



MacDonald Martin Ltd
Fire and Safety Consultants

Fire Risk Assessment



Circle Housing Reference: P414644

Management Company:

Islington

London

N7

Conducted by: xxxx

On: 17th August

For and on Behalf of:

MacDonald Martin Limited
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Contents

- A.** Summary of Findings
- B.** Scope of Fire Risk Assessment
- C.** Description Of The Building
- D.** Fire Hazards and Ignition Sources
- E.** Means of Escape
- F.** Fire Alarm / Means of raising the alarm in the event of a fire
- G.** Emergency Lighting
- H.** Signs and Notices
- I.** Fixed installations and portable firefighting equipment
- J.** Management of Fire Safety
- K.** Firefighter Safety
- L.** Risk Matrix
- M.** Schedule of Responsibilities



Summary of Findings

Section A

Section Reference	Priority Rating	Brief Summary of Problem and Actions Required	Name of Person Completing the work	Date Completed
E7	2	In accordance with Articles 14 and 17 of The Regulatory Reform (Fire Safety) Order 2005, the front doors to the flats should be upgraded by the provision of self-closing devices as a matter of urgency..		
F1	2	<p>In accordance with Article 13 of The Regulatory Reform (Fire Safety) Order 2005, a mixed fire warning system should be provided consisting of:</p> <p>Grade A: LD2 coverage in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked).</p> <p>Grade D: LD3 coverage in each flat (non-interlinked).</p>		
J8	2	In accordance with Articles 15 of The Regulatory Reform (Fire Safety) Order 2005, a simultaneous evacuation policy should be introduced once the fire warning system has been upgraded.		
D6	3	In accordance with Articles 10 and 17 of The Regulatory Reform (Fire Safety) Order 2005, it is recommended that a lightning risk assessment is carried out in accordance with BSEN 62305/2 2008 to ascertain whether or not lightning protection is required.		

Priority Ratings

1 = Within 7 days 2 = Within six months 3 = As part of the PPM programme



Scope of Fire Risk Assessment

Section B

1. The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) requires the Employer or other responsible person to carry out a fire safety risk assessment of the premises.
2. This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in the above paragraph.
3. This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
4. The risk assessment should be available for inspection by the enforcing authority at all times.
5. This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date and, in any event by the date indicated in section B, Description of Building, of this report it should be reviewed when (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:
 - a. Significant changes to work practices or procedures.
 - b. A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
 - c. Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
 - d. Significant changes to furniture and fixings and/or to displays or quantities of stock.
 - e. The introduction or increase in the storage of hazardous substances.
 - f. Any change in the fire precautions in the premises.
 - g. Any near miss or fire incident.
 - h. and, in any event, at recommended intervals at no more than twelve months.
6. The 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.
7. The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.
8. The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to the fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:
9. Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.
10. In this report:
 - a. Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person.
 - b. We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
 - c. Unless otherwise stated, we have assumed that the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
 - d. We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
 - e. We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.
 - f. The term 'responsible person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005.



Description Of The Building

Section C

7 Mayton Road is a traditionally built terraced house that has been converted into self-contained flats. The conversion took place prior to 1992 and therefore the compartmentation levels will not support a stay put evacuation policy.

The building is constructed of brick with timber floors and a tiled roof. Internal partitions are constructed of a mixture of brick and studwork partitions.

The building is of traditional construction with 3 floors and consists of 2 self-contained flats.

This assessment relates to the common areas of the building only. There is no known history of fires. Details of previous FRAs are not known.

Circle Housing are responsible for fire safety measures within the building.

Suggested review date: **August 2016.**



Fire Hazards and Ignition Sources

Section D

Priority Actioned by

D1	Are all electrical cables and equipment in good condition without signs of visible defects?	Yes		
D2	Are all electrical sockets used correctly and not overloaded, is the rule of one plug and one socket being applied?	Yes		
D3	Are portable electrical appliances PAT tested?	No		
D4	Has the main electrical system been tested within the last 5 years by a competent engineer?	Yes		
D5	Is there managerial control of personal electric items?	N/A		
D6	Is lightning protection provided for the building?	No	3	
D7	Is smoking restricted to the designated smoking areas, and are these areas properly managed to prevent unwanted fires in ashtrays or rubbish receptacles?	Yes		
D8	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?	N/A		
D9	Is the use of portable heaters avoided?	Yes		
D10	If not, are they kept away from draughts and flammable materials?	N/A		
D11	Are all cooking processes properly supervised, and are deep fat fryers, ovens and other catering equipment regularly checked for defects, are all cleaning routines followed?	N/A		
D12	Are emergency cut off facilities provided for cooking facilities?	N/A		
D13	Are there any measures provided to counter arson? (specify below) i.e. CCTV, security etc.	Yes		
D14	Is access to all plant rooms restricted to authorised persons only, and are all plant rooms free of storage?	N/A		
D15	Is external refuse managed correctly?	Yes		
D16	Do any potentially hazardous processes take place, and if so are existing control measures adequate?	No		
D17	Are large/abnormal amounts of combustible storage kept in the premises, and if so are existing control measures adequate?	N/A		
D18	Are highly flammable materials kept on the premises, and if so are existing control measures adequate?	N/A		
D19	Is general housekeeping satisfactory i.e. are escape routes kept free of combustible storage and obstructions?	Yes		
D20	Are significant ignition sources separated from combustible or highly flammable materials?	N/A		
D21	Was building work being carried out at the time of inspection, and if so did this introduce any unusual hazards or ignition sources?	N/A		

Continued...

Priority Ratings

1 = Within 7 days 2 = Within six months 3 = As part of the PPM programme



Fire Hazards and Ignition Sources

Section D

			Priority	Actioned by
D22	Is managerial control of contractors adequate and satisfactory?	Unknown		
D23	Is there a permit to work/hot work permits scheme?	Unknown		
D24	Do contractors work out of hours?	Unknown		
D25	Are there any processes or activities where naked flame is present?	No		
D26	If there are in-house maintenance personnel are suitable precautions taken during hot work?	N/A		
D27	Are combustible materials kept well away from light fittings?	Yes		
D28	Are waste and refuse collected regularly and place in safe and secure receptacles outside and away from the premises?	Yes		
D29	Does all upholstered furniture appear to be in good condition and compliant with current safety Regulations?	N/A		
D30	Are curtains/drapes in good condition, fire retardant and kept away from potential ignition sources?	N/A		
D31	Are there dedicated facilities to park and charge mobility scooters?	N/A		

Fire Hazards and Ignition Sources

Comments, Recommendations and Additional Controls

D4: Electrical circuit was examined in May 2015.

D6: Lightning protection is not provided.

D13: Secure premises, access by key only.

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Means of Escape

Section E

			Priority	Actioned by
E1	Is the premises provided with adequate means of escape?	Yes		
E2	Is there a fire assembly point outside the building that all staff can reach safely and remain in safety, and do all staff know where the fire assembly point is?	N/A		
E3	Where magnetic door locks are fitted to final exit fire escape doors, do these immediately release upon activation of the fire alarm and is there a green break glass box (emergency over-ride device) adjacent to the door?	N/A		
E4	Are all external fire escape pathways, stairways or ramps clear of obstruction, and are the floor surfaces clear of trip or slip hazards including any routes shared with others?	Yes		
E5	Are all internal fire escape routes clear of obstruction for the full clear width of the escape route, and are all stairwells or heads of stairs on fire escape routes clear of all combustible storage?	Yes		
E6	Are all self-closing fire-resisting doors free from obstruction, not held open by any unauthorised method such as door wedges, and are they able to fully close under their own effort?	Yes		
E7	Do all fire doors have 3 hinges, a self-closer and intumescent strips and cold smoke seals?	No	2	
E8	Are fire compartment walls/floors breached in any area?	No		
E9	Are removable fastenings removed when the premises are open to the public or staff?	N/A		
E10	Are disabled refuges provided?	N/A		
E11	If so are they adequate and provided with a suitable means of communication?	N/A		
E12	Do fire exits open in the direction of escape where necessary?	No		
E13	Is there an avoidance of sliding or revolving doors as fire exits where necessary?	Yes		
E14	Are inner rooms provided with either effective vision panels, automatic fire detection in the access rooms or other measures to protect the occupants of the inner rooms?	N/A		
E15	Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	N/A		
E16	Have reasonable measures been taken to prevent the spread of fire in respect of the surface linings or walls and ceilings?	Yes		
E17	Are all final exits and intermediate doors easily operable from inside without the use of a key?	Yes		
E18	Are there any occupants especially at risk from fire, i.e. sleeping occupants, disabled occupants, occupants in remote areas, lone workers or young persons?	Yes		
E19	Do the fire safety arrangements take into account the needs of all those persons especially at risk, in particular those with dementia/Alzheimer's Disease/mental health problems?	N/A		

Continued...

Priority Ratings

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Means of Escape

Section E

			Priority	Actioned by
E20	Are external staircases examined by a competent person at 3 yearly intervals?	N/A		
E21	Are external staircases properly protected from fire in the parent or adjoining property?	N/A		

Means of Escape

Comments, Recommendations and Additional Controls

- E1: A protected stairway is provided which discharges directly to outside at ground floor.
- E7: Flat doors are not provided with self-closing devices.
- E12: No requirement for doors to open in direction of escape due to limited numbers
- E16: Appropriate wall linings are provided which will not promote rapid fire spread.
- E18: Residential premises, persons sleep in flats.

Priority Ratings

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Fire Alarm / Means of raising the alarm in the event of a fire

Section F

Priority Actioned by

F1	Is the fire alarm/detection system appropriate for this type of occupancy?	No	2	
F2	Are all parts of the building that are accessible by any person, including roof plant areas, within audible or visual range of a fire alarm sounder or warning device even when the plant or machinery in those areas is operating?	N/A		
F3	Can a fire alarm break glass call point be reached from any part of the building, including any roof plant or basement area?	N/A		
F4	Is the fire alarm system tested on a weekly basis from a different call point each week, and are the results of the tests recorded in the Fire Log Book?	N/A		
F5	Is the fire alarm system maintained in accordance with BS 5839?	Unknown		
F6	Is the fire alarm linked to a remote manned centre?	No		
F7	Does the alarm sound the same throughout the whole building?	N/A		
F8	Date of last service?	Unknown		
F9	Are any adaptations required to the fire alarm system to meet the specific requirements of occupants?	Yes		
F10	Is the fire alarm control panel conveniently located for fire service access?	N/A		
F11	Is a zone diagram provided?	N/A		

Fire Alarm / Means of raising the alarm in the event of a fire

Comments, Recommendations and Additional Controls

F1: Domestic alarms are provided within common parts.

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Emergency Lighting

Section G

			Priority	Actioned by
G1	Is the emergency lighting system appropriate to this property?	Yes		
G2	Are all emergency lighting units tested for correct operation and are the tests recorded in the Fire Log Book?	N/A		
G3	Is the emergency lighting system clear of any outstanding or recurring defects that need resolving?	N/A		
G4	Is the emergency lighting system maintained in accordance with BS 5266?	N/A		
G5	Date of last service	N/A		
G6	Is the exterior of each final exit fire escape door and pathway lit by emergency lighting that activates during a mains electrical failure?	N/A		

Emergency Lighting

Comments, Recommendations and Additional Controls

G1: Small building with borrowed street lighting, emergency lighting is not considered to be necessary.

Priority Ratings

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Signs and Notices

Section H

			Priority	Actioned by
H1	Is every final exit fire escape door indicated by an emergency exit sign and a symbol to explain how to open the door in an emergency?	No		
H2	Do all final exit fire escape doors open freely and to their full width without obstruction, is there a sign on the exterior of each fire exit door that says 'Fire Exit Keep Clear'?	Yes		
H3	Are all self-closing fire-resisting doors in good condition and fitted with appropriate signs that say 'Fire Door Keep Shut' or 'Automatic Fire Door Keep Clear'?	Yes		
H4	Are all fire exits and fire exit routes clearly indicated by appropriate directional signage?	N/A		
H5	Are identification signs present for all extinguishers?	N/A		
H6	Are fire action notices displayed at appropriate locations?	N/A		
H7	Are manual over-ride operating instructions provided?	N/A		
H8	Is 'No Smoking' signage provided in accordance with the Smoke-Free (Signs) Regulations 2007?	N/A		

Signs and Notices

Comments, Recommendations and Additional Controls

H1: Doors do not require signs.

H3: Flat doors do not require signs.

Priority Ratings

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Fixed installations and portable firefighting equipment

Section I

			Priority	Actioned by
I1	Are the portable fire extinguishers provided appropriate to the site? If no, list below reason/appropriate equipment to use i.e. is there a deficiency in the amount provided?	N/A		
I2	Are the units serviced annually in accordance with BS 5306:pt3?	N/A		
I3	Are all extinguishers wall mounted?	N/A		
I4	Is the fire sprinkler system tested on a weekly basis, and are the results of the tests recorded on the sprinkler test record card?	N/A		
I5	Are any other suppression systems fitted in the building? (i.e. kitchens server rooms etc). If yes, are they maintained?	N/A		
I6	Are wet or dry risers installed, if so are they tested?	N/A		
I7	Are there openable windows, roof vents or other means of ventilation to release smoke from means of escape stairwells, if so are they tested?	Yes		

Fixed installations and portable firefighting equipment

Comments, Recommendations and Additional Controls

I1: No extinguishers are provided and they are not considered necessary in this premises.

Priority Ratings

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Management of Fire Safety

Section J

			Priority	Actioned by
J1	Have fire wardens been appointed?	N/A		
J2	Have all fire wardens received appropriate 'Fire Warden' training?	N/A		
J3	Are there nominated members of staff who can assist in the evacuation of any colleague/visitors/ residents who have any temporary or permanent disability?	N/A		
J4	Have all staff taken part in a fire evacuation drill within the last six months where simulated conditions render one or more fire exits unusable by the fire?	N/A		
J5	Do you normally evacuate your building within 3 minutes? If you normally exceed 3 minutes are there any practices recognised or training required to improve your evacuation procedures?	N/A		
J6	Are all fire drills conducted by a member of the senior team and recorded in the Fire Log Book?	N/A		
J7	Is there evidence of liaison with the local Fire Authority?	N/A		
J8	Are appropriate fire procedures in place?	No	2	
J9	Have all staff received fire safety training within the last 12 months, and is this training recorded for each person?	N/A		
J10	Have new members of staff received fire safety training as part of their induction? If so, is this training recorded for each person?	N/A		
J11	Have staff been trained in the practical use of fire-fighting equipment?	N/A		
J12	Is this risk assessment available for inspection by a Fire Officer at all times?	Unknown		
J13	Is the Fire Log Book available for inspection by a fire officer at all times and up to date?	N/A		
J14	Have any extensions/alterations been subject to Building Regulations applications?	N/A		
J15	Where building alterations are taking place, do you regularly update this risk assessment as areas of the building change, do you update all staff how these changes affect them?	N/A		
J16	Have PEEPs been completed for everyone with disabilities?	N/A		
J17	Have all relevant persons been informed of the 'Significant Findings' of the last fire risk assessment?	Unknown		
J18	Have all relevant staff been trained in the use of evacuation aids i.e. Evac chairs, ski pads?	N/A		
J19	Have all those having a responsibility under the Fire Emergency Plan been trained in their role?	N/A		

Management of Fire Safety

Comments, Recommendations and Additional Controls

Continued...

Priority Ratings

1 = Within 7 days 2 = Within six months 3 = As part of the PPM programme



Management of Fire Safety

Comments, Recommendations and Additional Controls

J8: No evacuation policy is in place.

Priority Ratings

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Firefighter Safety

Section K

			Priority	Actioned by
K1	Is access for fire brigade vehicles satisfactory?	Yes		
K2	Is access for firefighters on foot satisfactory?	Yes		
K3	Is access for fire fighting or means of escape clear and unobstructed?	Yes		
K4	Date of the last fire brigade inspection, if known.	N/A		
K5	Have the Fire and Rescue Service been advised of any changes to the building or occupancy?	N/A		
K6	Are hydrants or other water supplies located suitably close to the premises?	Yes		
K7	Are the local Fire Service made aware of any hazardous materials or issues, which might be hazardous when fire fighting?	N/A		
K8	Is external signage provided to warn firefighters of storage hazards?	N/A		
K9	Are suitable firefighters switches provided?	N/A		
K10	Has the responsible person considered any issues which might significantly damage or affect the environment in case of fire?	N/A		
K11	Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person?	N/A		

Firefighter Safety

Comments, Recommendations and Additional Controls

- K1: Vehicle access to directly outside building.
- K2: Access is available via doors and windows.
- K6: A hydrant is located within 100m of premises.

Priority Ratings

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Risk Matrix

Section L

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

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

In this context, a definition of the below terms is as follows:

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

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

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

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

☐ Low ☒ Medium ☐ High

In this context, a definition of the below terms is 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 a fire occurs).

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

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

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 fire would be as below:

☐ Slight Harm ☒ Moderate Harm ☐ Extreme Harm

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

☐ Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable

Due to the lack of compartmentation within the building a stay put policy is not appropriate and full evacuation of both flats should be carried out if fire is suspected or reported.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.



Risk Matrix

Section L

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 improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, 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. The fire risk assessment should be reviewed annually.)



Schedule of Responsibilities

Section M

The Fire Precautions listed below and the recommendations in this risk assessment, are required to be maintained by the responsible person at all times when the premises are occupied and are to include contractors and cleaning staff employed to work in the premises.

Means of Escape	Must be kept clear and available at all times when the premises are occupied, and be kept free from ALL obstructions and combustible material. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use. Emergency doors should open in the direction of escape.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
Fire Alarm System	A workplace should be equipped with appropriate fire detectors and alarms, and should be in operational order whilst the premises are occupied and be maintained in good working order and be tested to comply with the relative code of practice.
Doors - Electrically Operated	All doors fitted with electrically operated door release mechanisms should release openable in the event of a power failure, and release in the event of the fire alarm sounding. They should also be fitted with a break glass release point on the side from which escape is required.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate firefighting equipment that should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice. They should not be hidden from view.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order, and be fixed permanently to comply with the latest requirements.
Emergency Escape Lighting	Should be in good working order, be maintained properly whilst persons occupy the premises and comply with the relative codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures, and current records of training kept. Employers should nominate employees to assist in implementing the fire safety measures, as may be required.
Handicapped Persons	Procedures for handicapped persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good order with non-slip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.
Life Risk	The numbers of persons employed to work or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises.
Fire Hazards	<p>All combustible items of storage should be kept in such a way that it would not cause a significant fire hazard.</p> <p>Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.</p>
Fire Precautions Records and Fire Emergency Plan	<p>All fire precautions records and Fire Emergency Plan should be kept up to date and also be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format and include;</p> <ul style="list-style-type: none"> • Action on discovering a fire, • What to do if the fire alarm sounds, Calling the Fire Brigade, • Evacuation of the workplace including those particularly at risk, • Power and process isolation,



Schedule of Responsibilities

Section M

- Assembly points outside the building,
- Liaison with Emergency Services,
- Use of fire exit escape routes,
- Use of firefighting equipment,
- Responsibilities and duties in case of fire.

Any training necessary to establish the above.