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HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Bromsgrove Police & Fire Centre, Slideslow Drive, Bromsgrove, B60 1GN

RRO03

Chief Fire Officer / Chief Executive
Jonathon Pryce MBA, Dip, GFireE

Salvation Army Donation Centre
St Martins Quarter
Unit 5 City Walls Road
Worcester
WR1 2JA

For the Attention of [REDACTED]

Your reference

My reference S2100116/21G/CP/PT/am

Please ask for [REDACTED]

Telephone 08081969500

Email BFSI@hwfire.org.uk

Date 01 June 2022

Dear [REDACTED]

**The Regulatory Reform (Fire Safety) Order 2005
ACTIONS TO ADDRESS FIRE SAFETY MATTERS
Salvation Army Donation Centre, St Martins Quarter, Unit 5, City Walls Road,
Worcester, WR1 2JA**

Following the recent fire safety inspection carried out at your premises on 1 June 2022, I am pleased to advise you that the standard of fire safety was reasonable. However, I am of the opinion that you can further improve the fire safety in your premises to a satisfactory standard. The attached schedule sets out suggested improvements. There is no time limit associated with this and I do not intend to return in connection with this schedule.

My inspections of premises are based on sampling inspection of your fire safety arrangements and may not have identified every deficiency. You remain responsible for reviewing your fire risk assessment, considering the adequacy of your existing arrangements and any extra measures that are needed to safeguard people.

I would be grateful if you could spend a few minutes completing our Client Feedback Form, which will allow the Fire and Rescue Service to improve its performance and service to businesses. This is available on our website at www.hwfire.org.uk. Click on 'Safety and Advice', 'Business Fire Safety' and then 'Rate your visit' or, if receiving this letter via email, click on the following link <http://www.hwfire.org.uk/safety-and-advice/business-safety/rate-your-visit/>. Thank you for your time and assistance.

If you want to ask questions about this letter and schedule, or require any fire safety advice in the future, please do not hesitate to contact me.

Yours faithfully

[REDACTED]
Authorised Fire Safety Inspector
on behalf of Hereford & Worcester Fire Authority

Enc: Schedule of Works
Letter via Email: Worcester.dc@satcol.org

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

Premises: Salvation Army Donation Centre, St Martins Quarter, Unit 5, City Walls Road, Worcester, WR1 2JA

Fire Safety Advisor: [REDACTED]

Date of Inspection: 01 June 2022

SCHEDULE

Note to this schedule:-

- **The Government guidance most suitable to your premises is Fire Safety Risk Assessment :-**
 - **Offices and Shops - ISBN 13: 978 1 85112 815 0.**
- **Before you make certain changes to your premises you may have to apply for approval from statutory bodies and/or others having interest in them.**
- **If you have any doubt about the need for approval you should ask the relevant body, for example, you may have to apply for approval from Building Control to make material alterations. You might also need the property owner's permission.**

1. Fire Safety Matters under Article 9 – failure to carry out a fire risk assessment

There was no evidence that a suitable and sufficient fire risk assessment has been carried out.

Required Action that will identify the safety measures you have in place and any further measures you might need to take

You must carry out a fire risk assessment. Guidance on this is available in the HM Government Guide "Fire Safety Risk Assessment - Offices and Shops - ISBN 13: 978 1 85112 815 0. You can download this guide free from www.hwfire.org.uk (click on "Business Fire Safety" and then 'Fire Risk Assessment Guides').

Your fire risk assessment must also address the deficiencies we identified during our inspection which are detailed in this schedule.

You must then make a record of the significant findings which will include:-

- A record of the preventive or protective measures which are already in place to control the risk from fire; it may be helpful to record some of this information on a scale plan of the premises.
- Any further action you identify as necessary and a reasonable timescale for its completion.
- People or groups identified by the assessment as being especially at risk.

Your risk assessment is to be reviewed frequently in order to keep it up to date and particularly if:-

- there is a reason to suspect that it is no longer valid; or
- there has been a significant change in the matters to which it relates including when the premises, work processes, or organisation of the work undergoes significant changes, extensions, or conversions.

The responsible person must take action or make changes identified as necessary from the fire risk assessment.

2. Fire Safety Matters under Article 8 – inadequate measures to prevent fire

Your measures for reducing the likelihood of fire occurring are not adequate; in particular:-

- Mains electrical installations are not subject to periodic inspection and testing.

Required action to reduce the risk of fire

- All electrical installations should be regularly inspected by a competent electrical engineer appointed by you in accordance with the Electricity at Work Regulations 1989 and BS 7671 – Requirements for Electrical Installations (IET Wiring Regulations).