
CHARTER

HEALTH & SAFETY SOLUTIONS

JH\FP1210441\MPC
26 October 2012

Mrs. M. Wathen
Marchwood Parish Council
Marchwood Village Hall
Village Centre
Marchwood
Hants
SO40 4SX

Dear Melanie

***REGULATORY REFORM (FIRE SAFETY) ORDER 2005, FIRE RISK ASSESSMENT –
SPORTS PAVILLION/YOUTH CLUB, LLOYD RECREATION GROUND***

Further to our recent conversation we are pleased to provide you with a Fee Proposal for carrying out your Health and Safety requirements, in accordance with your instructions.

1. Scope of Proposal

The provision of a Fire Risk Assessment for the above property.

The Fire Risk Assessment report will include:

- Use
- Compartmentation and fire separation
- Means of escape and principles
- Evacuation concept
- Fire alarm
- Emergency lighting
- Fire fighting equipment
- Signage
- Hazardous substances (Flammables where appropriate)
- Water supplies
- Fire fighting access
- Facilities for Fire Service use

A Fire Risk Assessment as required by the Regulatory Reform (Fire Safety Order) will be produced.

2. Professional Fees

To carry out a Fire Risk Assessment we would propose to charge a fee of **£450.00** plus VAT.

Cont/d

TEL: 02380 564683

50 The Crescent, Marchwood, Hampshire SO40 4WS

info@charter-safety.co.uk www.charter-safety.co.uk

FAX No: 0938 6314 50

The professional fees for this proposal are based on normal working days. Any delays caused by circumstances outside the control of Charter Health and Safety Solutions which results in additional work, may be charged at the current hourly rate.

3. Additional Information

We would use reasonable skill and care in the performance of our duties and reports would be presented in a reasonable time. Reports will include site plans, photographs, and remedial action plans. If CAD drawings are required we will provide a separate fee proposal following a site survey.

Professional Indemnity

Charter Health and Safety Solutions has public liability insurance for up to £5 million and professional indemnity for £2 million.

General Terms and Conditions

This proposal is subject to our General Terms and Conditions and is valid for 2 months from the date of proposal.

4. Fees

Unless otherwise stated this fee is inclusive of disbursements and expenses.

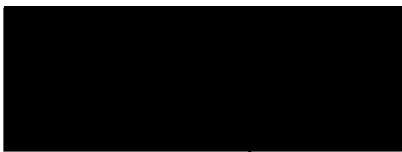
Billing

Fees are billed on completion of work. Payment is within 30 days of the invoice date.

We trust that we have correctly interpreted your requirements and that this proposal meets with your approval. However, should you require any further assistance or have any queries, please do not hesitate to contact me.

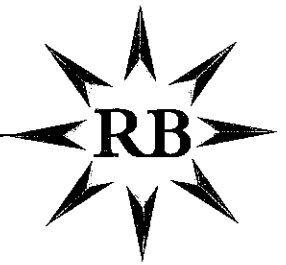
Yours sincerely

for and on behalf of **CHARTER HEALTH & SAFETY SOLUTIONS**



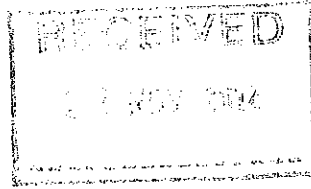
John Hurst

RB FIRE SAFETY SERVICES LTD



15 Compton Road, Totton, Southampton, SO40 3AS
Telephone (023) 8090 5346 Fax (023) 8090 6002 Email: robbarlow@rbfss.co.uk

Ms M. Wathen
Marchwood Parish Council,
Marchwood Village Hall,
Marchwood,
Hampshire.
SO40 4SE



20/11/12

Dear Madam,

**FIRE SAFETY SURVEY / FIRE SAFETY RISK ASSESSMENT /
FIRE FIGHTING EQUIPMENT
Regulatory Reform (Fire Safety) Order 2005**

Marchwood Sports Pavillion, Lloyds Recreation ground.

I refer to my meeting on Tuesday 20th November 2012 with Tony and I confirm the following cost estimates for the above premises.

Fire Safety Survey / Fire Safety Risk Assessment

To include:

- A comprehensive survey of all areas of the above buildings.
- Compiling the Fire Risk Assessment document / reports,
- Preparing an emergency policy and site plan for the above premises, with respect to complying with the Regulatory Reform (Fire Safety) Order 2005.
- A detailed record of significant findings and action to be taken is included.
- A logbook to detail records of testing and servicing.
- A handover meeting to discuss the findings.

The Sports Pavillion £ 250.00

Fire Precautions (CAD) Plans

The quote for the Fire Safety CAD plans is dependant on a basic plan of the building being available from you.

The Sports Pavillion £90.00

Annual Fire Risk Assessment Review

It is recommended that the Fire Safety Risk Assessment is reviewed a regular basis to confirm that the fire safety arrangements are being maintained.

£125.00



RB FIRE SAFETY SERVICES LTD

Staff Fire Safety Training

Training sessions to be customised to the premises, with the use of a digital camera, Power Point, Dvd's and data projector. Fire extinguisher training included.

1 ½ hour sessions – up to 14 students

£ 150.00

Students will receive Certificates and Fire Safety Training Booklets on completion of the training sessions.

Fire Fighting Equipment

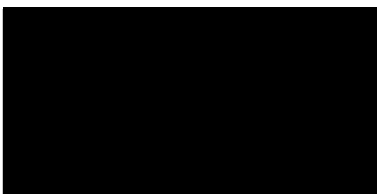
Our technical engineer is BAFE trained and FETA qualified to service and maintain all portable fire fighting equipment. Please find enclosed the RB Fire Safety Services Ltd. pricelist that you will find very competitive when compared to other firms.

The above prices are exclusive of V.A.T.

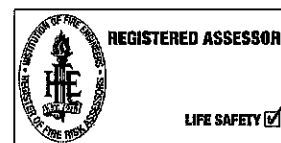
If you have any queries or require any further assistance please do not hesitate to contact me.

I look forward to hearing from you in due course.

Yours faithfully



Robert Barlow GFireE
Managing Director



**Fire Protection
Association
MEMBER 2012**