | Currently not in use. Monitor.  |



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|------------|--|--|--|---|
| <p>7.</p>  | <p>Fire action notices explaining what to do in the event of fire should be displayed. The farm details should be provided on the signs, including the postcode and Ordnance Survey Grid Ref number.</p> <p>Fire action notice / emergency plans should also be displayed in the caravan accommodation &amp; all occupants made aware of the emergency action to take, including emergency gas shut off procedures.</p>  |   |  | <p>Emergency procedures emailed to each worker / occupant.</p>  |
| <p>8.</p>  | <p>Battery operated (9v) smoke detectors (&amp; carbon monoxide) are provided in the caravan accommodation. This should be checked prior to each occupation and occupants informed that it is their responsibility to check the detectors weekly. Monitor that this is being completed; ideally keep records of checks. Alarms should be changed to 10 yr lithium battery units when next replaced.</p>  |   |  | <p><b>Completed</b></p> <p>Pre-occupation checks emailed to each worker &amp; confirmation of completed checks requested.</p> |
| <p>9.</p>  | <p>The escape routes from the mobile homes were not checked at the time of the assessment. Each unit has two access doors; however, not known if both are serviceable in each unit. The following should be checked:</p> <ul style="list-style-type: none"> <li>• Are both exits available for emergency evacuation? If not, do windows open sufficiently to allow emergency exit?</li> <li>• Are doors on thumb-turn latches or do they require a key? If keys are required to open from the inside then occupants should be aware of the need to keep these immediately adjacent to the door.</li> </ul> |  |  |   |
| <p>10.</p> | <p>There is no assembly point currently identified. Suggest this should be the car park to the front of the site. This should be included in Fire Action Notices which should be displayed around the site.</p>  |  |  | <p><b>Completed</b></p> <p>Main gate nominated as assembly point; all workers and tenants informed.</p>                       |




|     |   |  |  |   |
|-----|---|--|--|---|
| 11. | All tenants should be provided with instructions in writing which detail what to do in the event of fire, guidance on the prevention of fires, and information on the location of the emergency assembly point.   |   |  | Tenants have been emailed. Little response.   |
| 12. | Fire extinguishers provided in outdoor locations should be in weatherproof boxes. All fire extinguishers should be suitably signed and ideally wall-mounted.  |   |  |   |
| 13. | The mobile homes have been provided with fire blankets and fire extinguishers previously but these have not been checked to ensure they are still present. Check fire blankets and extinguishers remain in each occupied caravan.   |  |  | <b>Completed</b><br>Checks included in pre-occupation checklists.   |
| 14. | The policy has been to replace the extinguishers on an annual basis rather than service them; however this does not appear to have happened for a couple of years and the extinguishers outside may not now be serviceable. Ensure either annual replacement programme is reinstated or ensure an annual service and maintenance regime is in place for all fire extinguishers provided by the business, including those in the caravans. |  |  | Attempts made at obtaining contractor to undertake annual servicing / maintenance. None sourced currently. Continuing to regularly replace extinguishers. |
| 15. | There are currently no emergency procedures displayed, however, all workers are aware of the action to take in the event of an emergency. Emergency procedures must be made available and displayed around the site. An assembly point for the site should be identified and form part of these plans.  |  |  | <b>Completed</b><br>Emergency procedures displayed in the workshop.<br>Assembly point designated by main gate.  |

|            |   |   |  |  |
|------------|---|---|--|--|
| <p>16.</p> | <p><b>New 2017:</b><br/>Ensure Omag (tenant) provide adequate reassurance as to the fire safety arrangements regarding the newly installed heater to the rear of their unit.</p>  |    |  | <p><b>Completed</b><br/><br/>Heater now removed.</p>                             |
| <p>17.</p> | <p><b>New 2019:</b><br/>Sand bins by petrol tank are filled with rubbish. Remove rubbish and monitor.</p>   |    |  | <p><b>Completed</b><br/><br/>No rubbish identified during 2020 review visit.</p> |
| <p>18.</p> | <p><b>New 2019:</b><br/>JCK to relocate skip from adjacent to front of unit. Suitable location has been identified away from buildings. Skip contains combustible waste.</p>  |    |  | <p><b>Completed</b><br/><br/>Skip relocated.</p>                                 |
| <p>19.</p> | <p><b>New 2020:</b><br/>Halon fire extinguishers are now illegal in the UK, due to the damaging effect the fire extinguishing agent has on the Earth's ozone layer. Dispose of halon fire extinguisher at Stubbings Farm.</p> |   |  |  |
| <p>20.</p> | <p><b>New 2020:</b><br/>Replace faded no smoking signage by caravans.</p>   |  |  |  |

|            |  |   |  |  |
|------------|--|---|--|--|
| <p>21.</p> | <p><b>New 2020:</b><br/>The acetylene trolley should be stored near the workshop door to aid quick removal in the event of a fire within the premises.</p>   |  |  |  |
| <p>22.</p> | <p><b>New 2020:</b><br/>Remind tenants of the need to ensure their gas cylinders are locked securely in the gas cage. Current lock mechanism enables the doors to the cage to be opened significantly whilst still locked.</p> |  |  |  |

## Low Priority

Compliance with these recommendations ensures continued compliance with legislation. Recommendations are to be complied with within 6 months where relevant.

| No. | Action point   | Picture  | Responsible Person | Progress / Comments / Date             |
|-----|--|--|--------------------|--|
| 23. | Ensure regular clean down of dust within grain dryer building to prevent accumulation.   |   |                    | Clean downs pre and post harvest.      |
| 24. | Significant amounts of combustibile material are stored around the site; however, this is generally stored away from the main building ranges and caravans. Monitor the materials stored and ensure regular clearance of unwanted items. |   |                    |  |
| 25. | Ensure acetylene store remains secured when not in use.<br><br>Acetylene warning sign to be displayed on workshop door.  |  |                    | <b>Complete</b><br><br>Sign displayed. |
| 26. | Pallets and other combustibile storage must be sited at least 6m away from any sleeping accommodation; monitor to ensure this is complied with.  |  |                    |  |

Further information about the highlighted recommendations can be found in the Fire Risk Assessment section of this Report.

If you have any questions relating to any of the recommendations or other information contained within this Report, please contact your Consultant or call Freephone 0800 132029.

# Fire Risk Assessment

## Section 1: Significant Fire Hazards

### Sources of Heat and Ignition:

- Fixed electrics – Electrical wiring in the premises is a mixture of older style and modern standard with flick switch fuses and an RCD incorporated into the fuse board. Fixed wiring throughout the buildings has been booked to be inspected and this is on-going at the time of the fire assessment. Remedial work will be arranged according to priorities identified in the inspection reports. **Continue with inspection programmed and remedial works programme.**
- Portable electrics – All portable electrical items owned by the business have been inspected and the PAT report is available. In the tenanted units portable appliances are tenants' own and are not therefore the responsibility of J. Rayner & Sons.
- Work processes (i.e. machinery, grinding, welding, etc.) – Some hot works undertaken in the farm workshop with Mig welding and oxy-acetylene cutting equipment available. Grain dryers powered by diesel with tank to front of building. Grain drier maintained and serviced annually. The following tenants undertake hot works or use / store flammables:
  - Action FX – Barn 3: Mig welding only; flammables stored in two metal flammable containers to rear of unit with smaller quantities stored in metal cabinet within the unit. Fire extinguishers provided by tenant.
  - Monarch - Stable Garage – Mig welding only.
  - JRS Engineering – Shed 3 (adjacent to Stable Garage & share courtyard) – Oxy-acetylene and mig welding; cutting & grinding undertaken. Separate oil store away from main unit. Fire extinguishers provided by tenant.
  - Action FX and Set Breaks both have LPG stores in area between Store 5 and EMR Store. LPG stores adjacent to building (non-combustible construction). Action FX within secure cage but Set Breaks cylinders stored outside of cage. Neither area has warning signs displayed. **Request Set Breaks to improve cylinder storage which must be within secure caged area. Warning signs to be displayed on both stores.**
  - **Omag** (new 2017) – fuel burner heater installed externally and to rear of the unit. Burner housed in ply casing. **Request confirmation of fire safety arrangements regarding use of this heater.**
- Portable heaters – none seen during inspection.
- Engines/Boilers – The heating system for the caravan accommodation units is gas powered; **these must be inspected by a Gas Safe engineer on an annual basis.** No inspection was undertaken in 2015. (It is noted that the plan is to move all accommodation over to electric heating systems.) **Gas cylinders must be situated in a stable position, e.g. on a hard standing or chained in position, to prevent them toppling. This is a more significant risk for the larger LPG cylinders such as those used by the caravan to the rear of the office. Remove any spare cylinders from proximity to the caravans.**

- Arson – No significant risk of arson; site security is good with gated access and perimeter security fence. **Combustible waste to be stored away from buildings. JCK to relocate skip from front of unit to position away from buildings.**
- Lightning – No lightning conductor on site. Low buildings; not considered to be at risk.
- Naked flames (e.g. smoking, matches, bonfires, etc.) – Smoking permitted in staff car park area only. No smoking site in all operational areas. No evidence of smoking seed at time of assessment. No smoking signs displayed around the premises. There is a burning site (for permitted burning); this is located away from the main building ranges and any combustible storage.
- Cooking – No commercial cooking undertaken. Domestic cooking undertaken within accommodation only. A smoker has been constructed to the rear of the caravans in the courtyard area; **this poses a minimal risk due to the nature and construction of the unit, however, workers must regularly monitor the smoker and ensure safe practice for its use due to the location in proximity to the caravans.**
- Spontaneous combustion (e.g. linseed oil, damp hay, wood pellets etc.) – Small amount of straw or grain stored; sited at least 6 metres away from Ammonium Nitrate storage

#### Sources of Fuel:

- Straw, hay, dry crops, etc. – Small amount of straw or grain sited at least 6 metres away from Ammonium Nitrate and any ignition sources.
- Dust – Small amounts of dust on grain dryer's fixed electrical installation (fuseboards). **Ensure regular clean down of dust within grain dryer building to prevent accumulation.**
- Packaging, waste material, etc. – significant amounts of combustible material around the site; however, this is generally stored away from the main building ranges and caravans. **Monitor the materials stored and ensure regular clearance of unwanted items. JCK to move skip away from their unit.**
- Insulating foam – not applicable
- Wood products; timber, hardboard, chip board, wood pellets, etc. – items stored by tenants.
- Motor oils, lubricants, hydraulic oils, etc. – Minimal amounts stored in workshop. Waste oil stored outside of workshop; oil store is due to be banded.
- Paints, thinners, solvents and degreasing agents – No significant quantities.
- Flammable liquids (including fuel) –

Minimal amounts in sealed containers in workshop. Action 4 have two flammable stores to rear of their unit.

Storage of LPG cylinders in three locations across the site. See plans for locations. Cylinders regularly stored outside the provided cages by Set Breaks and in large volumes. **Request Set Breaks to improve cylinder storage which must be within secure caged area.** Storage

areas are immediately adjacent to commercial let storage units – not considered to be a life safety risk. **Suitable warning signage to be displayed on tenant LPG storage areas.**

Two bunded diesel tanks; one for grain dryer and one for machinery. See plans for location.

Underground petrol tank situated adjacent to farm office building. Separate risk assessment & DSEAR assessment in place for tank and petrol licence held. See plans for location.

Chemical store – bunded store kept secure when not in use. No smoking signs displayed.

- Flammable gases – Acetylene in use as part of oxy-acetylene assembly in the workshop. Assembly regularly maintained; regulators and flashback arrestors replaced / refurbished regularly. Acetylene store by the workshop; lockable cage with appropriate warning signs displayed. **Ensure acetylene store remains secured when not in use. Acetylene warning sign to be displayed on workshop door.**
- Battery charging – minimal amount of battery charging within workshop. Charging away from combustibles and flammables.
- Paper & card/packaging – not applicable
- Textiles – not applicable
- Furniture – in caravan accommodation – mattresses and furnishings must be checked to ensure they meet current standards (Furniture & Furnishings Regulations).
- Waste – Rubbish removed regularly from site; appropriate bins provided for waste.

#### Sources of Oxygen:

- Oxidising Agents – Ammonium Nitrate stored; minimal quantities to rear of site (max 30 tonnes but generally ordered when needed so short term storage only). HSE notification made.
- Oxygen Cylinders – one cylinder in workshop.

#### Items that may promote the spread of fire:

- Open plan nature of the premises – poor compartmentation between different barns.
- Large volume of LPG stored in close proximity to buildings.
- Combustibles stored in close proximity to buildings – minimal at time of assessment but tenant external storage must be monitored. **Pallets and other combustible storage must be sited at least 6m away from any sleeping accommodation; monitor to ensure this is complied with.**
- Caravans in courtyard area very close together; this would lead to rapid spread of fire between the units. **Minimum 6m separation required. Remove two unused caravans and relocate remaining two to attain correct separation distance.**
- Poor housekeeping – Housekeeping to an acceptable standard at the time of assessment **but monitor**; site has large amount of stored items which can quickly build up.



- Services, Ducts and Shafts – compartmentation in farm office likely to be breached by services and disused access to adjacent let units and remaining building range. Low fire risk and low number of staff in these areas; short escape distances & workers alert and mobile. No sleeping risk in this area.

## Section 2: People at Risk

- Employees – Up to 4 in the farm office; number of workers on remainder of site varies but generally maximum of 5 additional workers on site at any time.
- Contractors – Occasional; small number; likely to be working on the fabric/services to the buildings. Contractors report to the office on arrival and are generally supervised or closely monitored when on site.
- Members of the public – Occasional; small number visiting tenants or farm business.
- Tenants – low number for all lets; predominantly storage units. Expected to be a maximum of 10 on site at any time but mostly less than this number.
- Sleeping – five mobile home caravan accommodation units on site. Generally single occupancy.
- Foreign workers – Most farm employees are foreign, however, most have a good understanding of English with key instructions and documentation being translated where understanding is limited.
- Persons especially at risk e.g. less abled, young, etc. – occasional visits by worker's children who may stay for short periods in the worker mobile home accommodation.

## Section 3: Evaluate Existing Fire Precautions

### Detection and Warning System:

The premises must be equipped with an appropriate means of detecting fire and an adequate means of giving warning to alert occupants and enable them to move away from the fire to a place of total safety while the escape routes are still clear of smoke.

Battery operated (9v) smoke detectors (& carbon monoxide) are provided in the caravan accommodation. **This should be checked prior to each occupation and occupants informed that it is their responsibility to check the detectors weekly. Monitor that this is being completed; ideally keep records of checks. Alarms should be changed to 10 yr lithium battery units when next replaced.**

There are no smoke detectors or warning systems in place in the building ranges. Within the farm office and the let units, verbal warnings would be used. There is a manual fire bell situated to the front of the caravans in the courtyard area.

The means of giving warning considered to be suitable and sufficient for the risk.

### Means of Escape:

You should ensure that the escape routes are suitable, and that they are immediately usable at all times that the building is occupied. They should be adequate for the number of people likely to use them, free from any obstructions and lit.

The larger tenanted units (EMS Store & Store 5) have a single direction travel distance of greater than 18 metres, but these are used for storage and only occasionally occupied for short periods of time.

Escape routes are predominantly the main entrance door only and are kept clear for access/egress, as well as being unlocked when occupied. Exit widths are acceptable for the expected numbers occupying.

The escape routes from the mobile homes were not checked at the time of the assessment. Each unit has two access doors; however, not known if both are serviceable in each unit. **The following should be checked:**

- Are both exits available for emergency evacuation? If not, do windows open sufficiently to allow emergency exit?
- Are doors on thumb-turn latches or do they require a key? If keys are required to open from the inside then occupants should be aware of the need to keep these immediately adjacent to the door.

Single means of escape from the office, however, travel distance is minimal and occupancy numbers low. Fire extinguishers are provided on each floor to aid safe evacuation if required.

**Lighting:**

Sufficient lighting should be provided to illuminate escape routes. The size and complexity of a premise may call for dedicated escape lighting; the purpose of this lighting is to illuminate escape routes and safety equipment.

There is effective artificial lighting within the buildings, which are expected to be occupied only during daylight hours. Emergency lighting is therefore not considered necessary.

**Signs and Notices:**

The means of escape and assembly point should be clearly and adequately signed. Fire action notices should be displayed. Signage for particular hazards or obscured fire safety measures may be necessary.

There is no assembly point currently identified. **Suggest this should be the car part to the front of the site. This should be included in Fire Action Notices which should be displayed around the site. Information on the assembly point should also be provided to the tenants.**

**Ensure occupants of the mobile home are given emergency procedures and emergency contact numbers (translated where necessary). This should include information on emergency gas shut off procedures.**

There is a warning sign at the farm entrance highlighting that fertilizer / hazardous substances are stored on site.

**Fire Fighting Equipment:**

You must provide appropriate firefighting equipment. It must also be regularly checked to ensure that is in the correct position and in satisfactory order before the premises are used. Appropriate staff should be trained in the use of firefighting equipment.

Suitable and sufficient firefighting equipment are provided around the site; tenants are responsible for their own provision and it has been established that those tenants with the highest fire risks have extinguishers available.

**Fire extinguishers provided in outdoor locations should be in weatherproof boxes. All fire extinguishers should be suitably signed and ideally wall-mounted.**

The mobile homes have been provided with fire blankets and fire extinguishers previously but these have not been checked to ensure they are still present. **Check fire blankets and extinguishers remain in each occupied caravan.**

There are no hose reels for the premises specifically for fire-fighting and there are water tanks and plenty of natural water sources around the site. Nearest fire hydrant is on the public road to the front of the site.

**Testing and Maintenance:**

Fire safety measures need to be tested and maintained to remain in working order. It is important that documented records of the fire safety precautions taken are kept together in a central location – a fire log book or folder is an appropriate way of recording this information.

The means of escape throughout are checked on use.

The policy has been to replace the extinguishers on an annual basis rather than service them; however this does not appear to have happened for a couple of year and the extinguishers outside may not now be serviceable. **Ensure either annual replacement programme is reinstated or ensure an annual service and maintenance regime is in place for all fire extinguishers provided by the business, including those in the caravans.**

## Section 4: Record, Plan, Inform, instruct and Train

### **Emergency Plan and Fire and Rescue Service:**

There should be an appropriate emergency plan for the premises so that all persons know what action to take to ensure the premises is evacuated safely.

It is important for the fire and rescue service to be made aware of the hazards and safety features associated with the premises.

There are currently no emergency procedures displayed, however, all workers are aware of the action to take in the event of an emergency. **Emergency procedures must be made available and displayed around the site. An assembly point for the site should be identified and form part of these plans.**

**All tenants should be provided with instructions in writing which detail what to do in the event of fire, guidance on the prevention of fires, and information on the location of the emergency assembly point.**

**Fire induction & emergency information should be provided for the occupants of the mobile homes; records of this should be kept. Emergency information should include emergency shut off for the gas supply; how to raise the alarm; how to call for assistance and the location of the assembly point.**

The site is accessible from the main highway, with good access for emergency vehicles. There is good farm signage from the main highway. Gateways, clearances and carrying capacities appear to be adequate for fire appliances. The access gate would be opened in the event of an emergency. There are water tanks and plenty of natural water sources around the site. Nearest fire hydrant is on the public road to the front of the site, however, emergency services would make use of the natural water sources.

### **Information, Instruction and Training:**

Employees (and any others at risk from your operations) must be provided with easily understood information about the premises and the measures in place to ensure a safe premises.

All workers and contractors are given a site induction which includes emergency arrangements and action to take in the event of a fire.

All visitors and contractors are required to sign in at the farm office on arrival. Visitors are accompanied at all times whilst on site unless express authorisation is given to be on site unaccompanied.

Workers are provided with a Handbook which includes information on correct use of fire extinguishers.

**Tenants should be provided with fire safety instructions in writing.**

**Co-operation and Communication:**

Where premises are shared with others each responsible person, must co-operate and co-ordinate the findings of their separate Fire Risk Assessments to ensure the fire precautions and protection measures are effective throughout the premises.

There are a number of tenants who share the site; all tenants have been requested for, and have provided, information on the main fire hazards associated with their activities on site. There is good and regular communication with Colin Rayner.

**All tenants should be provided with instructions in writing which detail what to do in the event of fire, guidance on the prevention of fires, and information on the location of the emergency assembly point.**

## Section 5: Assessment of Fire Risk

Taking into consideration the fire hazards observed as well as the fire prevention measures in place at the time of the assessment, the fire risk on these premises is considered:

**NORMAL**

A definition of the above terms is as follows:

**Low:** A low chance of fire occurring as there are few potential sources of ignition, small quantities of flammable materials or other sources of fuel. In addition there is a low occupancy level and all occupants are able bodied and capable of using the means of escape without assistance. There are a number of fire precautions installed and maintained to a high standard including Fire detection. A fire will be detected quickly so people are warned and can make their escape.

**Normal:** In most cases the fire risk will be considered as normal fire hazard (e.g. sources of ignition and fuel present are typical of this type of occupancy and they are subject to adequate controls e.g. fire detection system, emergency lighting, fire resisting construction, some compartmentation and fire safety management systems etc.

**High:** Lack of adequate controls applied to significant fire hazards, resulting in an increase in the likelihood of fire. The likelihood of a fire starting and spreading quickly, or a fire could start and grow without being detected quickly and a warning given. The premises may have large quantities of flammable materials used or stored and numerous sources of ignition present. There may be less able bodied people present who may move slowly or are unable to move or escape without assistance. The premises may be constructed so that a fire spreads quickly or there is a lack of fire resisting construction and compartmentation.



## Section 6: Review of the Fire Risk Assessment

### Reviewing the Assessment

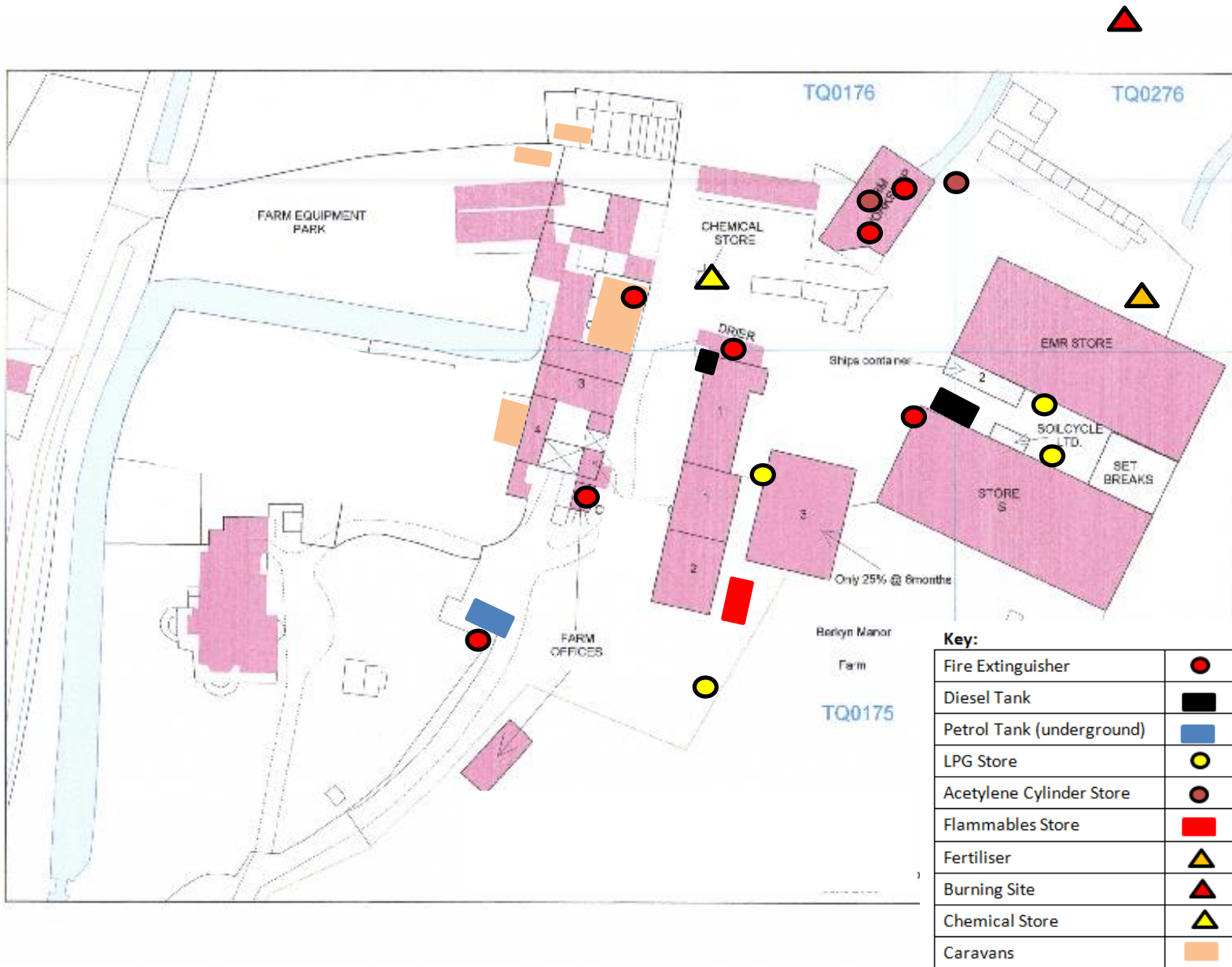
The Fire Risk Assessment should be reviewed annually, or sooner if there is reason to believe that there is a change to the Risk Profile of the business. Issues that may change the Risk Profile include:

- Making changes to the structure of a building.
- Changes to the occupancy of a building.
- Significant change in work practices.
- If the fire growth characteristics change (e.g. you begin to store flammable substances or where you significantly change your stock or stock levels).
- Changes in specific guidance or legislation.

It is essential that a copy of this Fire Risk Assessment be kept somewhere accessible and is made available for inspection by your local Fire Authority.

| Date of review       | Name (and signature) of person reviewing   |
|----------------------|--|
| <b>February 2017</b> | <b>Petra Martin – NFUM RMS</b>   |
| <b>February 2019</b> | <b>Petra Martin – NFUM RMS</b>   |
| <b>January 2020</b>  | <b>Jessica Lawson – NFUM RMS</b><br><b>Action plan updated with progress. New actions added.</b> |
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## Section 7: Farm Plan & Location of Key Hazards





**NFU Mutual**

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