

The Regulatory Reform (Fire Safety) Order 2005
Fire Risk Assessment Report at

Frances Harrison House Rosalind Franklin
Close, Guildford, GU2 7XR
For A2Dominion

Undertaken by: Property-tectonics

UPRN: 108648



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FOREWORD

Context

The 'Regulatory Reform (Fire Safety) Order 2005' (RRFSO) came into force on the 1st October 2006 and amends and consolidates a significant number of areas of fire safety law that previously were in place such as the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

The Order places a general duty of fire safety care on the "responsible person" (employers, occupiers and owners of almost all types of premises) and requires them to provide and maintain adequate fire precautions. Note: The same duty is also imposed on every person, other than the "responsible person" who has to any extent, control of the premises so far as the duty relates to matters within his control (this would normally include, the landlord and/or commercial managing agent)

Article 9 of the Order imposes a requirement to make a suitable and sufficient assessment of the risks to which "relevant persons" are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by the Fire Safety Order (i.e. for the purpose of the Fire Safety Order "relevant persons" are any persons who is or may be lawfully on the premises, and also any person in the immediate vicinity of the premises who is at risk from a fire in the premises, other than fire-fighters at the time of a fire)

Methodology

The methodology used to carry out this fire risk assessment follows the guidance and recommended methodology set out in the 'Publicly Available Specification' PAS 79 (see note 1)

The objective of using PAS 79 for the purpose of conducting a fire risk assessment is to provide a pragmatic and holistic approach towards assessment of fire prevention measures, fire protection measures and management of fire safety in buildings.

The methodology is intended to determine the risk-proportionate fire precautions required to protect building occupants including employees, contractors, visitors and members of the public and to protect people in the immediate vicinity of the building. Note: It is not intended to address protection of property (the building and its contents) or the environment, or to address protection of a business, process or activity against interruption.

(1) *Note: PAS 79 BSI: Fire Risk Assessment - Guidance and a Recommended Methodology*

The Concepts of Fire Risk & Fire Hazard

It is important that within the fire risk assessment process, confusion does not result from loose, inexact or conflicting use of the terminology "fire hazard" and "fire risk"

A "fire hazard" is defined within this document as 'a source or situation with potential to result in a fire' (note: examples of fire hazards include ignition sources and accumulation of waste that could be subject to ignition) Thus the presence of uncontrolled fire hazards affects likelihood of fire rather than the consequence of fire.

A “fire risk” is defined within this document as ‘the combination of the likelihood and the consequences of fire’ (note: the relevant consequences are those involving injury to people, as opposed to damage to property) Thus consistent with the broader concept of risk in the field of general health and safety.

The Principles & Scope of Fire Risk Assessments

The fire risk assessment process is a systematic and structured assessment of the fire risk in the relevant building for the purpose of expressing the current level of fire risk, the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions (**see note 2**)

Any additional fire precautions required are set out in the action plan which forms part of this documented fire risk assessment. Note: The objective of the ‘action plan’ is to set out measures that will ensure that the fire risk is reduced to, or maintained at, a tolerable level.

(2) Note: Fire precautions are defined as physical, procedural and managerial measures taken to reduce the likelihood of ignition occurring and/or to mitigate the consequences if ignition does occur.

In accordance with PAS 79 this fire risk assessment includes the following key elements:

- An assessment of fire hazards present on the premises and means for their elimination or their control;
- An assessment of the adequacy of existing fire protection measures;
- An assessment of the relevant aspects of fire safety management;
- An expression of the level of fire risk and;
- An ‘action plan’ unless it is expressly confirmed within the fire risk assessment that no additional fire precautions are necessary.

Structured Approach to Fire Risk Assessment

To promote a structured approach to fire risk assessment PAS 79 sets out nine steps in the ongoing fire risk assessment process.

The nine steps set out below, while in a logical order are not necessarily set out in the chronological order in which the steps are carried out on site. For example, some information relevant to the control of fire hazards, the determination of fire protection measures and the management of fire safety is normally most appropriately obtained at the beginning of the process through consultation and/or a meeting with the management of the premises

Nine Steps to Fire Risk Assessment

Step 1: Obtain information on the building, the processes carried out in the building and the people present, or likely to be present in the building;

Step 2: Identify the fire hazards and means for their elimination and control;

Step 3: Assess the likelihood of fire, at least in subjective terms;

Step 4: Determine the fire protection measures currently in the building;

Step 5: Obtain relevant information about fire safety management;

Step 6: Make an assessment of the likely consequences to people in the event of fire, at least in subjective terms;

Step 7: Make an assessment of the fire risk;

Step 8: Formulate and document an action plan, with prioritisation if appropriate and;

Step 9: Define a date by which the fire risk assessment should be reviewed

DOCUMENT VERIFICATION

Declaration:

This report has been prepared following an assessment of the premises and is based on information collated during discussions with management and staff and; on observations made during the assessment process. The report does not reflect any areas, activities or processes that the assessor was not made aware of during the course of this risk assessment.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Consultant:	Property-Tectonics
Responsible Person ¹⁾ :	A2Dominion
Address of Premises:	Frances Harrison House Rosalind Franklin Close, Guildford, GU2 7XR
Person(s) Consulted:	A2D Representative - 9 Gill Avenue.
Name of Assessor:	Jonathan Harrison, GFireE, Fracs 068
Report Validated by:	Matthew Cox
Report Validated Qualifications:	MIFSM TIFIRE NAFRAR FRACS
Report Validated Date:	21/10/2023
FRA Type	Type 1
Date of Fire Risk Assessment:	11/10/2023
Date of Previous Fire Risk assessment:	17/11/2022
Suggested Date of Review ²⁾ :	17/11/2024

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

¹⁾ Responsible person (e.g. employer) or person having control of the premises

²⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in matters to which it relates, or if fire occurs.

As part of your fire safety management arrangements we recommend that a fire audit is carried out once the action points are completed, to monitor and record progress on implementing the Fire Risk Assessment recommendations.

In order to demonstrate good fire safety management practice to any enquiring party we recommend that you document the actions taken in respect of this report. It is recommended that this assessment, together with the completed Action Plan, be kept in a 'Fire Safety Record Book' together with all other fire safety records.

It should be noted that the 'responsible person' must make and give effect to such arrangements as are appropriate, having regards to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

GENERAL INFORMATION

<p>STEP 1</p> <p>The first step is to obtain relevant information about the building, the processes carried out in the building and the occupants of the building.</p>	<p>Guidance:</p> <p>Much of the relevant information can usually be obtained prior to carrying out a physical inspection of the premises.</p>
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	GENERAL	Particulars
	Name of Landlord:	A2Dominion
	Name of Managing Agent:	A2Dominion
	Assessor Qualifications:	Institution of Fire Engineers - GfireE, Warrington Fire – Fire Risk Assessment Certification Scheme - FRACS 068 The Fire Service College (Residential) <ul style="list-style-type: none"> ▪ Fire safety Solutions in High Life Risk Buildings ▪ Fire Safety Building Regulations and Guidance

		<ul style="list-style-type: none"> ▪ Fire Safety Solutions in Non Residential Premises ▪ Fire Safety Smoke Control ▪ Fire Safety Management in Healthcare Premises ▪ Approved Document B, BS 9999 <p>West Yorkshire Fire and Rescue Service</p> <ul style="list-style-type: none"> ▪ Appointed Persons (First Aid) ▪ Fire Awareness Training ▪ Fire Safety Workbook Programme ▪ Fire Extinguisher Training <p>External Course Providers</p> <ul style="list-style-type: none"> ▪ NVQ Level 3 – Fire Safety ▪ Colin Todd Associates – Fire Risk Assessment In flats ▪ NEBOSH - General Certificate ▪ BTEC Level 7 – Advanced Professional Certificate in Investigative Practice (Bond Solon) ▪ Colin Todd Associates – Fire Risk Assessment
	Flats inspected:	<p>Flat 1, Rm 7</p> <p>Flat 2, Rm 4</p>
	Areas of building to which access was not available:	All areas were accessible, however whilst in my 2nd roof void I noticed the material on the loft hatch appeared to be clad with Asbestos's Insulation board (AIB). I did not enter further roof spaces.
	Code of practice the building was built to:	These premises were constructed in 1980 using the building regulations at the time.
	How FRA was completed, areas that were accessed, and the equipment used:	Type 1 FRA inspection undertaken of the common parts and a sample of flats. Life safety assessment taking in to consideration the construction of the building, the means of escape and the effectiveness of existing fire safety features. The assessment was carried out on a mobile device (IPhone). A visual inspection of the front doors internally was carried out. Photographs of findings were taken. Access to risers and cupboards in the common areas was made with Fire Service keys, Gerda Keys and engineers keys.
	Changes or alterations made since the design and construction of the building or previous FRA:	No obvious changes evident.

1.0	THE PREMISES	Particulars	Relevant Photographs
1.1A	Number of floors at ground level and above	3	
1.1B	Number of floors entirely below ground level	0	
1.1C	Floors on which car parking is provided	0	
1.2	Number of flats	6	
1.3	Details of the construction:	Traditionally constructed brick walls, concrete floors and a pitched tile covered roof.	
1.4	Use of premises:	<p>This block provides accommodation for students attending the University of Surrey. There are a total of 6 cluster flats providing a total of 36 rooms. Each of the flats has a shared kitchen area. Each of the bedrooms are ensuite. There is a hot water cylinder in a cupboard in each flat. On the ground floor is a router cupboard.</p>	
2.0	THE OCCUPANTS	Particulars	Relevant Photographs

2.1	Approximate maximum number of employees at any one time:	1 A2D staff and contractors will visit at different intervals.	
2.2	Approximate maximum number of residents and visitors at any one time:	72 Maximum number of residents at any one time would be 36 based on 1 No. residents per flat. The only members of the public present should be visitors of the occupants, with an estimated maximum of 36 persons on the basis of 1 person visiting each flat at any one time, this is highly unlikely.	
3.0	OCCUPANTS ESPECIALLY AT RISK FROM FIRE	Particulars	Relevant Photographs
3.1	Is there any sleeping accommodation on the premises?	Yes Yes, there is sleeping accommodation in the private flats. There is no sleeping in the common areas.	
3.2	Are there any persons in the building who are in an isolated location or working alone?	Yes A2Dominion has a current policy that covers all aspects of staff safety including Lone Working [ref Personal Safety HS-PR-008] Its provisions are kept under review by the Health & Safety Department. The responsible person should engage with residents to ascertain that all are capable of self-evacuation from the premises should the need arise. Where residents are identified as not able to self-evacuate a Person Centred fire risk assessment should be undertaken. Guidance	

		found within the Fire Safety In Specialised Housing guide may be of assistance to carry this out.	
3.3	Are there any other persons on the premises who are unable to react quickly to an emergency as a result of their physical or mental state?	<p>Yes</p> <p>It is unlikely disabled persons, or persons who would need assistance to egress the property in an emergency situation, would occupy the property. Where residents are identified as not able to self-evacuate a Person Centred fire risk assessment should be undertaken. Guidance found within the Fire Safety In Specialised Housing guide may be of assistance to carry this out.</p> <p>If someone is identified as a person who does need assistance a PEEP will be carried out and all findings actioned.</p> <p>This assessment also considers the age of the relevant persons occupying the premises. Students do not always act or react appropriately.</p> <p>There are times people will be under the influence of alcohol and drugs.</p>	
4.0	FIRE LOSS EXPERIENCE	Particulars	Relevant Photographs
4.1	Have there been any recorded incidents of fires on the premises in recent years?	<p>No</p> <p>None notified to the assessor.</p>	
5.0	OTHER RELEVANT INFORMATION	Particulars	Relevant Photographs
5.1	Is there any other relevant information that might have a bearing on fire risk in the building or; may affect the validity of this fire risk assessment?	<p>No</p>	


		Please note the findings relate to the type 1 fire risk assessment.	
6.0	RELEVANT FIRE SAFETY LEGISLATION	Particulars	Relevant Photographs
6.1	Fire Safety Legislation:	The Regulatory (fire Safety) Reform Order2005. The Fire Safety Act 2021 The Fire Safety (England) Regulations 2022 Furniture and Furnishings (Fire) (Safety) Regulations 1988 The Health & Safety Signs and Signals Regulations The Fire Safety (Employees' Capabilities) (England) Regulations 2010	
6.2	Name(s) of Enforcing Authority:	Surrey Fire and Rescue	
6.3	Other Legislation:	Housing Act 2004	
6.4	The legislation to which 6.3 makes reference is enforced by:	Guildford Borough Council	

6.5	Are there any outstanding alterations, enforcement or prohibition notices served on the premises?	No No information recorded by consultant
6.6	General Comments:	Fire Risk Assessment carried out using guidance: Fire Safety in Purpose Built Blocks of Flats

IDENTIFICATION OF FIRE HAZARDS

<p>STEP 2</p> <p>The second step is fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards.</p>	<p>Guidance:</p> <p>This will normally involve a combination of interviewing the management and inspection of the building.</p>	
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7.0	ELECTRICAL SOURCES OF IGNITION	Record of Assessors Findings	Relevant Photographs
7.1	Have reasonable measures been taken to prevent fires of	No	

	electrical origin?	<p>The electrical equipment and installations in the common areas was limited and all appeared to be in good condition.</p> <p>There are some items in the kitchen areas that are plugged into current splitters and travel sockets that do not have CE markings on.</p> <p>See action plan.</p> <p>Inform all residents the importance of only using electrical appliances which are designed to be used on the UK that have a clear CE marking.</p> <p>No appliances must be plugged into Travel plugs.</p> <p>Refer to Action Plan</p> 
7.2	<p>More specifically:</p> <p>a. Have fixed installation(s) been periodically inspected and tested?</p>	<p>Yes</p> <p>The assessor observed dates on the distribution boards detailing that the fixed electrical testing has been carried out in the last five years to BS7671-2018 IET Wiring Regulations.</p> <p>All dates vary but they are all in date.</p>
	<p>b. Have portable appliances been tested?</p>	<p>No</p> <p>A2Dominium has a portable Appliance testing policy in place (ref HS-PR-036 Portable Appliance Testing) which is monitored by the health and safety department.</p> <p>Not all resident appliances have stickers detailing that they have been subjected to PAT.</p> <p>See action plan.</p> <p>Carryout PAT on all small kitchen appliances brought in by residents.</p> <p>Refer to Action Plan</p>

7.3	Comments & hazards observed:	See action plan.	
8.0	SMOKING	Record of Assessors Findings	Relevant Photographs
8.1	Have reasonable measures been taken to prevent fires as a result of smoking?	<p>Yes</p> <p>The residents of the premises are made aware of the restrictions on smoking in the common areas. This is included in the tenancy agreement. Clear signage displayed in the common areas also reinforces this.</p>	
8.2	More specifically:	Yes	
	a. Is smoking prohibited in appropriate areas?		
	b. Are there suitable arrangements for those who wish to smoke?	<p>N/A</p> <p>Smoking is not permitted in the common areas, it is only permitted within the private flats.</p>	
	c. Did the smoking policy appear to be observed at time of inspection?	<p>Yes</p> <p>Smoking facilities do not need supplying for people smoking outside the premises.</p> <p>There are no signs of smoking in the common areas.</p>	
d. Are "No smoking" signs provided in the common areas?	Yes		

		People entering the premises are informed of the smoking arrangements by signage on entering the premises.	
8.3	Comments & hazards observed:	There were no specific issues identified at the time of the audit.	
9.0	ARSON	Record of Assessors Findings	Relevant Photographs
9.1	Does basic security against arson by outsiders appear reasonable?	<p>Yes</p> <p>Basic security is appropriate for the perceived arson risk. Access to the property is by a locked/controlled front entrance.</p> <p>There is extensive CCTV covering the site.</p>	
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	<p>Yes</p> <p>No fire loads were noted within close proximity of the building. The waste bins are stored at a suitable distance away from the property in suitable bin enclosures.</p>	
9.3	Comments & hazards observed:	There were no specific issues identified at the time of the audit.	
10.0	PORTABLE HEATERS & INSTALLATIONS	Record of Assessors Findings	Relevant Photographs
10.1	Is the use of portable heaters avoided as far as practicable?	<p>Yes</p> <p>At the time of the audit there were no portable heaters in use.</p>	
10.2	Are fixed heating installations subject to regular	Yes	

	maintenance?	Each of the flats has a combi boiler providing central heating. These are in newly constructed FR cupboards in the kitchens.	
10.3	Comments & hazards observed:	There were no specific issues identified at the time of the audit.	
11.0	COOKING	Record of Assessors Findings	Relevant Photographs
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	<p>Yes</p> <p>For each of the cluster flats is a communal fitted kitchen, this is located at the end of the main corridor behind a fire door.</p> <p>At the time of the audit these appeared suitable.</p>	
11.2	Comments & hazards observed:	Non noted.	
12.0	LIGHTNING	Record of Assessors Findings	Relevant Photographs
12.1	Does the building have a lightning protection system?	<p>Yes</p> <p>There is lightning protection fitted to all of the blocks.</p>	
12.2	Comments & deficiencies observed:	There were no specific issues identified at the time of the audit.	
13.0	HOUSEKEEPING	Record of Assessors Findings	Relevant Photographs

13.1	Is the standard of housekeeping adequate?	<p>Yes</p> <p>At the time of the audit visit the housekeeping was suitable.</p>	
13.2	More specifically: a. Are combustible materials separated from ignition sources?	<p>Yes</p> <p>There is no storage of combustible items near ignition sources in the common areas.</p>	
	b. Avoidance of unnecessary accumulation of combustible materials or waste?	<p>Yes</p> <p>Waste materials are removed from the building regularly; combustible material is kept to reasonable quantities, clear from ignition sources and stored in appropriate containers.</p>	
	c. Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?	<p>Yes</p> <p>These cupboards are kept locked shut.</p>	
13.3	Comments & hazards observed:	None.	
14.0	CONTRACTOR HAZARDS	Record of Assessors Findings	Relevant Photographs

14.1	Is there satisfactory control over works carried out in the building by outside contractors?	Yes The requirement to conduct operations on A2D sites in a fire-safe manner is present in all A2Dominion contracts with its service providers.	
14.2	Comments & hazards observed:	There were no specific issues identified at the time of the audit.	
15.0	DANGEROUS SUBSTANCES	Record of Assessors Findings	Relevant Photographs
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes There are no dangerous substances kept on the premises.	
15.2	Comments:	There are no dangerous substances stored or used in the common areas of the premises.	
16.0	OTHER SIGNIFICANT FIRE HAZARDS	Record of Assessors Findings	
16.1	Are there any other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	No	

16.2	Comments:	There are no significant hazards taking place inside the premises that required additional consideration.
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ASSESSMENT OF THE LIKELIHOOD OF FIRE

STEP 3

The third step is to make a (subjective) assessment of the likelihood of fire.

Guidance:

This will be based on the findings of step two (hazard identification) and any relevant information obtained in step one.

Note: If likelihood of fire is judged to be typical for buildings of this type in question, it is normally appropriate to ascribe to the building the middle category (MEDIUM). The higher category (HIGH) is used to indicate serious shortcomings in the elimination or control of fire hazards, while the lower category (LOW) is used in the cases where the likelihood of fire is abnormally low. (i.e. because the building is secure and not normally occupied)

Taking into account the fire prevention measures observed at the time of this assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

In this context, a definition of the above terms are as follows:

Low Risk

Unusually low likelihood of fire as a result of negligible potential sources of ignition

Medium

Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls

High Risk

Lack of adequate controls applied to one or more significant fire hazards

MEDIUM

Insert Comments:

These are well managed premises.

The nature of the residents increases the risk slightly, this has been taken into consideration during this assessment.

such as to result in significant increase in likelihood of fire

ASSESSMENT OF FIRE PROTECTION MEASURES

STEP 4:


The fourth step is to determine the physical fire protection measures relevant to protection of people in the event of fire.

Guidance:

Although some of the information on fire protection measures may be obtained from discussion with management it is primarily obtained through physical inspection.

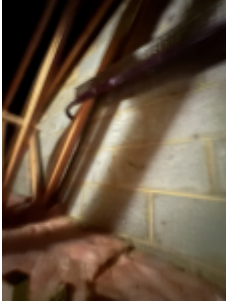
17.0	MEANS OF ESCAPE FROM FIRE	Record of Assessors Findings	Relevant Photographs
17.1	Is the design and maintenance of the means of escape considered adequate?	Yes The building was designed and constructed in accordance with the then current building standards.	

17.2	More specifically: a. Are travel distances considered reasonable where there is single direction escape?	Yes Single direction travel distances are acceptable.
	b. Are travel distances considered reasonable where there are alternative means of escape?	N/A Once on ground floor there is only one final exit.
	c. Is there an adequate provision of exits?	Yes The provision exit width is suitable for occupancy of these premises.
	d. Do fire exits open in the direction of escape where necessary?	Yes Due to the simple nature of the means of escape and the low maximum occupancy an inward opening door is not an issue in these premises.
	e. Is there a satisfactory means for securing exits?	Yes The provisions included in the staircase enclosure further secure the means of escape.

<p>f. Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?</p>	<p>Yes</p> <p>All fire doors protecting routes enclosing cupboards and kitchen are fully certified FD30s fire doors. All entrance doors and lobby doors also have self closing devices fitted.</p> <p>The glazing to the means of escape is either georgian wired or etched with the FR standard. On the ground floor in Flat 1 a server cupboard with a air transfer grill. It could not be confirmed if this had intumescence installed. See action plan.</p>  <p>Refit the air transfer grill on the server room with one which has intumescence install. This also applies to any air transfer grill that is installed in a fire door.</p> <p>Refer to Action Plan</p>
<p>g. Is the fire resistance of doors to staircases and the common areas considered adequate, and are the doors maintained in sound condition?</p>	<p>Yes</p> <p>The doors to each of the cluster flats opens into the staircase enclosure. These are FD30s certificated doors. The front doors have self closing devices, full intumescence and cold smoke protection.</p> <p>All flat doors are opened with a key, there is a thumb turn on all doors when leaving the flats.</p>

	h. Are suitable self-closing devices fitted to doors in the common areas?	<p>Yes</p> <p>This is acceptable.</p>
	i. Is the fire resistance of doors to meter cupboards/storerooms/plant rooms in the common areas considered adequate, and are they adequately secured and/or fitted with suitable self-closing devices?	<p>Yes</p> <p>See 17.2 F</p>
	j. Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in sound condition?	<p>Yes</p> <p>All Bedroom doors and flat entrance door are certificated FD30s doors with self closers, cold smoke, intumescence and three hinges, which however could not be confirmed as FR rated.</p> <p>Check that all the hinges fitted to the fire doors are indeed fire rated for a minimum of 30 mins.</p> <p>As the doors all have BWF certificates present you would expect them to be FR.</p> <p>Refer to Action Plan</p>
	k. Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in good working order?	<p>Yes</p> <p>The sample bedroom entrance doors were found to have a positive action overhead self closing devices fitted.</p>

	l. Are there adequate smoke control provisions to protect the common escape routes, where necessary?	Yes All the sampled bedroom doorsets have cold smoke seals in the intumescence. This is installed in the door frames.
	m. Are escape routes unobstructed?	Yes
	n. Are exits easily and immediately openable where necessary?	Yes
	o. Is the building provided with reasonable arrangements for means of escape for disabled persons?	Yes See 3.3
	p. Are escape Routes adequately ventilated where necessary?	Yes There are opening windows and doors.
17.3	Comments & deficiencies observed:	See action plan.

18.0	MEASURES TO LIMIT FIRE SPREAD	Record of Assessors Findings	Relevant Photographs
18.1	<p>It is considered that there is:</p> <p>a. Fire separation and/or compartmentation of a reasonable standard?</p>	<p>Yes</p> <p>A visual inspection of the accessible areas was undertaken as part of the assessment but areas with restricted access, i.e. Behind front doors, false ceilings and void areas were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.</p> <p>No access to roof voids, access was not possible as no hatches in any of the audited areas.</p> <p>Asbestos's Insulation board appears to be fitted to the loft hatches. This needs investigating.</p>	
	<p>b. Reasonable limitation of linings that might promote fire spread (internal finishes and external wall systems including insulation)?</p>	<p>Yes</p> <p>Surface spread of flame appeared satisfactory. Wall linings were in good condition and appear to be commensurate with surface spread of flame ratings for Class 0 in escape routes and Class 3 in circulation areas.</p> <p>There are no external cladding systems.</p>	
	<p>c. As far as can reasonably be ascertained, reasonable fire separation within any roof space?</p>	<p>Yes</p> <p>Access was made to confirm this.</p> <p>See action plan about possible asbestos.</p>	

	d. Adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?	Yes This could not be ascertained. This appeared satisfactory on visual audit.	
18.2	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against the passage of fire, smoke and combustion products in the early stages of a fire?	Yes There was no notification of location of any dampers.	
18.3	Comments & deficiencies observed:	No further issues were identified at the time of the audit visit.	
19.0	EMERGENCY ESCAPE LIGHTING	Record of Assessors Findings	Relevant Photographs
19.1	There is a reasonable standard of emergency escape lighting installed throughout the premises?	Yes The emergency lighting is adequate for the premises. It comprises of a maintained emergency light unit on each landing. It is important that these units are tested to the recommended intervals stated in BS5266, on a monthly basis (flick test to ensure its operation) and an annual duration test carried out by a third-party certified contractor.	
19.2	Comments & deficiencies observed:	No issues were identified at the time of the audit visit.	

20.0	FIRE SAFETY SIGNS & NOTICES	Record of Assessors Findings	Relevant Photographs
20.1	There is a reasonable standard of fire safety signs and notices provided throughout the premises?	<p>Yes</p> <p>The provision of exit signage for the premises is suitable. People using these premises will either be familiar with them or be with someone who is.</p> <p>The provision of signage will assist in identifying doors that should be subject to routine interim fire safety inspection, but the lack of signage is not considered to have a significant impact on life safety. Relevant doors should be provided with appropriate signage as part of any proposed refurbishment.</p>	
20.2	Comments & deficiencies observed:	No issues were identified at the time of the audit visit.	
21.0	MEANS OF GIVING WARNING IN CASE OF FIRE	Record of Assessors Findings	Relevant Photographs
21.1	Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?	<p>Yes</p> <p>There fire alarm system appears to have been installed to BS5839 Pt 1 to an L2 standard. There are call points at each storey and final exits. There are suitable sounders and beacons installed in the system. The main indicator panel is based on the ground floor for each block, these is a clear zone plan next to it.</p>	

21.2	If there is a communal fire detection and fire alarm system, does it extend into the dwellings?	Yes In each of the cluster flats there is appropriate detection on the corridor and also in the kitchen area. In each of the bedrooms there is a detector sounder linked into the main fire alarm system.
21.3	Where appropriate, has a fire alarm zone plan been provided?	Yes This is next to the fire alarm panel on ground floor.
21.4	Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?	Yes This is done by on call staff.
21.5	Comments & deficiencies observed:	N/A
21.6	Relevant information on false alarm experience (if known):	None reported.
22.0	MANUAL FIRE EXTINGUISHING	Record of Assessors Findings
		Relevant Photographs
22.1	Reasonable provision of portable fire extinguishers (type and number)?	Yes

		As there are staff on the premises fire fighting equipment is located in suitable locations. In each of the kitchens is a fire blanket.	
22.2	Are all fire extinguishers readily accessible?	Yes	
22.3	Comments & deficiencies observed:	No issues were identified at the time of the audit visit.	
23.0	AUTOMATIC FIRE EXTINGUISHING SYSTEMS	Record of Assessors Findings	Relevant Photographs
23.1	Automatic fire extinguishing systems that are relevant to life safety and this risk assessment (as opposed purely to property protection)	Type of System Non installed.	
23.2	Comments:	N/A	
24.0	FIXED SYSTEMS & EQUIPMENT	Record of Assessors Findings	Relevant Photographs
24.1	Fixed systems and equipment that are relevant to the safety of fire fighters	Type of System No	

24.2	Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	<p>N/A</p> <p>This was not confirmed.</p>
24.3	Comments:	No issues were identified at the time of the audit visit.
25.0	ACCESS PROVISIONS	<p>Record of Assessors Findings</p> <p>Relevant Photographs</p>
25.1	What is the access capability of the local fire and rescue service to attend, control and extinguish a fire at the premises?	<p>The property has suitable fire service access.</p> <p>There is main road access to the front of the premises.</p> <p>The location of hydrants is suitable.</p> <p>The local FRS will carry out familiarisation visits in the area.</p>

ASSESSMENT OF FIRE SAFETY MANAGEMENT

STEP 5

The fifth step is to determine relevant information about fire safety management.

Guidance:

This will primarily involve discussion with management, but might also involve examination of documentation, such as records of testing, maintenance, training, fire drills etc

26.0	PROCEDURES & ARRANGEMENTS	Record of Assessors Findings
26.1	Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	<p>Yes</p> <p>There are no staff based at the premises, there is however a fire safety manager for the organisation.</p>
26.2	Fire safety is managed by:	A2Dominion
26.3	Is there a suitable record of the fire safety arrangements?	<p>Yes</p> <p>The Fire Safety Management Plan has now been adopted by A2D and will be subject to periodic revision and enhancement on a regular basis.</p> <p>Fire Safety Information Is provided to tenants / residents via information included in their lease hold or free hold agreements or in tenant hand books.</p>

26.4	What is the evacuation strategy?	<p>Simultaneous evacuation</p> <p>This is the suitable procedure for people who are sharing flats with people they are not related to or do not know. This can be classed a hostel accommodation.</p>
26.5	Are appropriate fire procedures in place?	<p>Yes</p> <p>These are detailed in the fire action notices.</p>
26.6	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	<p>Yes</p> <p>A regime of Housing Management inspections is in place and Officers have been trained to be aware of any fire safety failings that may need addressing.</p>
27.0	TRAINING & DRILLS	Record of Assessors Findings
27.1	Are all staff given adequate fire safety training and instruction on induction?	<p>Yes</p> <p>A2Dominion staff cannot commence work for the Company until they have successfully completed online fire safety training. There is a requirement to review this training at regular intervals. Those staff with more specific fire safety responsibilities s/a Housing Officers receive additional face to face training.</p>
27.2	When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	<p>Yes</p> <p>The requirement to conduct operations on A2D sites in a safe-site-manner is in all contracts for people contracted to work in an A2D site.</p>

27.3	Observations and comments:	No issues
28.0	TESTING & MAINTENANCE	Record of Assessors Findings
28.1	Is the workplace itself adequately maintained in order to avoid certain fire hazards?	<p>Yes</p> <p>Observations: A2Dominion have confirmed that the necessary testing and maintenance arrangements are in place.</p>
28.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	<p>Yes Records kept at the main reception.</p>
28.3	Are monthly and annual testing routines in place for the emergency escape lighting?	<p>Yes Records held with A2D.</p>

28.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes Records kept at the main reception.
28.5	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A
28.6	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A
28.7	Other relevant inspections or tests:	No issues were identified at the time of the audit visit.
29.0	RECORDS	Record of Assessors Findings
29.1	Are there appropriate records of: a. Fire alarm tests?	Yes Records kept at the main reception.
	b. Emergency escape lighting tests?	Yes

		Records held with A2D.
	c. Maintenance and testing of other fire protection systems?	Yes
29.2	Comments:	No issues were identified at the time of the audit visit.
30.0	Premises Information Box	Record of Assessors Findings
30.1	Is there a suitably located premises information box for the fire and rescue service?	N/A The boxes on ground floor only contain log books.
30.2	Are there arrangements to keep the premises information box up to date?	N/A
30.3	Comments	No further issues were identified at the time of the audit visit.

31.0	Engagement with Residents	Record of Assessors Findings
31.1	Has information on fire procedures been disseminated to residents?	Yes Via notices and induction packs.
31.2	Is fire safety information disseminated to residents?	Yes See above.
31.3	Comments	No issues were identified at the time of the audit visit.
32.0	FURTHER INFORMATION	Record of Assessors Findings
32.1	Recommended Interim Measures	None
32.2	Availability of fire lift	No.
32.3	Passenger lift with a fire fighter's override	N/A.
32.4	Fireman's key entry into the building	No

32.5	Paint finishes to stairways are fire resistant	Yes, there is minimal risk from this paint.
32.6	Effective management of access to bin rooms	As far as is reasonably practicable.
32.7	Consideration given to empty properties	Yes - due to the front door access control.
32.8	Evidence of inappropriate alterations by residents	None noted
32.9	Do all escape routes lead to a place of safety	Yes
32.10	Floor indicators are present and legible, including in stairwells	These are not needed in these low rise premises.

PAS+

L1	FLAT ENTRANCE DOORS: Are flat entrance doors or doors/frames appropriately fire rated?	Yes See section 17.
L2	FLAT ENTRANCE DOORS: Are fire rated flat entrance doors in good condition - not in need of repair?	Yes See section 17.
L3	FLAT ENTRANCE DOORS: Is all glazing to flat entrance doors appropriately fire rated?	Yes
L4	FLAT ENTRANCE DOORS: Are fan lights above flat entrance doors appropriately fire rated?	Not Applicable

L5	FLAT ENTRANCE DOORS: Are side panels to flat entrance doors appropriately fire rated?	Not Applicable
L6	FLAT ENTRANCE DOORS: Are flat entrance doors fitted with adequate self-closing devices? (From sample inspection)	Yes See section 17 and action plan.
L7	FLAT ENTRANCE DOORS: Are flat entrance doors fitted with intumescent strips and cold smoke seals? (From sample inspection)	Yes See section 17.
L8	FLAT ENTRANCE DOORS: Are letterboxes satisfactory? (State only if missing, damaged or uPVC)	Not Applicable
L9	FLAT ENTRANCE DOORS: Are all other flat entrance door issues satisfactory?	Yes

M1	COMMON AREA DOORS: Are all common area fire doors and/or frames appropriately fire rated?	Yes
M2	COMMON AREA DOORS: Are all common area fire rated doors in good condition - and not in need of repair?	Yes
M3	COMMON AREA DOORS: Is all glazing to common area fire doors appropriately fire rated?	Yes
M4	COMMON AREA DOORS: Are fan lights/side panels to common area fire doors appropriately fire rated?	Not Applicable
M5	COMMON AREA DOORS: Are self-closing devices on common area fire doors adequate? (Where appropriate)	Yes
M6	COMMON AREA DOORS: Are intumescent strips and smoke seals provided to common area fire doors?	Yes See section 17.

M7	COMMON AREA DOORS: Are common area fire doors adequate otherwise? (Ironmongery, hold open hooks etc.)	Yes
M8	COMMON AREA DOORS: Are all other fire door issues satisfactory?	Yes
R1	CLADDING: Does the building have any non-masonry cladding installed to the external elevations?	Not Applicable
R2	CLADDING: Please describe the type of external cladding that has been installed to the building. Include type, location and quantity and reference any technical information you may receive as part of this assessment.	Not Applicable

ASSESSMENT OF LIKELY CONSEQUENCE OF FIRE

STEP 6

The sixth step is to make a (subjective) assessment of the likely consequences to occupants in the event of fire.

Guidance:

This assessment is principally based on the fire risk assessor's findings in step four and five but will take account of information obtained in the first step.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

MODERATE HARM

In this context, a definition of the above terms are as follows:

Slight Harm

Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs)

Insert Comments:

These are well managed premises.

Moderate Harm

Outbreak of fire could foresee-ably result in injury (including serious injury) of one or more occupants, but is unlikely to involve multiple fatalities.

Extreme Harm

Significant potential for serious injury or death of one or more occupants.

ASSESSMENT OF FIRE RISK

STEP 7

The seventh step is to make an assessment of the fire risk and to decide if the fire risk is tolerable.

Guidance:

The fire risk is assessed by combining the likelihood of fire (step three) and the consequences of fire (step six)

Likelihood of Fire + Potential Consequences of Fire = Assessment of Fire Risk

Likelihood of Fire 	Potential Consequences of Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

ASSESSMENT OF FIRE RISK

By combining the likelihood and consequences using the matrix it is considered that the risk to life from fire at these premises is:

MODERATE

The following risk based control plan is based on one advocated for general health and safety risks:

Insert Comments:

Trivial

No action is required and no detailed records need to be kept.

Tolerable

No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

Moderate

It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the improved control measures.

Substantial

Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.

Intolerable

The building (or relevant area) should not be occupied until the risk is reduced.

Although the purpose of step seven is to place the fire risk in context with the above approach to fire risk assessment is subjective and for guidance only.

All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.

FORMULATION OF AN ACTION PLAN

STEP 8

The eighth step is to formulate an action plan. The action plan comprises recommendations that are intended to ensure that the fire risk is reduced to, or maintained at a tolerable level. If the fire risk is already tolerable, there is still often a need to address minor deficiencies in fire precautions and/or low cost changes to the managerial arrangements etc.


Guidance:

The action plan is an inventory of actions often prioritised to devise maintain or improve controls. Ideally the inventory will include measures to eliminate or control hazards (e.g. better separation of combustible materials and ignition sources) A blend of physical and procedural measures is often needed.

FIRE RISK ASSESSMENT ACTION PLAN *for* Frances Harrison House Rosalind Franklin Close, Guildford, GU2 7XR

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, a tolerable level

No:	Section Ref:	Action	Priority	Photographs	Target Action Date	Date Action Taken
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1	7.1	Inform all residents the importance of only using electrical appliances which are designed to be used on the UK that have a clear CE marking. No appliances must be plugged into Travel plugs.	A		08/04/2024	
2	7.2b	Carryout PAT on all small kitchen appliances brought in by residents.	A		08/04/2024	
3	17.2f	Refit the air transfer grill on the server room with one which has intumescence install. This also applies to any air transfer grill that is installed in a fire door.	A		08/04/2024	
4	17.2j	Check that all the hinges fitted to the fire doors are indeed fire rated for a minimum of 30 mins. As the doors all have BWF certificates present you would expect them to be FR.	A		08/04/2024	

TERMS & DEFINITIONS

1. **access room:** room that forms the only escape route from an inner room (see 35)
2. **action plan:** measures identified in the course of a fire risk assessment that need to be implemented to ensure that the required level of fire safety is achieved or maintained
3. **alternative escape routes:** escape routes sufficiently separated either by direction and space, or by fire-resisting construction, intended to ensure that one is still available if the other one is affected by fire
4. **class A fires:** fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers
5. **class B fires:** fires involving liquids or liquefiable solids
6. **class C fires:** fires involving gases
7. **class D fires:** fires involving metals
8. **class F fires:** fires involving fats and cooking oils
9. **combustible:** capable of burning in the presence of oxygen
10. **compartmentation:** subdivision of a building by fire resisting walls and/or floors for the purpose of limiting fire spread within the building
11. **dead end:** area from which escape from fire is possible in one direction only
12. **emergency escape lighting:** part of the emergency lighting that provides illumination for the safety of people leaving a location within the building
13. **emergency lighting:** lighting provided for use when the supply of normal lighting fails
14. **escape route:** route forming part of the means of escape from any point in a building to a final exit
15. **final exit:** termination of an escape route from a building, giving direct access to a street, passageway, walkway or open space, where people are no longer in danger from fire
16. **fire audit:** systematic and whenever possible, independent examination to determine whether standards of fire safety conform to those required in order to achieve the organisation's fire safety policy and objectives.

17. **fire door:** door or shutter provided for the passage of people, air or objects which, together with its frame and furniture as installed in a building, is intended (when closed) to resist the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance criteria to those ends.
18. **fire drill:** rehearsal of the evacuation procedure involving participation of the occupants of a building
19. **fire equipment sign:** safety sign that indicates the location or identification of fire equipment or how it should be used.
20. **fire hazard:** source or situation with potential to result in a fire.
21. **fire identification:** process of recognising that a fire hazard exists and defining its characteristics.
22. **fire load:** quantity of heat that could be released by the complete combustion of the combustible materials in a volume, including the facings of all bounding surfaces.
23. **fire precautions:** physical, procedural and managerial measures taken to reduce the likelihood of ignition occurring and/or to mitigate the consequences if ignition does occur.
24. **fire prevention measures:** measures to prevent the outbreak of fire.
25. **fire procedure:** pre-planned actions to be taken in the event of fire.
26. **fire protection measures:** design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs.
27. **fire resistance:** ability of an item to fulfill for a stated period of time the required load-bearing capacity and/or integrity and/or thermal insulation, and/or other expected duty specified in a standard fire resistance test.
28. **fire risk:** combination of likelihood and consequence(s) of fire.
29. **fire risk assessment:** overall process of identifying fire hazards and evaluating the risks to health and safety arising from them, taking account of existing risk controls (or in the case of a new activity, the proposed risk controls)
30. **fire safety engineering:** application of scientific and engineering principles to the protection of people, property and the environment from fire.
31. **fire safety management:** task(s) carried out by defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems, passive, active and procedural measures, within the building are working properly at all times.
32. **fire safety policy:** documented strategy that sets out the standards of fire safety that an organisation is committed to maintaining.
33. **ignition:** initiation of combustion.

34. **ignition source:** source of energy that initiates combustion
35. **inner room:** room from which the only escape route is through another room (see 1)
36. **integrity:** ability of a separating element, when exposed to fire on one side, to prevent the passage of flames and hot gases or the occurrence of flames on the unexposed side, for a stated period of time in a standard fire resistance test.
37. **maintained emergency lighting:** lighting system in which all emergency lighting lamps are illuminated at all material times.
38. **mandatory sign:** safety sign that indicates a specific course of action is to be taken.
39. **manual call point:** component of a fire detection and fire alarm system that is used for the initiation of a fire alarm signal.
40. **means of escape:** structural means whereby a safe route in the event of fire is provided for persons to travel from any point in a building to a place of safety (without external assistance)
41. **non-maintained emergency lighting:** lighting system in which all emergency lighting lamps are illuminated only when the supply to the normal lighting fails.
42. **place of safety:** place in which people are in no danger from fire.
43. **products of combustion:** solid, liquid and gaseous materials resulting from combustion.
44. **protected corridor, route or staircase:** corridor, route or staircase enclosed in fire-resisting construction.
45. **refuge:** area that is both separated from a fire by fire resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space for disabled occupants to await assistance for their evacuation.
46. **smoke alarm:** device containing within one housing all the components, except possibly the energy source, necessary for detecting smoke and for giving an audible alarm (normally reserved for devices intended for domestic uses)
47. **smoke damper:** mechanical device which when closed, prevents smoke passing through an aperture within a duct or structure.
48. **structural fire protection:** features in layout and/or construction that are intended to reduce the effects of a fire.
49. **tolerable level:** level at, or close to, that is acceptable to an organisation, taking into account the requirements of fire safety legislation, the fire safety policy of the organisation, the nature of the building, the fire hazards in the building, the nature of the occupants, the cost of additional fire precautions and any other relevant factors.
50. **travel distance:** actual distance to be travelled by a person from any point within the floor area to the nearest storey exit, having regard to the layout of walls, partitions and fixings.

Principles of Prevention

The principles are:

- *Avoiding risks;*
- *Evaluating the risks which cannot be avoided;*
- *Combating the risks at source;*
- *Adapting to technical progress;*
- *Replacing the dangerous by the non-dangerous or less dangerous;*
- *Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;*
- *Giving collective protective measures priority over individual protective measures; and*
- *Giving appropriate instructions to employees.*

Definition of a Dangerous Substance

A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations;

A substance or preparation which because of its physio-chemical or chemical properties and the way it is used or is present in or on the premises creates a risk; and

Any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere.

Definition of an Explosive Atmosphere

A mixture, under atmospheric conditions, of air and one of a more dangerous substance in the form of gases, vapours, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture.

NOTE

Prior to commencing to use and/or store flammable liquids in a workplace, a risk assessment must be carried out by a competent person. Flammable liquids pose a fire and/or explosion risk and must not be stored on the premises unless a suitable fire risk assessment has been undertaken.

EMERGENCY PLANNING

An 'emergency plan' must be prepared and its purpose is to ensure that all persons in the premises know what to do in case of an emergency, including a fire, so that the premises can be safely evacuated.

It is good practice to have a written emergency plan in any case.

The 'emergency plan' should be based on the outcome of this fire risk assessment and be available for your employees, their representatives, residents and the enforcing authority.

Note: In residential care premises, the 'emergency plan' will need to be more detailed.

In small premises the emergency plan may be exactly the same as the fire action notice.

The 'emergency plan' should be appropriate for the premises and may include the following:

- 1. The means of warning if there is a fire.*
- 2. What action staff/employees should take if they discover a fire*
- 3. Details of how the evacuation of the premises should be carried out.*
- 4. Any individual/specific needs or risks associated with any individual residents/employees.*
- 5. Identification and use of protected areas, refuges etc. used for horizontal and partial evacuation.*
- 6. The location of the assembly point, the procedures to take a roll call and for checking that the premises have been evacuated.*
- 7. Identification of key escape routes, how people can gain access to them and escape from them safely.*
- 8. Arrangements in place for fire fighting.*
- 9. The duties and identities of staff/employees who have specific responsibilities e.g. fire wardens, fire marshals etc.*

10. *Arrangements for the safe evacuation of people who are identified as being especially at risk e.g. residents, those with disabilities, contractors, visitors etc.*
11. *What machines/processes/appliances/power supplies etc. - that need to be stopped or made safe if there is a fire and the role of any persons who have been designated to do this.*
12. *Any specific arrangements that have been made especially for high fire risk areas.*
13. *Contingency plans for when any of the safety systems are out of order.*
14. *Details of how fire and rescue services will be called and the responsible person(s) for doing this.*
15. *Procedures that are in place for meeting the emergency services upon their arrival and passing over information to them.*
16. *What training employees/staff need and arrangements to ensure that training is given on a regular basis.*
17. *Plan for the accommodation of any residents both during the fire, immediately after and long term and also the storage of any valuables etc.*

