Astech Fire and Protection Systems

Flats 1-3, 1 Hercules Street, Islington, London, N7 6AT, United Kingdom

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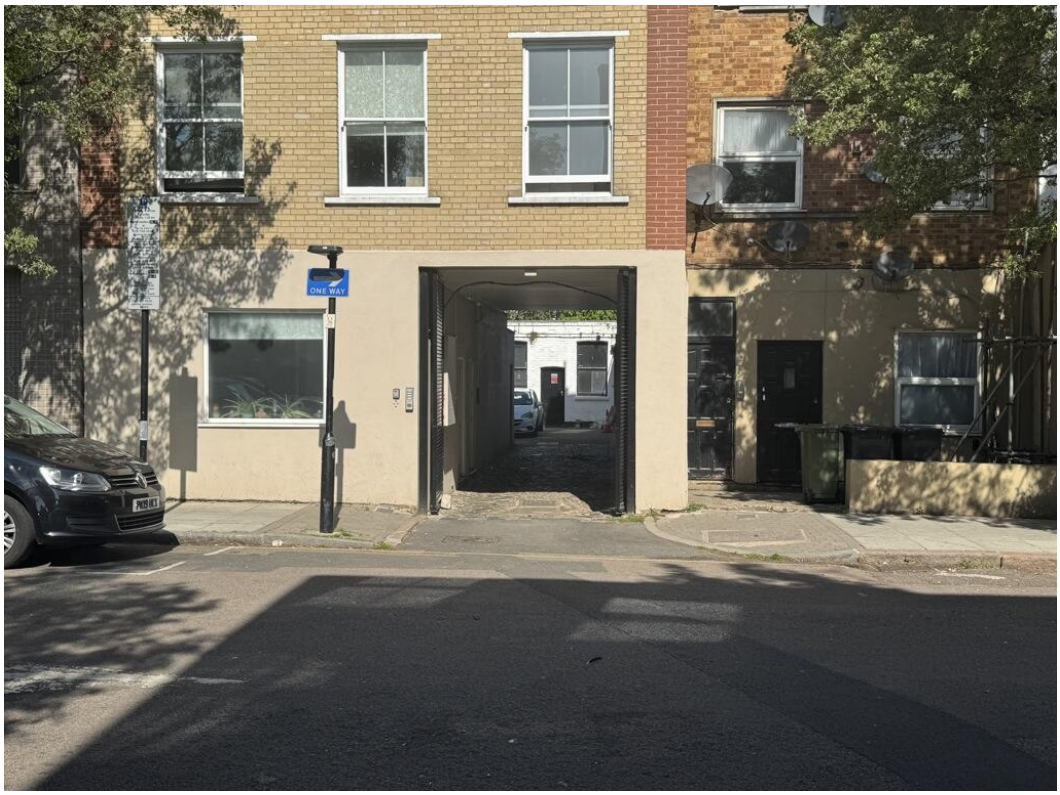
Regulatory Reform Fire Safety Order 2005



05th October 2025

Astech fire and protection systems, 20 Kingcup Place, Great Dunmow, Essex , CM6 4BD Tel 07391845683 email: Astech @ ymail.com

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Fire Safety Risk Assessment – Residential Flats

This risk assessment does not specifically consider aspects of property protection or business continuity where those issues extend beyond the consideration of life safety. However, these form important parts of the overall Risk Management strategy and therefore elements such as fire resisting construction and automatic fire detection, for example, where not needed necessarily for life safety, may enhance the ability to contain the spread of fire and minimize damage with the obvious benefits of reducing the negative impact on the structure of the building and the ability to continue the business carried out within it, following a fire.

This report contains all 'Significant Findings 'in Part 6, which makes recommendations on how to remove, reduce or control the identified issues found at the time of our visit.

1 SUMMARY

This report follows a site fire risk assessment and fire safety survey carried out by Astech fire and protection systems, on the 05th October 2025.
The building comprises of one house converted into 3 flats, which share a ground floor entrance separated by a fire resisting door to the common stairwell. the entrance has a protected escape stair enclosure with a natural smoke ventilation at the top of the stairs. There is emergency lighting, fire resisting
Dwelling doors, and safety signs all in place.

The main areas of concern are:

- Additional fire safety signs are required.

- Improvements are needed to ensure there is adequate protection to the escape

<u>If not already carried out:</u>

- An emergency plan should be adopted, suitable for this property.
- The emergency lighting should be tested monthly
- 'Means of Escape' checks should be carried out at least monthly
- All test results should be recorded in the on-site fire safety log book.

The intention of this Executive Summary is not to paraphrase those comments contained within the main body of the report but to provide brief overview of the underlying problems identified during the assessment process. The scope of the fire risk assessment findings present a 'snap shot in time' and, as such, reflect the risks as evaluated at the time of the survey.

The guidance documents used in the preparation of this report and on which the recommendations in the management action plan made are:

- 'Fire safety in purpose built flats' published by the Local Government Group.

Employer or other Responsible Person:	Fraser Godfrey
Address of property:	Flats 1-3, 1 Hercules street, London, N7 6AT
Telephone:	07774212035
Person(s) consulted:	Unaccompanied visit
Fire Risk Assessor:	A.Shannon
Date of fire risk assessment:	05th October 2025
Date of previous fire risk assessment:	N/A
Suggested Date for Review[1]:	October 2026

[1] The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is a reason to suspect that it is no longer valid or there have been significant changes.

PART 1: GENERAL INFORMATION

1. The Building	
1.1 Number of floors:	4
1.2 Approximate floor area:	80 square metres
1.3 Brief details of construction	A residential block of traditional construction with timber floors, served by one'protected stair' enclosure, discharging at ground floor level to a place of ultimate safety. Fire Detection has been installed in the common parts, it is assumed, to operate the smoke ventilation system that has been installed in the flat entrance at the head of stairs. There is a manual over-ride for this smoke ventilation system for fire brigade use in the entrance lobby. **Emergency lighting units are installed in common areas and means of escape stairs. There is no fire fighting media installed except for a myst system situated in the ground floor flat 1.**
1.4 Main use of buildings:	Residential private accommodation. This is a Type 1 Fire risk assessment on the common parts of the flats only**.**
1.5 Estimated attendance time of Fire Service appliances:	<10 mins attendance time.

2. The Occupants	
2.1 Approximate maximum number permitted at any one time?	Subject to the recommendations of this report, adequate means of escape for current anticipated occupancy.
2.2 Number of dwellings within the building?	3

3. Occupants at Special Risk	
3.1 Sleeping occupants	Yes
3.2 Disabled occupants	May be present as residents and/or guests
3.3 Children/Young Workers	Not as employees. Should this change, this risk assessment should be reviewed.
3.4 Temporary workers	Contractors
3.5 Occupants in remote areas	Yes, contractors for example

4. Fire Loss Experience:	None made known to us at the time of our visit

5.Evacuation strategy:	simutanious evacuation to assembly point Hercules Yard Adj. front of building

6. Relevant Fire Safety Legislation			
6.1 The following fire safety legislation applies to these premises: The Regulatory Reform (Fire Safety) Order 2005. Housing Act 2004			
6.2 The above legislation is enforced by: London Fire Brigade			
6.3 Has an Enforcement Notice been issued by the Fire Authority?			No
If yes	**Date of Notice:**	**What action has been taken since issue?**	
6.4 Has a Prohibition Notice been issued by the Fire Authority?			No
If yes	**Date of Notice:**	**What action has been taken since issue?**	
6.5 Has an Alterations Notice been issued by the Fire Authority?			No
If yes	**Date of Notice:**	**What action has been taken since issue?**	

PART 2: FIRE HAZARDS AND THEIR ELIMINATION AND CONTROL

7. Electrical sources of ignition	**Yes**	**No**
7.1 Measures taken to prevent fires of electrical origin	Yes	
7.2 More specifically:		
Fixed installation periodically inspected and tested	Yes	
Portable appliance testing carried out	N/A	
Policy regarding the use of personal electrical appliances	N/A	
Suitable limitation of trailing sockets and adaptors	N/A	
7.3 Comments and hazards observed This building was constructed in 2019/2020 and it is assumed all installation works complied with the relevant wiring regulations that applied at that time. It is recommended that a Periodic Electrical Condition inspection is carried out on the entire system at least every 5 years.		

8. Smoking	**Yes**	**No**
8.1 Reasonable measures taken to prevent fires of smoking?	Yes	
8.2 More specifically:		
Smoking prohibited in the building?	Yes	
Suitable arrangements for those who wish to smoke?	Yes	
Absence of any evidence of breaches of policy?	Yes	
8.3 Comments and hazards observed No apparent breaches of the 'No Smoking 'policy. A 'No Smoking' sign should be provided and sited in the entrance lobby.		

9. Arson	**Yes**	**No**
9.1 Does basic security against arson appear reasonable?[2]	Yes	
9.2 Is there an absence of unnecessary fire load in close proximity to the building, or available for ignition by outsiders?	Yes	
9.3 Comments and hazards observed		

10. Portable heaters and fixed heating	Yes	No
10.1 Is the use of portable heaters avoided as far as practical?	Yes	
10.2 If portable heaters are used,		
Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	Yes	
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	
10.3 Are fixed heating installations subject to regular maintenance?	Yes	
10.4 Comments and hazards observed		

11. Cooking	Yes	No
11.1 Are reasonable measures taken to prevent fires as a result of cooking?	N/A	
11.2 More specifically:		
Filters changed and ductwork cleaned regularly?	N/A	
Suitable extinguisher appliances available?	N/A	
11.3 Comments and hazards observed There were no shared cooking facilities on site		

12. Lightning	Yes	No
12.1 Does the building have a lightning protection system	Yes	
12.2 Comments and hazards observed There appears to be lightning conductors on the building This system should be serviced in accordance with the manufacturer's instructions. See Part 6 – Significant Findings.		

13. Housekeeping	Yes	No
13.1 Is the standard of housekeeping adequate?		No
13.2 More specifically:		
Combustible materials appear to be separated from ignition sources?	Yes	
Avoidance of unnecessary accumulation of combustible material and waste?		No
Appropriate storage of hazardous materials?	N/A	
Avoidance of inappropriate storage of combustible materials?		No

13.3 Comments and hazards observed:

[1] At the time of our visit, some personal items of furniture and other items were located in the flat entrance corridors, and these should be removed.
We recommend a strict a 'Zero tolerance' policy is adopted, in the common parts of the building.

See Part 6 – Significant Findings.

14. Hazards introduced by outside contractors and building works	Yes	No
14.1 Are fire safety conditions imposed on outside contractors?	[1]	
14.2 Is there satisfactory control over works carried out in the building by outside contractors (including 'Hot Work' permits)?	[1]	
14.3 If there are 'in-house' maintenance personnel, are suitable precautions taken during 'Hot Work', including the use of hot works permits?	N/A	

14.4 Comments and hazards observed

[1]It should be ensured that suitable controls are introduced regarding contractors, particularly those involving 'Hot Works' or any works affecting the passive or active fire safety systems.
All controls above should form part of the overall building management process.

See Part 6 – Significant Findings.

15. Dangerous Substances	Yes	No
15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	[1]	
15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	
15.3 Comments: [1] 'Dangerous Substances' would not normally be used or stored in the premises. We assume that where 'Dangerous Substances' are used on a short term basis, all necessary safeguards, as detailed in the above legislation, are adopted.		

16. Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions
16.1 Hazards Normally there would be no other significant fire hazards than those as detailed in this report.

PART 3: FIRE PROTECTION MEASURES

17. Means of escape from fire	Yes	No
17.1 It is considered that the premises are provided with reasonable means of escape from fire.	Yes	
17.2 More specifically:		
Adequate design of escape routes?	Yes	
Adequate provision of exits?	Yes	
Exits easily and immediately openable where necessary?	Yes	
Fire exits in direction of escape where necessary?	Yes	
Avoidance of sliding and revolving doors as fire exits?	Yes	
Satisfactory means for securing exits?	Yes	
Reasonable distance of travel:		
Where there is single direction of travel?	Yes	
Where there are alternative means of escape?	Yes	
Suitable protection of escape routes?	Yes	
Suitable fire precautions for all inner rooms?	Yes	
Escape routes unobstructed?		No
17.3 Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	Yes[1]	

17.4 Comments and deficiencies observed:

The means of escape consists of an internal 'protected' stairs with smoke ventilation at the head of the stairs. on each landing is an entrance to a flat that is protected by a FD 30 fire door. the stairs have a fire alarm system and it extends into the flats covering the building throughout. the ground floor has a intake room which should be kept closed and locked and kept clear from any household items and is also fitted with a fire door with a fire door keep shut sign.

These doors appeared to be FD30s standard as prescribed in BS 8214:1990. These doors should be fitted with a positive self-closing device, cold smoke seals and intumescent strips. Ideally, certificates or paperwork confirming that the doors are 'fire resisting' will be held by the 'Responsible Person'.
All fire-resisting doors should be periodically checked to ensure the above standard is being maintained.

The final exit door from the ground floor flat entrance and above flats entrance were secured shut with thumb twist type fastening, which appeared to over-ride the electronic lock. This, therefore, meets the expected criteria that emergency exit doors must be secured shut by a single form of fastening only, that is easily and immediately openable from the inside.

[1] A 'Simiultanious evacuation' policy is in place

See Part 6 - Significant Findings

18. Measures to limit fire-spread and development	**Yes**	**No**
18.1 It is considered that there is:		
Compartmentation of a reasonable standard?[3]	Yes	
Reasonable limitation of linings that may promote fire spread?	Yes	
18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect against the passage of smoke and combustion products in the early stages of a fire?[4]	N/A	

18.3 Comments and deficiencies observed:

See Part 6 – Significant Findings

[3] Based on a visual inspection of readily accessible areas, with a degree of sampling where appropriate.
[4] A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. Emergency Escape lighting	Yes	No
19.1 Reasonable standard of escape lighting system provided?[5]	Yes[1]	
19.2 Comments and hazards observed Emergency lighting is installed in the flat entrance corridors and stair enclosures. [1]We did not see any monthly test or routine service records for this system at the time of our visit. See Part 6 – Significant Findings		

[5] Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.

20. Fire safety signs and notices	Yes	No
20.1 Reasonable standard of Fire safety signs and notices provided?		No

20.2 Comments and hazards observed

In addition to the safety signs already in place, the following signs should be provided:

- A 'Fire Action' notice should be provided and sited adjacent to both of the final exit doors.
- Directional fire exit signs should be provided and sited in corridors where the direction of travel to the exit is not obvious , e.g. final exit to assembly point.

- A 'No Smoking' sign should be provided and sited in the entrance lobby

See Part 6 – Significant Findings

21. Means of giving warning in case of fire	Yes	No
21.1 Has a fire alarm and/or a smoke detection system been installed in the common parts?	Yes	
21.2 Description of electrical fire alarm and/or smoke detection system in the common parts[6]? Smoke detectors have been installed in the flat entrance stairs and operate the smoke ventilation system at the head of the stairs. The main fire alarm panel in the main entrance lobby was switched on and appeared functional.		
21.3 Has smoke/heat detectors been installed in the flats?	[1]	
21.4.4 Description of fire detection in the individual dwellings [1]We were able to gain access into any of the flats. For confirmation, the type of system currently recommended for the internal flats would be at least Grade D Category LD3 (BS 5839: Part 6:2019). **Grade D**: a system of one or more mains-powered smoke (or heat) alarms each with integral battery stand-by supply. These are designed to operate in the event of mains failure and therefore could be connected to the local lighting circuit rather than an independent circuit at the dwelling's main distribution board. There is no control panel. **LD3** coverage: a system incorporating detectors in circulation spaces that form part of the escape routes from the dwelling only. **N.B. In owner occupied flats, it is for each tenant to decide whether to install these or not.**		

[6] Based on visual inspection only

22. Manual fire extinguishing appliances	Yes	No
22.1Reasonable provision of portable fire extinguishers?		N/A
22.2 Hose reels provided?		N/A
22.3 Fire Blankets provided?		N/A
22.4 Are all fire extinguishing appliances readily accessible?		N/A
22.5 Comments and deficiencies observed As there are no staff employed on site, fire-fighting equipment is not normally required in the common parts of residential flats. See Part 6 – Significant Findings		

23. Relevant automatic fire extinguishing systems[7]	Yes	No
23.1 System installed?	Yes	
23.2 Comments: A water Mist system is installed in flat one on the ground floor due to the layout		

24. Other relevant[8] fixed systems and equipment	Yes	No
24.1 Fixed system installed		N/A
24.2 Comments:		
24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	N/A	
24.4 Comments: None fitted.		

[7] Relevant to life safety and this risk assessment (as opposed purely for property protection).
[8] Relevant to life safety and this risk assessment (as opposed purely for property protection).

PART 4: MANAGEMENT OF FIRE SAFETY

25. Procedures and Arrangements	Yes	No
25.1 Fire Safety is managed by: Fraser Godfrey		
25.2 Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e.: relevant general fire precautions)?	Yes	
25.3 Is there a suitable record of the fire safety arrangements?	[1]	
25.4 Appropriate fire procedures in place?	[1]	
More specifically:		
Are procedures in the event of fire appropriate and properly documented?	[1]	
Are there suitable arrangements for summoning the fire and rescue service?	[1]	
Do they detail the type of fire procedure to be adopted in the event of fire ?	[1]	
Is there a suitable fire assembly point(s)?	[1]	
Comments: [1]If not already in place, an emergency plan should be introduced that is suitable for this property, with a copy given to all residents, covering all details as listed above See Part 6 – Significant Findings		

[9] This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

26. Training & drills	Yes	No
26.1 Are all staff given adequate fire safety instruction and training on induction?	[1]	
26.2 Are staff given adequate periodic "refresher training" at suitable intervals?	[1]	
26.3 Does all staff training provide information, instruction or training on the following:		
Fire risks in the premises?	[1]	
The fire safety measures in the premises?	[1]	
Action in the event of fire?	[1]	
Action on hearing the fire evacuation alert?	[1]	
Method of raising the alarm?	[1]	
Location and use of extinguishers?	[1]	
Means of summoning the fire and rescue service?	[1]	
Identity of persons nominated to assist with evacuation, including assisting people with special needs?	[1]	
Identity of persons nominated to use fire extinguishing appliances?	[1]	
26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training?	[1]	
26.5 Are fire drills carried out at appropriate intervals?	[1]	
26.6 When the employees of another employer work in the premises:		
Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	[2]	
Is it ensured that the employees are provided with adequate instructions and information?	[2]	

26.7 Comments

[1]No staff on site

[2] It should be ensured that sufficient information regarding the emergency procedures is passed on to contractors when working on the premises.

See Part 6 – Significant Findings

27. Testing & Maintenance	Yes	No
27.1 Adequate maintenance of the Premises?	Yes	
27.2 Weekly testing and periodic servicing of smoke detection system?	[1]	
27.3 Monthly and annual testing routines for emergency escape lighting?	[1]	
27.4 Annual maintenance of fire extinguishing appliances?		No
27.5 Periodic inspection of external escape routes?		
27.6 Six-monthly testing and annual testing of rising mains?	N/A	
27.7 Maintenance of the Smoke ventilation system?	Yes	
27.8 Routine checks of fire resisting doors and final exit doors?	[1]	
27.9 Annual inspection and test of lightning protection system?	N/A	
27.10 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	[1]	
27.11 Other relevant inspection and tests, e.g., lightning protection, fixed heating system, etc.	[1]	
27.12 Comments and deficiencies observed: [1]Testing, maintenance or service records were not seen at the time of our visit. All checks and maintenance on all of the above systems or equipment should be recorded in an on-site fire safety log book. See Part 6 – Significant Findings		

28. Records	Yes	No
28.1 Appropriate records of:		
Fire drills?	N/A	
Fire training?	N/A	
Fire alarm tests?	N/A	
Emergency Escape lighting tests?	Yes	
Maintenance and testing of other fire protection systems, such as checking that all fire exit doors open easily, fire resisting doors operate correctly, escape routes are clear, ventilation system is routinely tested and maintained, etc?	[1]	
28.2 Comments: [1]These details were not available at the time of our visit. See Part 6 – Significant Findings		

PART 5: FIRE RISK ASSESSMENT: RISK LEVEL

The following simple level estimator is based on a more general health and safety risk level estimator contained in British Standard BS 8800.

Potential Consequences of Fire / Fire Hazard	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

Taking into account the fire prevention measures observed and the information collected at the time of this fire risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW		MEDIUM		HIGH	

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

SLIGHT HARM		MODERATE HARM		EXTREME HARM	

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 occupant (Other than an occupant sleeping in a bedroom in which a fire occurs).

Moderate Harm: Outbreak of fire could result in injury of one or more occupants, but is unlikely to involve multiple casualties.

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 this building is:

Trivial		Tolerable		Moderate		Substantial		Intolerable	

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 advocated by British Standard BS 8800 for general health and safety risks:

RISK LEVEL	ACTIONS AND TIMESCALE
Trivial	No action required and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessments may be required to establish more precisely the likelihood of harm as a priority for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

PLEASE 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 DEFICIENCES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING SECTION.
THE RISK ASSESSMENT SHOULD BE PERIODICALLY REVIEWED.

PART 6: Significant Findings

Works detailed below have been classified with a Priority Risk Level of 1 to 4.

1. Serious risks or failures noted with the potential for serious injury to occupants or relevant persons.

2. A risk or failure that presents a threat to the safety of the occupants or relevant persons but not considered to be a significant risk.

3. A matter that is considered to be bad practice but may not present a risk of harm to occupants or relevant persons.

4. An issue that requires correction or repair but of less importance than 1-3, as detailed above.

The suggested timescale attempts to takes into account the complexity or budget considerations relating to the implementation of a particular item and a short time scale does not necessarily equate to a high risk priority.

Black & White Fire Safety base all guidance and recommendations based on experience, knowledge and due cognizance of all relevant codes of practice, such as: **'Fire safety in purpose built flats'** published by the Local Government Group, which details fire safety provisions for this type of building and use. It should be noted that alternative measures can be adopted instead of those contained in the various codes and guides if it can be shown that these deviations are at least equal to these 'best practice' measures.

'Fire Resisting' is defined as:
A door, shutter, glazing, board or other material which is intended to resist the passage of fire and/or gaseous products of combustion and is capable of meeting performance criteria to these ends for a minimum period of 30 minutes (unless otherwise stated). Fire resisting separating walls and ceilings should be fully imperforate.
Fire resisting door sets should satisfy BS 8214:2008
Fire resisting doors should be fitted with a suitable positive action self-closing device conforming to EN1154 or EN1155. Fire resisting doors to store rooms and cupboards should be kept locked shut.
Fire resisting sealants should be used strictly in accordance within the limits as detailed by the manufacturers.
Fire resisting glass should be installed to satisfy the Building Regulations in terms of integrity and insulation, or in terms of integrity only in locations where this is permitted. Fire resisting glass should be inherently non–openable or fixed shut.

Action Required.	By Whom	Suggested Time scale	Risk Level	Action Taken / Complete
FSO Article 8 – Duty to take general fire precautions				
1. Fire Action' notice should be provided and sited in both entrance lobbies.		2 Months	2	
2. Directional fire exit signs should be provided and sited in corridors where the route to the fire exit is not obvious, e.g., at the ground floor final exit to assembly point as you leave the building into the drive		2 Months	2	
3. A 'No Smoking' sign should be provided and sited in the entrance lobby to both blocks.		2 Months	2	
FSO Article 9 – Risk assessment				
4. This risk assessment is produced so as to satisfy Article 9 (1) and Article 9 (3) of the Regulatory Reform (Fire Safety) Order 2005 in that it is suitable and sufficient.		On-going	1	

FSO Article 11 – Fire Safety Arrangements 5. The risk assessment and the control measures identified in this report should be regularly reviewed to ensure an effective level of fire safety protection is in place at all times. This should include the Emergency plan and all active and passive fire safety systems.		On-going	1	
FSO Article 13 - Firefighting and Fire Detection				
FSO Article 14 - Emergency Routes and Exits 6. All personal items and storage should be removed from the flat entrance corridors. These areas should be maintained clear and free from storage at all times.		3 Months	1	

FSO Article 15 – Procedures for Serious and Imminent Danger 7. If not already in place, a written building emergency plan should be provided detailing pre-planned procedures in case of fire. These should include the following: • Action on discovering fire, • Warning in case of fire, • Method of calling the Fire Brigade, • Place of assembly • Action to be taken for disabled occupants • Liaison with emergency services, • Identification of escape routes, • How to contact Estate Management All existing and new tenants should be provided with a copy of the fire procedures. 8. All temporary workers and outside contractors should be given basic fire safety advice. This should include information on the evacuation procedure and details on how to raise the alarm in case of fire. This can be in the form of a notice that they are asked to read before they commence work on site.		3 Months 3 Months	1 1	
FSO Article 17 - Testing and Maintenance. For confirmation, the following items should be routinely tested and maintained. 9. The buildings electrical installation should be inspected at least every 5 years, by a competent electrical engineer. An inspection certificate for each inspection should be held on file for inspection by the fire authority. 10. It should be ensured that the smoke ventilation system, is routinely tested. It is the 'Responsible persons' duty to ensure that smoke control systems provided to protect life safety are properly maintained in effective working order. Maintenance should be carried out to the manufacturers recommendations		On-going On-going	1 1	

11. It should be ensured that the emergency lighting is tested monthly and serviced at least annually. All testing and maintenance should satisfy British Standard 5266: Part 1.		On-going	1	
12. The following records should be maintained in an on-site fire log book: <u>Means of Escape</u> Means of escape checks to ensure that all exit doors are available for use, fire resisting doors operate effectively, escape routes are clear, and that there are no obvious fire hazards (weekly). <u>Emergency Lighting</u> Escape lighting test records (If installed) (Monthly) Escape lighting service records carried out by a competent person. <u>Other Records</u> Maintenance and test records for other building services, e.g., fire exit doors open easily, exit routes are kept clear, lightning protection system is maintained, the Dry Risers are serviced, and the servicing of the Boilers, for example.		On-going	1	