

Crown Premises Fire Inspection Group

Date: 10th April 2017

<REDACTED>
HMP Coldingley
Shaftesbury Road
Bisley
Woking
Surrey
GU24 9EX



Home Office

**Crown Premises Fire Inspection Group
Policing and Fire Directorate
2nd Floor NW Fry Building
2 Marsham Street
London
SW1P 4DF**

Our Ref: 5540/038/01

**Please reply to:
<REDACTED>@homeoffice.gsi.gov.uk**

Dear Madam,

The Regulatory Reform (Fire Safety) Order 2005 (the Order)

Premises: HMP Coldingley, Shaftesbury Road, Bisley, Woking, Surrey, GU24 9EX

Following the fire safety inspection of the above premises on **29th & 30th March 2017**, I am writing to confirm my opinion that the identified individuals or groups of people would be at risk in case of fire. You will need to take action to ensure their safety.

In the event that a long-term solution cannot be implemented immediately, you will need to introduce interim measures to reduce the level of risk whilst longer-term measures are being prepared.

Fire safety measures are largely interactive, and fire risks can be controlled in many ways. Therefore, whilst the schedule refers to solutions you could adopt, I am not directing you to choose any one of them. It will be acceptable for you to implement any measures which achieve an appropriate standard of safety from fire.

Successful approaches to assessing and managing risk can be provided by accepted guidance, BS9999: 2008 or fire engineering calculations. Each of these requires the involvement of a person with comprehensive training or experience.

I have included additional information to assist you with planning what action to take:

1. The schedule identifies in each case the 'immediate' (i.e. what has its roots at the establishment) and the likely 'underlying' (i.e. corporate) causes of the failures identified during the inspection.
2. I attach the RAG Risk Rating form for the inspection. The form provides a clear risk-based decision framework and a risk score for individual RAG outcomes.
3. Final risk ratings for the fire safety measures and for key areas of fire safety management are also set out in bar charts at the end of the RAG rating form.

The RAG Risk Rating Form and the risk ratings will be revised during any follow-up inspection. This will be shown as a second bar on the chart, demonstrating the improvement made.

I informed you at our meeting that my initial enforcement decision was to allow you the opportunity to comply in a timely manner. The next steps are, therefore, for you to develop your planned action plan, and to confirm the plan and date of completion to me within 28 days of receiving this letter.

Please note that, given the level of risk involved, I can only maintain an informal enforcement approach where you are able to evidence your commitment and ongoing progress towards compliance.

If you do not undertake the necessary improvements, then you may be served with a Crown enforcement notice.

There is no formal right to appeal against this letter but if you would like clarification of its contents or to comment on your experience of the visit, please contact either me or the CPFIG Team Leader on cpfig@homeoffice.gsi.gov.uk .

Yours faithfully

<REDACTED>

**Crown Premises Fire Inspection Group
Office of the Chief Fire & Rescue Adviser**

CC - <REDACTED>
CC - <REDACTED>

Schedule

Premises: HMP Coldingley, Shaftesbury Road, Bisley, Woking, Surrey, GU24 9EX

File Number: 5540/038/01

Sheet: 1 of 4

This schedule should be read in conjunction with the CFRA letter dated 10th April 2017.

1. MEASURES TO REDUCE THE RISK OF FIRE.			
Relevant article of the Order	Specific Failure to Comply with the Order	Steps considered necessary to remedy the failure to comply, including an illustrative example of a compliant measure	Action Plan Required
Articles 4(1)(a) & 8	<p>d. The procedure is not always followed for removing cigarette lighters and matches from prisoners in Segregation who appear to be at increased risk of self-harming through fire.</p> <p>Immediate Cause of Failure:</p> <p>9 <i>The fire risk assessor did not identify the significance of the risk</i></p> <p>Likely Underlying Safety Management Failure:</p> <p>9 <i>The arrangements for carrying out fire risk assessments do not ensure that there is a systematic process in place for identifying all relevant factors.</i></p>	<p>d. Prison staff members should liaise and take action where necessary to remove cigarette lighters and matches from prisoners in Segregation who have a history of fire-setting or arson and/or appear to be at increased risk of self-harming through fire, to reduce the risk of a fire being set.</p> <p>Safety Management Remedy:</p> <p><i>The arrangements for carrying out fire risk assessments must ensure that there is a systematic process in place for identifying all relevant factors.</i></p>	Within 28 days

2. PROTECTION OF STAFF AND PRISONERS.

WARNING OF FIRE – MEASURES FOR FIRE-FIGHTING – RISK OF FIRE SPREAD – SECURING THE MEANS OF ESCAPE

Relevant article of the Order	Specific Failure to Comply with the Order	Steps considered necessary to remedy the failure to comply, including an illustrative example of a compliant measure	Action Plan Required
<p>Articles 4(1)(a) & 8</p> <p>9</p> <p>9</p> <p>11</p> <p>11</p> <p>9</p> <p>9</p>	<p>d. Normal and/or emergency lighting doesn't provide sufficient illumination to implement the Cell Fire Response plan including the removal of a prisoner from the cell.</p> <p>Immediate Cause of Failure:</p> <p><i>The fire risk assessor did not identify the hazard.</i></p> <p>Likely Underlying Safety Management Failure</p> <p><i>The arrangements in place for carrying out fire risk assessments do not ensure that the level of risk is judged through comparison with relevant and accredited benchmarks of safety.</i></p> <p>e. The measures to reduce the spread of fire and smoke were inadequate.</p> <p>Immediate Cause of Failure:</p> <p><i>The identified action point was not implemented.</i></p> <p>Likely Underlying Safety Management Failure</p> <p><i>There are inadequate arrangements to ensure that the action points arising from the fire risk assessment are acted upon.</i></p> <p>f. There was insufficient evidence available to demonstrate the effectiveness of the smoke control arrangements for E wing after it was confirmed to have extraction only.</p> <p>Immediate Cause of Failure:</p> <p><i>The risk had not been correctly assessed.</i></p> <p>Likely Underlying Safety Management Failure</p> <p><i>The arrangements for carrying out fire risk assessments do not ensure that there is a systematic process in place for identifying all relevant factors.</i></p>	<p>d. Appropriate illumination (lux level) from normal and emergency lighting should be suitable to implement the Cell Fire Response plan including the removal of a prisoner from the cell.</p> <p>Safety Management Remedy:</p> <p><i>The arrangements in place for carrying out fire risk assessments must ensure that the level of risk is judged through comparison with relevant and accredited benchmarks of safety.</i></p> <p>e. i) Fire hazard rooms – these are defined in BS9999 - giving onto common spaces in residential wings should be enclosed with fire-resistance.</p> <p>ii) The fire resistance protecting the escape routes must control the spread of smoke where this could cause potential harm to persons using escape routes.</p> <p>Safety Management Remedy:</p> <p><i>Arrangements must be put in place to ensure that the action points arising from the fire risk assessment are acted upon.</i></p> <p>f. Evidence should be provided that demonstrates the effectiveness of the smoke control system that is installed with extraction only and no inlet.</p> <p>Safety Management Remedy:</p> <p><i>The arrangements for carrying out fire risk assessments must ensure that there is a systematic process in place for identifying all relevant factors.</i></p>	<p>Within 28 days</p>

3. STAFF INSTRUCTIONS FOR ACTIONS IN THE EVENT OF FIRE.			
CELL FIRE RESPONSE.			
Relevant article of the Order	Specific Failure to Comply with the Order	Steps considered necessary to remedy the failure to comply, including an illustrative example of a compliant measure	Action Plan Required
Articles 4(1)(b), 7(6), 8 & 14 9 9	<p>c. The generic cell fire response plan was not suitable for the circumstances in which prisoners are not locked in their cells (night san).</p> <p>Immediate Cause of Failure: <i>The fire risk assessor did not identify the opportunity to reduce risk.</i></p> <p>Likely Underlying Safety Management Failure: <i>The arrangements in place for carrying out fire risk assessments do not ensure that the level of risk is judged through comparison with relevant and accredited benchmarks of safety.</i></p>	<p>c. Bespoke plans should be established for dealing with fires in common spaces in house blocks where prisoners are not confined to their cells during patrol and night states (night san).</p> <p>Safety Management Remedy: <i>The arrangements in place for carrying out fire risk assessments must ensure that the level of risk is judged through comparison with relevant and accredited benchmarks of safety.</i></p>	Within 28 days

4. EFFECTIVENESS OF STAFF ACTIONS TO TAKE IN THE EVENT OF FIRE.			
FIRE TRAINING – EVACUATION			
Relevant article of the Order	Specific Failure to Comply with the Order	Steps considered necessary to remedy the failure to comply, including an illustrative example of a compliant measure	Action Plan Required
Articles 4(1)(c), 7(6), 8 & 14 11 13&15	<p>a. The training package delivered to staff does not provide sufficient practical instruction on the use of Inundation equipment.</p> <p>Immediate Cause of Failure: <i>No suitable measure was in place.</i></p> <p>Likely Underlying Safety Management Failure: <i>The arrangements do not ensure that sufficient trained persons are available when necessary to carry out the fire action plan successfully and safely.</i></p>	<p>a. The training package should ensure that staff members receive suitable practical training to be able – under suitable supervision – to take a safe and effective part in the cell fire response plan, including using all inundation equipment.</p> <p>Safety Management Remedy: <i>The arrangements must ensure that sufficient trained persons are available when necessary to carry out the fire action plan successfully and safely.</i></p>	Within 28 days

	<p>b. An insufficient number of prison staff members working in residential wings are in date with their training in RPE wearing</p> <p>c. The number of trained prison response staff members available was not always sufficient to implement the cell fire response plan effectively</p> <p>Immediate Cause of Failure: <i>The identified action point was not implemented.</i></p> <p>Likely Underlying Safety Management Failure: <i>The fire safety policy was not followed.</i></p>	<p>b. i) An adequate number of prison staff members working in residential wings should be up-to-date with their training in RPE wearing.</p> <p>ii) All prison staff members working in residential wings during night state should be up to date with their training in RPE wearing.</p> <p>c. A sufficient number of prison response staff members should be available at all material times to ensure that they can implement the cell fire response plan sufficiently to safeguard the prisoner within six minutes of the fire starting, including the time for fire detection.</p> <p>Safety Management Remedy: <i>The fire safety policy must be followed.</i></p>	
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5. General Maintenance.			
Relevant article of the Order	Specific Failure to Comply with the Order	Steps considered necessary to remedy the failure to comply, including an illustrative example of a compliant measure	Action Plan Required
<p>Articles 4(1)(d), 7(6), 8 & 17</p> <p>11</p> <p>17</p>	<p>a. The fire safety measures were not always being tested and maintained in good condition and effective working order</p> <p>Immediate Cause of Failure: <i>No suitable measure was in place.</i></p> <p>Likely Underlying Safety Management Failure: <i>There were inadequate arrangements for the maintenance of general fire precautions.</i></p>	<p>a. The fire safety measures must be tested and maintained in good condition and effective working order</p> <p>Safety Management Remedy: <i>The arrangements for maintenance must ensure that the general fire precautions are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.</i></p>	<p>Within 28 days</p>

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the Crown Premises Fire Inspection Group, need to be taken in order to meet the requirements of the Order.

Note: Notwithstanding any consultation with other enforcing authorities undertaken by the Crown Premises Fire Inspection Group, before you make any alterations to the workplace which constitutes building works you must apply to your local building control body (the local authority or an approved inspector) for any necessary approvals and to any other body which has a statutory interest in the workplace if their permission is required for those alterations to be made.