Home Republic Ltd
DREAMS CONSTRUCT REALITY

Fire Safety and Risk Management Plan

Company Name:	HOME REPUBLIC LIMITED
Company Address:	23 MARIETTE WAY WALLINGTON SURREY SM6 9NL
Site Address:	24 RANDOLPH ROAD LONDON BR2 8PU
Date:	15 January 2024

Site Fire Safety Plan: GROUND FLOOR

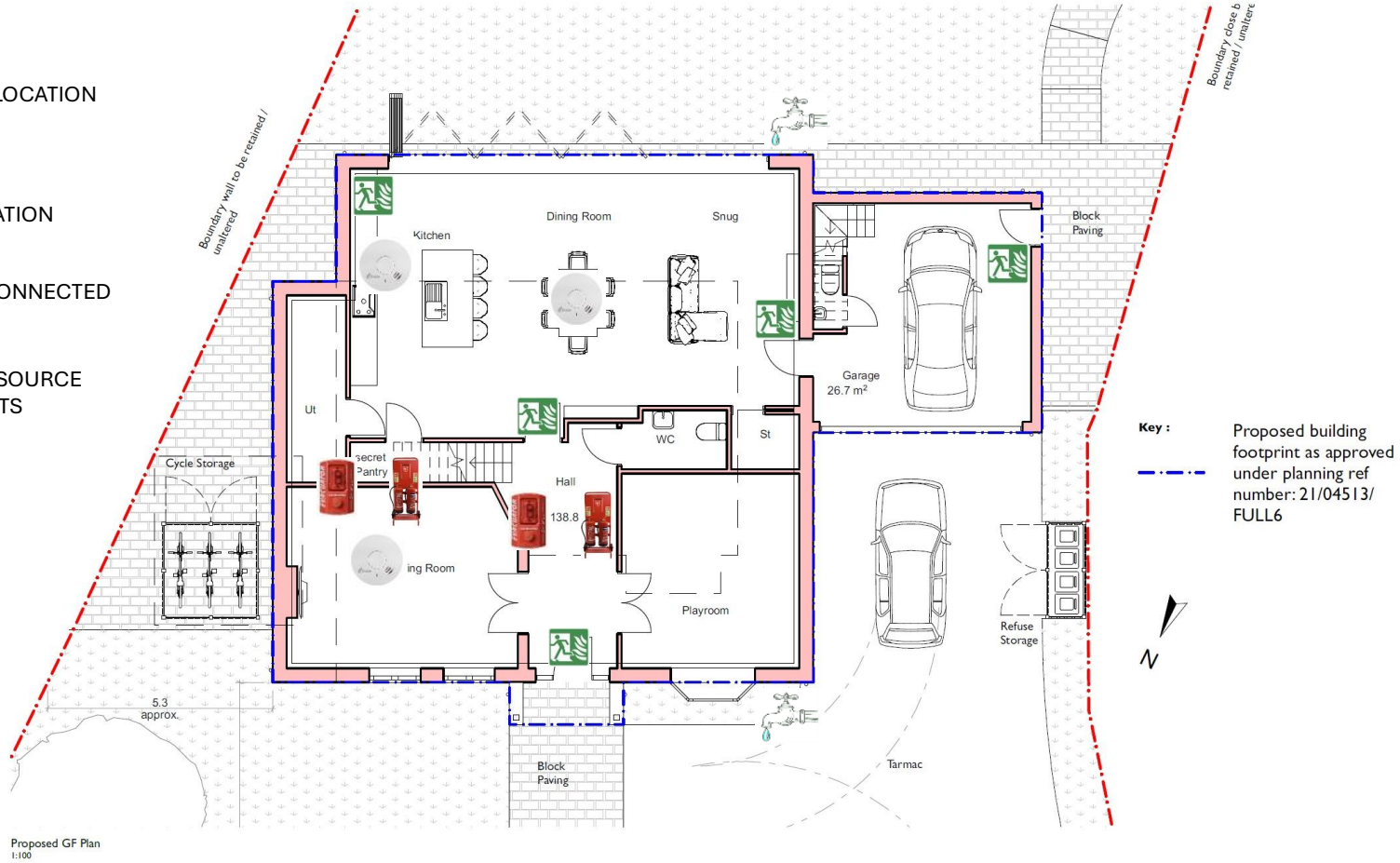
FIRE EXIT SIGN LOCATION

FIRE EXTINGUISHER LOCATION

SITE FIRE SIREN LOCATION

TEMPORARY INTERCONNECTED SITE SMOKE ALARM

TEMPORARY WATER SOURCE INCLUDING HYDRANTS



Site Fire Safety Plan: FIRST FLOOR

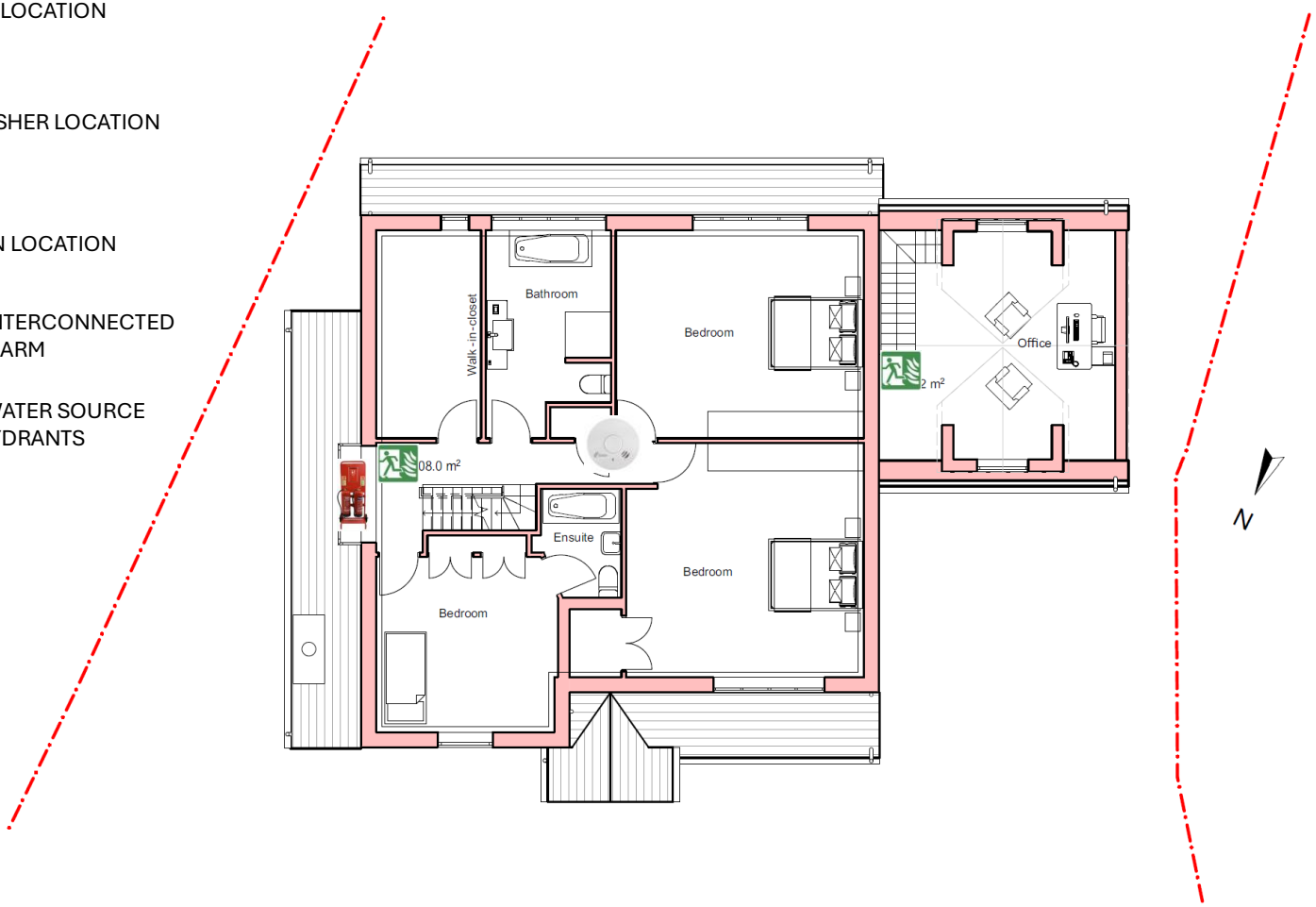
FIRE EXIT SIGN LOCATION

FIRE EXTINGUISHER LOCATION

SITE FIRE SIREN LOCATION

TEMPORARY INTERCONNECTED SITE SMOKE ALARM

TEMPORARY WATER SOURCE INCLUDING HYDRANTS



Proposed FF Plan
1:100

Site Fire Safety Plan: SECOND FLOOR

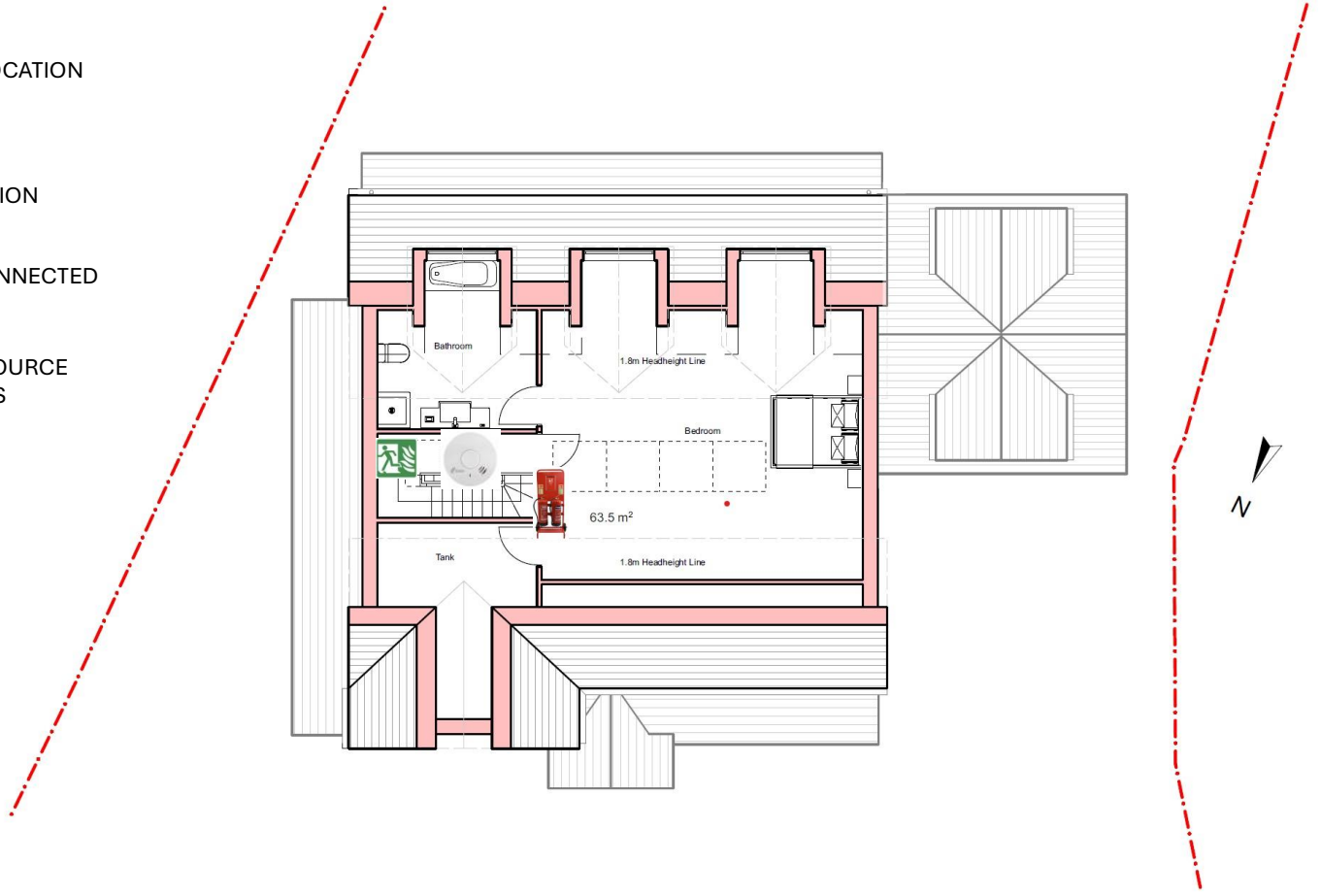
FIRE EXIT SIGN LOCATION

FIRE EXTINGUISHER LOCATION

SITE FIRE SIREN LOCATION

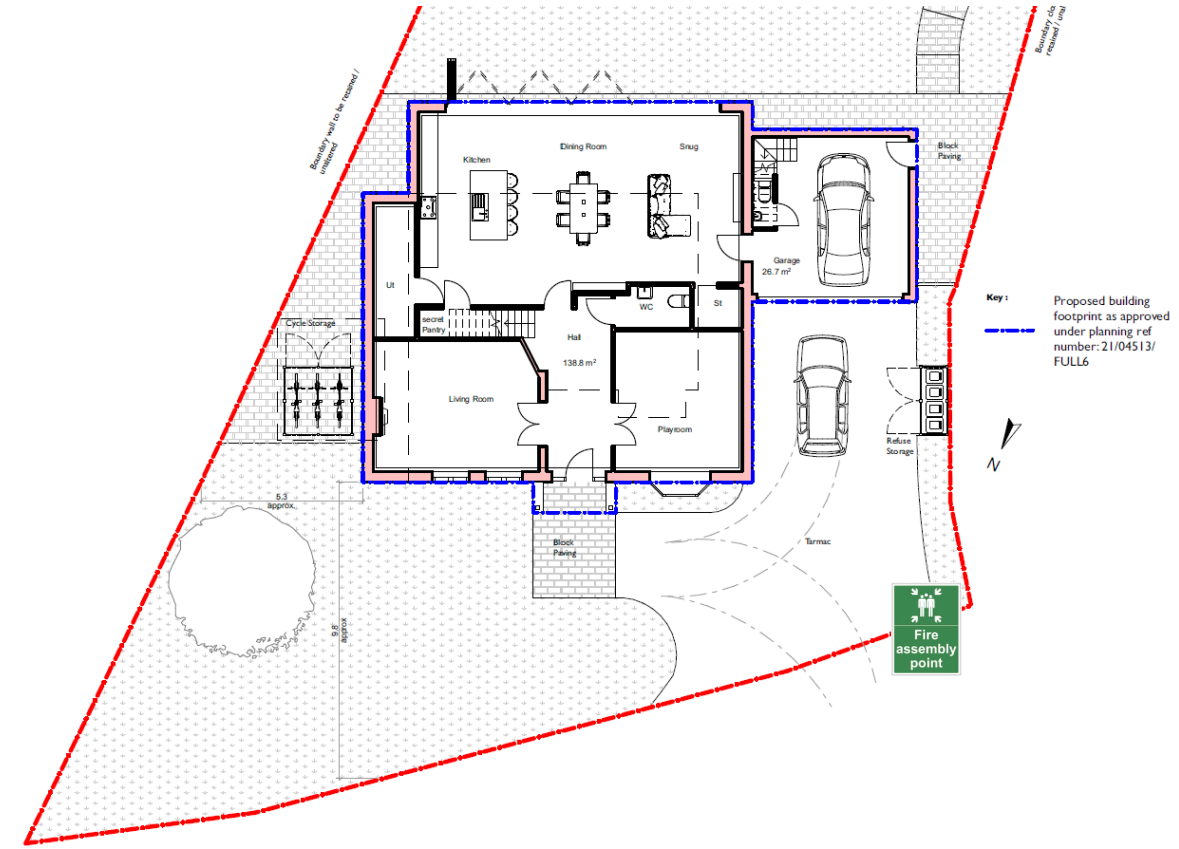
TEMPORARY INTERCONNECTED
SITE SMOKE ALARM

TEMPORARY WATER SOURCE
INCLUDING HYDRANTS



Proposed Loft Plan
1:100

Site Fire Assembly Point Location



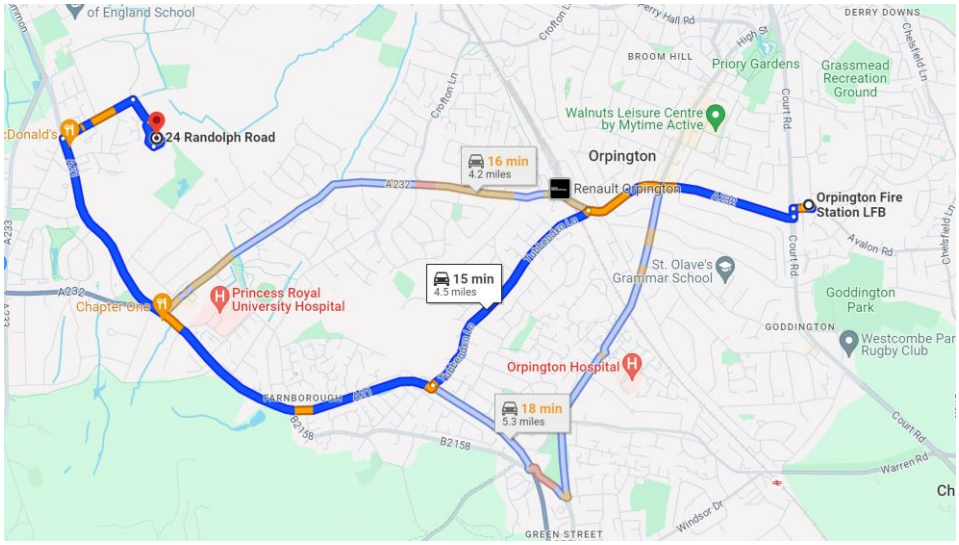
Proposed Site Plan
1:200

Responsible Person *(Employer or other person having control of the relevant premises)*	Igors Mirosnikovs
Address of Premises	24 Randolph Road London
Postcode	BR2 8PU
Assessor:	Aleksejs Strikovs
Date of Fire Risk Assessment	07 January 2024
This risk assessment should be reviewed quarterly or at such earlier time as there is a reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.	
Subsequent Review Dates: 07 April 2024	

Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

Nearest Full Time Fire Station:

Orpington Fire Station LFB (Orpington BR6 9AX)



General Information

The Premises	
Number of floors in building: *(To include basements)*	Three
Approximate floor area: (m^2) (To include all floors of responsibility)	280m2
Brief details of construction: *(Date of construction, brick, timber, purpose built or converted)*	New Build Residential House
Primary usage: *(e.g. Hotel, Shop)*	Dwelling
Secondary usage: *(e.g. Kitchen, Bar, Function Room, Offices)*	

Occupancy Profile							
Maximum number of persons in the **most highly occupied compartment** to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS			
	0000 to 0400			0000 to 0400			
	0400 to 0800			0400 to 0800			
	0800 to 1200	A		0800 to 1200	A		
	1200 to 1600	A		1200 to 1600	A		
	1600 to 2000	A		1600 to 2000	A		
	2000 to 2400			2000 to 2400			
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None						
Description of Occupants	Mobility Issues		Average Mobility		Vulnerability Issues		

Occupants Especially At Risk From Fire	
Sleeping occupants *(Details of numbers - public/staff)*	
Disabled occupants *(Personal Emergency Evacuation Plans in use when necessary)*	
Occupants in remote areas *(Lone working/isolated areas)*	
Young person's *(Individual Risk Assessment provided for those persons under 16 years of age)*	
Others *(Details of Elderly/Infirm/Mental Ability)*	
Visitors	Clients, project stakeholders (e.g. architects, engineers, building control), delivery drivers, etc.
Occupants whose first language is not English.	

Site Induction

Home Republic Ltd
DREAMS CONSTRUCT REALITY

OPERATIVE/SITE INDUCTION

COMPANY	HOME REPUBLIC ltd	Site		Date	
Name, Surname					
Trade					
Company					
Home address					
Phone					
Emergency contact details					

CONSTRUCTION & GENERAL SITE RULES EXPLAINED TO INDUCTEE:

Home Republic ltd values and beliefs		H&S Procedures and requirements. *Method Statements and Risk Assessments. Permits to work. Skill cards. Tool Box Talks*	
Home Republic ltd general safety and health being policy. CCS Membership and Code of Conduct		Tools, plant and equipment provided. *Condition, competence to use.* Own Tools. *Condition, PAT testing*	
Home Republic ltd general rules, communal behaviour and social responsibility		Environmental Sustainability. *Commitment to reduce carbon footprint. Energy saving on site. Sustainable procurement. Wildlife Protection.*	
Site rules and attendance procedures. *Hours of work. Signing in and out. Site board information*		Waste management plan	
Site layout. *Toilets, office, canteen location*		Sustainable community approach. *Personal Appearance and Behaviour. Noise reduction. Proactive thinking.*	
PPE to be worn. *Safety helmets, safety footwear, eye/hearing/respiratory protection, etc*		Local Charity Support. *Charity Shops. Local schools/churches. Vulnerable residents*	
Site appearance. *Keeping the site clean. Changing before leaving site. Use of radios.*		Welfare arrangements	
Safety organisation explained. *Parking, offloading and deliveries. Safe use of mobile phones*		Alcohol policy/drug abuse. Non-smoking/e-smoking policy	
First aid accident/ill health reporting. *First Aiders on site. Nearest A&E*		Occupational health risks	
Site emergency procedures. *First Aid facilities, Firefighting equipment location, evacuation points and procedures (fire exists)*		ZERO TOLERANCE policy *No bullying, harassment or inappropriate language. Equal opportunities*	
Materials storage policy. Keeping the site clean and in order		Spotlight on illegal working	
COSHH and manual handling risks explained. *Slips, trips, falls, manual handling, working at height*		Support for personal development and learning	
Specific site risks. *Hazardous locations/no go areas. Excavations*		How Residential Construction differs to commercial	
		Company Website	
		Questions	

Transcript: - general section, - site section, - environmental and community section, - policies section, - additional information,

YOUR HEALTH:

Should the Company or any colleagues know about your health? If we all know – we can help if you become ill at work.

Are you taking specially prescribed medication?	Yes / No
Are you epileptic or diabetic?	Yes / No
Do you have a heart condition?	Yes / No
Mental health problems?	Yes / No
Previous injuries?	Yes / No
Spine problems?	Yes / No
Occupational deceases? If yes – please specify below: _____	Yes / No
Any other serious or chronicle conditions that we should be aware of?	Yes / No
Smoker?	Yes / No
Alcohol user?	Yes / No
Drug user?	Yes / No
Other:	

Inductee signed _____ Inductee printed_____

Inductor signed_____ Inductor printed _____

This is to confirm that I have presented to the person above mentioned as "Inductee", details of the topic listed, as per guidelines set out with Corporate Health and Safety Management Policy.

COMPLETE FORM ON SITE

Hot-Work Permit

Any operation involving open flames or producing heat and/or sparks on site will require a hot-work permit prepared by a competent person. Hot works include brazing, torch cutting, grinding, soldering and welding. Hot work must cease at least one hour before end of shift.

HOME REPUBLIC LIMITED Hot Work Permit

Permit Number:		Date Doc Downloaded:	
Permit Issued by:		Permit Date:	
Position:			

Applicable to all operations Involving flame, hot-air or arc-welding and cutting equipment, brazing and soldering equipment, blowlamps, boilers and other equipment producing heat or having naked flames.

1. DETAILS OF WORK

Period of work:	
Exact location:	
Equipment for the operation:	
Fire Hazard:	
Other hazards:	
Comments:	

2. FIRE PRECAUTIONS

General conditions	
The above location has been examined	
Where sprinklers are installed that these are operative	
Cutting and welding equipment in good repair and adequately secured	
Precautions within 15m of work	
Floor clean of combustible materials	
Combustible floors protected by wetting down and covering with damp sand or sheet of non-combustible material	
Combustible materials and flammable liquids protected with non-combustible curtains or sheets	
All wall and floor openings covered with sheets of non-combustible material	
All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible material	
Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks	
Work on walls or ceilings	
Combustible constructions protected by non-combustible curtains or sheets	
Combustibles moved away from opposite side and clear of any metal likely to conduct heat. (Where metal beams/pipes are being worked on, and extend through walls or partitions, precautions must be taken on the far side of such a wall or partition)	
Work on enclosed equipment (tanks, containers ducts, dust collectors etc)	

Equipment cleaned of all combustibles	
Containers free of flammable vapours	
Fire Watch	
Provision for the attendance of a contractors' employee during and for one hour after completion of work. Such employee being supplied with extinguishers or small bore hose and trained In the use of such equipment and In sounding the alarm. He and the operatives have had the nearest fire alarm/telephone pointed out to them and have been told what to do In the event of fire	
Warning notices have been displayed	

If any of the answers above are "**No**" work should not commence until the necessary controls have been provided and/or agreed.

3. AUTHORISATION

I have personally checked the aforementioned precautions and consider it safe to carry out this work.

Permission is granted to <<Name of Contractor>>
to use <<Describe the Equipment required for the operation>>
in <<Location of any such Hot Work>>

Company Representative:	
Signature:	
Date:	

4. ACKNOWLEDGEMENT

I understand the hazards of this work and the precautions to be taken. These have also been fully explained to the operatives carrying out this work and I consider them competent to do it safely. I will return my copy of this permit to the Company Representative when the work has been safely completed.

Contractor's Supervisor:	
Signature:	
Date:	

5. INSPECTION

Work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation, and one hour later no smouldering fires were discovered.

Contractors' Supervisor:		Company Representative:	
Signature:		Signature:	

Site Waste Management Plan

Construction projects generate many environmental matters that require control measures. To ensure that these matters are controlled the Environmental Toolbox talks as listed below will be considered as 'Activities with Risk to Health and Safety' and will be part of the H&S Managers and Safety Inspectors inspections regime. Toolbox Talks are the responsibility of the Home Republic ltd's site managers. The site will have a site-specific Site Waste Management Plan (SWMP) on site:

- Spill Controls
- Water Pollution Prevention (Fuel and Oils)
- Dust and Air Quality
- Noise and Vibration
- Water Pollution –SILT
- Water Pollution- Cement and Concrete
- Tree Protection
- Storage of Waste
- Storage and use of Petroleum, Diesel and Oils
- Pumping and Over Pumping
- Washing down Plant and Machinery
- Be a Good Neighbour

Removal of Earth

The removal of soils is common practice within the construction industry. Before construction, existing site levels will need to be reduced or changed to meet the requirements of the new design. We may be able to use some of the surplus material to raise levels in other areas of the site, but most excavated soil will become a material for which we won't have any requirements. Therefore, this material will need to be removed from the site and potentially disposed of. This material is defined as 'WASTE'.

Dust, Debris, Noise & Waste

A number of building operations are inherently noisy and/or dusty. We will keep dust to a minimum by the use of sprays where applicable and noise by ensuring that all plants used on site has the appropriate silencer and baffles. We will have a segregated cutting zone which will enable us to exercise greater control over the noise and dust pollution created during cutting exercises. We have allowed for wheel washing throughout the groundwork's phase to ensure all vehicles that leave the site will not soil the surrounding roads.

Surplus materials will be placed in segregated skips for removal from site to a registered waste processing centre and will be recycled where possible. Home Republic's site-specific Environmental Management Plan will identify these items as risks and will identify the necessary control measures.

We will not allow any fires on site for the burning of materials.

Mainly, Waste will be collected in skips located within the site boundaries and picked up on request. However, it is our intention that all existing concrete and brick rubble will be crushed and reused on site.

Waste Classification

Regardless of which re-use or disposal option we may choose, before the decision is made, all waste must be classified in accordance with the 'Waste (England & Wales) Regulations' This is undertaken by considering various factors.

Once the material has been classified, a European Waste Code (EWC) can be applied to the material and from this, a final decision can be made for the end-use of the material.

Landfill Disposal

When disposing of waste soil, we have a legal duty to dispose of the waste material at an authorised landfill site. These sites have specific permits that allow them to accept the following types of waste:

- Inert
- Non-Hazardous
- Hazardous

Depending on the types of waste a landfill site is permitted to accept, the site will have a certain set of waste acceptance criteria that all waste being disposed of must adhere to. This should be in-line with the 'Landfill Directive' or the Environment Agency guidance document. 'Waste Acceptance at Landfills' The waste acceptance criteria will consist of a set of chemical and potentially physical properties the material must meet.

Using the same information provided as part of the waste classification process (providing the information required by the site's waste acceptance criteria is met), it should then be possible to decide which types of landfills the waste material can be accepted at. If not, further laboratory analysis will be required.

Transportation of Waste

Once the material has been accepted by the site, it must be transported by a company with a valid waste carrier licence. These companies are approved by the government, and anyone found without a licence can be prosecuted. All customers importing waste to one of our sites are checked for a valid waste carrier licence at the point of quotation.

A waste transfer note must be produced for each load of material imported to a site. The waste transfer note documents the movements and people involved in the handling of the waste material. The information collected helps the business accepting the waste handle and dispose of it safely.

Flammable and Combustible Materials Self-Inspection Checklist

Date: _____ Time: _____ Inspector: _____

- Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and promptly removed from the worksite?
- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Do storage rooms for flammable and combustible liquids have explosion-proof lights and mechanical or gravity ventilation?
- Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?
- Are "NO SMOKING" signs posted on liquefied petroleum gas tanks and in areas where flammable or combustible materials are used or stored?
- Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are firm separators placed between containers of combustibles or flammables that are stacked one upon another to ensure their support and stability?
- Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers while in storage?
- Are fire extinguishers selected and provided for the types of materials in the areas where they are to be used?
    1. *Class A - Ordinary combustible material fires.*
    2. *Class B - Flammable liquid, gas or grease fires.*
    3. *Class C - Energized-electrical equipment fires.*
- Are appropriate fire extinguishers mounted within 75 feet (22.86 meters) of outside areas containing flammable liquids and within 10 feet (3.048 meters) of any inside storage area for such materials?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?
- Are safety cans used for dispensing flammable or combustible liquids at the point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are rules enforced in areas involving storage and use of hazardous materials?

Pass: _____ Fail: _____

Action plan:

_____

_____

_____

_____

Follow-up by: _____

Auditor signature: _____

Was abatement successful by target date? If not, why not? Further action?

_____
_____
_____
_____

Fire Safety Management

Statement of Intent

HOME REPUBLIC LIMITED believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction, and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Signed: _____ Date: 07 January 2024

(Managing Director / Chief Executive Officer
Employer / Owner)

1 Introduction and Scope

1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.

1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and legal obligations laid on HOME REPUBLIC LIMITED as the employer, occupier / owner or *'responsible person'*.

1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the HOME REPUBLIC LIMITED as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.

1.4 Where premises are jointly occupied or shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated, and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.

1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.

1.6 HOME REPUBLIC LIMITED will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:

- provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.

- provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.

- provide a programme of fire safety training.

- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement.

- have in place a programme of works to improve or maintain the existing fire safety specifications.

- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.

- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2 Practical Fire Safety Arrangements

2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication, and safe evacuation. In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes considering the needs of pupils, service users, people with disabilities, contractors, the public, etc.

- appropriate safe and secure location of building services e.g. gas and electricity.

- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995.

- provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and

- education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:

- the installation, maintenance, inspection, and weekly testing of fire alarms.

- the appropriate design, location, operation, monthly inspection, and annual testing of adequate (emergency) lighting systems for fire escape routes.

- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.

- A quarterly / six monthly / annual premises fire safety inspection will be carried.

2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strand of the strategy involves: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits - Fire safety systems and maintenance
- Fire warden and staff training - Fire evacuation drills
- Building design, alterations, and commissioning

3 Planning

3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).

3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	=	Work to be completed within 4 to 8 weeks Work
Medium Risk	=	to be completed within 6 months Work to be
Low Risk	=	completed within 1 year

3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities, and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practise and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

- Fire detection and warning system
- Emergency lighting
- Firefighting facilities
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.

3.8 Fire Warden and staff training are provided through a qualified organisation who conducts a number of courses annually. The course is delivered by a qualified competent person. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

3.9 Fire evacuation exercises will be carried out each term / 3 monthly 6 monthly / annually within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.

3.10 Provisions will be made for the safe evacuation of disabled people.

3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.

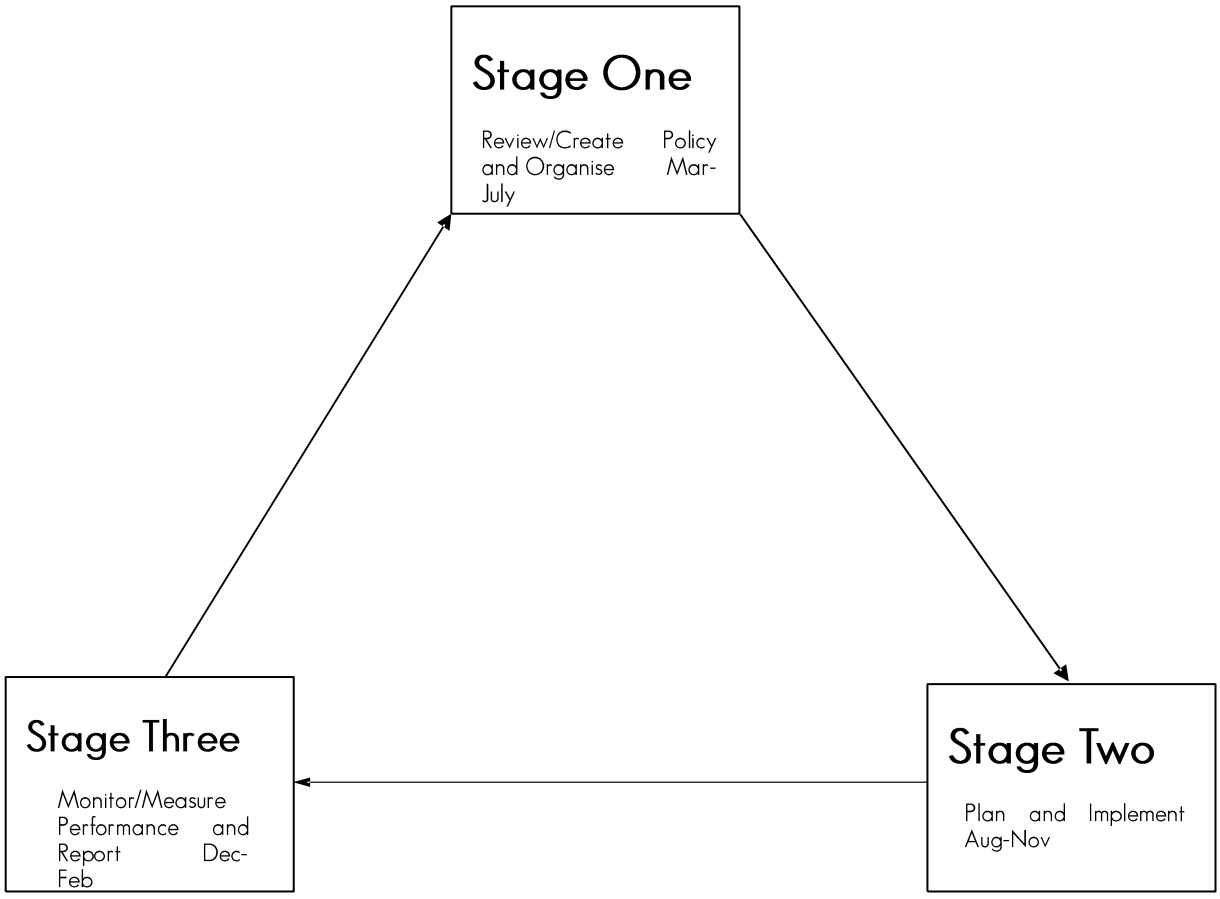
3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Chief Executive / Managing Director

3.13 Testing of building passive and active fire evacuation systems are to be conducted by a qualified person at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.

3.14 Fire wardens will report any faults or problems to their respective Chief Wardens who will forward the details to the Fire Safety Officer / Health and Safety Manager.

3.15 A fire safety logbook will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.

3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



4 Organisation and Control

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5

4.2 Chief Officers / Managing Directors will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.

- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements and ensure that they are competent and appropriately trained to undertake their duties.

- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection.

- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.3 Managers / Section Heads / Department Managers with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc.

- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations.

- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.

- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.

- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation.

- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf.

- ensure that if there is any doubt about the provision of new or replacement fire extinguishers.

- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.

- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with.

- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.

- ensure that effective arrangements are in place for contacting the emergency services.

- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc.

- confirm that their quarterly premises fire safety inspections address fire safety arrangements; and

- liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.

4.4 The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments.

- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented.

- prepare and review the emergency plan issued to all staff.

- ensure information on fire safety arrangements is available to service users and visitors.

- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.

- arrange and review fire drills at a frequency of not less than six months.

- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed.

- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly.

- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained.

- keep the fire logbook or equivalent up to date.

- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date.

- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded.

- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and

- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements.

- know, and co-operate with, the responsible person for their workplace.

- report to their manager or supervisor any concerns about fire safety.

- be familiar with all escape routes.

- not wedge fire doors open, nor block or obstruct them.

- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.

- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and

- comply with the No Smoking legislation.

5 Monitoring

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

i. Number of fires recorded annually / number of fire related incidents.
ii. achieving set schedules and time frames (evacuation drills and building audits). iii. Measuring the number of Fire Service call outs against cause.
iv. Number and nature of enforcement, alterations, or prohibition notices from statutory authorities.
v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
vi. Annual audit of all fire systems by the chief executive / managing director.

6 Review

6.1 Annual audit of all fire systems by the chief executive / managing director to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

6.2 Active reviews will take place quarterly prior to any likely accident or event.

6.3 Reactive reviews will take place following a fire safety event occurring.

6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

7 Fire Emergency Plan

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

7.1 Training and Training Provision

Identify any training needed and how it will be provided. This should include the following: -

- Staff identified as trained in the use of fire equipment. - Staff identified as trained in the use of the fire panel. - Staff identified as trained for Fire Marshal duties.
- Staff identified to register visitors at the assembly point(s).
- Staff identified as having duties specific to the type of evacuation.
- Method of ensuring everyone understands how to operate the fire alarm.

- Method of ensuring everyone has sufficient instruction and training for fire evacuation.
- Method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation.

7.2 Information Distribution

Detail the method(s) of informing personnel (incl. visitors / contractors) of escape routes. This should include the following: -

- Instruction - Training
- Emergency exit / route signage - Fire action Notices
- Include method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to a route that leads past a potential arson attack area, such as near rubbish skips.)
- The Emergency Plan

7.3 What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point - Evacuate to a safe place.
- DO NOT USE THE LIFT (unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings.
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point. - Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.4 What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not, then: -

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape. - Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.

- Do pass any information to the building responsible person at the assembly point. - You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.5 Contacting the Emergency Services

Detail: -

- Who will contact the emergency services?
- What are the means of calling the emergency services? For example, by mobile telephone or landline
- Include a method in the event of a power failure.

7.6 Identify Processes, Machines or Power That Must Be Shut Down

This should include the following where appropriate: -

- Staff responsible for ensuring any hot work equipment is turned off - Science labs.
- Technology departments - Welding
- Cookery - Kitchen

7.7. Specific Arrangements for Any High-Risk Areas

For Example: -

- Boiler room
- Chemical storage areas - Gas storage
- Generators
- Work processes

7.8 Emergency Services Liaison Procedures

- Who will liaise with the emergency services on arrival? - What information will they have and how will they get it?
- How will the person, identified above, direct the emergency services to the emergency? i.e. will they meet them at the gate or at a pre-determined place?
- How will the emergency services be able to identify this person? e.g. Hi-Viz vest, armband, etc.
- If anyone is missing and where they were last seen.

7.8.1 Specific Information for the Emergency Services

How will the emergency services be given specific information such as: -

- Type of emergency
- Location of the fire / incident - Missing persons
- Flammable material stores - Location of high-risk areas
- Any unusual activities such as building works or temporary structures - Hazardous work process.

7.8.2 Location of information

Detail: -

- Where will the information be kept on risks - E.g. Maps / sketches / alarm identification? - For example - held near the fire panel.

7.8.3 Accounting for Personnel

- How will all people be accounted for? - Staff; pupils; Visitors; Contractors
- How will the Emergency situation manager be informed? - Who will ensure that all personnel are accounted for?
- How will this be managed if there is more than one assembly area? - What is the procedure if someone is missing?
- How are the emergency services informed? (Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing)

7.9 Escape Routes

A map or diagram should be included for ease of reference. Include other relevant information such as details of firefighting equipment provided, location of designated 'Safe Refuges', types and location of emergency exit signs, locations of manual break glass points and emergency lighting.

7.10 Assembly Points

Give the locations of assembly points, including: -

- the point where visitors / contractors must assemble - Identify how each assembly area is recognised.
- Identify who should be in each assembly area e.g. groups or departments or sections - Identify the locations of any designated safe refuges.
- Where possible provide plans or schematic diagrams.

7.11 Identify Persons Especially at Risk

- Identify lone workers, contractors, and the areas where they may be at risk - Include methods of escape and identify how they will be located.
- If there is sleeping accommodation on site, identify the method of ensuring that they are safely out of the building and accounted for.

7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- Progressive Horizontal Evacuation. This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A

'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes fire resisting construction.

- Evacuation by Lift. This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lift with special features and are not the same as ordinary lifts in most buildings.

- Evacuation by Stairs. This method involves the use of equipment such as special evacuation chairs but is usually only possible if people are being evacuated downwards or horizontally.

- Use of Refuges. BS5588: Part 8 defines refuges as: 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)

A refuge is an area that is separated from the fire by a fire-resisting construction and has access via a safe route to a final fire exit and be clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate.

Identify the method of ensuring that persons with any disability (permanent or temporary) are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated in safety. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.

Designate responsibilities for persons at special risk and: -

- Who is responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety?
- Have they had any specific training e.g. using the 'evacuation chair'?

7.13 Visitors and / or Contractors

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.
In buildings not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitors' book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, the should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following: -

- Visitors on site for evening classes, open evenings, school plays etc.
- A method of ensuring that all visitors are evacuated and accounted for.
- Methods of control for example: using ushers / fire marshals, registers / head count, buddy system for personnel with disabilities etc.)

7.14 Staff with Specific Responsibilities

Give the name (post) and duties of identified personnel in the event of a fire or other emergency. E.g. the fire marshals / fire wardens, ushers

This should include backup personnel in the event that identified personnel are not available.

7.15 Overall Control

- Who is in overall control of the emergency situation and what are their responsibilities? - Who records the emergency situation and actions taken?

A senior person should be nominated to: -

- Take overall control of the evacuation
- Ensure that other people with specific duties have taken relevant action - Account for all persons in the premises
- Liaise with the Fire and Rescue Service
- Initiate any additional response in relation to the care of people with special needs,

7.16 Fire Marshals and Fire Wardens

Fire marshals / fire wardens are valuable in any premises and vital in large ones. Fire Marshals / Fire Wardens should always be given responsibility for a specific area, i.e. a floor or a section, and will have general duties in an evacuation such as: -

- Who are the Fire Marshals / Fire Wardens and what are their responsibilities? - Do they 'sweep' the building on their way out?
- Do they carry out 'first aid' firefighting if trained and safe to do so
- How do they ensure they do not work alone and put themselves at risk? - Proceed to the assembly point close doors on route.
- Helping the person in overall control of the evacuation by confirming their area has been checked.

7.17 Fire Fighting

- Who is trained to use the firefighting equipment? - What are their responsibilities?
- Where is firefighting equipment located?

7.18 Fire Control Panel

- Who will check the fire panel? - What is their next step?
- What do they do with the information?
- Who is responsible for silencing and resetting the panel and on what occasions?

7.19 Contingency Plans

Have contingency plans for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems, emergency lighting or building power system are out of order.

As part of your emergency plan, it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving: -

- unaccompanied children.
- people with personal belongings (especially valuables) still in the building. - people wishing to re-join friends.
- getting people away from the building (e.g. to transport). - inclement weather; or
- the building cannot be re-entered / reoccupied.

7.20 Re-Entering the Building

- How be people prevented from re-entering the building?
- How will people know when they can re-enter the building?
- Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building.

7.21 Contingencies If Not Re-Entering the Building

- Are there arrangements in place if the building cannot be re-entered?
- Consider weather conditions, time of year, length of time before re-entry is possible etc. - Personnel will remain in the assembly area or be relocated to.....
- Staff identified to monitor / escort the pupils / service users during this time are.....
- Staff identified to ensure that all pupils / service users have arrived at the relocation point are.....
- Method of contacting parents or guardians if the pupils are sent home is.....
- Procedures to ensure the safety of pupils / service users that cannot be sent home or relocated.

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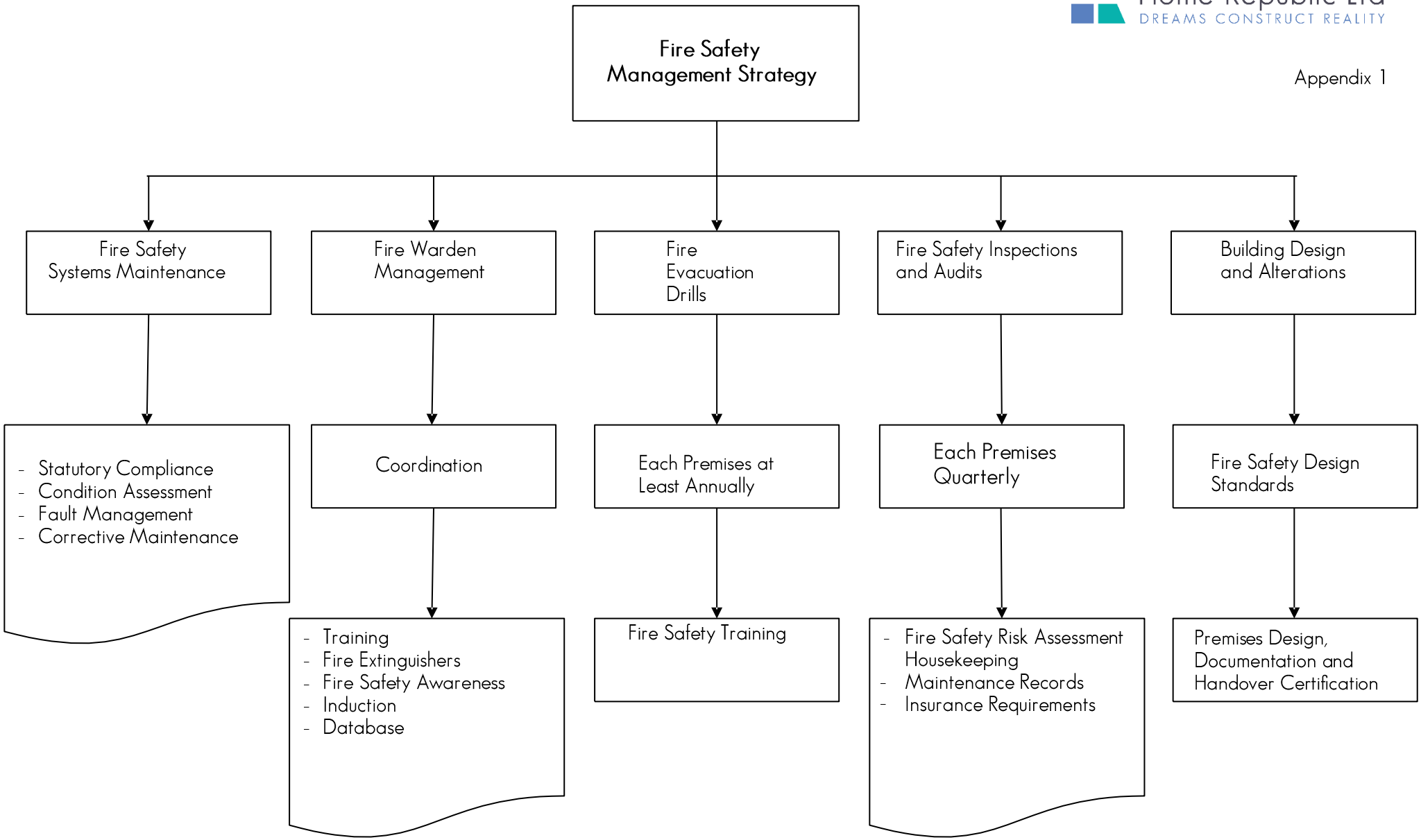
Appendix 1



Appendix 2

Fire Safety Maintenance Checklist

Daily Checks (not normally recorded)	Yes	No	N/A	Comments
Escape Routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstruction?				
Are escape route clear?				
Fire Warning Systems				
Is the main indicator panel showing "normal"?				
Are whistles, gongs or air horns in their correct place?				
Escape Lighting				
Are luminaries and exit signs in good condition?				
Is the emergency lighting and signs working normally?				
Fire fighting Equipment				
Are all fire extinguishers in place?				
Are all fire extinguishers clearly visible?				
Are all fire hydrants accessible for the fire service?				
Weekly Checks	Yes	No	N/A	Comments
Escape Routes				
Do all emergency fastening devices work correctly?				
Are fire doors clear of obstruction?				
Are all external escape routes clear?				
Fire Warning Systems				
Did the fire alarm work correctly when tested?				
Did staff and all others hear the alarm working?				
Did any linked fire protection system operate correctly?				
Did visual alarms, pagers, or vibrating pads work?				
Do voice alarms work and was the message understood?				
Escape Lighting				
Are charging indicators visible and illuminated?				
Firefighting Equipment				
Are all firefighting equipment in working order?				
Are all fire extinguishers mounted 1 - 1½ metres?				
Monthly Checks	Yes	No	N/A	Comments
Escape Routes				
Do all electronic release mechanisms work correctly?				
Do all automatic doors "failsafe" in the open position?				
Are all self-closing devices working correctly?				
Are all door seals and intumescent strips in good condition?				
Are all external stairs in good condition and non-slip?				
Do all roller shutters for compartmentation working correctly?				

Do all internal fire doors close against their rebate / stop?				
Escape Lighting				
Do all luminaries and exit signs working when tested?				
Are emergency generators working correctly?				
Firefighting Equipment				
Is the "pressure" in stored pressure extinguishers correct?				
Three Monthly Checks	Yes	No	N/A	Comments
General				
Are emergency tanks / ponds at their normal / correct level?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacturers requirements?				
Six Monthly Checks	Yes	No	N/A	Comments
General				
Has the emergency evacuation lift (if fitted) been tested?				
Have sprinkler systems been tested by a competent person?				
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?				
Fire Warning Systems				
Has the system been checked by a competent person?				
Escape Lighting				
Do all luminaries work for a third of their rated value?				
Annual Checks	Yes	No	N/A	Comments
Escape Routes				
Do all fire doors work correctly?				
Is escape route compartmentation in good condition?				
Fire Warning Systems				
Has the system been checked by a competent person?				
Escape Lighting				
Do all luminaries operate on test for their full duration?				
Has the system been checked by a competent person?				
Fire fighting Equipment				
Has all equipment been checked by a competent person?				
Miscellaneous	Yes	No	N/A	Comments
Have dry / wet risers been tested by a competent person?				
Has smoke control systems been tested by a competent person?				
Has external access for the fire and rescue service been checked for availability at all times?				
Have any firefighters' switches been tested?				
Are fire assembly points clearly indicated by signs?				

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Appendix 3

Fire Safety Training Programme

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per year to test the fire safety training.

Fire Safety Training Sessions

New Employees:	Induction Programme
Current Employees:	One / Two training session per year
Fire Wardens:	One / Two training session per year specific to their duties
Managers:	One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies. - What to do on discovering a fire.
- How to raising the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm.
- The evacuation procedure for alerting guests, residents and visitors including, where - appropriate, directing them to exits and assembly points at a place of total safety.
- The arrangements for calling the fire and rescue service.
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment.
- Knowledge of escape routes including stairways and especially those not in regular use.
- How to open all emergency exit doors.
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed.
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes.
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances.
- General fire precautions, fire awareness and good housekeeping practices. - The no smoking policy (where applicable).
- Special provisions for assisting disabled people and any training needed. - Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures. All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

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Appendix 4

Fire Safety Training Record

Date: Duration:

Given By: _____ Session For: _____

_____ _____

Subjects Covered

- The significant findings from the fire risk assessment and fire safety policies
  What to do on discovering a fire.
- How to raise the alarm, including the locations of fire break glass points.
  The action to take upon hearing the fire alarm.
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety.
- The arrangements for calling the fire and rescue service.
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape routes including stairways and especially those not in regular use
  How to open all emergency exit doors.
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed.
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- The safe use, risks from storing and working with highly flammable/ explosive substances
  General fire precautions, fire awareness and good housekeeping practices.
- The no smoking policy (where applicable)
- Special provisions for assisting disabled people and any training needed
  Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Names of those attending

Print Name	Signature

I confirm that I have delivered the above subjects to those named above as attending.

Name:		Date:	
Signed:		Position:	

Appendix 5

Fire Safety Management Structure

The person with the **overall responsibility for fire safety**: - **Planning**: Structure of organisation **Organisation**: Setting objectives, policy, and procedures **Control**: Identify person responsible to tasks / actions **Monitoring**: Checks and the implementation of standards **Review**: Reviews of fire safety performance standards	**Responsible Person:** **Position:**
The person with responsibility for **fire safety risk assessment**: – Carrying out fire safety risk assessment – Review of fire safety risk assessments	**Competent Person:** **Position:**
The person with responsibility for the **maintenance programme**: – Fire detection and warning system – Emergency lighting – Escape routes – Fire safety signs and notices – Fire resisting walls, partitions, and doors – Fire fighting facilities – Electrical appliances and premises installations	**Competent Person:** **Position:**
The person with responsibility for developing and reviewing the premises **Fire Safety Management Plan** which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.	**Competent Person:** **Position:**
The person with responsibility for **staff training**: – What to do in the event of fire – What to do upon hearing the fire alarm – Liaison with the fire service – Emergency shut down procedures – Fire fighting arrangements – The reason for good housekeeping practices etc	**Competent Person:** **Position:**

Fire Risk Assessment

Fire Safety Risk Assessment Guides, the 5 Step Approach.

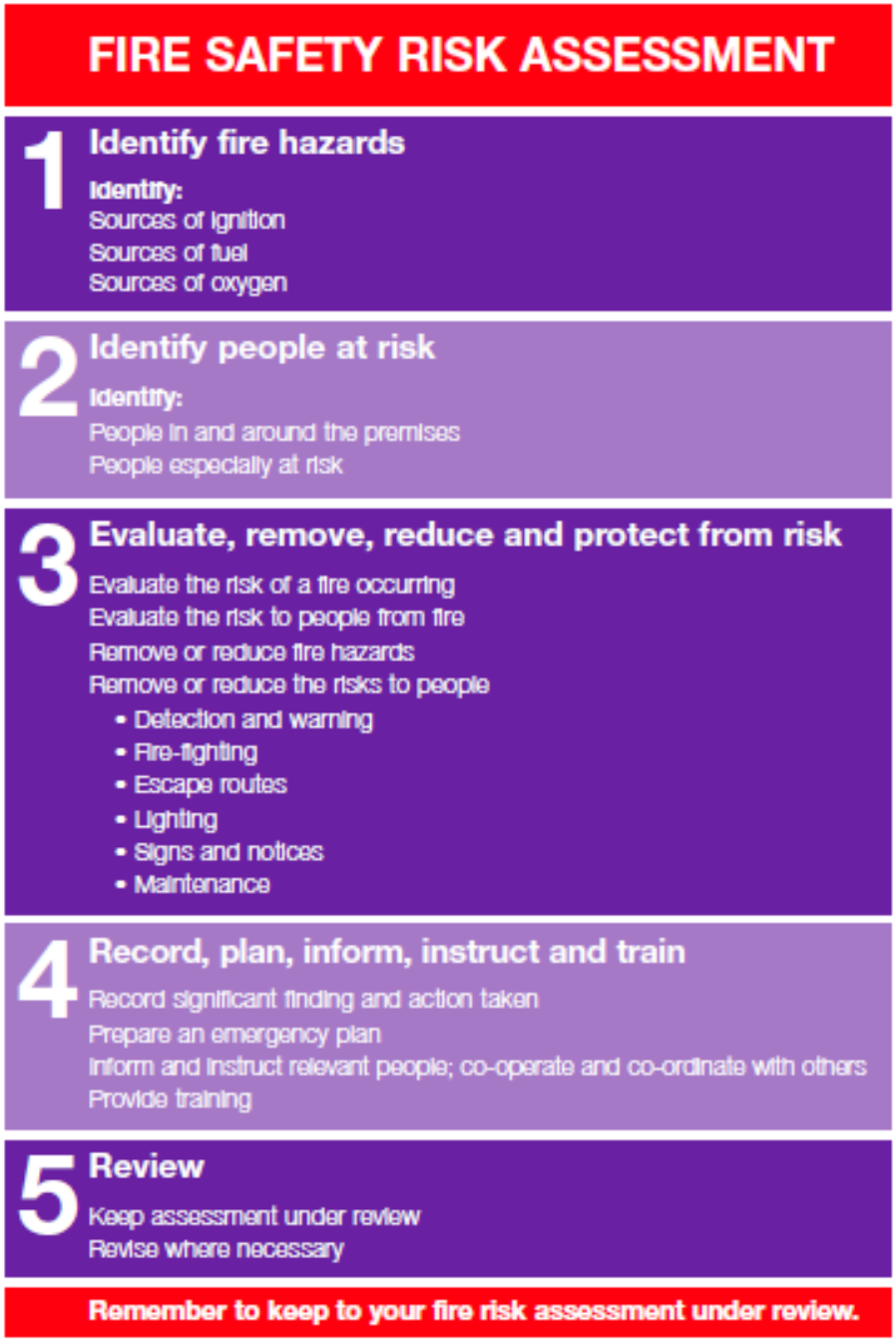

Figure 1: The five steps of a fire risk assessment

Identified Fire Hazards and Primary Control Measures

Note: On the following pages, no matter what the response, please add further details in the boxes below.

Electrical Sources of Ignition	
Measures taken to prevent fires of electrical origin.	
Fixed installation periodically inspected and tested? (e.g. every week)	YES
Portable appliance testing carried out on a risk assessed basis?	YES
Suitable policy in place regarding the use of personal electrical equipment?	YES
Suitable limitation and management of trailing leads, transformers and adaptors?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Smoking
Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?	YES
Smoking permitted in appropriate areas?	NO
Suitable arrangements for those who wish to smoke?	NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Portable Heaters	
Measures taken to prevent fires as a result of cooking.	
Portable heaters are used within the premises?	YES
Is the use of the more hazardous type (i.e. radiant bar fires or LPG appliances) avoided?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Cooking	
Measures taken to prevent fires as a result of cooking.	
Filters cleaned or changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	N/A
Suitable Shut Down Procedures in place?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Lightning	
The building has a lightning protection system.	NO
Is the lightning protection system subject to a suitable maintenance regime?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Dangerous Substances	
Dangerous substances are, or could be used or stored, within the premises? *(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)*	YES
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	YES
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Housekeeping
Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	YES
Are escape routes being kept clear of any combustibles? (Building materials/tools)	YES
Appropriate measures for the safe storage and disposal of waste?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Hazards Introduced by Contractors And Building Works	
Fire safety conditions have been imposed on both external sub-contractors and in-house construction team?	YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external sub-contractors? Give details: site induction, hot work permits, risk assessments, method statements.	YES
If there are in-house construction team, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details: site induction, hot work permits, risk assessments, method statements.	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

Other Significant Fire Hazards That Warrant Consideration	
	NO

Identified Hazards

Arrangements for Evacuation

Evacuation Strategy	
Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements. State which evacuation plan has been adopted.	
Single Stage Evacuation It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	YES / NO
Progressive Horizontal Evacuation Relevant persons are dependent on staff to assist with their escape. Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with or await further evacuation down a protected route to total safety. NOTE - Progressive Horizontal Evacuation is subject to the following: Protected areas should be designed to provide: • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. The number and size of the protected areas depends on a number of factors: • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated. • the level of any mobility impairment. • the number of staff to assist in evacuation. • the fire protection arrangements. • layout of the premises and location and number of staircases.	YES / NO
Delayed Evacuation Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed. NOTE – Delayed Evacuation is subject to the following:	YES / NO

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms). A protected bedroom should be of 60-minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition, the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates. If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures. Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.	

Written copies of Evacuation Procedures are located as follows:

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES / NO
Adequate design of escape routes?	YES / NO
Reasonable distances of travel when:	
. . Where there is escape in a single direction? State the distance of maximum travel.	YES / NO
. . Where there are alternative means of escape? State the distance of maximum travel.	YES / NO
Suitable protection of escape routes? (Fire resisting construction)	YES / NO
Adequate provision of exits? State the capacity of each exit.	YES / NO
Exits easily and immediately open-able where necessary without the use of a key?	YES / NO
Escape routes unobstructed?	YES / NO
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	YES / NO
Does the evacuation plan fit with the floor space factors?	YES / NO
Identify dead end corridors. Are the appropriately covered?	YES / NO
Identify inner rooms. Are the appropriately covered?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Measures To Limit Fire Spread And Development	
It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES / NO
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES / NO
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A / YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Emergency Escape Lighting	
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Fire Safety Signs And Notices	
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Means Of Giving Warning In Case Of Fire	
Reasonable manually operated fire warning system provided?	YES / NO
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1Grade L1/L2 etc.)	N/A / YES / NO
Throughout Premises	YES / NO
Part of Premises only	YES / NO
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES / NO
Remote transmission of alarm signals to a monitoring station or other?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Manual Fire Extinguishing Appliances	
Reasonable provision of portable fire extinguishers?	YES / NO
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	YES / NO
Is suitable wall signage provided relevant to extinguisher?	YES / NO
Are hose reels provided?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Relevant Automatic Fire Extinguishing Systems	
Type of fixed system and location: (sprinklers/misting systems or gas suppression systems, etc.)	N/A / YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Other Relevant Fixed Systems And Equipment	
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc.)	N/A / YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Firefighter Switch – High Voltage Luminous Tube Signs Etc.	
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc. (to include location)?	N/A / YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Management of Fire Safety

Procedures And Arrangements	
Fire safety is managed by:	
Deputy or assistant:	

Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety	YES / NO
Is there a suitable record of the fire safety arrangements?	YES / NO
Appropriate fire procedures in place?	YES / NO
Are procedures in the event of a fire appropriate and properly documented?	YES / NO
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES / NO
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES / NO
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES / NO
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES / NO
Is there a suitable fire assembly point(s)?	YES / NO
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES / NO
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	YES / NO
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES / NO
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Training And Drills	
Fire safety training is managed by:	
Deputy or assistant:	

Are all staff given adequate fire safety instruction and training on induction?	YES / NO
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	YES / NO
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES / NO
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):	
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	YES / NO
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES / NO
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc.)	YES / NO
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES / NO
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A / YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Testing And Maintenance	
Testing and Maintenance is managed by:	
Deputy or assistant :	

Adequate maintenance of workplace?	YES / NO
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES / NO
Monthly and annual testing routines for emergency escape lighting?	N/A / YES / NO
Annual maintenance of fire extinguishing appliances?	YES / NO
Periodic inspection of external escape staircases and gangways?	N/A / YES / NO
Six monthly inspection and annual testing of rising mains?	N/A / YES / NO
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A / YES / NO
Weekly testing and periodic inspection of sprinkler installations?	N/A / YES / NO
Routine checks of final exit doors and/or security fastenings?	YES / NO
Annual inspection and testing of lightning protection system?	N/A / YES / NO
Other relevant inspections or tests:	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Recording	
Appropriate records held for:	
Fire drills?	YES / NO
Fire training?	YES / NO
Fire alarm tests?	N/A / YES / NO
Emergency escape lighting tests?	N/A / YES / NO
Maintenance and testing of other fire precaution systems?	N/A / YES / NO
Location of Records: (Available for inspection by Fire Authority if required) Give Details:	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks *Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost*
Medium	Medium priority to be actioned within 2-6 months *Breaches in legislation that may require medium/long term action to resolve*
Low	Low priority to be actioned within 6 months-1year *Items of non urgent priority or for future consideration*

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Action Plan and appropriate action taken.

Significant Findings – Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					

Examples

Identified Fire Hazards and Primary Control Measures

It is important that each section is completed, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. The CLG guidance documents will assist in the identification of most generic hazards and control measures which may be relevant to your premises.

ELECTRICAL SOURCES OF IGNITION	
1. Fixed installation periodically inspected and tested? (Every 5 years)	NO
2. Portable appliance testing carried out on a risk assessed basis?	YES
3. Suitable policy in place regarding the use of personal electrical appliances?	YES
4. Suitable limitation and management of trailing leads and adaptors?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
2.Portable electrical equipment	All items over 12 months PAT tested annually	
3. Personal equipment	Staff prohibited from using personal equipment	
4. Management	Maintenance Team inspect all leads, adaptors and plugs periodically Staff instructed to visually check leads and cables periodically	Provision of cable trays?

Deficiencies:	Remedial Action Required:
1. Unable to determine when fixed installations were last tested by a competent person.	Fixed installations may require inspecting

Action Plan

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible Person.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Fixed installations require inspecting	LOW		Maintenance Person	
2					
3					