

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

Flats 1-102 Sarsen House Middle Road,
Hanwell, London, W7 3FR
For A2Dominion

Undertaken by: Property Tectonics

UPRN: 171565



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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 (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 **(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
Client:	A2Dominion
Responsible Person ¹⁾ :	A2Dominion
Address of Premises:	Flats 1-102 Sarsen House Middle Road, Hanwell, London, W7 3FR
Person(s) Consulted:	
Report Validated by:	Matthew Cox
Report Validated Qualifications:	MIFSM TIFIRE NAFRAR FRACS
Report Validated Date:	21/02/2024
Name of Assessor:	Ian Haywood
FRA Type:	Type 1
Date of Fire Risk Assessment:	07/02/2024
Date of Previous Fire Risk assessment:	10/03/2023
Suggested Date of Review ²⁾ :	10/03/2025

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

STEP 1

The first step is to obtain relevant information about the building, the processes carried out in the building and the occupants of the building.

Guidance:

Much of the relevant information can usually be obtained prior to carrying out a physical inspection of the premises.

	GENERAL	Particulars
	Name of Landlord:	A2Dominion
	Name of Managing Agent:	
	Assessor Qualifications:	FRACS
	Flats inspected:	Inspected Flat No.'s 20, 51, 37, 30 and 1, which are one and two bedroom flats.
	Areas of building to which access was not available:	No access to all riser cupboards.
	Code of practice the building was built to:	Building Regulations at the time of construction.
	How FRA was completed, areas that were accessed, and the equipment used:	Type 1 FRA inspection undertaken of the common parts, including riser cupboards/meter cupboards. Assessment of existing construction of walls, floors and ceiling between flats and common parts undertaken, together with consideration of means of escape route and other factors which impact the means of escape and fire precautions within

		the common parts.
	Changes or alterations made since the design and construction of the building or previous FRA:	No alterations/changes since construction.

1.0	THE PREMISES	Particulars	Relevant Photographs
1.1A	Number of floors at ground level and above	8	
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	56	
1.3	Details of the construction:	<p>The subject property comprises an 8 storey, modern, recently completed, purpose built residential block of concrete framed construction, with brick cavity external walls and flat roofs that have been provided with inverted and green flat roofing systems. To the elevations there are protruding and recessed balconies. The balconies are provided with metal, power coated screens/balustrading, with the soffits to the balconies comprising a form of metal powder coated cladding.</p> <p>The property is provided with a solid concrete floor slab at each floor level with a single solid concrete staircase that discharges at ground floor level.</p> <p>Internal walls and partitions are of solid and stud construction.</p>	

		<p>The property is provided with 2 No. lifts, the right-hand side one is provided with a fire fighters switch.</p> <p>Flats typically discharge onto the main lift lobby area, which in turn discharges onto the staircase, which discharges at ground floor level, with egress via the main front entrance door to the property.</p> <p>At ground floor level there are communal waste store and cycle store areas.</p> <p>The block adjoins the Core B Block, which is subject to a separate assessment.</p> <p>At 6th floor level there is a communal external area.</p> <p>Stay Put policy.</p> <p>It is evident that there is an ongoing leak within the main riser where vertically rising pipework were located. This would appear to be at 4th floor level.</p>	
1.4	Use of premises:	The property contains 56 No. general needs flats.	
1.5	Number of staircases:	1	
1.6	Number of lifts:	2	
2.0	THE OCCUPANTS	Particulars	Relevant Photographs
2.1	Approximate maximum number of employees at any one time:	0	

		There are no staff based on site. It is likely that cleaners, caretakers or maintenance staff will be present from time to time.	
2.2	Approximate maximum number of residents and visitors at any one time:	<p>280</p> <p>Maximum number of residents at any one time would be 224 based on 4 No. residents per flat. The only members of the public present should be visitors of the occupants, with an estimated maximum of 46 persons on the basis of 1 person visiting each flat at any one time.</p>	
3.0	OCCUPANTS ESPECIALLY AT RISK FROM FIRE	Particulars	Relevant Photographs
3.1	Is there any sleeping accommodation on the premises?	<p>Yes</p> <p>The block provides sleeping accommodation within 46 No. flats.</p>	
3.2	Are there any persons in the building who are in an isolated location or working alone?	<p>No</p> <p>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.</p>	
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>No</p> <p>The occupancy profile of the residents within the block is unknown. It is no longer deemed to be acceptable to assume that all residents are capable of self-evacuation.</p> <p>The responsible person should engage with residents to ascertain that</p>	

		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. Refer to Action Plan	
4.0	FIRE LOSS EXPERIENCE	Particulars	Relevant Photographs
4.1	Have there been any recorded incidents of fires on the premises in recent years?	No Not aware of any previous incidents.	
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?	No The findings of the fire risk assessment are limited to the scope of type 1 fire risk assessment as commissioned by A2Dominion.	
6.0	RELEVANT FIRE SAFETY LEGISLATION	Particulars	Relevant Photographs
6.1	Fire Safety Legislation:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety Act 2021 The Fire Safety (England) Regulations 2022 The Building Safety Act 2022	

6.2	Name(s) of Enforcing Authority:	London Fire & Emergency Planning Authority
6.3	Other Legislation:	Housing Act 2004
6.4	The legislation to which 6.3 makes reference is enforced by:	London Borough of Ealing
6.5	Are there any outstanding alterations, enforcement or prohibition notices served on the premises?	No
6.6	General Comments:	Fire Risk Assessment carried out using guidance: Fire Safety in Purpose Built Blocks of Flats FSRA - Sleeping Accommodation.

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 electrical origin?	<p>Yes</p> <p>The electrical equipment and installations in the common areas was limited and all appeared to be in good condition based on a visual inspection.</p>	
7.2	<p>More specifically:</p> <p>a. Have fixed installation(s) been periodically inspected and tested?</p>	<p>Yes</p> <p>A2Dominion have confirmed that all fixed wire testing has been carried out in line with IET regulations. Although testing has been carried out A2d should ensure that any faults identified have been rectified.</p> <p>We cannot confirm when the next fixed wire test is due.</p>	
	b. Have portable appliances been tested?	N/A	

		There were no portable appliances within the communal areas. Residents are responsible for their own electrical equipment within their flats.	
7.3	Comments & hazards observed:	N/A	
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.</p>	
8.2	More specifically:	Yes	
	a. Is smoking prohibited in appropriate areas?	Smoking is prohibited within communal areas. Residents may smoke within their own properties.	
	b. Are there suitable arrangements for those who wish to smoke?	<p>Yes</p> <p>There is no requirement for the landlord to provide external smoking provisions.</p>	
	c. Did the smoking policy appear to be observed at time of inspection?	<p>Yes</p> <p>The assessor did not see any signs of illicit smoking within the communal areas.</p>	
	d. Are "No smoking" signs provided in the common areas?	Yes	

		Signage is displayed within the communal area stating No Smoking.	
8.3	Comments & hazards observed:	N/A	
9.0	ARSON	Record of Assessors Findings	Relevant Photographs
9.1	Does basic security against arson by outsiders appear reasonable?	<p>Yes</p> <p>The property is provided with a secure entry system to prevent unauthorised access. Access control system provided to the main lobby doors at each floor level. CCTV system installed.</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>At ground floor level there are integral waste storage container areas, which are provided with an access control system and CCTV system.</p>	
9.3	Comments & hazards observed:	N/A	
10.0	PORTABLE HEATERS & INSTALLATIONS	Record of Assessors Findings	Relevant Photographs
10.1	Is the use of portable heaters avoided as far as practicable?	N/A	
10.2	Are fixed heating installations subject to regular maintenance?	N/A	

		No fixed heating installation within the communal areas.	
10.3	Comments & hazards observed:	N/A	
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>There are no common parts kitchens or cooking facilities. The only cooking facilities within the building would be within the kitchens to the flats.</p>	
11.2	Comments & hazards observed:	N/A	
12.0	LIGHTNING	Record of Assessors Findings	Relevant Photographs
12.1	Does the building have a lightning protection system?	<p>Yes</p> <p>Lightning protection is installed to the premises.</p>	
12.2	Comments & deficiencies observed:	N/A	
13.0	HOUSEKEEPING	Record of Assessors Findings	Relevant Photographs

13.1	Is the standard of housekeeping adequate?	<p>Yes</p> <p>Housekeeping was considered to be of a generally good standard.</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 storage containers located within the ground floor secure storage areas.</p>	
	c. Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?	<p>Yes</p> <p>Accessible service cupboards/rooms were free of any combustibles.</p>	
13.3	Comments & hazards observed:	N/A	
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	Are any hot works managed appropriately?	Yes It is assumed that as a responsible landlord, A2Dominion has processes and procedures in place for all contractors, and permits are provided where required.	
14.3	Comments & hazards observed:	N/A	
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 stored or used in the common areas of the premises.	
15.2	Comments:	N/A	
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:	N/A

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:

MEDIUM

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

Insert Comments:

Low Risk

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

Normal fire hazards for this type of occupancy.

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 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?	<p>Yes</p> <p>Flats typically discharge onto the main lift lobby area, which in turn discharges onto the staircase, which discharges at ground floor level, with egress via the main front entrance door to the property.</p>	
17.2	<p>More specifically:</p> <p>a. Are travel distances considered reasonable where there is single direction escape?</p>	<p>Yes</p> <p>Dead end corridor situations with travel distances in excess of 7.5m, were noted. Mitigation in the form of the AOV system and fire suppression system to the common parts corridors provided at each floor level.</p> <p>Escape routes are obvious, direct and unobstructed.</p>	

	b. Are travel distances considered reasonable where there are alternative means of escape?	N/A
	c. Is there an adequate provision of exits?	Yes The provision of exits is as per original construction and considered to be adequate for the number of people expected to be present in the block at any one time.
	d. Do fire exits open in the direction of escape where necessary?	Yes The front door is inwards opening, but this is acceptable for the expected number of occupants within the building.
	e. Is there a satisfactory means for securing exits?	Yes Final exit doors are self-closing to prevent unauthorised access to the block.
	f. Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	Yes The common parts walls, ceilings and partitions forming the means of escape route appear to provide satisfactory protection to the escape routes.

<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>Common area doors were determined to be adequately fire rated.</p>  <p>It is necessary to confirm that the vent provided to the ground floor lobby door is an intumescent type of vent.</p> <p>Refer to Action Plan</p> 
<p>h. Are suitable self-closing devices fitted to doors in the common areas?</p>	<p>Yes</p> <p>Common parts doors are provided with self closers.</p>
<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>	<p>Yes</p>


		<p>Proprietary FD120 riser cupboard doors provided at each floor level.</p> <p>A gap was evident to the junction of the door frame and the reveal to the door frame opening where packers have been installed. It is necessary to confirm that the gap does not prejudice the fire rating of the doorset.</p> <p>Refer to Action Plan</p> <p>Missing screw noted to the ground floor riser cupboard door frame. It is necessary to confirm that the missing screw does not prejudice the fire rating of the doorset.</p> <p>Refer to Action Plan</p>	  
j.	<p>Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in sound condition?</p>	<p>Yes</p> <p>The Flat's that were inspected were found to be timber FD30s self-closing fire doorset with appropriate markings, fire rated hinges, cold smoke seals and intumescent strips fitted.</p>	

k. Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in good working order?	<p>Yes</p> <p>Inspected flat entrance doors provided with self closers.</p>
l. Are there adequate smoke control provisions to protect the common escape routes, where necessary?	<p>Yes</p> <p>AOV system at all levels to the common parts and staircase, with manual activation switches provided.</p>
m. Are escape routes unobstructed?	<p>Yes</p> <p>The escape routes were found to be free from obstructions at the time of the assessment.</p>
n. Are exits easily and immediately openable where necessary?	<p>Yes</p> <p>The block entrance door is secured by electro magnets and are released by a push button. There is a manual override device fitted to this door.</p>

		<p>It is necessary to confirm that the access control system to the communal gardens is Failsafe, as no emergency override noted.</p> <p>Refer to Action Plan</p>		
	o. Is the building provided with reasonable arrangements for means of escape for disabled persons?	<p>Yes</p> <p>Refer to Item 3.3.</p>		
	p. Are escape Routes adequately ventilated where necessary?	<p>Yes</p> <p>AOV system at all levels to the common parts and staircase, with manual activation switches provided.</p>		
17.3	Comments & deficiencies observed:	N/A		
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>Compartmentation appears to be adequate based on a visual inspection. All fire stopping observed appear to be of a high standard and is tagged with information of the date completed and the contractor who carried out the fire stopping. From a limited inspection</p>		

		above suspended ceiling level, the internal walls do extend up to the underneath of the structural soffit.
b. Are all walls and ceilings on escape routes lined with suitable material to prevent/restrict fire spread?	Yes	<p>It is assumed that finishes to the common parts are to a Class O standard.</p> <p>The assessor noted that balconies are present to the properties. These could not all be observed, however it is expected that there will be an amount of combustible residents items present on the balconies. The responsible person should inform residents about the risks arising from the presence of combustible materials on balconies. They should make clear that smoking, the use of barbecues and the storage of flammable items on balconies can increase that risk. Advice from the fire and rescue authorities is clear that barbecue should not be used on balconies.</p> <p>Refer to Action Plan</p>
c. From a visual inspection of the building's elevations, does the external envelope warrant further investigation to determine the risk of external fire spread?	No	There are no elements to the external elevations that warrant further investigation.
d. As far as can reasonably be ascertained, reasonable fire separation within any roof space?	N/A	The building is provided with a flat roof.



	<p>e. Adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?</p>	<p>Yes</p> <p>Compartmentation appears to be adequate based on a visual inspection. All fire stopping observed appear to be of a high standard and is tagged with information of the date completed and the contractor who carried out the fire stopping.</p> <p>Vertical compartmentation noted to the risers only.</p> <p>At ground floor level there is a plastic type of cover to a riser which is not fire rated. A fire rated access cover should be installed.</p> <p>Refer to Action Plan</p>	
18.2	<p>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?</p>	<p>Yes</p>	
18.3	<p>Comments & deficiencies observed:</p>	<p>N/A</p>	
19.0	<p>EMERGENCY ESCAPE LIGHTING</p>	<p>Record of Assessors Findings</p>	<p>Relevant Photographs</p>

19.1	There is a reasonable standard of emergency escape lighting installed throughout the premises?	Yes Emergency lighting provided to all communal areas at each floor level and also to the waste storage container area appears to be compliant with BS 5266. Illuminated Running Man signs also provided.	
19.2	Comments & deficiencies observed:	N/A	
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?	Yes The standard of fire safety signage and wayfaring signage within the block is deemed to be adequate. The fire procedures are displayed. Dry riser signage, directional signage, floor indicator signage and lift signage is all displayed.	
20.2	Is wayfaring signage considered to be adequate?	Yes	
20.3	Comments & deficiencies observed:	N/A	
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>Mains wired smoke detection to the common parts which it is assumed is part of a non-audible system that is linked into the AOV system and lift only and is not interlinked to the flats. The purpose of the detection system is to initiate the operation of the life safety automatic ventilation system. No manual call points provided.</p> <p>Sprinkler system installed to common parts.</p> <p>To the communal garden area there is an external sounder/flashing beacon.</p>
21.2	If there is a communal fire detection and fire alarm system, does it extend into the dwellings?	<p>Yes</p> <p>The sample flats were found to contain LD2 (Hardwired smoke detection in hall and hardwired heat detection in the kitchen) within.</p> <p>Recommend that all flats be checked to confirm provision and working condition of at least Grade D1 LD3 detection (Hardwired Smoke detection in the hallway) installed as a minimum standard. Please note that LD2 (Hardwired interlinked smoke detection in hallway and heat detection in kitchen) is the minimum standard for any new installations or upgrades. It is assumed that all flats would be provided with the same system as the inspected flats.</p>
21.3	Where appropriate, has a fire alarm zone plan been provided?	<p>Yes</p> <p>Zone chart provided adjacent to fire alarm panel at ground floor level.</p>

21.4	Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?	N/A Not aware of arrangements for silencing and re-setting the alarm.	
21.5	Comments & deficiencies observed:	N/A	
21.5	Relevant information on false alarm experience (if known):	Not aware of any false alarm incidents.	
22.0	MANUAL FIRE EXTINGUISHING	Record of Assessors Findings	Relevant Photographs
22.1	Reasonable provision of portable fire extinguishers (type and number)?	N/A No automatic fire extinguishing systems are present, or required within the building.	
22.2	Are all fire extinguishers readily accessible?	N/A	
22.3	Comments & deficiencies observed:	N/A	
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)	<p>Type of System</p> <p>Sprinkler system installed throughout the property, to dwellings and common parts.</p>	
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	<p>Type of System</p> <p>The right-hand side lift is provided with a fire fighters switch.</p> <p>AOV system installed with manual activation point at each floor level.</p> <p>Dry riser system installed with outlets noted at each floor level to the staircase. Inlet noted to the left-hand side of the main entrance door.</p>	
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>Cannot confirm if PV system installed.</p>	

24.3	Comments:	N/A	
25.0	ACCESS PROVISIONS	Record of Assessors Findings	Relevant Photographs
25.1	What is the access capability of the local fire and rescue service to attend, control and extinguish a fire at the premises?	Generally, there is good access for the emergency services.	
25.2	Where passenger lifts are present, are they fitted with a fire fighter's override?		

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 is a staff Fire Contract Manager and consultants Property Tectonics and Metro Fire Safety to advise.</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>
26.4	What is the evacuation strategy?	

		Stay put
26.5	Are appropriate fire procedures in place?	Yes Fire procedures are prominently displayed within the block.
26.6	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes 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.
27.0	COOPERATION & COORDINATION WITH OTHER PREMISES OCCUPIERS, NEIGHBOURING PREMISES, EMERGENCY SERVICES AND OTHER AUTHORITIES	Record of Assessors Findings
27.1	If you do not have direct control over the workplace, have you notified the owner or landlord of any fire safety related issues?	Yes
27.2	If you share the workplace with others, do they know about the risks that you have identified?	Yes

28.0	TRAINING & DRILLS	Record of Assessors Findings
28.1	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>
28.2	When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	<p>Yes</p>
28.3	Observations and comments:	<p>N/A</p>
29.0	TESTING & MAINTENANCE	Record of Assessors Findings
29.1	Is the workplace itself adequately maintained in order to avoid certain fire hazards?	<p>Yes</p> <p>All fire assets in A2Dominion’s residential stock are under third-party contracted maintenance and testing regimes. These regimes are based on the current BS or BS:EN standard for each asset or system (eg BS 5266 for Emergency Lighting, BS 5839 for Alarm & Detection) combined with the manufacturer’s recommendation. Testing and Maintenance records are held centrally in electronic form and can be produced on application. Where there is an Alarm System, then a log book is kept locally.</p> <hr/> <p>Observations: N/A</p>

29.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	<p>Yes</p> <p>Although the assessor has not seen evidence of testing, A2Dominion have confirmed that all testing and servicing is carried out within the prescribed timescales.</p>
29.3	Are monthly and annual testing routines in place for the emergency escape lighting?	<p>Yes</p> <p>Although the assessor has not seen evidence of testing, A2Dominion have confirmed that all testing and servicing is carried out within the prescribed timescales.</p>
29.4	Is annual maintenance of fire extinguishing appliances undertaken?	<p>N/A</p>
29.5	Under the Fire Safety (England) Regulations 2022, flat entrance doors need to be inspected annually from January 2023. Is this carried out?	<p>No</p> <p>The assessor did not observe any evidence to suggest that flat entrance doors are inspected annually. This is considered to be a deficiency of the Fire Safety (England) Regulations 2022.</p> <p>The responsible person must arrange for annual flat entrance door inspections to be carried out.</p> <p>Refer to Action Plan</p>
29.6	Under the Fire Safety (England) Regulations 2022, communal doors need to be inspected every three months from January 2023. Is this carried out?	<p>No</p> <p>The assessor did not observe any evidence to suggest that communal doors are inspected quarterly. This is considered to be a deficiency of the Fire Safety (England) Regulations 2022.</p> <p>The responsible person must arrange for quarterly communal door inspections to be carried out.</p> <p>Refer to Action Plan</p>

29.7	Other relevant inspections or tests:	N/A
30.0	MAINTENANCE OF FACILITIES TO ASSIST FIREFIGHTERS	Record of Assessors Findings
30.1	Are six-monthly inspection and annual testing of rising mains undertaken?	Yes
30.2	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)?	Yes
30.3	Other relevant inspections or tests:	N/A
31.0	RECORDS	Record of Assessors Findings
31.1	Are there appropriate records of: a. Fire alarm tests?	Yes Although the assessor has not seen evidence of testing, A2Dominion have confirmed that all testing and servicing is carried out within the prescribed timescales.

	b. Emergency escape lighting tests?	Yes Although the assessor has not seen evidence of testing, A2Dominion have confirmed that all testing and servicing is carried out within the prescribed timescales.
	c. Maintenance and testing of other fire protection systems?	Yes Although the assessor has not seen evidence of testing, A2Dominion have confirmed that all testing and servicing is carried out within the prescribed timescales.
31.2	Comments:	N/A
32.0	Premises Information Box	Record of Assessors Findings
32.1	Is there a suitably located premises information box for the fire and rescue service?	Yes Premises information box installed at ground floor level.
32.2	Are there arrangements to keep the premises information box up to date?	Yes

32.3	Comments	N/A
33.0	Engagement with Residents	Record of Assessors Findings
33.1	Has information on fire procedures been disseminated to residents?	<p>Yes</p> <p>Delivered in Tenancy Documents, and available on A2Dominions website. Reinforced by Fire Action Notices.</p>
33.2	Is fire safety information disseminated to residents?	<p>Yes</p> <p>Delivered in Tenancy Documents, and available on A2Dominions website. Reinforced by Fire Action Notices.</p>
33.3	Comments	N/A

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:

SLIGHT 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:

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

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:

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

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.

TOLERABLE

Insert Comments:

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

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.

PRIORITY RATINGS FOR ACTION PLAN

Priority Rating	Timeframe In Days	Timeframe In Months
A*	1	1
A	180	6
B	300	10
C	365	12

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:



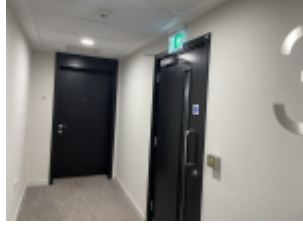

The action plan is an inventory of actions often prioritised to devise maintain or improve controls. Ideally the inventory will include measures to eliminate or control hazards (e.g. better separation of combustible materials and ignition sources) A blend of physical and procedural measures is often needed. The priority and target timeframes, for which these actions are to be completed by, are defined in the Priority Ratings table.

FIRE RISK ASSESSMENT ACTION PLAN *for* Flats 1-102 Sarsen House Middle Road, Hanwell, London, W7 3FR

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
1	3.3	<p>The occupancy profile of the residents within the block is unknown. It is no longer deemed to be acceptable to assume that all residents are capable of self-evacuation.</p> <p>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.</p>	B		03/12/2024	

		Guidance found within the Fire Safety In Specialised Housing guide may be of assistance to carry this out.				
2	17.2g	It is necessary to confirm that the vent provided to the ground floor lobby door is an intumescent type of vent.	B		03/12/2024	
3	17.2i	A gap was evident to the junction of the door frame and the reveal to the door frame opening where packers have been installed. It is necessary to confirm that the gap does not prejudice the fire rating of the doorset.	B		03/12/2024	
4	17.2i	Missing screw noted to the ground floor riser cupboard door frame. It is necessary to confirm that the missing screw does not prejudice the fire rating of the doorset.	B		03/12/2024	
5	17.2n	It is necessary to confirm that the access control system to the communal gardens is "Failsafe", as no emergency override noted.	B		03/12/2024	

6	18.1b	The assessor noted that balconies are present to the properties. These could not all be observed, however it is expected that there will be an amount of combustibile residents items present on the balconies. The responsible person should inform residents about the risks arising from the presence of combustibile materials on balconies. They should make clear that smoking, the use of barbeques and the storage of flammable items on balconies can increase that risk. Advice from the fire and rescue authorities is clear that barbecue should not be used on balconies.	B		03/12/2024	
7	18.1e	At ground floor level there is a plastic type of cover to a riser which is not fire rated. A fire rated access cover should be installed.	B		03/12/2024	
8	29.5	The assessor did not observe any evidence to suggest that flat entrance doors are inspected annually. This is considered to be a deficiency of the Fire Safety (England) Regulations 2022. The responsible person must arrange for annual flat entrance door inspections to be carried out.	B		03/12/2024	
9	29.6	The assessor did not observe any evidence to suggest that communal doors are inspected quarterly. This is considered to be a deficiency of the Fire Safety (England) Regulations 2022. The responsible person must arrange for quarterly communal door inspections to be carried out.	B		03/12/2024	

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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.*

