

FIRE RISK ASSESSMENT

Provided By:



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Provided For:

HOOPERS RESIDENTIAL - HMO @ 11 VICTORIA STREET



Assessed Premises

11 VICTORIA STREET
READING
BERKSHIRE
RG1 4NQ

This Document is for guidance purposes.

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1.0 Assessed Premises Details:

(1.1) Company Details	(1.2) Location/ M.Dir.
	HOOPERS RESIDENTIAL 11 VICTORIA STREET READING BERKSHIRE RG1 4NQ M.Dir: Mr. Andrew Hoooper Tel: 0118 - 9352 - 555
Responsible Persons Managing Agents & Landlord/s	Premises Department HMO - House In Multiple Occupation
Assessors' Name Mr. Matthew Gibb	Assessors' Signature <i>Matthew J. Gibb</i>
Assessment Date 17 th July 2019	Next Assessment Due 29 th September 2020
Number Of Employees N/A	Number Of Visitors N/A
Number Of Floors 3 (Basement, Ground & 1 st Floor Levels)	Number Of Escape Routes 1 (Single Stairways)
Number Of Beds 4	Size Of Building Floor N/A
Occupancy Characteristics HMO	Purpose Group 1 (C)
Construction Type Brick/ Concrete & Plasterboard	Regulators Reading Borough Council (LACoRS/ HHSRS)
Premises Description	
A 2-storey house c/w basement, used for the letting of individual bedrooms to single occupancy tenants. Shared facilities include a kitchen, a bathroom c/w WC. There are 4x bedrooms in total. with 2x bedrooms on the first floor. 1x bedroom, kitchen, lounge, shower on the ground floor. 1x basement Brm. This fire risk assessment consists of common areas inspection and room fire door checks. Smoke & heat detectors fitted. Smoke seals, intumescent strips & self-closing devices fitted to the lounge & kitchen doorsets. Fire doors at 44mm width indicating FD30 with smoke seals fitted (s). The escape route travels through the lounge, of-which guidance is provided in report. Detectors fitted. This is the first fire risk assessment and is non-destructive (type 1) Life Safety Fire Risk Assessment.	

2.0 Control Measures/ Action (Yes-No)/ Action Required:

Control measures shall cover the hazards & risks addressed within these premises.
 Detailed in 2.2 (table 1) indicates the control measures assessed.
 Completed with the co-operation of the premises designated on-site representative/s.

2.1 For further guidance on further recommendations also see:

4.1 (Table 2) Fire Risk Categories & Hazard/ Risk & Risk Control Measures. **Section 4.6**

2.2 Table 1: Control Measures/Yes-No/ Action Required:

Control Measures	Y/N	Action Required?
01. All staff/ tenants informed of fire procedures & fire trained?	N	Implement Landlords Procedures
02. Suitable Fire drills held at least annually & recorded?	-	-
03. Fire alarm panel serviced <u>annually</u> or <u>6 monthly</u> & recorded?	-	File Installation Certificate
04. Detector/ sounder/ call point checked weekly and recorded?	-	See 4.6 Hazard/ Risk
05. Emergency lighting serviced <u>annually</u> or 6 monthly & recorded?	-	As (04)
06. Emergency lighting tested monthly & recorded?	-	As (04)
07. Fire extinguishers serviced annually & recorded?	-	See 4.6 Hazard/ Risk
08. Fire extinguishers visually checked weekly/ monthly & recorded?	-	Implement Landlords Procedures
09. Fire extinguishers wall mounted or fire point sited with signage?	-	As (07)
10. Electrical installations (5 yearly) & equipment tested & recorded?	Y	New Certificate Required
11. Gas installations (yearly) tested & recorded?	Y	File Certificate In Fire Folder
12. Electrical equipment/ appliances (yearly) PAT tested & recorded?	-	See 4.6 Hazard/ Risk
13. Automatic openable vents (yearly) tested and recorded?	-	-
14. Sprinkler systems (yearly) or 6monthly tested and recorded?	-	-
15. Fire hose reels (yearly) or 6monthly tested and recorded?	-	-
16. Dry risers/ wet risers (yearly) or 6monthly tested and recorded?	-	-
17. Fire hydrant <u>available/ located</u> and painted yellow?	-	Residential Area
18. Arrangements in place to evacuate disabled persons?	N	Implement Landlords Procedures
19. Fire exits, fire doors & escape routes kept clear?	-	See 4.6 Hazard/ Risk
20. Fire exit doors and/ or fire doors working effectively?	Y	See 4.6 Hazard/ Risk
21. Fire doors held open with wedges/ door props or obstructions?	N	-
22. Fire exit and/ or fire exit directional signage displayed?	N	Add Signage
23. No smoking policy complied with?	Y	Add Signage
24. Heaters suitably positioned/ fixed to wall & clear of obstruction?	Y	-
25. Internal refuse/ rubbish bins emptied regularly?	Y	See 4.6 Hazard/ Risk
26. Internal & external refuse/ rubbish bins suitably positioned?	Y	As (25)
27. Fire evacuation procedures current? Fire action notice displayed?	N	Implement Landlords Procedures
28. Other major or minor fire hazards identified?	Y	See 4.6 Hazard/ Risk

3.0 Fire Safety Legislation:

INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 shall hereafter be referred to as the **'Fire Safety Order'** within this guide.

Although approved by Parliament on the 07th June 2005, The 'Fire Safety Order' should have come into force on the 01st April 2006 however, it was delayed by 7months and finally implemented by Parliament on the 01st October 2006.

The 'Fire Safety Order' has been achieved by 'reforming and amending' the United Kingdom's fire safety legislation.

The Fire Safety Order is designed to provide a 'minimum fire safety standard' within all non-domestic premises, including all premises or, parts of premises used for the purposes of an 'employer's undertaking' & is made available to 'employees' as a place of work or, as a premises used in connection with the carrying out of a trade, business or other undertaking, albeit for profit or non-profit, with only a few exceptions.

The Fire Safety Order designates a person, that is to say, the employer, the manager, the owner or, a designated person/ company acting on behalf of the employer and he or she, is called the 'Responsible Person' (RP).

The RP or a person acting on the rp's behalf, is required to carry out certain fire safety duties whereby ensuring all fire precautionary measures are satisfactory and that the conducting of a 'fire risk assessment' has been carried out.

If 5 persons or less are employed on your premises yet the general public, guests, visitors or contractors can be at your place of business the fire risk assessment must therefore be a 'written fire assessment'.

If more than 5 persons are employed, in any situation, the fire risk assessment shall also be a 'written fire assessment'.

The RP's assessment shall ascertain the size, type & activity of operation/s carried out on the premises amongst all other fire safety requirements.

Previous general fire safety legislation

The 'Fire Safety Order' replaces previous fire safety legislation & any fire certificates issued under the Fire Precautions Act 1971 shall cease to have any effect.

You must now carry out a written 'fire risk assessment' and keep it up to date to ensure all fire precautionary measures within your premises remain current and adequate. If you have previously carried out a fire risk assessment under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999) and this assessment has been regularly reviewed then you will now need to ensure that your fire risk assessment is revised annually whilst taking into account the wider scope of the 'Fire Safety Order' & PAS 79: 2007.

Your premises may also be applicable to 'licensing or registration provisions' (e.g. License Act 2003: Ch-17).

In such circumstances, your local fire authority will want to inspect your Fire Risk Assessment as part of the licensing approval process. Fire safety procedures within your license 'should not be set by a licensing authority' where the 'Fire Safety Order' applies.

Guidance on new fire legislation

The revised 'risk assessment' based regime requires the responsible person designated for any premises used by the general public (including employees/ self-employed & contractors), to take suitable & sufficient measures/ actions to prevent fire and to protect against death or injury should a fire occur at any time.

The Fire Precautions (Workplace) Regulations 1997 (as amended 1999) previously imposed this duty

but under the revised 'Fire Safety Order', the duty has been extended from beyond;

'All workplaces' to further provide fire safety cover for;

'The majority of (premises) to which people have (access)'.

The Department of Communities and Local Government (DCLG), have published several documents detailing further, 'your fire safety responsibilities'.

3.1 Fire Safety Legislation:

Further Responsibilities

You must appoint one or more *competent persons*, to assist the RP to carry out any of the preventive and protective measures required by the 'Fire Safety Order'. ☒

A *competent person* is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly and provide suitable & sufficient evidence of such undertakings. ☐

You must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out within or around your premises. ☐

You must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions. ☐

You must, before you employ a child, provide a parent with clear and relevant information on, the risks to that child identified by the risk assessment, the measures you have put in place to prevent & protect them from fire and inform in writing, all responsible persons of the risks posed to the child arising from their undertakings. ☐

You must inform non-employees, temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises. ☐

You must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you aim to reduce & control those risks which might affect the safety of their employees. ☐

You must provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. ☐

You must also provide those employees with appropriate instructions and relevant information about the risks to them. ☐

If you are not the employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the 'Fire Safety Order' are complied with in those parts over which you have control. ☐

You must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire. You must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances & liaison. ☐

You must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you, either annually or more frequently. ☐

You must ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair. ☐

Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk. Procedures Apply? ☐

4.0 Fire Hazards, Fire Risks & Fire Risk Values: Descriptions:

(A) We identify a fire hazard [H] by defining it as either being between; **negligible** to **very severe** and assigning a numerical value to each hazard.

(B) We classify the fire risk [R] by describing it as being between; **unlikely** to **very likely** and assigning a numerical value to each risk.

(C) Assigning a numerical value to any fire hazard [H] or fire risk [R] varies.

Combustible materials present, fire protection methods in place and fire safety procedures adopted assist in obtaining an accurate assessment of all the hazards & risks identified within your workplace and are therefore valued on that basis.

Fire safety planning, recording/ monitoring of fire safety systems & future build works/ as advised.

4.1 Table 2 - Fire Risk Categories:

LOW RISK 0-15%	Where there is a greatly reduced risk from fire occurring or where a high level of fire detection, prevention, extinction & procedures are in place. Few combustible materials, few highly flammable substances and few sources of heat are present. Monitor/ Address.
MEDIUM RISK 16-49%	Where sufficient quantities of combustible materials and sources of heat are present to be of greater than low fire risk. Fire could spread & risk to life or property can be increased. Conduct Service/ Purchase Equipment. Address/ Complete.
HIGH RISK 50-100%	Where there is a serious risk to life from fire, there are substantial quantities of combustible materials, there are highly flammable substances & there exists the likelihood of the rapid spread of fire, heat or smoke. Conduct Service/ Purchase Equipment. Complete.

4.2 Table 3 - Fire Hazard & Fire Risk: [Numerical Values] (x)

Fire Hazard [H]		Fire Risk [R]	
Description Value	[H]	Description Value	[R]
Negligible	1	Unlikely	1
Slight	2	Possible	2
Moderate	3	Quite possible	3
Severe	4	Likely	4
Very severe	5	Very likely	5

4.3 Table 4 - Defining Hazards & Risks:

Hazard = [H]	is something that can potentially cause harm arising from the risks prevalent.
Risk = [R]	is the likelihood of an incident or injury arising from a hazard identified.
Fire Risk Factor = [F]	is the overall score [value] relating to the severity of harm the hazard can cause multiplied [x] by the likelihood of the risk arising.
Fire Action Plan = [P]	is a plan of action recommended or implemented to reduce [H], [R] & [F] respectively. This plan of action advises procedures, equipment or servicing.

4.4 Table 5 - Severity Of Fire Hazard In Terms Of Harm To People:

Severity	Harm Caused
Negligible	Minor bruises/ Discomfort
Slight	Some minor injuries
Moderate	Many minor injuries
Severe	Some major injuries
Very severe	Many major injuries/ less than 5 deaths

4.5 Fire Risk Formula: [R] divide by [H] = 100[n] x 1/25 = 4% = Risk Factor [F].

4.6 Table 6: Hazard/ Risk & Risk Control Measures: GREEN: LOW. BLUE: MEDIUM. RED: HIGH.

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
1	Fire Detection: Detection (Smoke). Detection (Heat). <u>Certification & Routine Records.</u> <u>BS 5839-6: 2019</u>	Smoke & heat detectors are provided in all common escape routes except - bedrooms & lounge. System appears to meet Grade D: LD3. Ensure commissioning & servicing routines meet: BS 5839-6: 2013/ 2019 - Update & file certificate. **Add smoke detector in <u>Lounge</u> for D: LD3 requirements.	2x2	Last Serviced: <u>Not Available.</u> Ensure Certificate/ Service Indicates <u>BS 5839-6: 2013/ 2019</u> *Also See: (00)
2	Emergency Lighting: <u>Certification</u>	Annual Service routine to British Standard: BS 5266-1: 2016 applicable/ to beconducted. Lighting is conventional lighting only. Add emergency lighting to single escape staircase and living room.	4x4	Last Serviced: <u>None Fitted/ Observed.</u> Add Em/Lighting: 1. Staircase 2. Living Room 3. Entry Lobby
3	Electrical Services: WHOLE SITE: Junction Box/ Areas Cupboard & <u>Certification.</u>	BS 7671: 2018 installation/ certification provided & The Electrical Equipment (Safety) Regulations 1994/ 2016. <u>5 yearly</u> test inspections conducted. Verify with electrical contractor (Qualified Under Part P) to confirm <u>frequencies</u> are valid on reporting. Ensure service routines are conducted.	4x4	<u>Last Serviced;</u> 6 Years Ago..? <u>Next Service:</u> ASAP
4	Gas Services: <u>Certification.</u>	Gas is USED on-site. (Boilers) etc... An qualified Gas Safe Registered/ Corgi Technician required to Certificate premises gas Units. Please Note: CO detectors are required for gas boilers and other gas areas that may be affected by an GAS Leak/ Carbon Monoxide Leak. Add CO detector to basement..!	2x2	Last Checked: <u>15th July 2019</u> <u>Check Carbon Monoxide Detectors Fitted Suitably</u> <u>Confirm Safety Checks, Service & Installations.</u>
5	PATTesting: <u>Certification.</u>	Any electrical goods supplied by Landlord to undergo PAT testing routine/ regimen. <u>Assess/ Verify.</u> <u>Also See:</u> HSE INDG 236 Downloadable from H&S Executive Website in PDF file.	4x4	Verify Appliances eg. Fridge, Kettle, Microwave,Washing Machine etc... <u>File Certificate In Folder</u>
6	Air-Conditioning: Heat Control Units: Oven Extractors <u>Cleaning & Servicing</u>	Air-Conditioning or heat control units (<u>found in cooking vents</u>), can be a source for a fire to start and spread within concealed spaces. Ensure these units are suitably tested in accordance with the manufacturers instructions with regularly cleaned filters. File manufacturers recommendations guides & certificates.	1x1	Follow Guidance Provided By Air-Conditioning Service Engineers Or Heat Control Unit Engineers or Cooking Appliances

4.6 Table 7: Hazard/ Risk & Risk Control Measures: GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
7	Fire Extinguishers: <u>Certification.</u>	1x fire blanket required to be bought & fitted in kitchen. Recommend service fire blanket & add simple 2kg multi-purpose unit for small fires only - no training required.	3x3	Check Local Authority Requirements. Re: Dry Powder or Carbon Monoxide..?
8	Fire Doors: <u>Intumescent Strips & Cold Smoke Seals.</u>	Smoke Seals & Intumescent strips are fitted to all fire doorsets where fire doors installed. Such as kitchen and lounge doors. Some doors are missing self-closer devices – see below. Upgrades required due to inner rooms scenario.	2x2	File Smoke Seal Data Sheets To Fire Folder Confirms 30 minutes etc.
9	Fire Doors: <u>Self-Closer Devices.</u> <u>Fire Door Hinges.</u> <u>Building Regs: 2010</u> <u>Standards Of Compliance Required.</u>	Self-closing devices shall close ALL doors fully home to the door frame. Self-closers shall be suitable to each fire door. <u>Ensure doors adjusted suitably to take account of excessive loud banging of doorsets - damages doors & nuisance.</u> <u>Please Note:</u> Fire door installations must be carried-out by qualified fire door installers. Installing the doors hardware incorrectly, too large a gap around the door, badly fitting intumescent strips & smoke seals, missing hinge pads, incorrect hardware and non-fire rated fillers, can cause the door to fail in under 5 minutes. Add Self-Closers	4x4	File Fire Door Certificates/ Paperwork Add Slef-Closers: 1. Bedrooms (Advised) 2. Basment Room 3. Lobby & Lounge 4. Kitchen Doors:- BS EN 1154 Hinges:- BS EN 1935 Installed:- BS 8214
10	Fire Exit Doors: <u>Bedrooms: Egress.</u> Basement Fire Door;	Fire exit doors MUST be easily egressable at all times. This means that you shall be able to exit using ONE-HAND only. Fire doors MUST not impede fire escape routes. Liaise local council for solutions eg, Confirm ADBv2: 2010 and/ or resite fire door to base of bedroom stairs etc..?	3x3	Basement Door Currently Opens In To The Main Exit Corridor/ Escape Route - Liaise Reading Council.
11	Fire Doors: <u>Exit & Glazing.</u> Lounge/ Lobby Door.	Where glazing is fitted to the main entry/ exit (front door), it is required to be safety glazing for the protection of residents by intruders - also see (36). Check local council for kitchen doorset requirements eg: Glazing panel requirements for kitchen doorsets. This assessor always advises glazing fitted to kitchen doorsets leading to common areas or escape routes.	3x3	Check Council Guidance Provided For Fire Doors. Fire Doors MUST Be Installed & Maintained In Accordance With BS 8214.
12	Letterbox/ Letterplate: <u>Anti-Arson.</u>	Letterplates are a source for arson to be committed. Whilst there is no prior evidence of this being a high risk, it is recommended letterboxes be sealed and external mailbox to hold mail items fitted to suitably to the wall. Recommend add external mailbox and seal entry door letterplate.	2x2	Landlords Preference <u>Also See: (36)</u>

4.6 Table 8: Hazard/ Risk & Risk Control Measures: GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
13	Walls & Doors: <u>Surface Spread Of Flame.</u>	Surface spread of flame for common areas protected fire escape routes are required to be: Class (0). Table C6. In some HMO's it may be an acceptable risk if low risk and certain measures are reached. These measures are detailed in: LACoRS: Page: 16. Section 14. 14.1: <u>Requirements for Escape Windows</u> Any window provided for emergency escape purposes should have an unobstructed openable area of at least 0.33m² and have a minimum 450 mm height & 450mm width. The bottom of the openable area should be no more than 1100mm above floor and drop be no more than 4.5M.	1x1	Do Not Over Paint Doors, Walls Or Other Furnishings. Monitor Surface Speard Of Flame Compliances As Required. This Applies To Fire Doors & Escape Routes.
14	Passive Fire Protection: <u>Internal Fire Spread.</u>	This assessor has NOT been been contracted to conduct a full passive fire protection inspection, however, elements have been observed on-site. Fire can spread through ceiling voids and room to room via unprotected/ non-fire rated cables & pipes. Gas cupboard. Fire can also spread into corridors if these areas are not monitored/ checked, especially above fire doors and above false ceilings and after contractors have conducted works. Keep All Product Data Sheets For Proof & Take Pictures	4x4	Check & Verify Obtain Suitably Fire Rated Mastic And Seal/ Fill Holes/ Gaps Suitably. Fire Rated Mastic required For Doorsets Gaps & Holes In Ceilings & Gaps In Plasterboard Walls. Product Suitable: https://envirograf.com (Product 58)
15	<u>Furniture & Furnishing Regulations:</u> 1988/ 2010 Chairs, Curtains, Blinds, Carpets, Walls & Décor: Fire Safety Ratings/ Fire Resistance. Check Mattresses:- 	Furniture & Furnishings (Fire) (Safety) Regulations 1988/ 2010 (As Amended). *Doors that have been painted several times can lose their fire rating and the paint can actually add to the fire scenario increasing the fire rapidly. *Carpets (old) and that are not fire rated can also catch fire and spread along the whole internal fire escape route. *Walls that have been overpainted can become quickly involved in a fire in the same way overpainted fire doors can. *Curtains present an increased fire risk. *Furniture that has been purchased recently/ after regulations is likely to be fire resistant/ rated... *Wall Furnishings Class (0) Ratings Apply. Also See: LACoRS: 28:1 - 29: 1 <u>Surface Finishes & Floor Coverings.</u>	3x3	Furniture & Furnishings (Fire) (Safety) Regulations 1988/ 2010 (As Amended) Mattresses: Labels Indicate: BS 7177: 2008 Carpet Materials: BS 5287 tested to BS 4790 Required. Wall Linings: Heavy Flock Wallpaper MUST NOT be Used On Protected Escape Routes.
16	Internal Stairs/ Steps: <u>Slips, Trips</u> etc.	Monitor stairwells carpeting and other materials for non-slip capabilities. These are fire escape routes and need to be easily egressable at all times.	2x1	Check & Verify

4.6 Table 9: Hazard/ Risk & Risk Control Measures: GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
17	Storage: Cleaning Materials: C.O.S.H.H Materials: <u>Control Procedures.</u>	C.O.S.H.H. Materials are NOT stored on-site at present. Internal storage control procedures are to be implemented by managing agent/ landlord. All storage to be removed from gas isolation cupboard in basement bedroom & locked.	4x4	Implement Storage Control Procedures Remove Storage Gas Cupboard ASAP.
18	Electrical Cupboards: <u>Combustibles:</u>	INTERNAL Electrical cupboards were found to be - Not Applicable - <u>Cover Electrical Junction On Stairs With 30 Minute Fire Rated Enclosure/ Cupboard.</u> Storage was observed under stairs - no storing of ANY items under stairs allowed. Therefore, suitable signage to be displayed on doorset to instruct tenants suitably of no storage at any times of any items under the stairs.	4x4	Monitor Regularly Signage To Be Fitted Cupboard To Be Fitted <u>Also See No: (23)</u>
19	Refuse Storage: <u>Arson/ Fire Spread.</u>	Refuse bags are currently sited to the front of the premises. Ensure suitable amount of refuse & recycling units provided for number of tenants. <u>*Liaise Wokingham Council.</u> Suitable collection of waste is conducted weekly.	2x2	Ensure Tenant Numbers & Suitable Refuse & Recycling Disposal..! *Reading Council..!
20	Smoking: <u>Signage.</u>	No smoking signs for common areas of house required. Common areas must be kept smoke free areas. Add No-Smoking Signs on Ground & 1 st Floor Common Areas Levels to advise all tenants - include bathroom.	2x2	<u>Add Signage:</u> 1. Ground Floor 2. 1 st Floor 3. Kitchen
21	Lightening Conductivity: <u>Inspection & Testing.</u>	<i>How do I know if my building needs lightning protection and, if so, what level of lightning protection system (LPS) is required?</i> There's no intuitive way of doing this - you need to carry out a risk assessment in accordance with BS EN 62305:2006 Part 2 (as amended). The risk assessment in BS EN 62305-2 (as amended), is much more detailed and has many more parameters than the assessment contained in BS 6651. Liaise with your electrical contractors for written guidance.	2x1	Liaise Electrical Contractor For Written Guidance To Verify Your Requirements. Check & Verify
22	Isolation Valves: <u>Gas & Electric.</u>	Add - Electrical Hazard Warning Sign Add - Gas Hazard Warning Sign & <u>Lock/ Control Access</u> Fit To Outer Of Cupboards.	2x2	Add Signage
23	Fire Rating: <u>Under Stairs.</u> Basement.	Under stairs is an basement bedroom - Confirm building regulations fire separation was adhered to on refurbishment 6 years ago - ADBv2: 2010 applies – 60 minute fire separation required/ is applicable. NB: 30 Minute Minimum Fire Rating with LD3 Confirmed. This protects the tenants and any fire-fighters.	4x4	Confirm Refurbishment Conducted In 2012/2013 & Complied With ADBv2: 2010: Fire Safety.

4.6 Table 10: Hazard/ Risk & Risk Control Measures: GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
24	General Housekeeping: <u>Daily Procedures.</u> All Tenants: Daily Routines After Use Of Facilities	Tenants to be made aware in house of basic hygiene / cleanliness & storage in kitchen & under stairs. 1. Wipe down kitchen surfaces after use 2. Put kitchen washing away IMMEDIATELY 3. Do not store any items under the stairs 4. Keep communal areas clean & tidy at all times 5. Keep toilet clean after each use	4x2	Ensure All tenants wash up immediately & put away kitchen plates. Multiple storage building up in kitchen and becoming untidy - Control Procedures Required.
25	<u>Distance Of Travel:</u>	Distance of travel from all parts of common areas are deemed suitable for single stairway egress. However, travel is through either 1 or 2 access rooms..!	1x1	Also See: (49)
26	Fire Safety Policies: Fire Safety Strategy: <u>Procedures.</u>	Documents provided within this report. Add folders on-site.	1x1	Add Folder On-Site..!
27	Fire Evacuation Drills: <u>Procedures.</u>	Not Applicable at this time. Low risk assessed.	1x1	-
28	Fire Warden Training: <u>Procedures.</u>	Landlords & council guidance to be provided suitabley.	1x1	Liaise Council..!
29	Fire Ext. Training: <u>Procedures.</u>	Provide written guidance to tenants for safety purposes.	3x3	Add Tenants Guidance
30	Security: <u>Procedures.</u>	None fitted. Add security signage - acts as deterrent.	2x2	Landlords & Insurance..!
31	Car Park: <u>Procedures.</u>	Access for fire fighting personell is required at all times. Public access road - low risk.	1x1	-
32	Fire Exit Signage: Fitting.	Add suitable fire exit signage above front lounge door to leading to main entry door.	3x2	Add Signs: Glow-in-Dark Advised...
33	Fire Escape Signage: Fitting.	Add suitable fire exit right direction to top of basement stairs wall - o/s basement room. Also see: (10).	2x1	Add Sign...
34	Fire Action Signage: Fitting.	None fitted.	N/A	-
35	Fire Door Signage: Fitting.	Fire door keep closed 5mm white letters/ blue background.	3x3	Fit 7x Signs ASAP
36	Main Entry Door: <u>Fire Escape & Egress.</u>	As per LACoRS, page 18, section 16.1: <u>Exit Doors</u> Final exit doors should always be fitted with locks/ catches, which are openable by the occupiers without the use of a key. This should ALWAYS be the case in HMO's/ Shared Housing. Where security locks are fitted, they should be of the type with a suitable thumb-turn to facilitate this. To safeguard security, any glazed panels within the door or adjacent to it, should be <u>replaced</u> with protected glazing of some kind, or, protected in another way from intruders.	2x2	Assess Doorset For Thumb-Turn Device & Glazing Confirm Glazing Above Lobby To Front Entry Door Is Minimum 30 Minutes Fire Rated.

4.6 Table 11: Hazard/ Risk & Risk Control Measures: GREEN: LOW. BLUE: MEDIUM. RED: HIGH

No.	Hazard/ Risk	Risk Control Measures	[HxR]	Comments
37	NO TOLERANCE: <u>Policy Regarding Storage In Communal.</u>	An no-tolerance policy is to be put-in-place regarding the storage of items within the communal areas and cupboards. Ensure letters are provided to all residents notifying them of the current status quo regarding no storage in communal areas and no smoking in communal areas etc...	3x3	Implement
38	Site Certificates: <u>Fire Safety Folder.</u>	Ensure all certificates obtained from service routines conducted eg. Fire alarms, extinguishers, lighting, gas, air-conditioning, heat units, fire doors, smoke seals, intumescent strips, fire retardant materials, fire stopping materials etc. are filed into one suitable fire safety folder.	1x1	File Certificates
39	Insurance: <u>Liability Certificate.</u>	Ensure any public liability or other business insurances are suitably filed in folders and affixed to wall with other relevant posters, such as: <u>Health & Safety Poster & Suitably Fixed Notice Board.</u>	1x1	File Certificates
40	Emergency Door Release Devices: <u>Certification.</u>	Not Applicable	N/A	-
41	Fire Dampers: <u>Certification.</u>	Not Applicable	N/A	-
42	Sprinkler Systems: <u>Certification.</u>	Not Applicable	N/A	-
43	Dry Risers/ Wet Risers <u>Certification.</u>	Not Applicable	N/A	-
44	Hose Reels: <u>Certification.</u>	Not Applicable	N/A	-
45	Smoke & Heat Exhaust Ventilation Systems <u>Certification.</u>	SHEVS	N/A	-
46	Lift Motor Room: <u>Certification.</u>	Not Applicable	N/A	-
47	Building Facade: <u>External Cladding.</u>	Traditional Brick & Masonry. ADBv2: 2019 Compliant.	1x1	Well Done..!
48	Occupancy Numbers: <u>Maximum Occupancy.</u>	Not Applicable	N/A	-
49	Egress/ Inner Rooms: <u>Suitable Egress Etc...</u>	All 1 st floor inner bedrooms required to travel through access rooms (lounge and or kitchen) to reach a final place of safety. Front bedroom window egress not suitable as it drops to the basement level and other H&S hazards exist. Further egress from the 1 st floor is not available as all other rooms are habitable and lockable. Therefore, recommend either new layout from base of stairs to entry or, potentially an automatic mist system - may be suitable in lounge?	5x5	Options: LCA Approval..! 1. Introduce Fire Protected Corridor To The Base Of Stairs Avoiding & Reducing Lounge Room. 2. Provide fire egress window to front bedroom (not over basement cage).

4.7 (i) WHAT TO DO NEXT?

1. Provide A Copy Of Your Fire Risk Assessment To Your Company Directors & (RP). ☒
2. Liaise With Staff, Fire Safety Engineers & Consultants as described in 4.6 Hazards. ☐
3. Reduce, Remove or Contain Hazards. *Responsible Persons(RP) as described in 4.6 Hazards. ☐
4. Date & Sign (RP) on Addressed or Completed Risks/ Hazards - Use Section 8.0 - Managers Notes. ☐
5. Conduct & Review Fire Risk Assessment Annually. Update Fire Safety Plans As Applicable.

4.7 (ii) ADDRESSING &/OR COMPLETING - HAZARDS & RISKS IN SECTION 4.6?

- (A). **High Risk/s** (1) month of **receipt** of FRA you should have addressed or completed section *4.6
- (B). **Medium Risk/s** (2) months of **receipt** of FRA you should have addressed or completed section *4.6
- (C). **Low Risk/s** (3) months of **receipt** of FRA you should have addressed or completed section *4.6
- (D). Timescales outside 3months *4.7 will require approval from the responsible persons (RP's) on-site.
In many instances low risks can be addressed easily and therefore reduced timescales will apply.
Fire procedures will assist in providing management level (1) to hazard & risk areas highlighted.
- (E). Timescales outside (1-3) months may incorporate building works or services to be approved or completed. Therefore, suitable timescales may further be assessed by the responsible person/s in charge of these premises fire safety where quotations, approvals, or work completions are managed.
- (F). Document provided as a (working document). Level (2) Management Procedures. Action On-Going.
- (G). ***Addressed** = Skillful and expeditious management. ***Completed** = Finished, ended, concluded.

4.7 (iii) FIRE RISK ASSESSMENT: (LEGAL DOCUMENT) FOR FIRE SERVICE, COUNCIL or AUTHORITY

- (A). If it is necessary to provide your fire risk assessment document to authorised persons, then ensure request is put in-writing & verified for legal purposes. AUDIT TRAIL & SECURITY MEASURES APPLY.
- (B). Fire risk assessments may contain security risk/ sensitive information and should always be treated as security sensitive documentation. Provided only to authorised persons. Also See: 4.7 (iii)(a).

4.8 Table 12: ANNUAL SERVICE DUE: PROPERTY MANAGERS GUIDE...

FIRE ALARM	EMERGENCY LIGHTING	FIREFIGHTING EQUIPMENT	FIRE & SAFETY SIGNAGE	HOUSEKEEPING
DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____
FIRE RISK ASSESSMENT	GAS APPLIANCES	FIRE DOORS & SMOKE SEALS	PAT TESTING	ELECTRICAL SERVICES
DATE: SEPT 2020	DATE: _____	DATE: _____	DATE: _____	DATE: _____

4.9 BRITISH STANDARDS, PROCEDURES & REGULATIONS GUIDANCE:

FIRE ALARMS:

BS 5839-6: 2013/2019 (Flats, HMOs etc). BS 5839-1: 2017 (Common Areas, Offices, Shop, Commercial & Industrial) premises. Design, installation and maintenance procedures required for qualified (part P) fire alarms electrical engineers.

EMERGENCY LIGHTING:

BS 5266-1: 2016 (Common Areas Of Blocks Of Flats, Offices, Shop, Commercial & Industrial) premises etc. Design, installation and maintenance procedures required for qualified emergency lighting engineers.

FIRE EXTINGUISHERS:

BS 5306-8: 2012 & BS 5306-3: 2017 & Pt 9: 2015 (Common Areas Of Blocks Of Flats & Offices, Shop, Commercial & Industrial) premises etc. Selection, installation and maintenance procedures required for qualified fire extinguisher engineers.

ELECTRICAL PAT TESTS:

BS 7671: 2018 (Offices, Shop, Commercial & Industrial, Common Areas/ Property Managers Contractors) premises etc. Use of portable electrical appliance/s test & maintenance procedures required for certifications & HSE LEAFLET: [INDG236](#).

ELECTRICAL SYSTEMS: ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994/ 2016

BS 7671: 2018 (Common Areas Of Blocks Of Flats & Offices, Shop, Commercial & Industrial) premises etc. Design, installation and maintenance procedures required for qualified electrical/ mechanical engineers.

FIRE RISK ASSESSMENT:

RRFSO 2005 (Fire Safety Guides), BS 9999 2008 (Fire Safety in the Design, Use & Management) of Buildings & PAS 79: 2012. Fire regulations & guides, procedures & formulae for an experienced & qualified fire risk assessors inspection & reporting criteria.

GAS APPLIANCES:

The Gas Safety (Installation & Use) Regulations 1998 (Home, Office, Shop, Commercial & Industrial) premises etc. Design, installation and maintenance procedures required for qualified corgi/ gas safe registered engineers.

CARBON MONOXIDE:

Approved Document (J) ADJ 2000 (As Amended 2010) (Flats, HMOs etc). Offices, Shop, Commercial & Industrial - Gas Safe Reg. Building regulations & design, installation and maintenance procedures required for qualified electrical/ gas safe registered engineers.

FIRE DOORS: BS 476: PART 22 & BS 8214

Building Regulations 2010 (ADB) B1-B5 and BS 476 apply. 30 minute, 60 minute or 120 minute fire rated FD(s) doors/ hardware. Includes intumescent strips, cold smoke seals & panels. (Common Areas, Flats, Offices, Shop, Commercial & Industrial) premises etc. BS 476: 10: 2009 – General principals and application of methods of standards of fire testing of structures and fire surface spread.

SAFETY SIGNAGE:

BS 5499-10: 2014 (Graphical Symbols & Signs) Regulations & the Health & Safety (Safety Signs & Signals) Regulations 1996. Requirements for layout, geometric shapes and safety colours for use with appropriate graphical symbols to produce safety signs.

SPRINKLER SYSTEMS: BS EN 12845: 2015

BS EN 12845 & BS 9251 (UK Design) & LPS 1048 (Commercial) & LPS 1301 (Residential & Domestic) Third party Verification. LPCB/BRE certification & suitable assessment & installation by qualified sprinkler installation electrical & mechanical engineers.

AUTOMATIC OPENABLE VENTS: SMOKE VENTILATION: BS 7346-8: 2013

EN 12101 – Covering the use of windows as natural smoke ventilators. In-conjunction with the Building Regulations (ADB)2010. Requirements for automatic openable windows for smoke ventilation by qualified installation electrical & mechanical engineers.

BUILDING REGULATIONS: CONSTRUCTION & MATERIALS: As Amended: ADBv2: 2019

Building Regulations (Fire Safety) Approved Document (B) 2000/ 2006/ 2010 (Buildings Other Than Dwelling Houses - Volume 2). Building Regulations (Fire Safety) Approved Document (B) 2000/ 2006/ 2010 (Dwelling Houses - Volume 1). BS 476: 10: 2009 – General principals and application of methods of standards of fire testing of structures and fire surface spread.

FIRE SAFETY MANAGEMENT: PROCEDURES & RECORDS: BS 9999: 2017

Fire Safety Management Procedures for (Fire Safety in the Design, Management & Use) of Buildings Regulations. Guidance on new, altered & existing buildings for fire & life safety management throughout a buildings lifespan. BS 9999: 2017.

5.0 FIRE RISK FACTOR RATINGS:

5.1 Table 13 - FIRE RATING CALCULATIONS : Section: 4.6 **GREEN**: = LOW. **BLUE**: = MEDIUM. **RED**: = HIGH

STAGE 01 <u>Identification Of Fire Hazards</u>	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
39/05=07.80x4%	5	x	39	=	31.20%

STAGE 02 <u>Decide Who Could Be Harmed</u>	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
69/09=07.66x4%	9	x	69	=	30.66%

STAGE 03 <u>Control or Avoidance of Fire Hazards</u>	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
91/09=10.11x4%	9	x	91	=	40.44%

STAGE 04 <u>Existing Fire Safety Management</u>	Rating (calculations)				
Risk Rating	Hazard (H)	x	Risk (R)	=	Rating
83/17=04.88x4%	17	x	83	=	19.52%

STAGE 05 <u>Overall Fire Risk Factor Rating</u>	Rating (calculations)				
Stages 1-4 Overall Risk Factor Rating	Hazard (H)	x	Risk (R)	=	Rating
MEDIUM 4.1 Table2 & 4.2 Table3 Apply 282/40=07.05x4%	40	x	282	=	28.20%

It is expected these premises can BECOME to **LOW FIRE RISK** on completions of ALL remedial actions.

6.0 EXAMPLE IMAGES: (PICTURES)

6.1 Table 14 - EXAMPLE IMAGES: BRIEF DESCRIPTIONS (7.1(A)) - (7.1(F))

	
IMAGE EXAMPLE: 7.1(A) GAS ISOLATION VALVE IN BASMENT – CONTROL ACCESS (LOCK) & ADD CARBON MONOXIDE DETECTOR..? REMOVE STORAGE ASAP..!	IMAGE EXAMPLE: 7.1(B) BASEMENT BEDROOM DOOR OPENS INTO ESCAPE ROUTE - NO VISION PANEL AND INNER ROOM TENANTS TRAVEL THROUGH TWO ACCESS ROOMS - 4.6.
	
IMAGE EXAMPLE: 7.1(C) CURRENT EVACUATION LEADS THROUGH LIVING ROOM & OR KITCHEN (2X ACCESS ROOMS). EXIT VIA 1st FLOOR VIA LOCKED HABITABLE ROOMS. SUITABLE EGRESS TO BE MADE OR FIT AUTO-MIST SYSTEM..!	IMAGE EXAMPLE: 7.1(D) ENSURE SUITABLE FIRE RATED CUPBOARD FITTED TO ENCLOSE THE ELECTRICAL CONSUMER UNIT LOCATED ON THE FIRE ESCAPE STAIRWELL. ENSURE 5 YEARLY SERVICE CONDUCTED & CERTIFICATED (EICR/ SERVICE).
	
IMAGE EXAMPLE: 7.1(E) ENSURE GAPS WITHIN CUPBOARD ARE SUITABLELY FIRE RATED/ FILLED WITH FIRE RATED MASTIC – SEE 4.6 HAZARD/ RISK. CURRENT MATERIAL INCORRECT AS FOAM FILLER NOT SUITABLE – MASTIC OR PUTTY ONLY..!	IMAGE EXAMPLE: 7.1(F) ENSURE ALL CEILINGS AND PIPES ARE FIRE RATED/ SECURED TO PREVENT FIRE SPREAD – BASEMENT FIRE WOULD SPREAD TO Gnd FLOOR LEVEL VIA UNSUITABLE FIRE RATED GAS ISOLATION CUPBOARD.

Title: Fire Risk Assessment

Ref: MG/FRA/11VICTORIASTREET/RG14NQ/2019/01

Date: 17th JULY 2019

7.0 MANAGER NOTES: ADDRESSED OR COMPLETED HAZARDS: (PRINT FORM AS REQUIRED)

No.	Describe Addressed or Completed Fire Safety Conducted	Date	Sign

8.0 AUTHOR NOTES: MANAGING FIRE RISK ASSESSMENT DOCUMENT:

***Page (3) An Introduction Describing The Premises That Has Been Assessed:**

Risk Profile details the type of premises eg. Office (A2) or, Common Area Of Flats (Ci) etc. As described in great detail in **BS 9999: 2017: Fire Safety Management**.

Purpose Group details the type of premises eg. Office (3) or, Common Area Of Flats (1a) etc. As described in great detail in **Building Regulations: 2010 ADBv2: Fire Safety**.

This information, sets out the guidelines which are then followed, assessed & cross-referenced within your given type of premises, allowing the author to ascertain the appropriate measures required to be taken to meet with the Regulatory Reform (Fire) (Safety) Order 2005 and the appropriate British Standards or Local Council Authority guidelines applicable.

The author adopts a common sense/ practical approach to his findings, and takes into account the costs of recommendations, proportionate to the level of risks identified as well as the LAW. This allows the author to reference all legal documentation and prescribe the most practical measures required, based on his findings on the day of inspection, whilst taking into account the overall costs this might incur the user of this document. It is our sincere approach to only recommend the best legal fire safety practices without necessarily incurring major costs.

This is not always practicable and where certain areas have been found to be of risk, in-turn, this may then require further added fire protection to be conducted. Such as; Smoke Detectors, Emergency Lighting, Fire Doors, Smoke Seals, Safety Signs or Fire Extinguishers.

***Page (8) Hazard/ Risk - Risk Control Measures - Comments:**

Section (4.6) is basically where your reporting of hazards begins. We identify many areas as is required in our reporting procedure and then describe the standards required or met & provide some basic guidance in-line with the risk profile (above).

There is no prescriptive 'one-fits-all' approach in fire risk assessing, every premises is different and requires the whole premises assessment inspection to be evaluated. Allowing suitable recommendations to be made, addressing the areas assessed on the inspection visit.

*This will take into account the regulations and a common sense approach to practicability.

In all areas, we look at the risk to LOSS OF LIFE, PREVENTING FIRE & INSURANCE needs. Thus ensuring, prevention in loss of life or fire is addressed and further aiding your business to recover losses in any insurance claim made in the unfortunate event a fire should occur.

We have attempted to keep the document clear and concise, however, there will always be areas that the level of knowledge one has in interpreting the guidance provided may cause confusion and without writing hundreds of words to detail a simple risk or hazard, we advise all to contact us to discuss the report on any areas that you are unsure about how to implement or address. It can be easily explained, so please do contact us.

***Page (14) Completing or Addressing Hazards:**

We are required by-law to provide a time-scale for addressing or completing hazards in-situ. Low risks can be completed cheaper and quicker. Higher risks may incur more time and effort. Fire authorities can enforce shorter time-scales through Fire Enforcement Action Notices. We suggest you read Page 13: Section 4.7: The management is your legal responsibility.

9.0

EMERGENCY STRATEGY PLAN

WARNING AND EVACUATION SIGNALS

A fire may be discovered by an individual person or by the automatic fire detection system. Both should result in the fire alarm operating/ being raised.

IF YOU DISCOVER A FIRE

If the alarm is not sounding, raise the alarm by operating a manual fire alarm call point & then proceed to evacuate your area/s (checking toilets) etc... & make your way to the fire assembly point by the nearest available escape-route.

UPON EVACUATING

When evacuating a room or building, remember to close all doors behind you. Be aware, do-not close doors on other evacuees. Ensure rooms are cleared before closing doors. Check toilets, offices etc. are vacated as you leave. Safety first. Report to Assembly Point.

ESCAPE ROUTES

Escape routes shall be clearly indicated by fire exit and fire exit directional signs. All employees should be familiarised with fire exit signs, fire exit routes and fire exit doors during their induction training and refresher training.

FIRE-FIGHTING EQUIPMENT

Extinguishers should be located throughout the building and members of staff trained to operate them may do so in the event of a fire. Attempts to fight the fire should never take priority over raising the alarm or calling the fire service. Only staff trained in the use of fire extinguishers should attempt to tackle a fire, (if safe to do so). This means you are not endangering yourself or others and that a safe means of escape is always at your back. In other words, you can turn away from the hazard area and make an escape immediately. Extinguishers may also provide exit protection eg. Clear an escape route.

THE ACTIONS TO BE TAKEN IN THE EVENT OF AN ALARM

In the event of fire alarm, leave in a calm and controlled manner using the nearest available exit. Evacuate (customers/ visitors) to the safest available escape route to assembly point. Do-not stop to collect personal belongings. Co-ordinate disabled evacuations (as required). **Note:** Once at assembly point, a member of staff shall conduct a roll-call to verify all-out.

ASSEMBLY POINT

The Assembly Point is located @ (_____) - Re-Assemble As Necessary.

ROLL CALL

A roll call will be carried out at the Assembly Point. This is to establish if everybody has left the buildings. This information will be needed by the Fire Services. Liaise with fire services on arrival.

CONTACTING THE FIRE SERVICE

However small the incident warranting, the fire services should always be called. Dial **999**. A responsible person taking command must check the Fire Brigade have been called. The Fire Service to be called by Mobile Phone by Staff @ Assembly (**mobile phone required**).

10.0

FIRE SAFETY POLICY

It is not possible to predict every kind of incident that may occur, however, your fire risk assessments and this plan and policy provides information on the measures taken to prevent fire from occurring and the actions to take should a fire occur.

ALL EMPLOYEES/STUDENTS/VISITORS ARE EXPECTED TO BEHAVE RESPONSIBLY.

Effective management of fire safety contributes to the protection of the occupants in many ways by:

- Working to prevent fires occurring in the first place.
- Being aware of the people in the building and any special risks or needs (such as disabled persons).
- Ensuring fire safety equipment is in working order and that fire escape routes are always available.
- Training staff and organising the fire evacuation drills.
- Taking command in the event of a fire until the fire service arrives.

TRAINING

All STAFF will receive induction training on the first day of their appointment and refresher training will be carried out 12 monthly or, more frequently if required. Operations dictate. Training should cover:

- The action to be taken in the event of a fire.
- The action to take in the event of an alarm.
- Raising the alarm & calling the fire service.
- The location of fire-fighting equipment.
- Fire extinguisher uses and practical operations.
- The location of call points.
- Knowledge of the escape routes & refuges.
- The location of the assembly point and
- General Housekeeping.

BEFORE A FIRE HAPPENS

Make yourself familiar with the layout of the premises, the escape routes, emergency exits and the location of alarm call points, fire extinguishers and the assembly point within your workplace environment.

IF A FIRE HAPPENS

Follow the guidance detailed on Page (19) Section 9: **EMERGENCY STRATEGY PLAN.**

Anybody discovering a fire should immediately activate the nearest available fire alarm call point. **as applicable* - alert all staff via (two-way) radio communications, operate warning bells or shout. Everybody should leave the building promptly but calmly, *not running* or stopping to collect personal belongings. Assist in managing a calm yet efficient & controlled evacuation of premises.

The fire service should be called to all fires, however small the incident. A responsible person taking command shall ensure the Fire Brigade have been called using a **mobile phone** from outside the building or, only if safe or required to do so, from within premises by a landline phone. Everybody should congregate at the assembly point (currently front of premises @ safe distance). If it is required to relocate assembly due to smoke or other reasons, then alternate measures must be assessed on the day. Wind direction and other safety measures must be considered.

BOMB THREAT

Bomb threats must be treated as an emergency. Procedures must be followed.

Do not touch suspicious packages. Alert Security or Call Police. (Dial 999). See Bomb Threats.

11.0 FIRE PRECAUTION METHODS

To reduce the chances of a fire occurring, it is the responsibility (under health and safety legislation) of all personnel to ensure that they adhere to the fire and safety procedures as laid down. As well as procedural recommendations, personnel are advised to follow a few simple 'Good Housekeeping' guide lines at the start and end of each working day/ shift. Such as;

- Ensure electrical equipment is safe to turn on. That the sockets/ adaptors aren't overloaded with plugs.
- Ensure procedures are followed as applicable, when turning on/ operating any machinery.
- **Do not** place plants, drinks or other materials with liquid in, on or near any electrical equipment where a spillage could cause an electrical incident or fire.
- As 1st July 2007 public places and workplaces in England became Smoke-free.
- **Do not** leave any heating appliances or cooking appliances unattended.
- Turn-off cooking appliances when not in use. Ensure any gas burning equipment is suitably isolated.
- Regularly empty waste bins in the appropriate waste disposal units, to prevent the build up of combustible materials within your office space and within the building.
- Ensure there are no combustible materials (papers, rags or plastics etc.) near any heat generating equipment e.g. Portable heaters, fixed unit heaters, on top of electrical air vents on computers, open fire heaters, around cables and plug sockets. Daily checks will keep this to a minimum standard.
- Ensure all heat generating equipment is allowed to cool to an acceptable limit before putting away to store. (Follow manufacturers' guidelines). This can mean 1 hour cooling periods.
- **Do not** leave heat generating equipment unattended or place combustible materials near them.
- When dealing with flammable liquids ensure that procedures are followed. Only keep on the premises what is needed for that particular task, if it is an acceptable limit. See C.O.S.H.H. & Safety Data Sheets.
- Use personal protective equipment (PPE) when handling flammable or chemical substances. e.g. eye protection, hand and body protection etc.
- **Do not** place flammable liquid between yourself and your means of escape or fire exit.
- Ensure contaminated rags/ cloths are stored in the appropriate hazardous materials 'waste storage facility'. This will be in a suitable and sufficient metal/ container. Do not store on escape route/s.
- Any hazardous material/ flammable material spills, should be treated as an emergency and the appropriate procedures followed. Suitable spill kits will/ should be provided for fuel spillages. Management Level (1) Procedures - Suitable absorbants for work related fuel spills to be available.
- If items of clothing are to be dried, ensure that they cannot come into contact with any heat generating equipment/ ignition sources. Naturally air/ dry clothes.
- Ensure when you leave your work area that it is left in a clean and tidy manner. Ensuring all equipment is isolated/ switched off. Company procedures applicable. Servers and other may apply.
- Hot works? Before any contractor commences hot works, ensure a permit is completed & signed.

Report checks/ fire safety issues identified to your Manager In Charge.

12.0 EMERGENCY OPERATOR INFORMATION

The emergency call centre operator will ask for certain information.

1. Fire, Police or Ambulance
2. Your Name
3. Address Of Emergency
4. Nature Of Emergency

DIAL - 999

Premises Address

Telephone Number?

CERTAIN INFORMATION REQUIRED BY THE FIRE SERVICES

Location, type and extent of fire or threat?
Missing employees, contractors or visitors?
Locked doors or inaccessible areas?
Hazardous substances, chemicals or materials and their locations?
Location of mains isolation electrical switch and gas mains valves?

NOTE: Remember, once you have given your address etc... the operator will then despatch an emergency vehicle to your location. Any information you can provide the emergency operator with thereafter, will help them whilst emergency responders are en-route. Don't panic/ remain calm.

1.

2.

3.

13.0**WEEKLY FIRE ALARM TEST**

A weekly fire alarm test shall be carried out every;

_____ @ BETWEEN _____ hrs - _____ hrs

All staff shall participate in ascertaining that the alarm system can be heard in all areas of the premises. A notice shall be displayed in these premises advising all staff etc. of the test routines.

- Ensure the alarm receiving centre (ARC) is notified **BEFORE** & **AFTER** the test is carried out.

Follow Fire Alarm Control Panel Operation Instructions.

Activate An Alarm Call Point. (Use a test key & select a different call point each week).

Allow Sounders To Operate Effectively (15-30 secs) Silence, Re-Set & Check Panel Operational.

Particular attention should be taken in the areas that are further away from normal operating areas. The audible alarm systems sounders should be heard by all staff and set min @ 60-65db.

***NB.** Infants & elderly persons ears or heart could be damaged by increased decibels.

Care must be taken to ensure health & safety guidelines are followed when fitting/ siting & testing audible sounders within premises in-close proximity to infants or the elderly or otherwise infirm.

The health & safety executive (HSE), your alarms engineer or a suitable fire risk assessment can provide detailed guidance on further measures (as required). Consult HSE or Alarms Engineer.

A different call point should be checked weekly. Guide below. Follow Fire Alarm Panel Manual?

The details of the tests are to be entered into the Fire Log Book. Alert ARC Before Test/ Checks?

FIRE ALARM PANELS: QUICK REF: (1) _____ (2) _____ (check weekly).

- FIRE ALARM PANELS: CODE-IN NUMBER: ____ to ACCESS PANEL.
- ACTIVATE AFIRE ALARM 'CALL POINT UNIT' (15-30) SECONDS (special key required).
- SILENCE ALARMS/ SELECT SILENCE INTERNAL SOUNDERS.
- RESET SYSTEM/ SELECT CONTROL PANEL RESET THEN CODE-OUT: ____ to EGRESS.
- CHECK ALL PANEL LIGHTS HAVE RESET TO NORMAL OPERATING MODE.
- THIS WILL TYPICALLY MEAN 'GREEN LIGHT/ SUPPLY PRESENT' IS OPERATIONAL.

***REMEMBER** - ALERT ARC **BEFORE** & **AFTER** TEST/ CHECKS ARE CONDUCTED.

14.0**GENERAL HOUSEKEEPING****FIRE HAZARDS****ELECTRICAL SAFETY**

Electricity is a major cause of fires, and all electrical systems should be correctly designed, installed and maintained to prevent fire. Personnel should be suitably trained when working on or with any electrical equipment.

British Standard 7671 and the I.E.E. Regulations specify the frequency for Periodic Certification of Fixed Electrical Wiring. The 16th Edition of The I.E.E. Regulations requires the following testing frequency:

- Commercial & *Common Areas - every 5 years (*Change Of Owners? New Service Required)
- Industrial - every 3 years
- Churches - every 5 years
- Public Entertainment - every 3 years

A person competent in the safe use of electrical test equipment should also perform Portable Appliance Testing. The "Code of Practice for In-service Inspection And Testing of Electrical Equipment" forms the basis for portable appliance testing and frequency of testing within the UK.

ARSON PREVENTION

Fires started deliberately can be dangerous as they often develop much faster and may be intentionally started against fire exits or in escape routes or waste. Security procedures can assist.

Up to 80% of businesses never fully recover from a fire.

Reducing combustible materials available for unauthorised use can greatly reduce the potential for arson to be committed, e.g. Keeping waste and combustible materials away from exits, corridors etc. See BS 476 regarding letterbox enclosure fittings. Liaise Engineer.

Ensure a regular system for security, arson, waste and post are adhered to & monitored regularly.

HEATING APPLIANCES & COOKERS

These appliances require careful maintenance and care. Maintenance should always be completed in accordance with manufacturer's instructions.

The Gas Safety (Installation & Use) Regulations 1998 (as ammended) requires anyone working on gas installations to be approved by the Health & Safety Executive, which means they must be CORGI Registered/ Gas Safe Registered or working under the supervision of a registered person.

There is a duty to ensure that all appliances and flues are checked annually and the records of such checks are kept for 2 years. Advise tenants of Carbon Monoxide Detectors for premises.

Isolation switches for cutting-off the gas supply required. Insert service date Annual Services Due. Suitable indicators on cooking appliances must be visible to indicate if a gas switch is "On or Off".

The original report should be kept for examination by any enforcing inspectors.

15.0**GENERAL HOUSEKEEPING****FIRE DOORS**

Regular checks of Fire Doors is essential to help assist in the prevention of the passage of fire or smoke emitting from a room or cupboard or entering into a protected corridor or stairwell.

Every fire door is therefore required to act as a barrier to the passage of fire or smoke to varying degrees, dependent upon its location in a building and the fire hazard associated with the building.

- A fire door is to provide resistance to the passage of a well developed fire and consequently requires intumescent strips to be installed/ fitted with a door self-closing device unit.
- Secondly to prevent excessive quantities of cold smoke to pass in the early stages of a fire and then to provide a barrier to a well-developed fire, they need to be fitted with intumescent strips and 'cold smoke seals' to achieve this aim.

Some fire doors may be required to fulfil only the first function as they may not be required to prevent the passage of smoke because of their location. Others, as indicated by the second function may have to resist the the passage of smoke and the spread of fire in very early stages.

Fire doors are specified as FD when required to fulfil the first (1st) function and and FD(s) doors to fulfil the second (2nd) function.

Maintenance Fire Doors **BS 8414** incorporates closing-devices, hinges, fixtures & smoke seals.

Fire doors are engineered products that provide life and property saving functions in the event of fire. It is important that they are regularly inspected and maintained to permit them to perform at their best on the one and only occasion when they are called-upon to do so.

Doorsets fitted with hold open devices or swing free type closer should be closed daily, particularly overnight when there is likely to be low building occupancy and signed 'fire door - keep closed'. All fire doors shall close fully-home from 45° & 90° angles, using only the doors self-closer device.

There are a number of reasons why doors may fail to close:

- Check that there are no foreign bodies or other objects obstructing the door.
- Check that any smoke seals are correctly fitted and are undamaged.
- Check the latch, if fitted to ensure correct operation and that it is suitably lubricated. Only as a last resort should the closing-device be adjusted, but this must be carried out carefully to ensure that the doors can be opened without undue force.
- Self-closers should be fitted to all doors that form part of the means of escape or access onto the means of escape eg. doors leading onto escape corridors and doors used on fire escape.

Intumescent seals should be checked regularly, at intervals not greater than 6 months, and damaged or missing seals replaced. *Vision panels on fire doors to be assessed &/ or certificated.*

Mechanical items such as hinges, locks, latches, closer, floor springs etc are likely to wear over time. Maintenance provisions should comply with the hardware suppliers recommendations where these are known. Otherwise, locks and latches may require occasional light lubrication. Some hinges use self lubricating bearings that will not need additional lubrication. Check & Verify ☐.

16.0**GENERAL HOUSEKEEPING****SAFETY SIGNS AND NOTICES**

- Regular checks of Safety Signs is essential to help assist all occupants in the building with suitable instructions on what to do in the event of a fire and provide visual directional instructions to enable an escape route to be followed from any part of the building to the final place of safety.
- Fire safety signs form an integral part of the overall fire safety strategy of a building and are fundamental to the communication of good fire safety management information.
- Clearly visible and unambiguous signage is essential for speedy escape, particularly in public buildings where occupants might be unfamiliar with the building layout.
- Fire Safety Signs Regulations: The Safety (Signs & Signals) Regs 1996 & (BS) 5499-1: 2010.

A simple guide for you to follow throughout your walk of the building is:

- Fire Door (Keep Locked) signage for all storage cupboards, service cupboards & boiler rooms.
- Fire Door (Keep Closed) signage for all office doors and doors opening onto escape routes.
- Fire Door (Keep Clear) signage for external fire exit doors/ escape routes/ final exits.
- Fire Exit (Direction) signage for tops of stairs, changes in stairwell levels or corridor directions.
- Fire Action (Notices) for all floor levels, alarm call points and exit doors.
- Hazard (Warning Signs) for hazchem storage facilities, junction boxes/ mains services etc...

All fire safety signs should be illuminated under normal conditions (signs that are not internally lit or back-lit, should be lit by primary or secondary lighting). Internally lit or back-lit signs should remain illuminated in the event of a power failure.

Signs should be displayed prominently, conspicuously and appropriately having regard to the environment and occupancy profile of the building.

From December 1998 a fire safety sign which bears only text i.e. (Typically 'Fire Exit') is not acceptable although text can be used in combination with pictograms. The signs should wherever possible, be displayed immediately above the exit, where this is not possible a position should be chosen where the sign can be seen and is not likely to be obstructed & clearly indicate the exit.

Fire safety signs should not be sited in positions where they are overridden with other types of public information or property management signs and should be consistent in style and design throughout the building.

It is recommended that any exit or escape route, which is not a normal route of travel from a building, should be indicated. This includes external and shared escape routes of travel.

A sign with the words "Push Bar To Open" should be permanently displayed either 'on' or immediately 'above' the push-bar, on all doors fitted with a panic bolt or panic latch & mechanism. Other devices, should have a suitable sign describing the method of operation, i.e. "Break Glass To Open" or "Turn This Way To Open" etc...

Fire exit directional arrows & pictograph signs must be displayed outside exit doors where travel route direction along the escape route changes, e.g. Left or right direct in corridor or externally.

17.0**GENERAL HOUSEKEEPING****FIRE HAZARDS****SMOKING**

Carelessly discarded cigarettes are a major cause of fires, as they can smoulder for hours if surrounded by combustible materials.

From 1st July 2007 public places and workplaces in England became smoke-free.

Employers should consider providing designated smoking areas. This should be reinforced with suitable signage that informs people of the smoking policy and the locations where smoking is permitted.

In areas where smoking is permitted, specifically designed ashtrays/ receptacles should be sited/ provided, and these should be emptied in a safe and secure manner on a regular basis.

***Please be aware:** Local authority councils can impose on-the-spot fines for littering. Min charge usually @ *£ 75.00.

LIGHTING

Lights are a source of heat energy and can be a source of ignition if used inappropriately, malfunction or are located too close to storage items (e.g. in storage rooms or cupboards etc).

It is possible to select more energy efficient units that produce lower temperatures when operated, and this should be consideration in all workplace premises.

Maintenance and regular visual checks can identify potential problems, and fuses that blow regularly indicate a faulty appliance.

WORK PROCESSES

Many preventable fires start when work processes or faulty equipment ignites combustible materials.

Processes in kitchens, welding and cutting machinery can cause fire however, work equipment such as computers, photocopiers, televisions, phones, laptops, plugs, cables & sockets can also provide ignition sources.

Almost any flammable material can become involved in a fire, however, it is often insignificant quantities of paper, cardboard or plastics that enable a fire to develop rapidly and these are commonplace items found in most workplace environments that need to be monitored DAILY.

FURNITURE & FURNISHINGS

Textiles and foams used in soft furnishings should comply with the requirements of The Furniture & Furnishings (Fire Safety) Regulations 1998. Escape Stairwells & Corridors shall meet BS 476.

18.0 BOMB THREAT PROCEDURES & CHECKLIST

This advice makes it clear that, while most bomb threats are hoaxes, any such hoax is a crime and, no matter how ridiculous or unconvincing, should be reported to the police.

*Identify all staff who could conceivably receive a bomb threat and ensure either that they are trained in handling procedures or at least have ready access to instructions - and know where these are kept. This applies particularly to hotels, hospitals, news agencies, public transport organisations, voluntary organisations and others offering any sort of emergency service. Switchboard operators should understand their important role in recording and communicating any bomb threat; they should be routinely familiar with procedures and rehearse them regularly.

Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls, with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention.
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine, threats can provide inaccurate information about where and when a device might explode.

Principles Base bomb threat procedures on the following:

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions. This applies particularly to courts, banks, hotels, hospitals, news agencies, public transport organisations and those offering any sort of emergency service. Switchboard operators should be familiarised with procedures.

Draw up a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important. A suggested bomb threat checklist is available below/ overleaf.

Consider that the member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism – so offer some basic advice for staff on handling a threat, for example:

- Stay calm and listen.
- Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- Ensure that any recording facility is switched-on.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Immediately report the incident to the relevant manager or security team to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.

If you have not been able to record the call, make notes for the security staff or police. Do not leave your post unless - ordered to evacuate - until the police or security arrive - or imminent danger present.

Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.



Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

Ask the following questions:

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?

Record time call completed:

- Where automatic number reveal equipment is available, record number shown:
- Inform the Security Co-ordinator of name and telephone number of the person informed:
- Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- Time and date of call:
- Length of call:
- Number at which the call was received (i.e. your extension number):

About the caller

- Sex of caller:
- Age:
- Nationality:

19.0**HOT WORKS PERMIT/ CHECKLIST**

Many large fires occur when contractors are at the workplace either building or refurbishing the premises. Building works and procedures by their very nature can invariably increase the fire risks within your premises by way of introducing additional combustible materials and equipment.

Check each item carefully:

PRECAUTIONS

☐	Ensure no damage is sustained to sprinklers, piping and other fire fighting systems & equipment in-service (where applicable), during works & after works completion.
☐	Hot work equipment is in good condition and where applicable has passed relevant health & safety maintenance checks and is certificated as such. eg. Pat tests, cylinder tests etc.
☐	Any gas equipment/ cylinders or other flammable materials containers are to be filled in the open air, at suitable location away from naked lights, sparks, flames etc. H&S applies.

WITHIN 15 METERS OF WORKS

☐	Floors are to be swept clean of combustibles and wetted down or, covered with a non combustible (fire protected) material, where necessary.
☐	Combustible materials/ flammable liquids or hazardous substances are to be moved away safely (removed) or, protected by fire rated curtains, drapes or sheets during works.
☐	Non combustible covers required to be suspended beneath works to collect sparks etc...

WORK ON WALLS OR CEILINGS

☐	Any combustible materials must be protected from sparks or heat.
☐	Combustibles are to be moved away from other side of walls and away from metal through which heat can be transferred.

WORK ON ENCLOSED EQUIPMENT

☐	Tanks, containers, flues, ducts, dust collectors to be cleaned of all combustibles & dusts.
☐	Containers with flammable liquids and vapours within are to be purged thoroughly.

FIRE WATCH & HOURLY CHECKS AFTER WORKS FINISHED

☐	Fire extinguishers with trained operators in their use are to be provided during works.
☐	Conduct routine checks of operators hot work during and after works and at (30) minutes.
☐	Conduct a final check at (60) mins (1hour) & 120 mins (2hours) after all works finished.

20.0**HOT WORKS PERMIT/ CHECKLIST****HOT WORK PERMIT APPLICATION**

**For BLOWLAMPS, CUTTING & WELDING or other HEAT
GENERATING/ PRODUCING EQUIPMENT**

IMPORTANT:

Precautions on page (30) Section (19) must be adhered to without fail

DATE:

BUILDING: FLOOR:

DEPARTMENT/ SECTION:

WORK INVOLVED:

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.....

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The location in which the work/s are to be carried-out have been examined and all necessary precautions have been taken, as per page (40) section (32), and permission has been granted for works to commence.

This Permit Expires:

Time Work Commenced: Time Work Completed:

Sign name: Print name:

(Individual responsible for authorising hot work)

FINAL CHECK-UP

Work area and all adjacent areas to which sparks and heat may have spread (including floors above and below and on the other side of walls), have been inspected 30, 60 & 120 minutes after the works were completed and were found to be fire safe. Contractors have removed equipment and cleaned-up areas. Where possible security staff should carry-out further hourly checks for 24 hours from works completion.

Signed:

(Supervisor/ Manager)