Total Fire Management Ltd
Your Safety is Our Priority

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FIRE RISK ASSESSMENT 2022

Woodbourne Court
Woodbourne Road
Sale
Manchester
M33 3TT

Premise and Contact Details

Date of Risk Assessment	11/08/2022
Name of Risk Assessor	Mark Norgate
Name of Interviewee	John Ryan
Occupier	Residential (tenants)
Overall Responsible Person	Management Agency
Position of Responsible Person	Management Agency
Registered Address of Occupier/Owner in Control of the Workplace	Unknown
Telephone Number	0740 339 4407 (Mr Ryan)
Use of Premise	Residential (flats)
Number of Employees	Contractors Only
Number of Residents	Unknown
Number of Floors in the Premise	3
Recommended Review Date	August 2023

Information Contained in this Report.

Scope of the Fire Risk Assessment.

This fire risk assessment is an assessment of the fire safety features and management of the common parts of the premise, typically a **TYPE I** fire risk assessment (non destructive).

It is not intended to pass comment on the layout, structure and fire safety features contained within the private residential flats with the exception of the separating door between the flats and the common areas. Comment cannot be passed upon these doors where access can be gained and observations made with permission of the flat occupant.

Any comments made within this report regarding any fire safety feature within a flat is advisory and made without prejudice.

The assessment is non-invasive and therefore comment cannot be made or inferred upon the structural integrity or effectiveness of any fire compartmentation that is hidden from direct view by any fabric of the building, boarding or any other surface finishes that cannot readily be removed or lifted and replaced without damage without the use of tools or any other specialised equipment.

Where electrical systems are installed for fire safety be they for the detection of fire, raising the alarm of fire, summoning the fire service, operating emergency lighting, ventilation systems or any other fire safety system, then it is assumed that the installations have been installed to relevant British standards and are being maintained in accordance with those British standards or their equivalent standards.

Furthermore;

a) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, the assessor has relied on the information and/or responses provided by or on behalf of the employer or other responsible person.

b) We have assumed that all relevant building regulations have been complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).

c) Unless otherwise stated, we have assumed that at the premises

(i) all fire safety equipment, including fire doors and fire resistant partitions and

(ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

d) The assessor has not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

e) We have assumed that information and documentation supplied to us by or on behalf of the employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading.

f) The term “responsible person” has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 [and the Fire (Scotland) Act 2005.

Terms and Conditions of this Fire Risk Assessment

This fire risk assessment of Woodbourne court, Woodbourne Road, Sale is carried out on behalf of Total Fire Management Ltd (TFM Ltd) in accordance with the requirements and recommendations laid down in the Regulatory Reform (fire safety) Order 2005 hereafter referred to as the RRO.

The assessment is based on the layout of the premises, structural features, number of employees and information supplied at the time and date of the inspection, being 11 August 2022 and identifies the significant findings affecting the fire safety of relevant persons within the premises. The assessment is non intrusive and is not intended to pass comment on the integrity of structural fire compartmentation.

This fire risk assessment is valid for 12months from the above assessment date and should be reviewed on a 12 monthly basis. Failure to have the assessment reviewed within 12 months of the above date by TFM Ltd or any subsequent review undertaken by any other party than TFM Ltd or one of its appointed agents will render this assessment invalid and no further responsibility whatsoever can be accepted for any loss, damage, injury or any consequential or indirect loss.

The assessment must also be reviewed by TFM Ltd if there are any significant changes to the structure, layout of the premises, relevant persons, working practices or any other factor that may affect the safety from fire of any relevant person or occurrence of any fire on or in the vicinity of the premise within the 12 month period following this assessment. Any such changes or occurrences not notified to TFM Ltd will invalidate this assessment.
It is therefore recommended that TFM Ltd are contacted for advice should any such occurrences occur or such changes be planned.

The responsible person will always remain responsible for the outcome of the fire risk assessment or its review.

The implementation of remedial action to rectify any findings is the responsibility of the responsible person and no responsibility whatsoever will be accepted by TFM Ltd for any loss, damage, injury or other liability arising from fire due to the failure to observe the safety recommendations and practices identified and recommended in our assessment.

TFM Ltd limits its liability for any loss, damage or injury (or any consequential or indirect loss) arising from the performance of or failure by this company to perform any of its duties (whether or not such loss or damage or injury or consequential or indirect loss was due to the negligence of this company, its servants or agents or to any other cause whatsoever) to that determined by our professional indemnity insurance policy.

All invoices must be paid in full within 30 days of receipt.

CLIENT ACCEPTANCE

I hereby accept this fire risk assessment in accordance with the terms and conditions above.

Name (please print) Signature

Position in Organisation Date

How to use this Risk Assessment Review

This assessment is divided into 3 sections

- **Section 1** Explains the terms and conditions of this risk assessment and gives basic guidance of the requirements of the regulatory reform (fire safety) order 2005 and brief explanations and definitions of some of the terms used within this document.

- **Section 2** Provides details of the findings of the risk assessment in question format with comments of good practice where undertaken, recommendations to improve fire safety and significant findings that will require actioning within an agreed timescale.

- **Section 3** Provides additional guidance in the form of advisory notes on fire safety management to assist in assuring compliance with the legislation and the safety from fire of all relevant persons.

The risk assessment has been put together in a question and answer format to give the reader an understanding of the risk assessment process and from where any risks or hazards have been identified.

The comments and recommendations column indicates either good practices in use at the moment that have been identified and should be carried on or recommendations for further improvement of the fire safety measures.

These are only recommendations and do not necessarily need to be acted upon, however as they are the recommendations of the risk assessor who is highly experienced in fire safety and has first hand experience of the destructive nature of fire, any recommendation should be given serious consideration regarding its implementation.

If there is any doubt as to the value of any recommendation, confusion or lack of understanding, then it is recommended that it should be discussed with the risk assessor to ensure a full understanding of those comments and the possible consequences of not implementing those recommendations.

Where ‘See Significant Findings’ has been entered into the comments and recommendations column and an ‘X’ is displayed in the FA (further action) column, then turn to the ‘**significant findings’** at the end of the questions section and locate the question number in the left hand column.

Opposite the question number are the risks/hazards identified relating to that question and where necessary the consequence should the risk/hazard be realised, the level of risk as assessed by the risk assessor, the required action to rectify the risk/hazard, the required completion date (to be discussed with the client on presentation of the assessment) and a signature of work completion column.

Unless specified, the persons at risk will be any relevant person that is in the vicinity of that risk/hazard.

Regulatory Reform (Fire Safety) Order 2005

On 1 October 2006, the Regulatory Reform (Fire Safety) Order 2005 (RRO) came into force.

What is the RRO?

The order, made under the regulatory reform act 2005, replaces many of the references to fire safety in other legislation such as the Fire Precautions Workplace Regulations, Fire Precautions Act and Licensing Act with a simple, single order.

The Responsible Person is required to:

- Carry out or nominate a competent person to carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be at risk (relevant persons).
- Eliminate or reduce the risk from fire as far as is reasonably practicable and provide general fire precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.
- Produce a fire safety policy and develop procedures.
- Provide staff training and carryout fire drills.

Who is responsible for complying?

Under the order, anyone who has control of, or control in the premise or anyone who has a degree of control over certain areas or systems may be designated a 'responsible person', for example:

- The employer for those parts of premises they have control over.
- The managing agent or owner for common parts of a premise or common fire safety equipment such as fire warning systems or sprinklers.
- The occupier of premises that are not workplaces such as a chairperson in the parish hall.
- Any other person who has some control over a part of a premises may be the responsible person in so far as that control extends.

Definitions

Responsible Person:

This is the person who owns the business (the employer), the person with control over the premises, business or activity (the occupier) or the owner of the premise or their managing agent.
Where two or more responsible persons share responsibility (e.g. tenant/landlord, multiple occupied premises or adjacent premises) the responsible persons must cooperate, share information and collaborate to provide safety measures.

General Fire Precautions

- Measures to reduce the risk of fire and the risk of the spread of fire on the premises.
- Measures in relation to providing safe means of escape from the premises.
- Measures for ensuring that the means of escape from the premises can be safely and effectively used at all material times.
- Measures in relation to the means for fighting fires on the premises (provision of fire fighting equipment).
- Measures in relation to the means for detecting fire on the premises and giving warning in case of fire (provision of a fire alarm system where appropriate).
- Measures for the arrangements for action to be taken in the event of a fire (a fire evacuation/emergency plan to include instruction and training of employees and mitigating the effects of fire).

Relevant Person

A person who is legally on the premises or any person who is not on the premises but who may be affected by fire on the premises e.g. members of the public, workers in an adjacent premises.

Competent Person

Any person appointed by the responsible person and could be anyone from a company fire warden to a fire alarm service engineer. They may be directly employed or a subcontractor, but the important word is competent.

Preambles to the Fire Risk Assessment

Fire Resisting

Any reference to the term 'FIRE RESISTING' in this fire risk assessment refers to doors, constructions, partitions or glazing capable of resisting the passage of smoke or flame for a minimum period of 30 minutes, or such other time specified, when tested in accordance with a relevant standard.

For a relevant standard see Technical Appendices A1, A2 and A3. Compliance with this or an equivalent standard will normally satisfy the requirement.

Fire Resisting Glazing

Any reference to "FIRE RESISTING GLAZING" means glazing in frames fixed shut, capable of withstanding the action of fire for a minimum period of 30 minutes in accordance with a relevant standard.

For a relevant standard see Technical Appendix A3. Compliance with this or an equivalent standard will normally satisfy the requirement.

Self Closing

The term ‘Self Closing’ means doors fitted with a positive action self closing device capable of shutting the doors fully (rising butt hinges or gate springs are not acceptable). Concealed (mortised) door closers are not acceptable without a satisfactory test certificate pertaining to the door tested with such a closer in situ.

Signs and Notices

All fire signs and notices should conform to a relevant standard.

See Technical Appendix C1. Compliance with this or an equivalent standard will normally satisfy the requirement.

Fire Door Assemblies (FD30S, FD60S).

All fire resisting door assemblies (providing 30 or 60 minutes integrity) should comply with the requirements of a relevant standard and:

1. Shall incorporate an intumescent seal.

2. Be fitted with positive action self closing device. (Gate springs and rising butt hinges are not acceptable). Doors to cupboards and service ducts need not be fitted with a self closing device providing that they are kept locked shut when not in use.

For a relevant standard see Technical Appendix A3. Compliance with this or an equivalent standard will normally satisfy the requirement.

3. To resist the passage of smoke at ambient temperature it shall be necessary for door sets to be provided with either:-
a) A satisfactory test certificate in accordance with a relevant standard

OR
b) Fitted with flexible edge smoke seals.
For a relevant standard see Technical Appendix A7. Compliance with this or an equivalent standard will normally satisfy the requirement.

General Premise Details
and
Executive Summary

Areas Where Access could not be Obtained.

There was no access to some of the flats or the loft area.

As the fire risk assessment was for the common parts only, no comment has been passed on the construction, compartmentation and fire safety compliance of any ventilation shafts rising vertically through the premise.

General Premise Details.

The premise was constructed as a purpose built blocks of flats of modern design and of 3 floors consisting of ground, 1st and 2nd with no basement.

Construction of Premise.

External walls to the premise appear to be of brick construction and internal walls appear to be of substantial brick or concrete block construction to provide fire compartmentation in order to comply with building regulations at the time of construction. This still appeared to comply with modern-day standards.

Floors and the stairway appeared to be of poured concrete which would provide adequate vertical fire separation.

The roof was a pitched and tiled roof supported upon timber framework.

No comment can be passed on fire separation between rooms in flat accommodation or between individual flats as access was not generally available although two residents did grant brief access for internal inspection of the flat entrance doors.

The stairway was separated from flat entrance doors by fire doors to FD30 standard to both the flat entrance doors at the entrance to the lobbies.

External Cladding.

There was no external cladding to the premise. The surface to the exterior of the premise was brickwork with the only flammable materials used being UPVC window frames to each individual flat.

Construction of the premise appears to comply with fire safety standards.

Means of Escape.

There is a single means of escape consisting of a protected stairway that discharges at ground level to the lobby to 2 ground floor flats then to open air within a distance of 3 m from the stairway access. The entrances are secured by secure devices however there are thumb turn overrides on the inside.

The stairway is protected by fire resistant lobbies on each floor.

There is a ‘stay put’ policy in place within the flats which allows residents to stay within their flats until such time as evacuation may be insisted upon by the fire service or until such a decision is made by the flat occupier.

The fundamental objective in escape routes is that it should be possible to escape unaided while it is still safe to do so. A person’s ability to escape will be affected by both the smoke and the heat from a fire. Smoke not only reduces visibility, but can, because of the toxic gases and irritants in the smoke, cause incapacitation. High temperatures and radiant heat from flames will also impact on people’s ability to escape. Recognising these hazards and meeting this objective underlies fire safety design in all buildings.

A stay put policy involves the following approach.

- When a fire occurs within flat, occupants alert others in the flat, make their way out of the building and summon the fire and rescue service.
- If a fire should occur within a flat, other residents in other flats would be expected to stay within that flat in safety for a period of no less than 60 minutes due to effective fire compartmentation to walls and fire doors providing fire separation from that flat to adjoining flats.
- If a fire starts in the common parts, anyone in the common area makes their way out of the building and summons the fire and rescue service.
- All other residents not directly affected by the fire would be expected to 'stay put' and remain in their flat unless directed to leave by the fire and rescue service.

This is no indication that those not directly involved who wish to leave the building should be prevented from doing so. Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.

Means of escape are adequate.

Fire Detection and Alarm System

There is no fire detection or fire alarm system within the common areas. This was not required under building regulations at the time of construction.

Upon viewing inside 1 of the flats (accessible with permission from the occupiers), it was noted that a smoke detector had been fitted within the entrance hallway. If any smoke detectors are fitted within any of the flats then in all probability these will have been installed by the owners and be single point, battery-operated smoke detectors.

At the time of construction, smoke detection and a fire alarm system was not required.

Compartmentation

The stairway is protected by fire resistant construction to walls and fire doors to FD30 standard that separate the stairway from flats. Glazing within this fire separation was of the Georgian wired type.

One of the doors separating the means of escape stairway from the flat entrance lobby was not fully self-closing into the rebates.

The intumescent strips on the doors separating the flat entrance lobbies from the stairway had all been painted over and non-were fitted with flexible edged smoke seals.

All of the entrance doors to the flats appeared to be in good condition, however, of the flat entrance doors inspected most of the doors were not fitted with effective self-closing devices to fully close the doors into the rebates, the intumescent strips had been painted over and the majority of cases, no flexible edged smoke seals were fitted.

There were no letter boxes in the doors as the receptacles for letters were boxes located inside a room on the ground floor adjacent to the main entrance doors.

As there is a 'stay put' policy in place within the premise, therefore, it is assumed that the fire compartmentation between flats both horizontally and vertically is of a sufficient standard to warrant this evacuation policy.

This assessment is non-invasive and for the common parts only, comment cannot therefore be passed on the structural compartmentation between flats within the flats themselves. It is assumed that the building has been designed to an approved code of construction at the time of construction and no subsequent breaches of the fire compartment have been made by owners or contractors. If breaches have been made, it is assumed the breaches will have been repaired or designed to maintain the fire compartmentation to the appropriate standard.

There is no reason to doubt that fire separation between flats is constructed to be of 60 minutes fire resistance. If there is any doubt whatsoever that this may not be the case then a more thorough

invasive and destructive investigation should be undertaken to assess the actual fire resistant integrity of any compartmentation between flats or other compartment walls.

It is also assumed that any services that passed between flats such as electrical conduit, plumbing and waste pipes are sealed with an appropriate product that will resist the passage of fire and smoke for the same time period as the compartment wall is constructed through which it passes.

As the fire risk assessment was for the common parts only, no comment has been passed on the construction, compartmentation and fire safety compliance of any ventilation shafts rising vertically through the premise.

Flat Entrance Doors.

On construction of the premise, the flat entrance doors fulfilled the requirements of the building regulations at that time. There is no doubt that the doors are substantial and designed to hold fire behind for a period of 30 minutes. At the time of installation, it is assumed that the requirements for the installation of intumescent strips and flexible edged smoke seals had not been introduced and fire resistance around the edge of the door was achieved by a 25 mm rebate and the 'Perco' type self closing devices installed in the doors was appropriate.

The existing doors are likely to continue to provide a level of fire resistance of 30 minutes provided they remain in condition, are kept closed and fit closely into the rebates with no excessive gaps between the doors and frames with no modification such as unprotected letter boxes, spy holes or other breaches such as openings for pets.

Upgrading existing doors simply because they are not fitted with intumescent strips or flexible edged smoke seals is not seen as a current requirement although it could be seen as best practice. It is certainly the recommendation of the fire risk assessor that a programme of upgrading the flat entrance doors with intumescent strips and flexible edged smoke seals is undertaken along with the installation of approved fire resistant self-closing devices that conform with the relevant section of EN 1154 or its equivalent standard.

It is though, essential that fire resisting flat entrance doors be fitted with suitable positive action self closing devices that conform to EN 1154 or an equivalent standard. The self closing device should be capable of closing the door and its frame from any angle and overcoming the resistance of any latch.

This is to ensure that once a resident leaves a flat in which there may be a fire, the flat entrance door fully closes providing 30 minutes fire separation between the flat and the lobby leading to the stairway and neighbouring flats. The fire resistant doors to the neighbouring flats will also provide 30 minutes fire resistance giving a total fire resistance time between each flat of 60 minutes. This is fundamental in allowing a stay put policy.

It is certainly the recommendation of the fire risk assessor that the programme of upgrading the flat entrance doors with intumescent strips and flexible edged smoke seals is undertaken.

Fire compartmentation between flats could not be assessed.
Fire compartmentation between flats and stairways was inadequate.
Fire compartmentation between flats and stairways is compromised by the lack of self closing devices, intumescent strips and flexible edged smoke seals to both flat entrance doors and stairway lobby doors.

Ventilation

Ventilation grilles have been provided in the ceiling of the stairway and some of the lobbies.

Ventilation in stairways is important not only to keep the means of escape clear of smoke for persons wishing to evacuate from the premise but also to assist fire fighters in firefighting operations.

Ventilation to the stairway appears adequate.

Fire Fighting Equipment

There were portable fire extinguishers within the premise for use by residents that were out of their annual test date inspections. Fire blankets did not appear to have been provided to residents.

Comment.
It is rare for there to be a need for firefighting equipment to be used by people present in the common parts of flats. Nevertheless, extinguishers should usually be provided in plant rooms or electrical intake/distribution rooms and other such rooms for use by the staff or contractors.

The provision of firefighting equipment in common parts for use by residents is problematic. It is not expected that residents should need to tackle a fire in their flats to make their escape. To obtain a fire extinguisher located in the common parts for this purpose would involve the person leaving their flat in the first place. This does not preclude residents from providing their own fire extinguishers and fire blankets.

Taking into consideration the above reasonings, it is the recommendation of the fire risk assessor that the water type fire extinguishers located within the means of escape stairway at this present time are permanently removed and not replaced.

The carbon dioxide type fire extinguisher adjacent to the electrical intake room should remain will require servicing.

As part of increasing fire safety awareness and reducing the effects of fire is it may be prudent to supply fire blankets to residents of flats.

The portable firefighting equipment in the common areas is inappropriate.

Emergency Lighting

There was emergency lighting in the stairway and within the flat entrance lobbies serving the flats.

The emergency lighting appears adequate.

Signs and Notices

There is directional signage throughout the premise indicating the escape route. Fire doors separating the lobbies from the stairway were not all equipped with appropriate signage indicating the doors should be kept shut.

Some store room doors did not have signage to indicate that these doors should be kept locked shut.

Fire safety signage is inadequate.

Maintenance Records of Fire Safety Measures

There were no records of the maintenance or inspection of fire safety features or facilities at the time of the assessment therefore comment cannot be passed at this time.

Training Records

There was no information regarding the training of the cleaning or caretaking staff in fire safety at the time of the assessment therefore no comment can be passed at this time.

General Fire Hazards

Comment.
Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained.

Naked flames and equipment that generates sparks must be strictly controlled.

There were no general fire hazards.

Occupants

Approximate maximum number of employees at any one time: 1 (cleaning or maintenance personnel)

Additional persons visiting the premise will vary from time however this will always be a small number.

Occupants at special risk	- Possibly (residents)
Sleeping occupants	- Yes (residents)
Mobility-impaired	- Possibly (residents)
Hearing-impaired employees	- Possibly (residents)
Learning difficulties	- Possibly (residents)
Occupants in remote areas	- No
Previous Fires	- Yes

Overall Assessment of Risks

Risk to Life	- Low
Risk to Property	- Low

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Fire Risk Assessment

Fire Hazards

1. Sources of Ignition

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
1.1	Are “No Smoking” rules rigorously enforced and do smoking areas have suitable facilities for the disposal of smoking materials which are emptied regularly?	Yes		There is a strict no smoking policy in the common areas compliant with current legislation. Smoking is however permitted within residents flats.
1.2	Has all portable electrical equipment been tested in accordance with the provisions of the Electricity at Work Regulations by a competent person? (PAT tested).	Unknown	x	It was unknown at the time of the assessment whether portable electrical equipment used by the cleaning staff was electrically tested and therefore inherently safe. This information should be obtained and acted upon if necessary.
1.3	Is the wiring of the electrical installation inspected by a competent person in accordance with the IEE Wiring Regulations 17th Edition and in good condition with no obvious defects?	Unknown	x	It was unknown at the time of the assessment whether the fixed wiring test for the premise had been undertaken within the schedule recommended within the latest edition of the electrical installation regulations. This information should be obtained and acted upon if necessary.
1.4	Are staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment and a system is in place to report electrical defects?	Yes		Staff have been informed to report electrical defects to the management team.

1.5	Is any electrical equipment wiring free from faults or damage?	N/A		At the time of the assessment there was no electrical equipment in use in the common areas.
1.6	Is flexible electrical cable used safely?	Yes		At the time the assessment there were no flexible electrical cables being used in the common areas.
1.7	Are extension leads used safely?	N/A		At the time of the assessment there were no extension leads being used in the common areas. Advisory comment. If extension leads are to be used then they must not be 'daisy chained' together. Electrical items in drawing high levels of current should be plugged into their own wall socket. Examples include: • powerful vacuum cleaners and carpet cleaners • portable electric heaters
1.8	Are there multi-port adapters in electrical sockets?	N/A		There was no sign of multiport adapters being used at the time of the assessment. Advisory comment. It is recommended that multiport adapters are not used as a means of increasing the electrical outlets. These should be replaced with trailing lead type extension leads fitted with an appropriate fuse.
1.9	Is electrical equipment (e.g. light bulbs and halogen bulbs other electrical apparatus) sited safely?	Yes		

1.10	Prior to leaving the premises, are all rooms and areas inspected to check for fire risks and that electrical appliances have been switched off?	N/A		There are no electrical appliances in the common areas other than those used for cleaning by cleaning staff.
1.11	Are all heaters or coolers used safely?	Yes		No portable heaters or coolers were in use at the time of this assessment. Advisory comment. If portable heaters are to be used then manufacturer's instructions for safe use of the heaters and coolers should be followed.
1.12	Is the gas/oil heating installation serviced by a competent person?	N/A		There was no heating provided within the common areas.
1.13	Are all cooking appliances used safely?	N/A		There were no cooking facilities within the common areas.
1.14	Is there a system to monitor 'safe systems of work procedures' by contractors where 'hot work' is involved?	Yes		Advisory comment. When outside contractors are employed to undertake work on the premise that may involve 'hot work', then a 'safe system of work' document should be produced by the contractor and be scutinised to ensure that the contractor has undertaken a suitable and sufficient risk assessment to prevent fire and injury to themselves or others. Work should not commence until such documentation has been assessed as suitable and all risks of fire have been reduced as far as possible.

1.15	If arson is a potential problem in the area has appropriate measures been taken to reduce the risk?	Yes		Arson is not a potential problem in the area however precautions have been taken. There are no combustible materials stored adjacent the premises. Entrance into the premise is by invitation only via secured doors.
1.16	Is there lightning protection to the premise?	No		There did not appear to be lightning protection.

Sources of Fuel FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
2.1	Are any hazardous substances used /stored safely?	No	x	There are no hazardous substances used or stored in the common areas. There were paints and thinners stored within the electrical distribution room. See significant findings 2.12.
2.2	Are there suitable procedures to protect relevant persons from the dangers associated with those hazardous substances?	Yes		Cleaners will be aware of any hazardous properties of cleaning chemicals.
2.3	Is the workplace generally kept clean and tidy with combustible waste materials and rubbish placed in designated containers?	Yes		
2.4	Is combustible waste removed on a regular basis?	Yes		Waste is regularly removed from the premises. This is the responsibility of the residents.
2.5	Are waste containers stored away from the premise and/or secured?	Yes		The waste is are located well away from premise within car park.

2.6	Are combustible materials stored away from ignition sources?	No	x	The electrical intake/distribution cupboards on the ground floor flat entrance lobby were being used for the storage of gardening items and paints. See significant findings 2.12.
2.7	Are excessive quantities of combustible stock displayed or stored in appropriate areas?	N/A		
2.8	Is the upholstery of furniture/drapes/curtains in good condition and certificated as being fire retardant?	N/A		There are no such items in the common areas.
2.10	Are wall and floor coverings on means of escape to the appropriate class of fire spread rating?	Yes		Advisory comment. Walls and ceilings are plaster with a finish of what appeared to be vinyl paint with fixtures and fittings painted with gloss paint and gloss varnish. Although surface finishes to means of escape corridors should be a class '0' surface spread of flame paint, as the finish is vinyl paint on plaster and there appeared to be only a few coats of paint, there are no sources of ignition in the means of escape, it is deemed that at this time, the requirement to redecorate with a class '0' surface spread of paint is unnecessary. There were floor mats outside residents flats. These were not deemed as a fire hazard.
2.11	Are flammable materials attached to walls on means of escape such as posters, notice boards et cetera kept to a minimum?	Yes		Notice boards were of a minimal size and used for management notices only.

2.12	Are plant rooms, electrical rooms/cupboards kept clear of combustible items?	No	x	The electrical intake/distribution cupboards on the ground floor flat entrance lobby were being used for the storage of gardening items and paints. See significant findings.

3. Sources of Oxygen FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
3.1	Are all fire resisting self closing doors esp. those held open by hold open devices closed at night?	Yes		It is highly unlikely that resident's doors are left open unless residents are in the immediate vicinity. No doors were held open with electronic hold open devices and there were no signs of any wedges or other items used to hold doors in the open position.

Building Hazards

4. Structural Features that may Assist Fire Spread

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
4.1	Are any open shafts, unprotected openings in floors or walls compliant with fire safety legislation?	N/A		There were no apparent breaches in fire compartmentation within the common areas.
4.2	Are all fire doors fitted with flexible smoke seals and intumescent strips and are they fitted with approved self closing devices that ensure the doors fully close into the rebates?	No	x	See significant findings.
4.3	Is the fire resistance in fire doors and door furniture of an appropriate standard without breaches?	Yes		
4.4	Is the fire resistance to compartmentation in the common areas e.g. walls, ceilings and floors to an appropriate standard?	Yes		
4.5	Is glazing sited in appropriate positions and fire resisting where required?	Yes		Fire resistant glazing is of the Georgian wired type.
4.6	Are areas of high fire risk e.g. kitchens, boiler rooms, electrical intake rooms/cupboards, stores and laundries contained within appropriate fire resistance?	No	x	See significant findings 4.2 above.

4.7	If fire dampers are fitted in ducting, are they tested for correct operation and results recorded?	Unknown		It seemed highly unlikely that there was any ducting providing ventilation that requires fire dampers. No inspection was made within flats to identify any vertical ducting that might provide ventilation between areas such as kitchens or bathrooms. If this is required further advice is required, then please contact Total Fire Management Ltd.
4.8	Are there different types of use within the same premise?	N/A		The premise is used solely as residential accommodation.
4.9	Is the fire resistance to any basement satisfactory e.g. ceiling, stairs and doors?	N/A		There is no basement within the premise.

People at Risk

5. Relevant Persons FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
5.1	Are evacuation procedures adequate for the occupancy of the premise?	Yes		The fire evacuation procedure for the premise is one of a 'stay put' policy whereby in the event of a fire, the residents in the affected flat exit their flat and make their way out of the premise, however, other residents may stay within their flats. Upon questioning one of the residents, it became obvious that this resident did not fully understand the stay put policy despite there being notices. The fire separation between flats is dependent upon the flat entrance doors being fully closed. The fire risk assessor has been informed previously that information is delivered to residents.
5.2	Is the control of access to risk areas by members of the public adequate?	Yes		Access to the building is by invitation only. The external doors are secured against unauthorised access.
5.3	Are the PEEPS (Personal Emergency Evacuation Plans) satisfactory for disabled people?	N/A		There is no requirement for PEEPS.
5.4	Are the safety procedures for any persons with language difficulties satisfactory?	N/A		There are no persons with language difficulties employed at present.

5.5	Are the safety procedures for any young persons satisfactory?	N/A		There are no young persons employed at present.

Protecting People from Risk

6. Fire Detection and Warning

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
6.1	Is the means of detecting and giving warning of fire adequate?	Yes		See executive summary. Advisory comment. The latest guidance regarding fire safety in flats recommends that smoke detection conforming to BS 5839 part 6 is provided within flats. It is therefore recommended that consideration should be given to upgrading the smoke detection within flats to this standard at time of refurbishment.
6.2	Are there sufficient fire alarm call points and are they located in appropriate places?	N/A		There is no fire detection or fire warning system.
6.3	Is the fire alarm system maintained in good working order, does it meet the BS standard or an equivalent.	NA		There is no fire detection or fire warning system.

6.4	Are the correct type and number of detectors fitted and are they situated in the correct places?	N/A		There is no fire detection or fire warning system.
6.5	Are all sounders of the same type?	N/A		There is no fire detection or fire warning system.
6.6	Is there a significant difference in sound between the fire alarm and security systems etc?	N/A		There is no security system.
6.7	Can the alarm be heard throughout the premises?	N/A		There is no fire detection or fire warning system.
6.8	Does the fire alarm have adequate battery back up?	N/A		There is no fire detection or fire warning system.
6.9	Are all call points tested on a rotational basis to an acceptable frequency?	N/A		There is no fire detection or fire warning system.

7. Fire Fighting

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
7.1	Are ALL areas provided with sufficient numbers of fire extinguishers, fire blankets and are they correctly sited?	No	x	See 'Firefighting Equipment' in executive summary. Advisory Comment. It is recommended that fire blankets are supplied to residents. See significant findings.
7.2	Are the extinguishers present suitable for the purpose for which they may be used?	No	x	See significant findings 7.1 above.
7.3	Are all extinguishers checked, maintained periodically and serviced annually by a competent person?	No	x	See significant findings 7.1 above

8. Escape Routes

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
8.1	Are stairways and corridors used as a means of escape fully protected from fire and lead safely to a place of safety?	No	x	See significant findings 4.2 above.
8.2	Is there appropriate ventilation for smoke control in lobbies and stairways?	Yes		See executive summary.
8.3	If staff work in remote areas of the workplace or in areas of high fire risk, are they sufficiently trained and are there adequate arrangements to ensure they can quickly escape to a place of safety?	N/A		No persons work in remote areas.
8.4	Are all the travel distances to a place of safety satisfactory?	Yes		All travel distances to places of safety or relative safety are within permitted maximums.
8.5	Are all means of escape kept clear of combustible materials or obstructions and in sound condition?	No	x	See significant findings.
8.6	Are the widths and capacity of escape routes and stairways satisfactory including for disabled people?	Yes		

8.7	If persons have to travel from 'dead-ends' to the means of escape, are the fire safety arrangements satisfactory?	No		See significant findings 4.2.
8.8	Are ALL final exit doors fitted with approved securing and opening devices and easily openable?	Yes		Final exit doors are fitted with locking devices however these can be overridden by a thumb turn device on the inside.
8.9	Are the fire evacuation assembly areas in safe locations?	N/A		The premise operates a 'Stay Put' policy therefore a fire assembly area is not required.
8.10	Are the fire precautions to any doors secured with electromechanical or electromagnetic securing devices satisfactory?	N/A		No such devices are installed.
8.11	Have staff/residents received training in the role and operation of electro-magnetic door locks or hold open devices?	N/A		No such devices are installed.

9. Emergency Lighting

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
9.1	Are the escape routes equipped with adequate emergency lighting to ensure visibility due to lack of natural light or in case of use during the hours of darkness?	Yes		See 'Emergency Lighting' in executive summary.

10. Signs and Notices

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
10.1	Is the signage indicating the means of escape adequate?	N/A		No signage is required.
10.2	Are lifts provided with notices indicating not to use them in case of fire except for escape lifts designed for that purpose?	N/A		There is no lift.
10.3	Are suitable “Fire Action” notices prominently displayed around the premises in appropriate locations and is the information correct?	No	x	See significant findings.
10.4	Are appropriate signs and notices of the type “Fire Door Keep Shut” provided on all visible sides of all fire-resisting doors?	No	x	See significant findings.
10.5	Do final exit doors have all the appropriate signage to enable persons to easily open the doors and a sign ‘fire exit keep clear’?	N/A		Final exit doors are unlikely to be obstructed.
10.6	Are storerooms, fire hazard rooms and service ducts on escape routes provided with appropriate signage indicating the doors are to be kept locked shut?	No	x	See significant findings.

Recording, Planning, Informing, Instructing and Training

11. Maintenance Records

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
	Periodic maintenance and records?			
11.1	Fire detection and alarm systems	N/A		There is no fire detection and alarm system.
11.2	Emergency lighting systems	No	x	See significant findings.
11.3	Fire extinguishers	No	x	See significant findings.
11.4	Means of Escape	No	x	See significant findings.

12. Providing Training FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
12.1	Have all staff been trained in fire prevention, what to do in the event of a fire, how to summon the fire brigade?	Yes		The only staff present will be cleaners or maintenance personnel.
12.2	Are employees aware of fire risks associated with their activities and of relevant fire precautions?	Yes		The only staff present will be cleaners or maintenance personnel.
12.3	If extinguishers are required to be used, have staff received training in their safe use?	N/A		
12.4	Are the procedures for accounting for the evacuation of ALL persons sufficiently robust?	N/A		There is a ‘Stay Put’ policy for residents at the present time.

13. Records

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
13.1	Have staff or residents been informed of the significant findings of the fire risk assessment?	No	x	To be undertaken upon completion of the fire risk assessment where necessary.
13.2	Are there clearly defined written fire action and emergency evacuation procedures, including provision for roll calls following any emergency evacuation? Are residents are fully aware of this procedure?	No	x	See significant findings 10.3.

14. Emergency Plans

FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
14.1	Is a major emergency plan necessary and if so has one been drawn up in case of a major fire?	N/A		No major emergency is plan necessary.
14.2	Is there adequate access to the site and all premises to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes?	Yes		There is direct access to all sides of the premise.

14.3	Are all fire hydrants in the vicinity clearly indicated and accessible?	Yes		This is the responsibility of the fire authority.

15. Informing and Instructing Relevant People, Co-operating and Co-ordinating with Others FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
15.1	Are there sufficient competent persons to assist the responsible person in undertaking the preventative and protective measures?	Yes		Total Fire Management Ltd has been instructed as fire safety consultants and advisors.
15.2	Is the Fire Brigade familiar with the premises and any hazardous processes or materials stored on the premise?	N/A		
15.3	Have appropriate arrangements been made for informing those who are not normally on the premises (e.g. visitors and contractors) of any significant findings from your risk assessment including the fire evacuation procedures?	N/A		
15.4	If your premise is part of a multi occupancy building, are you aware of the risks that other occupiers may present with respect to fire safety?	N/A		

15.5	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A		
15.6	Have you informed ALL other occupants of the building about any significant findings from your risk assessment that may affect them?	N/A		

16. Periodic Review FA = further action required

Question Number	Risk/Hazard	Compliant Y/N	FA	Comments and recommendations
16.1	Has a procedure been established to review the fire Risk assessment periodically?	Yes		The fire risk assessment is to be reviewed internally on an annual basis with an outside agency contracted every 3 years.

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Significant Findings

The significant findings below are the findings from the Fire Risk Assessment, that identify failings within the general fire safety measures of the premise inspected that may lead to harm or injury to relevant persons following an outbreak of fire.

These findings will require some form of action to be taken by the responsible person to rectify the faults to prevent harm or injury to those persons.

To give some indication of the potential risk of harm or injury, the hazards identified have been categorised into a classification of risk to give an indication of the priority of actioning.

Some of the hazards may have been given a timescale for introduction, for example ‘immediate’. This means that the risk assessor has assessed the risk of injury to relevant persons is so high that harm or injury is imminent.

In general though, the timescale of implementation of any other remedial work of a lower priority will be discussed with the responsible person on presentation of the risk assessment.

Risk Rating

The risk rating is on a scale of low risk, medium risk, high risk and severe risk.
This has been colour-coded as follows for ease of identification:

Low Risk	Medium Risk	High Risk	Severe Risk

Low Risk **Low Risk**

Where the risk has been identified as **low**, the risk of a fire occurring is low or the potential for injury is low. This must not be regarded as an acceptable risk with no action to follow. There is a failing and it must be actioned.

Medium Risk **Medium Risk**

Where the risk has been identified as **medium**, there is an increased risk of injury from fire and remedial actions are required however the risk of injury is not such that immediate action is required to remedy any failings in the fire safety measures.

High Risk **High Risk**

Where the risk has been identified as **high**, the risk of injury to relevant persons from fire is likely should a fire occur and action to remedy any failings in the fire safety measures should be implemented as soon as possible.

Severe Risk **Severe Risk**

Any finding that indicates a **severe** risk must be actioned immediately as the risk of injury from fire is unacceptable and may lead to severe injury or death of relevant persons. It may also lead to either enforcement action, prohibition of use or prosecution proceedings by the local fire authority if inspected by an authorised fire safety enforcement officer.

Question Number	Risk / Hazard Identified	Risk Level L M H S	Action Required to Reduce the Risk / Hazard		Required Completion Date	Date Completed
2.12	Combustible materials and gardening equipment was being stored within the high fire risk electrical intake/distribution room. Any fire involving the electrical equipment could rapidly spread to the stored paints/thinners causing a significant fire. The stored gardening equipment (spade) leaning against the electrical equipment could damage the equipment causing fire or electrical shock.  	S	Remove the gardening equipment and paints. The electrical intake/distribution room must not be used for the storage of combustible items or items that may potentially damage the electrical equipment.		Immediately	

4.2	All of the flat entrance doors appeared to be fire doors however, these doors were not equipped with effective self-closing devices that would fully self close the doors into the rebates or flexible edged smoke seals to resist the passage of cold smoke from any fire occurring within the flat to the lobby area immediately outside the flat entrance door. Intumescent strips were found installed had been painted over. Some of the flat entrance doors appeared to have been fitted with draft seals on the external face however, these are not suitable and effective as smoke seals. The fire doors separating the lobbies from the stairway were not fitted with flexible edged smoke seals and intumescent strips had been painted over. The fire resisting self-closing door on the 1st floor separating the stairway from the flat entrance lobby was not fully self-closing due to the catch being unable to overcome the latch. The fire door to the electrical intake/distribution room was not fitted with flexible edged smoke seals and intumescent strips had been painted over. The storage cupboards within the flat entrance lobbies were not fitted with intumescent strips or flexible edged smoke seals.	S	Ensure that all flat entrance doors are fitted with self-closing devices that comply with the current appropriate fire safety standard of BS EN 1154and that the doors fully self close into the rebates, intumescent strips and flexible edged smoke seals. It is strongly advised that overhead type self-closing devices are used. Self-closing devices should comply with EN 1154 or its equivalent standard. Ensure that the electrical intake/distribution room and all storage cupboards within the flat entrance lobbies or fitted with flexible edged smoke seals incorporating an intumescent strip. Where intumescent strips have been painted over, these should be removed and replaced with new items that preferably have an integrated flexible edged smoke seal. A robust inspection routine should be introduced to ensure that these doors that are fitted with self-closing devices remain fully self-closing and that the devices are not removed by or tampered with by residents. A suggested time period between inspections is 6 months. Although it is not compulsory to retrofit overhead type self-closing devices, intumescent strips and flexible edged smoke seals to fire doors installed in the original construction phase, the latest standard for fire door sets is to incorporate such seals to resist the passage of cold smoke in the early stages of a fire and heat and flames as the fire develops and be fully self-closing into the rebates. It is the strongest recommendation of the assessor that such self-closing devices, intumescent strips and flexible edged smoke seals are fitted to the doors or the door frames to resist the passage of cold smoke and toxic gases from any fire occurring within a flat. Should self-closing devices not be fitted to flat entrance doors then consideration must be given to changing the fire evacuation policy to one of immediate evacuation whereby it may be necessary to install a fire detection system.	6 months	

7.1	The installed extinguishers have not been serviced annually and are well outside their annual test date. It is the recommendation of the fire risk assessor that all fire extinguishers are removed and not replaced with the exception of the 2 kg carbon dioxide type fire extinguisher installed as protection to the electrical intake/distribution room.	M	Remove all water type fire extinguishers. Have the carbon dioxide type fire extinguisher replaced or serviced (Total Fire Management can undertake this on behalf of the management team). It is recommended to supply fire blankets to all residents.	1 month	
8.5	Combustible items and other items were being stored at the base of the stairway under the stairs. Any fire involving items in the stairway would rapidly render the stairway impassable. 	S	Remove these items from the stairway. The stairway enclosure must not be used for the storage of items, whether combustible or not. Any storage within this area would indicate to other residents that items can be stored there. It is the recommendation of the fire risk assessor that a ‘0’ tolerance policy is maintained regarding the storage of combustible items within the stairway enclosure or lobbies forming part of the common areas.	Immediately	

10.3	It was clear from consultation with some of the residents that the stay put fire routine policy was not fully understood.	M	All residents should be fully aware of the stay put policy within the premise regarding fire safety. Notices stating the fire safety policies should be attached to notice boards on each landing or on a notice board at the base of the stairway.	1 month	
10.4	'FIRE DOOR KEEP SHUT' signage was missing from some fire resistant self-closing doors.	M	Ensure that all fire resistant self-closing doors with the exception of flat entrance doors are fitted with signage that indicates 'FIRE DOOR KEEP SHUT' on both sides at approximately eyelevel.	1 month	
10.6	'FIRE DOOR KEEP LOCKED SHUT' was missing from some fire doors.	M	Ensure that all storage cupboards in the flat entrance lobbies and that the electrical intake/distribution room are fitted with signage that indicates 'FIRE DOOR KEEP LOCKED SHUT' at approximately eyelevel on the external face.	1 month	
11.2	There were no written records of any testing or inspection of the emergency lighting by the management team.	M	Ensure that the emergency lighting units are inspected on a monthly basis to ensure that the battery charging indicator lights are illuminated and that written records are maintained. All emergency lighting units should be tested by a qualified electrical engineer periodically and given a discharge test. Ensure that an electrical engineer is contracted to undertake these tests at the required frequency.	1 month	

11.3	The installed fire extinguishers have not been maintained annually or subjected to a periodical inspection by the management team. If the extinguishers are to be retained, then these maintenance checks and services should be undertaken. It is the recommendation of the fire risk assessor that all fire fighting equipment is removed with the exception of a 2 kg carbon dioxide type fire extinguisher used for firefighting electrical intake/distribution room.	M	If fire fighting equipment is to be retained then an annual service should be programmed (Total Fire Management can undertake these annual checks).	1 month	
11.4	There were no periodical records available of the inspection of the means of escape to ensure that the communal areas are clear of combustible materials or that fire resistant self-closing doors fully self close into the rebates.	M	Ensure that there are periodical (monthly) checks of the means of escape to ensure that combustible materials are not being stored within communal areas and that all fire resistant self-closing doors are not being wedged open and fully self close into the rebates.	1 month	

General Staff Training

All staff should receive relevant fire safety awareness training on regular intervals and on initial employment. Staff and contractors should be aware of their actions upon discovering a fire or on hearing the fire alarm and a written record kept of their training.

The training should take account of the findings of your fire risk assessment and should be put across in such a way that it is easily understandable and explains in simple terms what is expected from them in an emergency.

The training should include any role that particular members of staff will be expected to carry out whether it is as a fire marshal, to assist members of the public to evacuate or any other specific duty. If staff are expected to fight fires or act as the fire marshals then additional training will be required in order for them to carry out these roles safely.

All training should be given by a competent person.

Matters that should be addressed in this training should include:

- Details of your emergency plan
- Raising the alarm, including the location of alarm indicator panels
- The action to be taken upon hearing the fire alarm
- The action to be taken upon discovering a fire) stopping machines and processes and isolating power supplies, where appropriate
- The location of fire fighting equipment
- Where trained to do so, the appropriate use of fire fighting equipment
- The importance of closing fire doors and other basic fire prevention measures.
- The arrangements for calling the fire service
- The location of exit routes, the operation of exit devices and meaning of signs
- Stopping machines and processes and isolating power supplies, where appropriate
- The importance of reporting to any assembly areas and conducting roll calls
- Details of your smoking policy and any restrictions you have in place for cooking, additional heating equipment or hot working
- Any plans you have for assisting people with disabilities to evacuate

Details of the training given/received should be recorded in the fire safety manual or in a log book and should be reviewed and repeated annually

Records and Information

General Records

Although the fire safety order does not state you have to keep routine maintenance records it is good practice to do so and keeping good records of your fire safety maintenance will demonstrate to any inspecting officer that you are managing the fire safety well.

Records should be kept in a specific place on the premises where they are easy to locate preferably with your fire risk assessment.

Records it is recommended to keep include:

- Details of any significant findings from your fire risk assessment and any action taken to remedy them
- Regular testing and maintenance of escape routes including any securing mechanisms on final exit doors, the maintenance of the doors ensuring that they open freely with little pressure having to be applied
- Daily visual inspection of the fire alarm control panel for faults
- Weekly testing of individual call points (each call point should be tested every 13 weeks)

- Annual maintenance of automatic fire detection and fire alarm warning system
- Testing of electro magnetic devices.
- Regular testing and maintenance of emergency lighting systems.
- Weekly visual inspection of fire fighting equipment.
- Annual maintenance of fire fighting equipment by a competent engineer.
- The training of staff in the fire precautions and evacuation drills.
- Any false alarms.
- Routine maintenance of any facilities there are to assist fire fighters.

Plans

Your Fire risk Assessment may include an emergency plan dependent upon the results of your findings.

Your emergency plan should be appropriate to your premises and could include:

- The methods of giving warning to people in case of fire.
- The action you expect from members of staff should they discover a fire.
- The place of safety that people should assemble once they have evacuated from the premise.
- Any facilities for fighting fire.
- The identity of staff who have specific duties regarding fire, their identities and work locations.
- The arrangements you have in place for the evacuation of people you have identified as being especially at risk such as people with disabilities, people who work alone or young people.
- The type and location and instructions for any machines, appliances, power supplies that need isolating should there be a fire. Persons should be identified to perform these tasks.
- Any specific arrangements that there may be in place to deal with high risk processes and areas.
- Any plans you may have should there be a breakdown in the first line fire precautions that are in place.
- How the Fire and rescue services are to be summoned and whether there are any Persons designated to be responsible for this.
- Any procedures for meeting the fire and rescue services on their arrival and the passing over of any relevant information that they may require to assist them in their duties.
- Who's duty it will be to ensure that all personnel have evacuated from the premise and to conduct the roll call.

This list is not exhaustive but should be a reflection on the findings of the Fire safety risk assessment.

Information to the Fire and Rescue Services

Details of any dangerous substances should be passed to the local fire and rescue services. The best way to pass information is to provide the fire services with data sheets of the substance to prevent miss interpretations, miss spellings. You should also provide information about the quantities on the premise, location and any specific arrangements you have for dealing with an emergency arising out of accidental spillage, fire or contamination of personnel.

Supplying Information to Others

You must provide easily understandable information to all employees, other employers that may be working in your premise and their employees about the measures in place to ensure a safe escape from the premise and other risks within the premise that may have a detrimental effect on them.

Examples include:

- Information on any significant risks to staff and other relevant persons that have been identified in your fire risk assessment
- The fire prevention, protection measures and procedures you have implemented.

- The procedures for fighting a fire in the premises if that is an option or decision that has been made to fulfil
- The identity of people you have nominated with specific fire safety responsibilities in the premise
- You need to ensure that all staff and where necessary other relevant persons in the premise receive any appropriate information for their safety and fulfilment of emergency plans.

Co-operation and Co-ordination with Others

In a premise that is shared with others (this includes self-employed and partners), each responsible person as defined who has control over any part of the premises is required to cooperate and coordinate with all the responsible persons in the premise to ensure the fire precautions and protection measures are effective throughout the premise.

These measures could include:

- The coordination of an emergency plan.
- Identifying any risks and how they may affect others in premise.
- Identifying any measures to reduce the effects of the fire.
- Arranging who will contact the emergency services.