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HEREFORD & WORCESTER

HWFR
FIRE AND RESCUE SERVICE

RRO03

West District Protection Department
Hereford Fire Station, St Owen Street, Hereford, HR1 2JW

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

The Salvation Army
Ombersley Way
Droitwich
WR9 0AB

My reference S2600013/239845/DSW

Please ask for [REDACTED]

Telephone [REDACTED]

Email [REDACTED]

Date 04 June 2024

For the attention of [REDACTED]
Sent via email:- droitwich.spa@salvationarmy.org.uk

Dear Madam

**The Regulatory Reform (Fire Safety) Order 2005
ACTIONS TO ADDRESS FIRE SAFETY MATTERS
The Salvation Army, Ombersley Way, Droitwich, WR9 0AB**

Following the recent fire safety inspection carried out at your premises on **04 June 2024**, 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'. If receiving this letter via email, please click on [Rate Your Visit](#) or scan the QR code below. 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



Authorised Fire Safety Inspector
on behalf of Hereford & Worcester Fire Authority

Enc: Schedule of Works

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

Premises: **The Salvation Army, Ombersley Way, Droitwich, WR9 0AB**

Fire Safety Inspector: **Dan Wilkinson**

Date of Inspection: **04 June 2024**

SCHEDULE

Note to this schedule:-

- **The Government guidance most suitable to your premises is Fire Safety Risk Assessment :-**
 - **Small & Medium Places of Assembly - ISBN 13: 978 1 85112 820 4.**
- **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 – reviewing your fire risk assessment

Your fire risk assessment has not been reviewed sufficiently frequently; it has not been reviewed since **28 June 2017**.

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

You must review your fire risk assessment for the premises. Guidance on this is available in the HM Government Guide “Fire Safety Risk Assessment - - Small & Medium Places of Assembly - ISBN 13: 978 1 85112 820 4”. 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 consider the deficiencies identified during our inspection which are detailed in this schedule.

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

- a. the name and address of the person/company responsible for fire safety at the premises.
- b. a copy of your current fire risk assessment of the premises.
- c. the name and address of any person/company who assisted you in carrying out your fire risk assessment.
- d. a copy of your current plan to reduce hazards and risks, and to implement any necessary protective measures.
- e. any records of relevant fire safety information.
- f. details of any risk-based guidance used.
- g. the names and addresses or any other persons/companies who have fire risk management duties or responsibilities in relation to the premises.
- h. Information passed to tenants (where relevant).

The risk assessment is to be reviewed sufficiently frequently 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 review.

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).

3. Fire Safety Matters under Article 17(1) – Maintenance and testing

- The fire alarm system is not subject to a suitable system of maintenance and testing.
- The emergency lighting system is not subject to a suitable system of maintenance and testing.

Required action to ensure that escape routes (corridors, stairs and doors) can be safely used whenever they are needed

The premises and any facilities, equipment and devices, provided to safeguard people from fire, must be subject to a suitable system of maintenance and maintained in an efficient state, in efficient working order and good repair; specifically:-

- The fire alarm system should be subject to a suitable system of testing and maintenance – guidelines for this are detailed in the current British Standard 5839.
- The emergency lighting system should be subject to a suitable system of testing and maintenance – guidelines for this are detailed in the current British Standard 5266.

Records should be kept of your testing and maintenance of fire safety provisions as this can provide evidence of your procedures