


FIRE RISK ASSESSMENT Review



Property Address	Grosvenor House, 112-114 Prince of Wales Rd, Norwich.
Name of responsible person/persons (RP)	Grosvenor House Management Ltd.
Site Manager	Representatives of Grosvenor House Management Ltd.
Areas of assessment	Common areas only. The report does not include the ground floor commercial areas.
Building type & construction	Detached former commercial building converted into self-contained flats. Constructed from traditional materials.
Number of floors	7 with large basement which includes a car park.
Date of previous risk assessment	January 2022. Reviewed 2023.
Recommended date for review	March 2025.
Assessment carried out & prepared by: John Sadler of Ace Fire. 20/04/2024. 14 Concorde Road, Norwich, Norfolk, NR6 6BW 	



Statement of the Fire Risk Assessment

This risk assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The potential hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.

The additional controls, recommendations and actions given for each section of the action plan/summary section of the document should be dealt with accordingly in order to bring the assessed areas up to the required standard and to reduce the risk to a level which is acceptable in the circumstances.

Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, the responsible person/persons must, among other things 'provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures to take and the procedures and measures which are in place for serious and imminent danger.

Before employing a child, the responsible person/persons must provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures which are in place for serious and imminent danger.

The responsible person/persons must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in his undertaking.

Where appropriate and necessary the assessment has included the consideration of sections 1-6, 8, 9 and 11 of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises.

The risk assessment should be available for inspection or validation by any authorized person and should be reviewed:

Following a change of work practice,

Following a significant change of staffing level,

Following any structural or material change to the premises or processes conducted,

Following any change in the fire precautions in the premises,

Following any near miss or fire incidents,

At recommended intervals of no more than 12 months,

The purpose of this report is to provide an assessment of the risk to life 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.

Scope of the Fire Risk Assessment

In relation to the prevention and management of fire within these premises the following subjects are examined in this report:

- Means of escape from the premises.
- Fire exit & other fire safety signage.
- Means of raising the alarm.
- Emergency Lighting.
- Emergency plan & routes.
- Fire extinguishers & associated equipment.
- Risk of arson & associated risk.
- Electrical appliance safety.
- Staff Training.
- Compartmentation.
- Fire Safety management.
- Fire Detection and Warning.

Note:

Whilst carrying out this fire risk assessment we will highlight any matters for concern that is discovered during the course of the assessment. It must be born in mind however that we can only report on what is found at the time of carrying out the assessment. Potential fire risks may well be different now than at the time of the risk assessors first visit audit and preparation of the report.

General Information		
1	The Premises	
1.1	Number of floors	7.
1.2	Approximate floor area (m2)	Not measured.
1.3	Brief details of construction	Detached building. Constructed from brick, concrete, timber, and particle board (presumably plasterboard).
1.4	Use of premises	Residential.
2	The Occupants	
2.1	Approximate maximum number	200.
2.2	Approximate number at any one time	200.
2.3	Maximum number of members of public	None usually.
2.4	Associated times of occupation.	24 hours.
3	Occupants at risk from fire	
3.1	Sleeping occupants	Yes.
3.2	Disabled occupants	None reported.
3.3	Occupants in isolation	No.
3.4	Young persons	Possibly.
3.5	Others	Contractors and visitors.
4	Fire loss experience	None.
5	Other relevant information.	None.
6	Relevant fire safety legislation	
	The following fire safety legislation applies to these premises.	Regulatory Reform (Fire Safety) Order 2005.
	The above legislation is enforced by.	Norfolk Fire and Rescue Services.
	Other legislation that makes significant requirements for fire precautions in these premises (other than the building regulations 2010).	The Housing Act 2004. The Fire Safety Act 2021.

Fire Hazards and Their Elimination or Control

		Yes	No	NA
7.	Electrical sources of ignition			
7.1	Reasonable, measures taken to prevent fires of electrical origin?	✓		
7.2	More specifically:			
	Fixed installations periodically tested?	TBC		
	Portable appliance testing up to date?			✓
	Suitable policy regarding the use of portable electrical appliances?			✓
	Suitable use of trailing leads and sockets/adapters?			✓
	Comments and potential hazards: The main electrical installation was mostly installed new in 2018 and a new inspection and Electrical Installation Condition Report (EICR) appears to have been carried out/issued in November 2023.			
8.	Smoking			
8.1	Are measures taken to prevent fires as a result of smoking?	✓		
8.2	More specifically:			
	Smoking prohibited on these premises?	✓		
	Smoking prohibited in appropriate areas?	✓		
	Suitable arrangements for those who smoke?	✓		
	Were these arrangements observed at the time of the assessment?		✓	
	Comments and potential hazards: There is no smoking within the common area. It is regarded and widely known that smoking is prohibited within public places.			
9.	Arson			
9.1	Does the security against arson appear satisfactory?	✓		
9.2	Are the boundaries and exterior of the premises free from unnecessary combustibles?	✓		
	Comments and potential hazards: The security of the premises is satisfactory and there is no history of arson or vandalism in the surrounding area. CCTV is in operation. There is a key code entry system for the common area. The waste bin area was found to be free from a buildup of rubbish and unwanted combustibles.			
10.	Heating installations including portable heaters			
10.1	Are portable heaters in use?			✓
10.2	If portable heaters are used:			✓
	Are hazardous types used (e.g. LPG or radiant bar heaters)?			✓
	Are measures taken to reduce the risk of ignition of combustible materials?			✓
10.3	Is the maintenance of the fixed heating installations up to date?			✓
	Comments and potential hazards: No heating in the common areas of the building.			
11.	Cooking			
11.1	Are safe cooking practices adhered to?			✓
11.2	More specifically:			
	Are filters changed and ductwork cleaned regularly?			✓
	Are appropriate extinguishers available?			✓
	Comments and potential hazards: No cooking in the common areas.			
12.	Housekeeping			
12.1	Is the standard housekeeping adequate?		✓	
12.2	More specifically:			
	Are combustible materials kept away from ignition sources?		✓	
	Is there a buildup of combustible or waste material?	✓		
	Are hazardous materials/substances stored correctly?			✓
	In general is the storage of combustibles satisfactory?		✓	

	Comments and potential hazards: The overall standard of housekeeping and storage was satisfactory in the common areas of the building on the day of my visit; however, some items were still being stored in the escape routes.			
13.	Outside contractors and building works			
13.1	Are fire safety policies imposed on outside contractors?	✓		
13.2	Is there adequate control in reference to work carried out by outside contractors which may include hot works?	✓		
13.3	If there are in-house maintenance personnel, are preventive measures taken during any hot works?			✓
	Comments and potential hazards: If contractors working on site are required, in order to carry out their work, to use tools and equipment that generate heat i.e. heat guns, gas burners/torches then a "Hot Works Permit" would be issued by the responsible person or managing agents.			
14.	Dangerous substances			
14.1	Are there adequate fire precautions in place which are associated with dangerous substances within the premises?			✓
	If "Yes" to 14.1 has a suitable risk assessment been carried out, in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002?			✓
14.3	Comments and potential hazards:			
15.	Other significant fire hazards	✓		
15.1	Hazards: There is the potential of a vehicle fire in the car park area.			
	Comments and potential hazards: See section 20.			

Fire Protection Measures

16.	Means of escape from fire	Yes	No	NA
16.1	It is considered that the premises are provided with reasonable means of escape from fire.	✓		
16.2	More specifically:			
	Adequate design of escape routes?	✓		
	Adequate provision of exits?	✓		
	Exits easily and immediately operable where necessary?	✓		
	Fire exits open in the direction of escape where needed?	✓		
	Avoidance of sliding or revolving doors as fire exits where appropriate?	✓		
	Satisfactory means for securing exits?	✓		
	Reasonable distances of travel:			
	• Where there is a single direction of travel?	✓		
	• Where there are alternate means of escape?	✓		
	Suitable protection for escape routes?	✓		
	Suitable fire precautions for all inner rooms?	✓		
	Escape routes unobstructed?	✓		
16.3	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled persons?	TBC		
	Comments and potential hazards: There are two internal protected staircases from the upper floors of the building with a dedicated final exit from the rear of the building and the main entrance/exit from the front of the building. The travel distances from each area to a place of relative/ultimate safety are satisfactory. See section 24 in relation to disabled persons living in the building.			
17.	Measures to limit fire spread			
17.1	It is considered that there is:			
	• Compartmentation of a reasonable standard.		✓	
	• Reasonable limitations of linings that may promote fire spread.	✓		

17.2	Upon inspection it appears that fire dampers are provided to protect the means of escape against the spread of fire, smoke and combustion materials in the early stages of fire.	✓		
	<p>Comments and potential hazards:</p> <p>As this is a non-destructive fire risk assessment and there are no details of the materials used as part of the construction/conversion, it is not possible to state whether the internal walls comply with the surface spread of flames regulations, in which Class 0 materials must be used, or offer the same level of fire protection as the doors, usually 30 minutes.</p> <p>A full external wall system review was carried out by ORSA Projects limited and a new EWS 1 form issued in 2021.</p> <p>I sampled three of the flats' front doors. All had self-closing devices and fire rated hinges with cold seals rebated into the door frame, the flats also had a smoke detector installed in the hallway.</p> <p>Each corridor/landing is divided into sub compartments with fire doors at either end plus in the middle of each landing/corridor, during this visit it was noted that some corridor/landing doors have large gaps at the bottom of the doors, the gap should be 8-10 mm maximum, also one of the landing fire doors was still damaged.</p> <p>One of the fire doors in the boiler room area still did not close fully into the door frame.</p> <p>Last year I inspected most of the service cupboards and all had been adequately fire stopped, this year one of the service cupboards was unlocked and the cupboard was being used for storage.</p>			
18.	Emergency escape lighting.			
18.1	Reasonable standard of emergency lighting within the premises?	✓		
	<p>Comments and potential deficiencies:</p> <p>Emergency light units (EL) are provided along the escape routes from the building, extra units are also provided externally.</p>			
19.	Fire safety signage			
19.1	Reasonable standard of fire safety signs and notices?	✓		
	<p>Comments and potential deficiencies:</p> <p>Fire action notices are displayed throughout the building (non-exhaustive stay put policy), informing residents of the buildings emergency procedures.</p> <p>Fire exit signage is displayed along each escape route out of the building.</p>			
20	Means of giving warning in case of fire			
20.1	Reasonable manually operated fire alarm system provided?	✓		
20.2	Automatic fire protection provided?	✓		
20.3	Is the automatic fire detection appropriate for this type of premises and fire risk?	✓		
20.4	Are the associated devices in good condition and free from obstruction?		✓	
20.5	Remote transmission of alarm signal?	✓		
	<p>Comments and potential deficiencies:</p> <p>This is a converted building with detectors in each dwelling in line with BS5839-6 and a separate system installed in the building's landlord's area using a Honeywell Notifier system, linked to the AOV's on each level in line with BS5839. The fire alarm has also been extended into the car park with Olympian Fire Ltd increasing the detection in the car park area consisting of linear heat detection to provide early warning of a car park fire so that the fire doesn't spread up the building facade due to its open aspect.</p> <p>A fault was showing on the fire alarm panel and zones had been disabled.</p>			
21	First Aid Firefighting equipment.			
21.1	Reasonable provision of portable fire extinguishers?			✓
21.2	Are hose reels provided?			✓
21.3	Are fire extinguishers easily accessible?			✓
	<p>Comments and potential deficiencies:</p> <p>The building is not purpose built, last year I recommended extinguishers, however</p>			

	the RP has liaised with the local fire service who have stated that fire extinguishers are not recommended in the common areas as the users will not have training/experience of using the extinguishers.			
22	Relevant automatic opening vent (AOV) system			
22.1	Type of system: HAES AOV system.	✓		
	Comments: Smoke vents are located at both ends on all landings and at the top of the alternative rear escape route with the vents linked to the fire alarm system. <i>The AOV's were not tested as part of the risk assessment, however the vent at the top of the alternative rear escape route was open on the day of my visit.</i>			
23	Other relevant fixed systems and equipment			
23.1	Type of fixed system: Dry Riser and see comments in the action plan.	✓		
23.2	Comments: The building benefits from a Dry Riser being installed on each level.			
23.3	Suitable provision of fire-fighting switch for the lift.	✓		
	Comments: One of the buildings lifts can be used by the fire service in the event of an emergency.			

Management of fire safety

Management of fire safety				
24	Fire safety procedures	Yes	No	NA
24.1	Fire safety is managed by: Grosvenor House Management Ltd.			
24.2	Competent persons appointed in undertaking general fire precautions Grosvenor House Management Ltd.			
24.3	Are fire safety arrangements recorded?	✓		
24.4	Appropriate fire procedures (emergency plans) in place?	✓		
	More specifically:	✓		
	Are these procedures appropriate for the building type and use?	✓		
	Are procedures in the event of a fire documented?	✓		
	Are there adequate arrangements for contacting the fire and rescue service?	✓		
	Are there adequate arrangements in place to meet the fire and rescue service upon arrival and provide information that may include hazards to fire fighters?	✓		
	Are there arrangements in place to ensure that the premises have been evacuated?	✓		
	Are there suitable fire assembly points?			✓
	Are there provisions in place to aide disabled people in an evacuation?	TBC		
	Comments: Mandatory fire action notices (non-exhaustive stay put policy) are displayed throughout the building formulating the emergency procedures. A building zone plan is displayed at the fire alarm panel and a fire document box is also located in the lobby area; I did not gain access to the box on the day of my visit. There were no details available on the day of my visit in relation to provisions for disabled persons living the building.			
24.5	Persons trained in the use of fire extinguishers.			✓
24.6	Persons nominated and trained to assist with evacuation.			✓
24.7	Routine in house inspections of fire safety precautions.	✓		
	Comments: Matters relating to fire safety are overseen by representatives of Grosvenor House Management Ltd.			
25	Training and fire drills.			
25.1	Are all staff given fire safety instruction and training on induction?			✓
	Comments:			
25.2	Is all fire safety training given at suitable intervals?			✓
	Comments:			

25.3	Does all fire training provide information, instruction or training on the following:			
	Fire risks in the premises?			✓
	The fire safety measures in the premises?			✓
	What to do in the event of a fire?			✓
	What to do on hearing the fire alarm?			✓
	How to raise the alarm?			✓
	Correct use of fire extinguishers?			✓
	Means for calling the fire rescue services?			✓
	Identity of nominated fire wardens?			✓
	Identity of persons nominated to use firefighting equipment?			✓
	Comments:			
	Training and fire drills			
25.4	Are fire wardens given additional training in accordance with their role?			✓
	Comments: Not applicable.			
25.5	Are fire drills carried out at sufficient intervals?			✓
	Comments: Not applicable.			
25.6	When the employee of another employer carries out work in the premises:			
	Is there employer given appropriate information regarding to fire risks and general fire safety?			✓
	Are these employees provided with sufficient instruction and information relating to the fire risks and fire safety?			✓
	Comments: Not applicable.			
26.	Testing and maintenance			
26.1	Adequate maintenance of premises?	✓		
	Comments: It was reported by a representative of the RP that all servicing and testing is up to date for the building, I did not gain access to the fire safety documents box on the day of my visit.			
26.2	Weekly testing and periodic servicing of the fire alarm system?	✓		
	Comments: The fire alarm system and smoke vents are serviced by a competent person in line with the relevant British Standard. The system wasn't tested as part of the risk assessment.			
26.3	Monthly and annual testing of emergency escape lighting?	✓		
	Comments: The emergency light units are inspected annually by a competent person, and all appeared to be working/charging on the day of my visit.			
26.4	Annual maintenance fire extinguishers?			✓
	Comments: Not applicable.			
26.5	Periodic inspection of escape routes and stairways?	✓		
	Comments: Regular inspections are made of the building to ensure that there are no hazards or obstructions along the escape routes, although issues were noted.			
26.6	Six monthly inspection and annual testing of any rising mains?	✓		
	Comments: The rising main is subject to regular inspection/testing.			
26.7	Weekly and monthly testing, six monthly inspection and annual testing of any firefighting lifts?	✓		
	Comments: It was confirmed by the RP's representative that the firefighting lift is fully			

	operational and serviced/tested regularly.			
26.8	Weekly testing and periodic inspection of AOV system?	TBC		
	Comments: The system is serviced at the same time as the fire alarm system. The AOV's must be tested regularly.			
	Training and fire drills			
26.9	Routine checks of final exit doors and/or security fastenings?	✓		
	Comments: Regular inspections are carried out to ensure that there are no hazards or obstructions preventing a safe passage out of the building.			
26.10	Are systems in place for reporting any subsequent restoration of safety measures that have fallen below standard?			✓
	Comments:			
27	Records			
27.1	Appropriate records of:			
	Fire drills.			✓
	Fire training.			✓
	Fire alarm tests & maintenance.	✓		
	Emergency lighting tests & maintenance.	✓		
	Fire extinguisher maintenance.			✓
	Maintenance and testing of other fire protection systems?	✓		
27.2	Comments: All records must be held by the responsible person.			
28	Review			
	Comments: A review of this risk assessment should be carried out periodically, the recommended timeline to satisfy local authorities, insurers, & responsible persons is every 12 months.			

Level of Fire Risk

The following simple fire risk level estimator is based on a commonly used health and safety risk level indicator.

Potential consequences of fire.	Slight harm	Moderate harm	Extreme harm
Likelihood of fire			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Low		Medium	✓	High	
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In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of a 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 (other than minor short comings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking into account the nature of the premises 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 a fire would be:

Slight Harm		Moderate Harm	✓	Extreme Harm	
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In this context, a definition of the above terms is as follows:

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

Moderate Harm: Outbreak of a fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to include multiple fatalities.

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

Accordingly it is considered that the risk to life from fire at these premises is:

Trivial		Tolerable		Moderate	✓	Substantial		Intolerable	
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Trivial: No action is required, and no detailed records need be kept.

Tolerable: No major additional fire precautions required. However, there might be a need for reasonable practicable improvements that involve minor or limited cost.

Moderate: It is essential that efforts are made to reduce the risk. Risk reduction measures which should take cost into account, 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 priority for improving control measures.

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

Intolerable: Premises (or relevant area) should not be occupied until the risk is reduced.

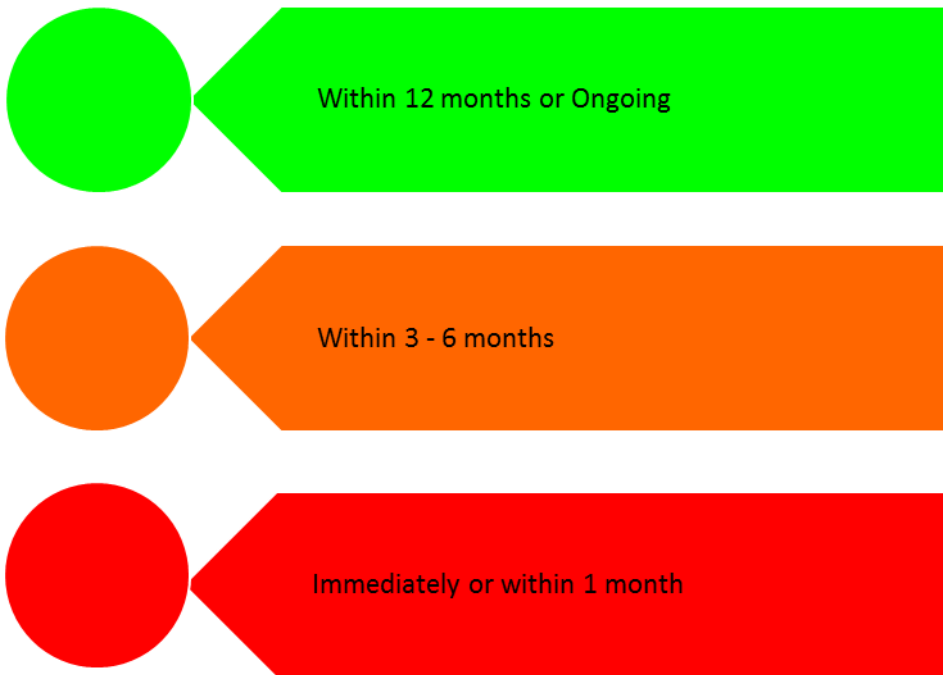
Note:

Although the purpose of this section is to place the fire risk in context, the above approach to the fire risk assessment is subjective and for guidance only.

All hazards and deficiencies identified in this report should be addressed, in order to reduce the risk of fire breaking out and the effects caused by a fire within the premises, by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly.

Action Plan Colour Coding Reference



The time frame for each suggested action is based on its urgency, importance and ease to carry out. This is commonly known as the Traffic Light system.

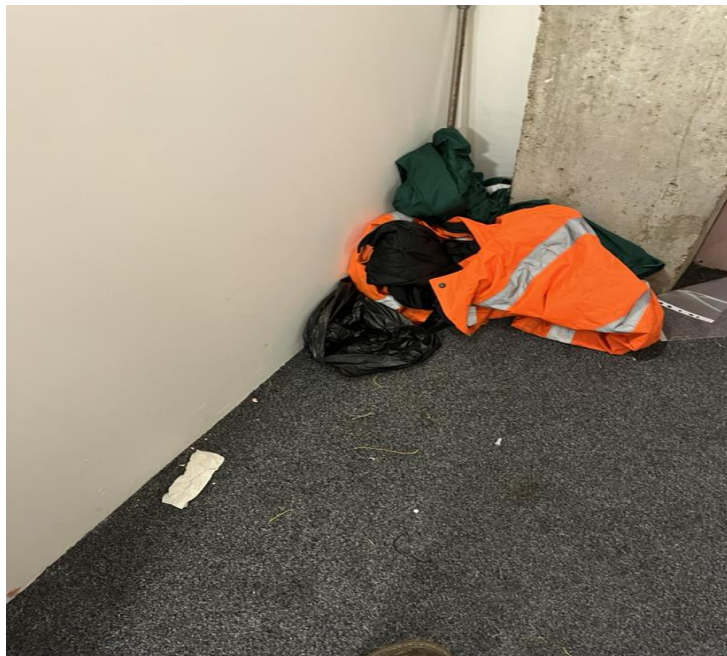
Action Plan

Section	Action Required	Date Completed/Comments
7	It appeared that an electrical inspection has been carried out in November 2023, confirmation is required, the management company seemed unaware of the inspection.	
16	The buildings escape routes must be always kept clear.	
17	<p>The corridor/landing fire doors must be inspected with any gaps larger than 8-10mm at the bottom of the door being reduced.</p> <p>The fire door in the boiler room area must be improved so the door closes fully into the door frame.</p> <p>The damaged fire door pictured must be repaired, the lock was broken, the fire pictured in last year's report was still damaged.</p> <p>Fire doors are the most used, and abused, elements but are vital for the passive protection from fire for any building. Some of the fire doors have been serviced in accordance with BWF and TRADA recommendations by a competent specialist, however some doors need further attention, and it was not clear when the last inspection was carried out, it is now a legal requirement that fire door are inspected annually.</p> <p>A label must be affixed to each door or frame to show that this is taking place.</p> <p>All the buildings' service cupboards must be kept always locked.</p>	
20	<p>Confirmation is required if the fault witnessed has been reported and if the service provider has been contacted and a remedial visit has been scheduled.</p> <p>Parts of the system had been disabled.</p>	
22	The service provider for the AOV must be notified and attend the building to inspect the faulty vent at the top of the rear escape route.	
16 & 24	<p>Seek to identify residents who may need assistance to evacuate the buildings. The lifts would either be used by fire fighters or would have gone to ground level upon fire alarm activation and as such would not be available for disabled persons to use.</p> <p>You should record the flat numbers of these individuals and place the information in the fire service document box.</p>	
26	All tests, servicing and inspections must be recorded in the onsite fire logbook.	
28	Ensure the fire risk assessment is reviewed annually or when it is deemed no longer relevant.	

Images Section



This is one of the buildings landings which was being used for storage.



The buildings service cupboards must not be used as storage areas.



This is one of the service cupboard fire doors (main intake on the ground floor) which was unlocked and being used for storage.

Example of a fire safety maintenance check list:

Daily checks

- Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and that fire doors close fully and check escape routes to ensure they are clear from obstructions and combustible materials.
- Check the fire alarm panel to ensure the system is active, fully operational and that no faults are showing.
- Where practicable, visually check that emergency lighting units are in good repair and working.
- Check that all safety signs and notices are legible.

Weekly tests and checks

- Test fire-detection and warning systems and manually-operated warning devices weekly following the manufacturer's or installer's instructions.
- Check the batteries of safety torches and that fire extinguishers and hose reels are correctly located and in apparent working order. Fire pumps and standby diesel engines should be tested for 30 minutes each week.
- Inspect the fire log book, is it up to date.

Monthly tests and checks

- Test all emergency lighting systems and safety torches to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions. This should be at an appropriate time when, following the test, they will not be immediately required.
- Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.
- Ensure housekeeping standards are met.

Six-monthly tests and checks

- A competent person should test and maintain the fire-detection and warning system.
- Carry out a full fire evacuation drill.
- Hold meetings with the responsible persons and site managers to discuss and review matters relating to fire safety.
- Make arrangements for the kitchen canopies, fans and filters to be cleaned professionally.
- Is the emergency plan still applicable to the building use?

Annual tests and checks

- The emergency lighting and all firefighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person.
- All structural fire protection and elements of fire compartmentation should be inspected and any remedial action carried out.
- Ensure that all staff receive fire safety and awareness training.

please note that some of the above may not be applicable to your building.

Example of what should be considered when writing an emergency procedure plan:

- **What to do in the event of a fire**
- **Should residents adopt a stay put policy**
- **How to raise the fire alarm**
- **How to contact the fire brigade**
- **Who will take control in a fire situation**
- **Who is responsible for shutting down vital/dangerous equipment**
- **What dangerous equipment can be removed from site during an evacuation**
- **Where the fire exits are**
- **Who is responsible for checking the building**
- **How to check the building**
- **Who are the nominated fire wardens**
- **Contingency plans for any sleeping guests**
- **Who should liaise with the fire service**
- **Who is trained to use the firefighting equipment**
- **The location of the firefighting equipment**
- **A chart showing each fire zone of the building**
- **Important and useful phone numbers**
- **Individual staff roles**

please note that some of the above may not be applicable to your building.

Fire hazards, elimination or control measures and relevant codes of practice

Fire Hazard Prompt List (Table 1)

This annex sets out a list of fire hazards that are normally considered in the fire risk assessment. Typical key measures for the elimination or control of each hazard are given, along with some relevant codes of practice or guidance documents. Government guidance documents in support of the relevant fire safety legislation also give guidance on those matters.

This prompt-list is not necessarily exhaustive, particularly in respect of measures for control and elimination of fire hazards, and there might be a need to consider further hazards and measures to prevent fire in the course of the fire risk assessment, particularly if work processes give rise to more specific fire hazards. Similarly, the codes of practice and guidance documents referenced are intended only to comprise a representative sample of those available.

Key factors to consider in assessment of means of escape (Table 2)

This table shows the key factors that should always be explicitly considered in assessment of means of escape. Most of the factors are quite broad and encompass a number of more specific issues.

These key factors can be used as a form of prompt-list and should, therefore, normally be shown in the documented fire risk assessment

Guidance on means of escape is contained in Government guidance documents that support the relevant fire safety legislation.

Fire hazards, elimination or control measures and relevant codes of practice

Table 1

Fire Hazard	Key measures for control or elimination of the fire	Relevant code of practice or guidance
Electrical faults	Periodic inspection and testing of fixed electrical installations Portable appliance testing (PAT). Employees and visitors use of their own electrical equipment. Reduction in the quantity of extension/trailing leads and adaptors.	IEE Guidance note [22]. IEE Guidance of practice for in-service inspection and testing of electrical equipment [23]. HSE HSG 107 [24]. Portable appliance testing: www.hse.gov.uk/myth/july.htm
Smoking	Arrangements for those who wish to smoke. Prohibiting or limitation of smoking.	
Arson	Basic security measures to prevent malicious ignition by outsiders. Avoidance of unnecessary fire load in close proximity to the premises.	The prevention and control of arson [25].
Improper use of portable heaters	Avoidance of use of portable heating devices as far as being practical. If portable heaters are to be used, avoidance of the most dangerous type. Suitable measures to minimize the likelihood of ignition of combustible materials.	
Faults in fixed heating installations	Regular maintenance of heating installations.	
Use of cooking appliances	Suitable design of cooking areas. Suitability of fire extinguishers to tackle small fires. Regular removal & replacement of filters and cleaning of extractors.	Cooking equipment [26]. Fire risk assessment-catering extract ventilation.
Lighting	Provide lighting protection systems if likelihood of a lightning strike.	BS EN 62305
Contractors operations and hot-works by maintenance staff	Suitable fire safety conditions in contracts with outside contractors. Suitable control over outside contractors while on the premises. Suitable control over hazardous activities by in-house maintenance personnel, such as hot-works involving cutting, welding or the use of blowlamps etc.	Standard fire precautions for contractors engaged on crown works [28]. Fire prevention on construction sites [29]. Fire safety on construction [30].
Poor housekeeping and inadequate control over general fire hazards associated with work activities.	Separation of combustible materials from ignition sources Avoidance of unnecessary & inappropriate build up and storage of waste or combustible materials. Appropriate storage of hazardous materials. Correct maintenance in the work place. Routine safety inspections.	

Key factors and specific issues to consider in means of escape

Table 2

Key factor	Specific issues to consider	Notes
Design of escape routes	<p>Do escape routes lead to a final exit?</p> <p>Do doors on the escape routes open in the direction of travel?</p> <p>Are doors on the escape routes fitted with appropriate panic bolts or latches?</p> <p>Will occupants of inner rooms be aware of a fire within the premises?</p> <p>Do any revolving or sliding doors have suitable by-pass doors where necessary?</p>	
Distances of travel	<p>Are travel distances reasonable?</p> <p>Are travel distances in dead ends suitably limited?</p>	
Protection of escape routes	<p>Are escape routes, such as staircases, dead end corridors, bedroom corridors etc., protected?</p> <p>Are all fire resisting doors properly self-closing, kept locked shut or only held open by suitable correctly functioning automatic door release mechanisms?</p>	
Adequate provision of exits and escape routes	<p>Is there is sufficient number of fire exits and escape routes?</p> <p>Are the number and widths of fire exits and escape routes sufficient for the number of occupants?</p>	
Exits easily and immediately operated (opened)	<p>Are fire exits easily opened without the use of a key?</p> <p>Is there only a single means of securing each fire exit?</p> <p>Where necessary do the means of securing fire exits comprise of panic bolts or latches?</p> <p>Where electronic locking devices are used, are their use acceptable and the communication between the secured door and fire alarm monitored and maintained?</p>	
Escape routes clear of obstructions and hazards	<p>Are escape routes kept clear and unobstructed?</p> <p>Are adequate widths of corridors and any other escape route maintained at all times?</p>	

Notes

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