

Fire Risk Assessment Guide



This guide provides you with practical advice and support to understand your responsibilities. As 'The Responsible Person' you must carry out, and regularly review the fire risk of the premises. This will identify what you need to do to prevent a fire and keep the buildings users safe.

Should you have any further questions or require specific guidance in any area of fire safety please call on **0203 633 4834** or email us at info@londonenergysurveys.co.uk and we will be happy to help you.

'Fire Prevention is our Intention'.

1 - The Fire Safety Act 2021

The Fire Safety Act 2021 (the Act) received Royal Assent on 29 April 2021 and commenced on 16 May 2022. The Act amends the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order). The Act clarifies that Responsible Persons (RPs) for multi-occupied residential buildings must manage and reduce the risk of fire for the structure and external walls of the building, including cladding, balconies and windows, and entrance doors to individual flats that open into common parts.

There are now new obligations on everyone owning or managing a building containing more than one home. It covers 'all non-domestic premises' This law also applies to any person responsible for the common areas of any building.

Any person who has some level of control in a premises must take reasonable steps to reduce the risk of fire and make sure people can escape if there is a fire.

The RRO and Fire Safety Act applies to all non-domestic buildings in England and Wales, including the common parts of blocks of flats and houses in multiple occupation (HMOs)

If you own, manage or operate a business, it is a legal requirement for you carry out a FRA and to comply with the fire safety law and deal with any problems that were highlighted during the assessment.

Where does the order apply?

The order applies to virtually all premises and covers nearly every type of building, structure, and open space. For example, it applies to:

- Offices and Shops/Retail
- Communal Areas of all types of Residential buildings, containing two or more dwellings
- Premises that provide care, including care homes and hospitals.
- Community halls, places of worship and other community premises.
- Pubs, clubs, and restaurants.
- Schools and sports centres.
- HMO's (Houses of multiple occupation). Including- Additional licences
- Hotels and hostels; and
- Factories and warehouses.

It does not apply to: Single Private homes.



The main rules under the order?

You must:

- Carry out a fire-risk assessment identifying any possible dangers and risks.
- Consider who may be especially at risk.
- Reduce the risk from fire as far as is reasonably possible.
- Take and provide general fire precautions to deal with any possible risk left.
- Take other measures to ensure there is protection from flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and keep a record of your findings.
- review your findings when necessary.

Enforcing the order

Fire authorities will be the main agency responsible for enforcing all fire-safety legislation in non-domestic premises. They will target their resources and inspections at those premises that present the highest risk. All fire authorities will continue to investigate complaints about fire safety, carry out investigations after fires where poor fire-safety management is discovered and may carry out targeted inspections.

If you do not meet the order, the fire authority will provide practical advice or, if the risk is serious, a formal notice. Except in the most serious cases, the fire authority will work with you to achieve a satisfactory level of fire safety

If there is a serious risk to life, the fire authority can issue a notice preventing the premises being used for certain things (such as sleeping) or preventing people from using all or part of the premises. This power is shared with housing authorities in properties which several households live in.

2 - The Responsible Person

Under The Regulatory Reform Fire Safety Law Order and as per British Standards, 'The Responsible Person' is anyone* who to any significant degree has:

- Control of the premises, e.g., the Owner, Landlord, Freeholder, or the managing agent
- Control over the activities on the premises (occupier)

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- Employs people within the premises
- In many instances this will be a company or other organisation

They are responsible for the safety of people who may be:

- Legitimately, on or living within the premises, or
- Who is not on the premises but might be directly affected by a fire on the premises



The '**Responsible Person**' (or persons if there are more than one), must make sure that everyone is safe from fire.

3 – How do you meet the order?

If you are The Responsible Person, you must undertake a Fire Risk Assessment, you must consider everyone who might be on your premises, whether they are employees, occupants, visitors, or members of the public.

It is important to get a fire risk assessment carried out by a person who can prove their competence in this field. If you cannot prove your competence **do not carry it out yourself!** The risk assessment **MUST** be fit for purpose and be suitable and sufficient.

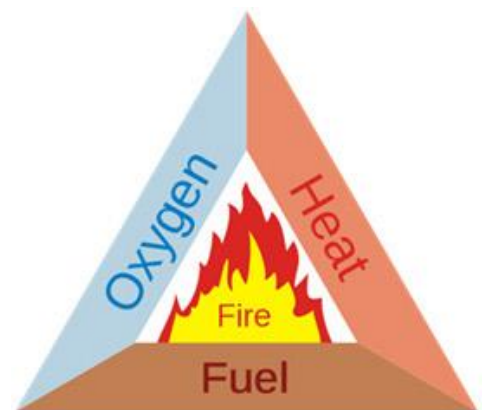
London Fire Surveys are experienced Fire Risk Assessors we can conduct a systematic and structured assessment of your premises, review your existing fire protection, and provide a detailed, legally compliant report using British Standards **PAS-79** methodology and guidance. The PDF report will recommend improvements to help you minimise the risk of injury or loss of life in the event of fire. The Assessment can then be updated as and when you carry out any improvements.

The guidance documents that support fire law recommend a FIVE STAGE approach to fire risk assessment.

Step 1 - Hazards

Identify the hazards within your premises including:

- Sources of ignition.
- Sources of fuel
- Sources of oxygen



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Step 2 - Who is at risk?

Identify people at risk. You must consider everyone who might be at risk from a fire on your premises, whether they are employees, visitors, or members of the public. You should pay particular attention to people who may be at particular risk such as: people working near to fire hazards, lone workers, children, parents with babies, the elderly, the infirm and people with disabilities, or anyone who may need special help.

Step 3 – Evaluate the level of risk.

You should remove or reduce any fire hazards where possible and reduce any risks you have identified and minimised. For example, you should:

- Replace highly flammable materials with less flammable ones.
- Make sure you separate flammable materials from sources of ignition.

When you have reduced the risk as far as possible, you must assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety.

You need to look at:

- Means of detecting fire and giving warning
- Firefighting and summoning the fire and rescue service
- Escape routes including fire exits, emergency lighting and escape route signs
- Training for your staff
- Information on fire safety for anyone who may need it (e.g., staff and visitors)
- A management system to make sure that your fire precautions, including your risk assessment, remain effective.



Step 4 – Record, plan, instruct, inform, and train.

You will need to record the dangers and people you have identified as especially at risk in step 1 and step 2. You should also record what you did about it in step 3. You should:

- Record the findings from the fire risk assessment, as well as the fire safety measures you have taken and are going to take.
- If you have not already got one, make an emergency plan, tailored to your premises.
- Provide employees or occupants training and information about the risks and the actions they should take to prevent fires and how to respond to fire if it occurs, this includes full-time, part time, temporary and unpaid employees. Some, such as fire marshals, will need more training.

Step 5 – Review your fire-risk assessment to ensure it is up to date.

You should make sure your fire-risk assessment is up to date. You will need to re-examine your fire-risk assessment if you suspect it is no longer valid, such as after a near miss and every time there is a significant change to the level of risk in your premises. This could include:

- If you store more materials which can catch fire easily.
- New Occupants
- A change in the type or number of people using your premises

Some small or simple premises may be able to satisfy all these steps without difficulty. However, you should still be able to show that you have carried out all the steps.

4 - Fire Logbook. A requirement of The Regulatory Reform (Fire Safety) Order.

A fire safety logbook should always remain on the premises and will assist you in carry out and proving compliance with your legal responsibilities.

It should record regular checks and record finds on.

- All escape routes are clear with no obstacles or trip hazards
- All Fire Escapes can be opened easily
- Testing & Maintenance records of Fire Alarms, Detectors, Call points, Emergency Lighting.
- Fire Extinguishers are in the right place, signed, in working order and maintained.
- Fire doors close correctly and condition.
- Fire Signs are in the right places.
- Fire training and drill logs.
- Safety certification; Gas Safe, NICEIC, PAT Testing.



Fire-Detection, Protection, Alarms & Escape

5 - Types of Detection (AFT)

The key to a reliable, robust fire system is having the right detector in the right place. If the system is too sensitive it will generate unwanted alarms and will not be regarded as giving accurate information, not sensitive enough and it will not protect what it needs to.



Break Glass Units

Used on all fire systems, these units raise the alarm manually when someone fractures the white glass or plastic. They are situated at exits, landings, corridors, fire escapes or near high-risk areas (such as cookers and kitchens).



Optical smoke detectors

Commonly used in most areas where a fire may occur from combustible materials such as paper, wood, and textiles. Applications - most circulation areas such as corridors, hallways, escape routes, standard rooms in most buildings.

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Ionisation detectors

Not as common as optical and have historically been used for clean burning fires such as mentholated spirits, petrol, or paint thinners. These detectors are more sensitive to this type of fire than optical detectors. Applications - paint stores, chemical stores, cleaner's cupboards, surgical stores. Most ionisation detectors have been discontinued and are now rarely used.



Heat detectors - fixed temperature

Used where a smoke detector cannot be used because of false alarm problems such as smoke, condensation, or dust. This would be in areas like kitchens or boiler rooms which have fluctuations in temperatures.



Heat detectors - rate of rise

These detectors work by sensing a sharp rising change in temperature and are not to be used in a kitchen or boiler room where the temperature can rise and fall quite rapidly. The ideal place would be a garage where fumes restrict use of smoke detectors, or a dusty environment.



Multi-sensors

These are detectors with both smoke and heat elements and can be used with several different combinations. Either a mixture of smoke and heat is required to trigger the detectors, or they may be timed to operate heat in the day and smoke at night. They are mainly used for bespoke applications where a particular fire risk or false alarm needs to be considered and therefore the appropriate setting applied.



CO detectors

These detectors pick up the carbon monoxide given off from a fire at the smouldering or red ember stage of a fire. These detectors can be used where it is impractical to use a smoke detector, but a heat detector is not appropriate they are best used to detect a fire at an early smouldering stage such as deep-seated fires in sawdust or flour mills. However, these detectors should not be confused with domestic type CO detectors used to pick up carbon monoxide poisoning. They also should not be used to replace smoke detectors as they are not as effective and should only be used as part of a fire safety solution.



Beam detectors

Used in buildings with high ceilings such as warehouses. Rather than one point of detection spread throughout the protected areas as with smoke detectors, these detectors spread a beam from one end of the building to another (from 10 - 100 metres). They will sense smoke at higher levels than a

standard detector and can save money on installation time. Applications - warehouses, atriums, areas where a smoke detector cannot be reached, high level ceilings.

Air aspirating detectors



Working on a similar basis to optical smoke detectors, these detectors are highly sensitive and pick up very small amounts of smoke. The detection is delivered by way of a plastic tube running along the area to be protected. Air is sucked through small holes in parts of the tube and is then analysed back at the main detector. Typical applications may be server rooms, voids, atriums, museums, art galleries and places with high value stock or high value equipment.

Flame detectors



Utilised in any area where a sudden flash of heat / flame may occur and the need to detect this immediately is of paramount importance. Applications - oil stores, aircraft hangers, fuel depots, filling stations, sugar, flour, cement factories or any industry with an explosive atmosphere.

Linear heat cable



This is a special cable spanning the area to be protected. Once the ambient temperature rises above a certain level the wire's resistance value changes or short circuits and provides an alarm. Applications - car parks, plant, and machinery such as conveyor belts, tunnels.

Video fire detection



By using standard CCTV video cameras, the picture is analysed back at a main computer and certain patterns are monitored to detect the visual image of smoke and Infra-Red radiation from heat. Applications - tunnels, airports, aircraft hangers, fuel depots, external areas which require monitoring such as airstrips or lorry parks.

6 – Fire Alarm -Category types BS5839-6:2019 Update

The fire risk assessment should mention which category standard the fire alarm system will be fitted to. Below is a brief description of the category types:

Category M systems are Manual.

Category “M” system - manual call points and therefore incorporate no automatic detection.

These are the least sophisticated of systems, which rely on the building’s occupants to detect a fire and provide a warning to others. When a fire is discovered, employees must activate the alarm manually, to alert everybody else in the building to the danger.

A typical example of a manual fire alarm system is a series of break glass units, which are installed at each point of exit in a building. This allows those escaping a fire to raise the alarm as they leave the danger zone.

Category L Automatic Fire Alarm Systems are for the protection of life.

Fire alarm systems that fall into the L category are those deemed most suitable for protecting life within a building. Systems designed for this purpose are divided into five sub-categories, depending on their level of effectiveness.

Category L1 – Maximum life protection

The objective of this setup is to ensure that inhabitants are given the earliest possible warning, should an emergency occur. Where early detection of a fire is crucial to the chances of escape.

Category L2 – Additional life protection

Fire alarm systems that fall into this category feature smoke detectors in all rooms that form part of an escape route, including corridors. Detectors also need to be installed in all high-risk rooms, such as kitchens, boiler rooms and areas with heavy plant machinery.

L2 systems are effective at providing an early warning to occupants beyond the source of the fire and those working in high-risk areas. Examples of properties that typically employ this system include factories or medium sized residential premises.



Category L3 – Standard life protection

Standard life protection systems feature detectors in all escape routes and rooms that open onto an escape route. The objective of this system is to ensure that all inhabitants of the building are given enough warning to escape a fire, before their exit is impeded by the presence of flames, smoke, or toxic fumes.

This category of fire alarm system is typically adopted in regular sized office blocks and commercial buildings that have flights of stairs.

Category L4 – Modest life protection

An L4 category fire alarm system consists of detectors within escape route areas only, such as in corridors and stairways. Any circulation areas that make up part of the escape passage should also be fitted with a detector.

Commercial properties that generally adopt this category of system are those that have a lower level of risk. For example, an office that consists of ground floor rooms only would require less warning time to evacuate all personnel.

Category L5 – Localised life protection

L5 fire alarm systems are those that are installed to tackle a specific fire risk in a certain area of a building. For example, if there is a room in a building that poses an exceptional hazard because of the items stored there or business activities carried out there.

An L4 category system may be appropriate for the building in general but an L5 system may also be required, to recognise the level of risk in a particular room.

Fire Alarm Categories for HMO's

General recommendations:

These recommendations are only applicable for 'normal' risks. Higher risk occupancy or buildings will result in a higher standard of protection required.

HMO up to two storeys with no floor greater than 200m²:

Grade D1 Category LD2 throughout.

Category LD2 (level of coverage) is now the minimum requirement and defines where alarms should be installed. (2019 revision to BS 5839-6)

Grade D1 refers to mains powered smoke and heat alarms with a built-in back up battery power supply, and the alarms can be interconnected either by wire or by radio signal.

LD2 Additional Protection

A system incorporating detectors in all circulation areas that form parts of the escape route from the premises and in specified rooms or areas that present a high risk to occupants including heat alarm in any kitchen and smoke alarm in principle habitable rooms.

Grade D1 system it is becoming more and more acceptable (especially if retrofitted) to install radio-interlinked smoke and heat alarms with 10 year sealed batteries rather than mains powered smoke and heat alarms.

This saves the cost for the electrician and systems like this can be installed very quickly. We still recommend that you ask for confirmation by building control or the relevant council department before installing these systems

Frequency of testing – Monthly

That means that fire alarm panels are not required. **Ei Electronics** and **Kidde** offer both RF and wired mains powered alarm systems as well as a range of accessories that can help you to test, locate and hush alarms easily



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Three to six storey house converted to self-contained flats (prior to 1991 Building Regulations):

. Grade A LD1 fire alarm system installed throughout the building.

Grade A consists of a conventional or addressable fire alarm panel, and then fire alarm detectors, call points, sounders and beacons are specified according to the layout and requirements of the property.



LD1 maximum protection

The highest level of protection. A system installed throughout the premises incorporating detectors in all circulation areas that form part of the escape route from the premises and in all rooms and areas other than those negligible sources of ignition such as toilets bathrooms and shower rooms. **Frequency of testing – Weekly**

Carbon Monoxide Alarm Interconnection

Mains powered Carbon Monoxide alarms conforming to BS EN 50291 and installed in compliance with BS EN 50292 may also be interlinked with the fire detection and alarm system.

Single household with fewer than four storeys:

Grade D1 Category LD2.

Single household with four or more storeys:

Grade A Category LD1.

LD1 – Maximum Protection

This is the highest level of protection of all occupants who might occupy the dwelling. The system will have detectors in all areas that form part of the escape routes, and in all rooms and areas including loft conversions if applicable, other than those with negligible sources of ignition such as toilets, bathrooms, and shower rooms.

LD2 – Additional Protection

This system will incorporate detectors in all areas that form part of an escape routes and in all areas that present a high fire risk to occupants including kitchen, living room, hallways, landings, and loft conversions if applicable.

LD3 – Minimum Protection

This system incorporates detectors in all areas that form part of the escape routes from the premises which would be hallways, landings, and loft conversions if applicable. This system would not comply with British Standards for houses of multiple occupancy

7 – Testing of your Fire System

BS 5839-6:2019 gives a range of recommendations regarding routine testing of a fire detection system.

The following procedures should be followed for Fire alarm weekly testing:

An agreed time and day for testing the alarm should be noted in the fire testing procedure and all staff notified. Also let everyone know that if the alarm lasts for longer than one minute then to treat the alarm as genuine. If the fire alarm is monitored the system should be put on test with the Alarm Receiving Centre (ARC).

1. Every week a different break glass call point should be operated during normal working hours and the results recorded.
2. Any occupants should report any poor audibility of sounders.
3. Systems with staged evacuation or alert should be run through their full procedure, e.g. - test, alert, and evacuation
4. In premises with shift patterns or out of normal working hours then a separate test should be made available once a month.



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5. Voice alarms should be tested in accordance with BS5839-8
6. Ensure that for monitored systems, the fire alarm and reset signal was received at the Alarm Receiving Centre (ARC)
7. Record all test results in the Fire Logbook.



8 - Warning – means of alert.

Sounders are installed on most systems. To comply with The Equality Act 2010, it should be a consideration to fit visual warning devices and other devices such as vibrating pillows to alert people with hearing disabilities.

The general requirement for the volume of audible alarm signals is that they should provide a Sound Pressure Level (SPL) of at least 65dB(A), but not more than 120dB(A) throughout all accessible areas of a building.

Where a continuous background noise level greater than 60dB(A) is present the fire alarm signal should be 5dB above the ambient, but not greater than 120dB(A). **Warning: Volumes greater than 120dB(A) will cause damage to hearing.**

Where the alarm is intended to wake people, an SPL of 75dB(A) is required at the bed head. Generally, this will require a sounder to be placed within the room.

Sounders generally should be fitted no further than one fire door away from each other and every 5 – 20 metres (depending on the type of building) but this is totally open to design consideration such as building size and material of the structure of building which will all affect the spacing of sounders.

For hotels, schools, multi-level buildings, hospitals and other complex or high occupancy buildings then phased evacuation or speech alarms may be considered.

9 – Service & Maintenance AFD (Automatic Fire Detection)

Over time, the sensitivity of a smoke or heat detector can change owing to a build-up of dirt or dust within the detector chamber. In most modern detectors this effect is slowed by the inclusion of drift compensation functions, however the build-up can still lead to a risk of false alarms or change in the detector sensitivity.

The frequency of maintenance requirements on a detector will depend on site conditions; obviously the dirtier the site the more frequent maintenance will be required. The optimum frequency for a given site should be determined over a period after the commissioning of the fire system. All Notifier detectors (smoke, heat, or multicriteria) are designed such that they can be easily dismantled for maintenance.

Instructions are given for maintenance in the instruction manual supplied with each detector. Normally it is sufficient to use compressed air or a vacuum cleaner to remove dust from the detector chamber.

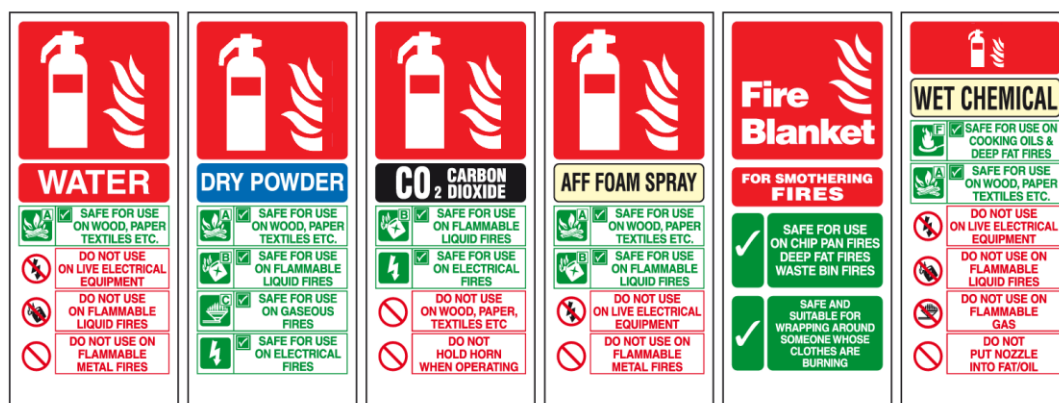
Once maintenance on a fire detection system has been completed, it should be re-tested.

10 – Fire Fighting Equipment (Extinguishers)

Fire extinguishers are crucial pieces of fire safety equipment. Legislation states that requirement for a fire extinguisher is based on your fire risk assessment; however, it is recommended you have at least one fire extinguisher within your workplace.

Fires are classified according to a system and certain extinguishers are required depending on the type of fire. The best way to predict what fire extinguisher you might need is through your risk assessment, highlight potential hazards and plan.

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Tips on using an extinguisher.



- Don't attempt to use an extinguisher on a fire unless you feel it is safe to do so.
- Position the extinguisher where you can get to it quickly, like the hall.
- Do not position extinguishers over a heater. Fix them to the wall and easily accessed.
- Read the instructions and be familiar with how to use your extinguishers.
- If you require the extinguishers for a business (including letting premises) you must have them serviced once a year.
- If you are using a fire extinguisher on a fire, keep yourself on the escape route side of the fire.

11 – Safe Routes of Escape

All escape routes from your premises must be properly maintained, signed, illuminated, and always kept free from obstruction.

- The ideal situation is when there is more than one escape route from all parts of the premises, although this is not always possible.
- If only one route is available, you may need to make it fire resisting (protected) or install an automatic fire-detection system.
- The distance people need to travel to escape should be as short as possible. The travel distance should be measured from the farthest point in a room to the door to a protected stairway or, if there is no protected stairway, to the final exit from the building.



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12 – Fire Doors

Fire doors are a really important element of your fire safety strategy. Buildings are compartmentalised to delay the spread of fire from one area to another. These compartments are usually linked by fire doors to allow the flow of traffic around the building.

Fire doors when closed form a barrier to stop the spread of fire and when opened they provide a means of escape.



- Used correctly, they stop fires from spreading through a building, giving people time to escape and the Brigade time to attend and potentially save your premises.
- The main categories of fire doors are FD30, FD30S and FD60, FD60S designed to withstand fire for up to 30 or 60 minutes.
- They are a legal requirement for flats or rooms which open onto communal areas, escape routes shared with other tenants. Ensuring escape routes are protected if a fire breaks out.
- They are designed to automatically close behind you in the event of fire, holding flames back and stopping the spread of the fire and toxic smoke into escape routes, corridors, and other flats in the block.

If a fire door is properly made by a BWF certified manufacturer, with compatible parts, and certified by an accredited third party, it should hold back a fire for 30 minutes or more.

The components – hinges, seals, handles and glazing – are as important as the door itself. This is because, in a fire, doors can warp, move, and allow smoke and fire through the opening. The seals and the gaps between the door frame and the wall are vital too. They also stop smoke and fire spreading as quickly.

If a fire door is not professionally installed, or you do not use all the right seals and components like letterboxes that are fire-safe too, it can fail in under 5 minutes.

Nominal Fire Doors

Nominal fire doors are door sets that are not certified but in the opinion of an assessor will hold back a fire for a specified period. Identifying nominal fire doors is exceedingly difficult but there are several clues that may indicate the door is a nominal fire door. A certified fire door that is installed into an existing, uncertified frame, can, at its best, only ever be a nominal fire door and it would be the installer's responsibility to judge the suitability of the frame. Older panel doors, especially if less than 44mm thick, are unlikely to be FD30.

Can existing doors be upgraded to fire resistant standard?

Due to the specialist nature of fire doors, it is always advisable to fit them from new. This is the most cost-effective option as well.

An upgrade of existing non-fire doors to FD30 status is sometimes possible, depending on the construction of the existing door if it is part of an historic building. It should be of solid timber, at least 44mm thick and with a sound frame that it can bear the additional weight of the upgraded door. The gap between the door and the frame should be 2 to 4mm.

An unpainted door can be coated with intumescent varnish or paint, to manufacturer's/supplier's specifications. A painted door can be covered with an intumescent membrane with fireproof card/wood veneer facing, which is more aesthetically pleasing than plain, non-combustible board. If glazed, the glass panel(s) must be replaced with fire rated glass.

The upgraded door must be re-hung with at least three fire protected hinges, to prevent warping. The integrity of a fire door will be severely compromised if it should warp, as it will no longer fit snugly in its frame. All other hardware, e.g., locks, latches, etc, must be similarly upgraded to fire resistant standard. Other modifications, including the addition of intumescent seals, will also be necessary, as indicated in the section above concerning the various parts of a fire door assembly. Some surface mounted fire door seals allow an upgrade without having to cut out a channel in the door to fit the seals.

The above steps should only be carried out by specialists and will almost always be a lot more expensive than new fire doors and frames.

Suitable Fire Exit Doors

A fire exit door does not have to be fire resistant. The purpose of the fire exit door is to allow a quick and un-hindered escape through a well-lit door into a place of safety while stopping un-authorised access from the outside. Fire exits doors should open easily and, wherever possible, in the direction of traffic flow. Fire exits must never be obstructed.

- You should be able to use fire exit doors and any doors on the escape routes without a key and without any specialist knowledge how to operate them.
- In premises used by the public or large numbers of people, you may need push (panic) bars or push pads.



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13 – Emergency Lighting



Emergency lighting is lighting for an emergency situation when the main power supply is cut off and normal electrical illumination fails. The loss of mains electricity could be the result of a fire or a power cut. Without emergency lighting this could lead to sudden darkness and possible danger to occupants, either through physical danger or panic.

The objective of escape route lighting is to enable the safe exit from a location or building for occupants by providing appropriate visual conditions and direction finding on escape routes, and in special locations, and to ensure that firefighting and safety equipment can be readily located and used.

Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely.

14 – Fire Action Plan

A fire emergency evacuation plan (PEEP) is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. It can include any relevant information in relation to the PEEP.

General Fire Notice For small premises this could take the form of a simple fire action sign posted in positions where staff and relevant persons can read it and become familiar with its contents.

Staff Fire Notice High fire risks or large premises will need more detailed emergency evacuation plan which takes account of the findings of the fire risk assessment, e.g., the staff significantly at risk and their location. In addition, notices giving clear and concise instructions of the routine to be followed in case of fire should be prominently displayed.

In certain cases, you should nominate persons to implement the fire action plan and give them adequate training in firefighting and evacuation procedures. The following items should be considered where appropriate:

- Fire evacuation strategy
- Action on discovering a fire.
- Action on hearing the fire alarm.



Staff Fire Action Routine

- Calling the fire brigade.
- Power/process isolation.
- Identification of key escape routes.
- Fire wardens/marshals.
- Places of assembly and roll call.
- Firefighting equipment provided.
- Training required.
- Personal Emergency Evacuation Plan.
- Liaison with emergency services.



Operate nearest fire alarm point



Call the Fire Brigade



Fight the fire, if safe and trained
to do so



Evacuate the building via the
nearest exit



Do not stop to collect personal
belongings

14b – Fire Action Plan (Residential Buildings)

The Fire Safety (England) Regulations 2022 will make it a legal requirement from 23 January 2023 for responsible persons of all multi-occupied residential buildings in England with two or more sets of domestic premises (and which have common parts), to provide residents with fire safety instructions. Responsible persons should make sure that these instructions are shared with their residents in a form that residents can reasonably be expected to understand.

Responsible persons will need to provide residents with instructions on:

- how to report a fire
- a reminder of what the evacuation strategy is for that building, and;
- any other instruction that tells residents what they must do once a fire has occurred, based on the building's evacuation strategy.

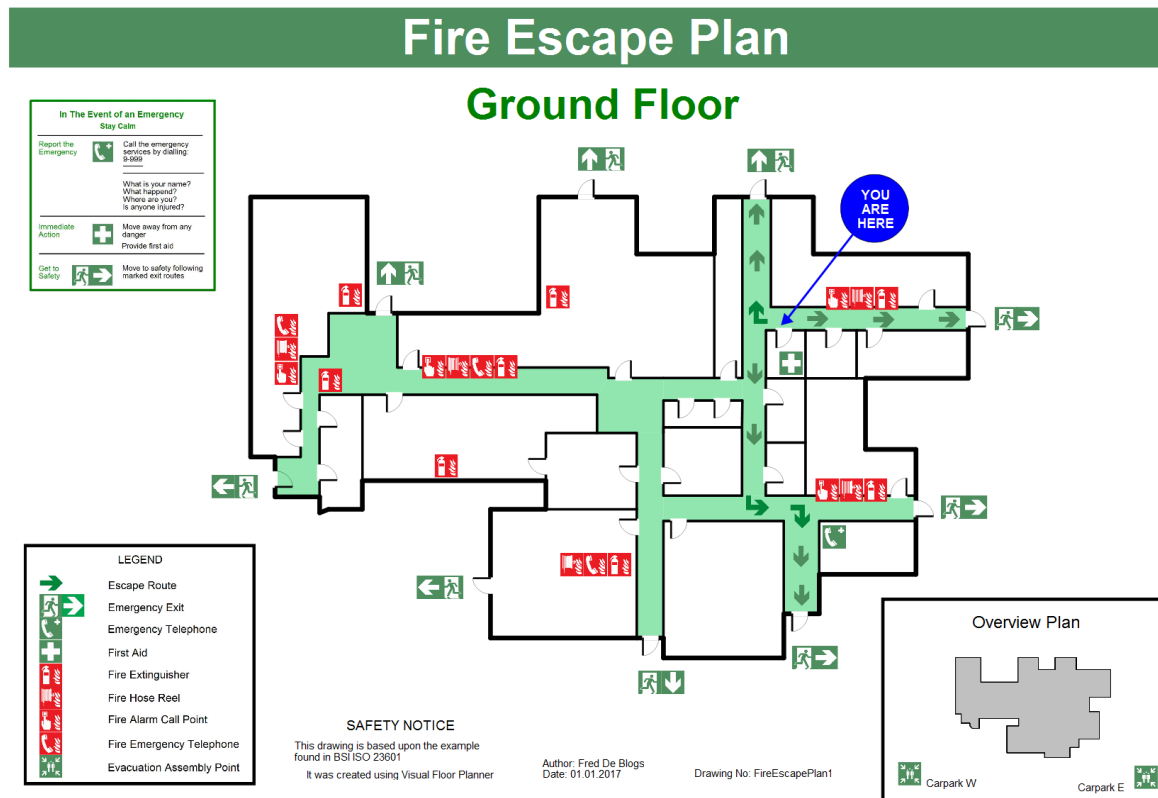
Responsible persons should display these instructions clearly in their building's communal areas (such as the building's lobby or any conspicuous part of the building) and share directly with residents when they move into the building. This information will need to be re-provided in both the communal area and to residents when a document is updated. This information must also be re-provided to residents on an annual basis.

As is set out in the fire safety in purpose-built blocks of flats guidance a multi-occupied residential building is likely to have either a stay put or a simultaneous evacuation strategy.

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Fire Evacuation Strategy

You need to consider how you will arrange the evacuation of the premises in the light of your risk assessment and the other fire precautions you have or intend to put in place.



15 – Workplace Fire Safety Tips

In this short guide, it is impossible to give detailed guidance for every type of premises. However, the following is a recap of the above and covers what you should consider.

1. Install fire detection systems.

This is a legal requirement of all businesses. Some alarms may trigger automatically, but if they are manual be sure to teach employees how to operate them.

2. Prepare an emergency plan.

This should detail what employees must do if they discover a fire, the types of warning systems in place, and evacuation procedures.

3. Create fire escape routes.

They must take people to a safe place, have clear signs, and be well lit. Plan your fire escape routes in accordance with the local fire authority to ensure they are effective.

4. Designate a Responsible Person and fire marshal.

Your workplace should have one or more people in charge of creating and maintaining fire safety procedures. These people are known as fire wardens, who will work together with their employer to create evacuation procedures and take charge of evacuations in the event of a fire. They should receive practical training in how to use fire-fighting equipment.

5. Know your fire extinguishers.

Make sure everyone in charge of fire safety understands the different types of fire extinguishers available. You should have ones most suitable for the fire your business is at risk of, e.g., carbon dioxide extinguishers in offices. Store them in appropriate places and ensure there is enough (1 for every 200 square metres).

6. Install emergency lighting.

All emergency routes and exits must be well lit. Include lighting at each door, corridor, change of direction and floor level, staircase, and next to fire-fighting equipment and alarms. Be sure to test emergency lighting regularly.

7. Check fire safety signs.

Are they clear and suitable for those with poor vision or whose first language is not English? All fire safety signs should contain pictures so anyone can understand them at a glance. Ensure they are well lit so they can be seen in an emergency, even if the power goes out.

8. Train your employees in fire safety.

The training you provide to your employees should explain how raise the alarm, who the fire wardens are, where the escape routes are, what your evacuation procedures are, and where the assembly point is located. Without this knowledge, fire emergencies have the potential to become even more serious.

9. Hold regular fire drills.

Practice your fire evacuation procedures at least annually to ensure all employees know what to do and where to go. Carry out a fire drill sooner if any major changes are made to evacuation routes.

10. Promote good housekeeping.

Do not keep flammable materials, e.g., cardboard boxes, for longer than necessary. Remove and recycle them on a regular basis.

16. -Electrical Fire Safety.

Electricity is often overlooked as a possible fire hazard. This may be because there is no flame. However, some 28,000 fires in the home are reported each year as being caused by electrical faults, accidents, or misuse of electrical equipment.

You must prove that all electrical appliances are safe - this is a condition of your HMO licence.

Electrical Installation Condition Report (EICR, also known as Periodic Inspection Report) NICEIC

You'll need a competent electrician (electrical competent person scheme website) to inspect the electrical installation and provide a report. This report will cover the wiring, lights and sockets and the consumer unit (the box containing the fuses and circuit breakers). It can also cover the fire detection and emergency lighting system, if required.



Portable Appliance Test (PAT Testing)

If you supply portable electrical appliances, you'll need a competent electrician to test these appliances to make sure they're safe. As a guide, any appliance with its own plug will need a Portable Appliance Test - for example, kettles, microwaves and irons.

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Electrical safety tips

- **Do not overload plug sockets** - An extension leads, or adaptor will have a limit to how many amps it can take so, to help reduce the risk of fire, be careful not to overload them.
- **Regularly check for frayed or worn cables and wires** - Check to see if the cable is fastened securely to the plug and check the socket for scorch marks. You should always carry out these checks before you plug an appliance in.
- **Unplug appliances when not in use** - This helps to reduce the risk of fire. Unplug appliances when you go to bed or when you go out unless they are designed to be left on, like fridges and freezers.
- **Keep electrical appliances clean and in good working order** - Look out for fuses that blow, circuit-breakers that trip for no obvious reason and flickering lights to prevent them triggering a fire.
- **Check for British or European safety mark** - Make sure an appliance has a British or European safety mark when you buy it.
- **Always check that you use the right fuse to prevent overloading** - When you are fitting or replacing a fuse, it is important to use the right fuse for the appliance to make sure the cable doesn't overheat, and that the appliance is protected in the event of a fault.
- **Get Out, Stay Out, Call 999** - Never use water on an electrical fire and don't take any risks with your safety. Pull the plug out or switch the power off if it is safe to do so. Get out, stay out and call 999
- **Charging devices** - Don't leave devices charging for long periods and make sure that you are using the correct chargers. If you are using laptops, do not put them on soft furnishings, beds, and duvets as this increases the chance of them overheating and catching fire.



Any Questions?

We hope you have found this guide useful, and it has given you valuable information with inside knowledge that will enable you to move forward with your fire safety compliance.

The purpose of this guide is to provide you with independent advice on some of the issues you need to consider. If you have any more questions or need more expert advice, please do not hesitate to contact us on **0203 633 4834** or email us at info@londonenergysurveys.co.uk and we can discuss your requirements in more detail.

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