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RM6168: Estate Management Services Order Form: con_23420 Contact Centres Fire Strategies (Group 3 and Group 4)

Guidance:

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract from as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

You can complete and execute a Call-Off Contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

You must complete Part 1 of the Order Form Template to provide the information needed to populate a Call-Off Contract. Part 2 of the Order Form Template incorporates documents into the Call-Off Contract to create a complete set of terms. Part 2 also makes choices for some elections which are required to create a complete set of terms in a way that CCS expects to be most appropriate for Call-Off Contracts created using this Order Form.

If you want to add or amend any aspect of any of the terms or elections incorporated into the Call-Off Contract by Part 2 of this Order Form, you must use the box below marked "Call-Off Special Terms". Call-Off Special Terms rank ahead of the incorporated terms and elections.

You must complete Annex 1 - Processing Personal Data as part of completing the Order Form.

Order Form Template

This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168: Estate Management Services as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

Part 1: Buyer and Supplier to complete

Buyer Name	Ministry of Justice acting on behalf of the Secretary of State for Justice
Buyer Contact	REDACTED UNDER FOIA 40 PERSONAL INFORMATION
Buyer Address	102 Petty France, Westminster, London, SW1H 9AJ
Invoice Address (if different)	SSCL HM Prison and Probation Service PO Box 741 Newport NP10 8FZ Email: APinvoices-NMS-U@gov.sscl.com
Buyer's Authorised Representative	REDACTED UNDER FOIA 40 PERSONAL INFORMATION
Buyer's Data Protection Officer	REDACTED UNDER FOIA 40 PERSONAL INFORMATION
Buyer's Environmental Policy	N/A
Buyer's Security Policy	N/A
Security Representative of the Buyer	N/A

Supplier Name	WT Partnership Ltd
Supplier Contact	REDACTED UNDER FOIA 40 PERSONAL INFORMATION
Supplier Address	AMP House Dingwall Road Croydon CR0 2LX
Registration Number:	01130989
DUNS Number	
SID4GOV ID	
Payment Method	BACS via Purchase Order
Supplier's Authorised Representative	REDACTED UNDER FOIA 40 PERSONAL INFORMATION

Supplier's Contract Manager	REDACTED UNDER FOIA 40 PERSONAL INFORMATION
Supplier's Data Protection Officer	REDACTED UNDER FOIA 40 PERSONAL INFORMATION
Security Representative of the Supplier	N/A
Commercially Sensitive Information	N/A

Framework Ref	RM6168
Call-Off Lot	Lot 4 Surveying and Strategic Advice
Estate Management Services	National Probation Service (NPS) Contact Centres Fire Strategies (Group 3 and Group 4)
Call-Off (Order) Ref	Con_23420 (CUA number EMS-30831-2023)
Call-Off (Order) Date	26 th January 2024
Call-Off Charges	In alignment with Framework RM6168 terms and conditions, and as per the agreed rate card and Call-Off Fee Proposal. The total agreed sum is REDACTED UNDER FOIA 43 COMMERCIAL INTERESTS
Call-Off Start Date	26 th January 2024
Call-Off Expiry Date	31 st August 2024
Extension Period	N/A
Maximum Liability	The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms. The Estimated Year 1 Charges used to calculate liability in the first Contract Year is REDACTED UNDER FOIA 43 COMMERCIAL INTERESTS
Progress Report Frequency	Monthly
Progress Meeting Frequency	Monthly

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading "Call-Off Incorporated Terms" are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

Framework Ref: RM6168 Estate Management Services

The requirement
<p>To carry out retrospective building fire strategy surveys in non-residential properties at National Probation Service (NPS) sites across England and Wales.</p> <p>For the full scope of works, please refer to Annex 2 – Building Fire Strategy – Scope of Works.</p> <p>Pricing is based on Net Internal Area (NIA) per site, with a programme to be delivered over 8 months from January 2024 – August 2024. The call-off contract value quote is the maximum cost of this contract.</p> <p>Pricing is detailed within Annex 3 - HMPPS - NPS 3 4 Submission - 27.11.23. The full call-off contract value is greater than this total figure, due to the changing scope of properties that fire strategy surveys are required for. The call-off contract value is the maximum value of this contract.</p> <p>The MoJ Fire Safety Team and WT Partnership Ltd will work together, ensuring there is full clarity for the programme over the next 8 months. There will be transparency in the invoicing process, whereby charges will only be raised based on work completed at the properties, in line with Annex 3.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
<p>WT Partnership: REDACTED UNDER FOIA 40 PERSONAL INFORMATION</p> <p>MoJ Property Fire Safety Team: REDACTED UNDER FOIA 40 PERSONAL INFORMATION</p>
Key Subcontractors
<p>DB Fire Solutions Ltd</p>

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
N/A
Call-Off Special Term 2
N/A
Call-Off Special Term 3
<p>Suppliers will comply with the MoJ security vetting requirements in respect that all personal will be prepared to participate in vetting application processes for the required levels of security vetting.</p>

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Part 2 – Other Applicable Terms

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6168**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

Joint Schedules for RM6168

- Joint Schedules for **RM6168**
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 8 (Guarantee)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)

Call-Off Schedules for RM6168

- Order Form- Template-Short-Form
- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 4 (Call Off tender (V3.1)) - **Replaced by Annex 2**
- Call-Off Schedule 5 (Pricing Details) - **Replace by Annex 3**
- Call-Off Schedule 6 (ICT Services)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 11 (Installation Works)
- Call-Off Schedule 12 (Clustering)
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)

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- Call-Off Schedule 16 (Benchmarking)
- Call-Off Schedule 17 (MOD Terms) - **Not Applicable**
- Call-Off Schedule 18 (Background Checks)
- Call-Off Schedule 19 (Scottish Law) - **Not Applicable**
- Call-Off Schedule 20 (Call-Off Specification)
- Call-Off Schedule 21 (Northern Ireland Law) **Not Applicable**

5. CCS Core Terms (version 3.0.10)

6. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

Note: The Buyer will update this Order Form to reflect whether or not a guarantee is required once the identity of the Supplier is known. That will depend on whether the availability of guarantees for Call-Off Contracts is a condition of the Supplier being awarded a Framework Contract.

1. Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

- 1.1.1.1 The Processor shall comply with any further written instructions with respect to Processing by the Controller.
- 1.1.1.2 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Parties are Joint Controllers</p> <p>N/A</p> <p>The Parties are Independent Controllers of Personal Data</p> <p>N/A</p>
Duration of the Processing	The Framework Contract Period and thereafter, until expiry or termination of the last Call-Off Contract under the Framework, including the period until all transactions relating to Call-Off Contracts have permanently ceased
Nature and purposes of the Processing	<p>To facilitate the procurement of Goods and Services from the Framework Contract by public sector organisations and enable CCS to provide ongoing support and a point of escalation for Buyers in the day-to-day management of their individual Call-Off Contracts.</p> <p>Day to day management and performance of obligations under the Framework Contract, including exit management and other associated activities.</p>
Type of Personal Data	<p>Personal details of each Party's Personnel engaged in the performance of obligations and day to day management of the Framework Contract:</p> <ul style="list-style-type: none"> ● Full name ● Job title ● Organisation name ● Business/workplace address ● Business/workplace email address ● Business/workplace telephone/mobile number(s)

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	<ul style="list-style-type: none"> ● Supplier Personnel date of birth (when required for security purposes when Supplier Personnel visit CCS premises) ● Supplier Dun & Bradstreet Data Universal Numbering System (DUNS number) ● Registered company details including registered company name, address and company registration number (CRN) ● Bank account details for activities related to the Management Charge ● Management Information
<p>Categories of Data Subject</p>	<p>Personnel data of the Parties involved in the performance of obligations and day to day management of the Contract.</p>
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>Data will be retained for seven (7) years after the duration of the processing outlined above and in accordance with the CCS Privacy Notice.</p> <p>In accordance with the Core Terms, all CCS data and any copies held by the Supplier must be securely erased once the Processing is complete, unless the Supplier is required by law to retain it.</p> <p>In accordance with the Core Terms, all Storage Media that has held CCS data must be securely destroyed at the end of life of the media. All destruction of media must be in line with good industry practice.</p>

3. Annex 2 – Building Fire Strategy – Scope of Works

1.0 Scope of Works - fire strategy reports

1.1 Background & Context

- 1.1.1 The Property Directorate is responsible for the maintenance of its property services across England and Wales. It works to provide secure, safe, decent, and supportive environments where people can work, reside or work through the reasons that caused them to offend and prepare for a more positive future. The type and condition of the non-custodial properties across the Property portfolio varies considerably in terms of age, design, site security infrastructure and physical layout.
- 1.1.2 A retrospective building fire strategy is very similar to a review of fire safety measures but it is more in-depth. This means that it won't just look at what's in place now. A retrospective building fire strategy will instead give justification as to why the building was compliant and passed at the time of its development. The process of producing a retrospective building fire strategy involves a fire engineer looking back to codes of practice and regulations at the time of initial build. Therefore, this is a fire strategy that can be compiled to demonstrate compliance with The Building Regulations at the time the property was built.

1.2 Objective

- 1.2.1 To carry out retrospective building fire strategy surveys in non-residential properties at National Probation Service (NPS) sites across England and Wales. The survey results will then be used to create individual building fire strategy documents by the surveying team, which will then be used to inform Responsible Persons of the fire safety measures incorporated into each building, so that they can reflect the features in emergency plans and make the fire risk assessment of the building an easier task.
- 1.2.2 The fire strategy documents will also be used as a reference document for any refurbishment work that the building may undergo in the future and will be issued to the contractor to update the document reflecting the completed "As Built" design.

2.0 Outputs

- 2.1 The following outputs are expected:
- 2.2 Fire Strategy

- Undertake a physical survey of passive and active fire safety systems in NPS office type risk sites.
- Create a fire strategy document for the building based on Building Regulations B1 to B5, to include line drawings of the building(s) and fire compartmentation lines.

3.0 Scope of Works

- 3.1 Details of each premises address and other relevant information is at Appendix A.
- 3.2 These figures are indicative figures and should be considered a guide only. These figures are up to date as of 15/11/2023.
- 3.3 The premises within Appendix A have been split into 2 Groups.
- Group 3: 96 properties confirmed, fire strategy work to be conducted.
 - Group 4: 103 properties where the MoJ are establishing information to confirm whether a fire strategy will be financed.
- 3.4 The MoJ shall provide updates on the position of Group 4 properties as and when this is confirmed.
- 3.5 The provider is being asked to provide a quotation covering all properties listed within Group 3 and Group 4.

4.0 Building fire strategy

- 4.0.1 Undertake physical survey of passive and active fire safety systems in MoJ office risk sites.
- 4.0.2 Create a fire strategy, based on Building Regulations template B1 through to B5 for each building. Details are contained within Appendix B.

4.1 References

- 4.1.1 All reference documents at Appendix D.

5.0 Survey Report

- 5.1 The report should be completed in a written format and supplied as an electronic document. It should be comprehensible to and usable by the client. In particular, the information in the survey report should be easy for the client to extract and to use, e.g., by presenting the results in a manner or format that can be directly lifted or employed to inform work orders. Further detail at [Appendix C](#)
- 5.2 A separate report should be provided showing any recommendations and/or actions arising as a result of the survey. Details at Appendix C.

6.0 Competency and Quality Assurance

- 6.1 The Supplier needs to ensure their surveyor(s) is/are suitably accredited with a 3rd party accredited system and have the experience to appreciate the difference in environments, they will encounter on each site.
- 6.2 In particular, the surveyor(s) must be competent and therefore the supplier must provide evidence for each surveyor to demonstrate they are accredited or certified to carry out the work required.
- 6.3 To be competent, the 'surveyor' must:
- have sufficient training, qualifications, knowledge, experience, and ability to carry out their duties in relation to the survey and to recognise their limitations.

7.0 Survey planning

7.0.1 The first point of contact for each site is the relevant APOM; contact details at Appendix A.

7.0.2 MoJ Fire Safety Team – **REDACTED UNDER FOIA 40 PERSONAL INFORMATION**

7.0.3 MoJ Fire Safety Team – **REDACTED UNDER FOIA 40 PERSONAL INFORMATION**

7.0.4 APOMs will contact site managers to arrange site visits and access to relevant building(s).

7.1 Documents that will be available on site (or via the APOM):

- Current building FRA(s) – can be provided by MoJ PFST prior to survey.
- Fire evacuation strategy.
- CAFM building line drawings (where available).
- PPM schedule of the fire safety measures in the building.

8.0 Carrying out the survey

8.0.1 Surveys should be carried out methodically, systematically, and diligently to make sure no areas are missed, and all areas of the premises are surveyed. Building plans should be used to prepare the survey strategy and for checking progress through the premises.

8.1 Security

8.1.1 Please contact the relevant APOM for contact detail of the site RP and ensure the APOM is cc'd into all emails to the RP.

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- 8.1.2 Suppliers may need to produce a list and quantities of each tool and any materials being brought on to site. These items will be checked as part of security access and egress arrangements each day.

Appendix A – Property List

NPS Fire Strategy Project (Group 3 and 4)
Property List

Key:	Group 3: Work to commence. 128 confirmed properties.
	Group 4: Information to be established prior to MoJ instructing work to be commenced. 17 potential properties.

E-pims number	Property Name	Property Address	Property type	Area (sqm)	APOM	Status
566186	Centenary Hse, 19 Palace Street, Norwich	Centenary House, 19 Palace Street, NORWICH, Norfolk, NR3 1RT	Probation Contact Centre	2,866.70		Group 3
244227	Mitre House	Mitre House, 223/227 Great Dover Street, LONDON, SE1 1JD	Probation Contact Centre	3,187.80	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367363	Leeds York Road	379 York Road, LEEDS, West Yorkshire, LS9 6TA, UK	Probation Contact Centre	1,511.00		Group 3
706931	5 Notte Street	St. Catherines House, 5 Notte Street,	Probation Contact Centre	1,748.30	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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		PLYMOUTH, Devon, PL1 2TS				
367312	Telford Whitechapel House	Whitechapel House, Whitechapel Way, TELFORD, Shropshire, TF2 9FN, UK	Probation Contact Centre	13,799.00		Group 3
449653	58 Wellington Street Leeds	Waterloo House, 58 Wellington Street, LEEDS, West Yorkshire, LS1 2EE	Probation Contact Centre	1,505.00	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
402179	NLPC Green Lane	Cheadle Avenue, Green Lane, Tuebrook, LIVERPOOL, L13 3AE, UK	Probation Contact Centre	1,527.40		Group 3
664618	Coventry Sheriff's Court	Sheriff's Court, Warwick Row, COVENTRY, CV1 1EY	Probation Contact Centre	1,282.30	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
612138	Northampton Bridge Street	43-47 Bridge Street, NORTHAMPTON, NN1 1NS	Probation Contact Centre	1,278.00		Group 3
701340	9 Corporation Road	9 Corporation Road, DARLINGTON, Co Durham, DL3 6TH	Probation Contact Centre	1,088.20	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
244525	Tremains Road Bridgend	Tremains Business Park, Tremains Road, BRIDGEND, Mid Glamorgan, CF31 1TZ	Probation Contact Centre	935.6		Group 3
366932	The Framwell	Framwellgate Peth, DURHAM, DH1 5HS, UK	Probation Contact Centre	1,132.40	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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819114	Stevenage Argyle House	Argyle House, Argyle Way, STEVENAGE, Herts, SG1 2AD	Probation Contact Centre	1,189.00		Group 3
430750	Lewisham High Street	208-212 Lewisham High Street, LONDON, SE13 5JH	Probation Contact Centre	1,089.90	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
275314	St Johns Street	401 St Johns Street, LONDON, EC1V 4QE	Probation Contact Centre	1,321.20		Group 3
588054	47 Grand Parade Brighton	47 Grand Parade, BRIGHTON, East Sussex, BN2 9QA	Probation Contact Centre	1,030.00	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
508510	Probation Centre, High Road	Oakland Court, 277-289 High Road, ILFORD, Essex, IG1 1QQ	Probation Contact Centre	1,068.70		Group 3
367323	Bromley Masons Hill	Huntingdon House, Masons Hill, BROMLEY, Kent, BR2 9EY, UK	Probation Contact Centre	1,021.00	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
364610	9 Castle Quay, Castle Boulevard, Nottingham	9 Castle Quay, Castle Boulevard, NOTTINGHAM, Nottinghamshire, NG7 1FW	Probation Contact Centre	1,193.80		Group 3
816960	Mansfield Arrival Sq	Arrival Sq, Rosemary Street, MANSFIELD, Notts, NG18 1LP	Probation Contact Centre	1,320.50	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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261118	Chester, Jupiter Drive	Jupiter House, Jupiter Drive, Chester West Employment Park, CHESTER, CH1 4QS	Probation Contact Centre	1,113.90		Group 3
672024	Maidstone College Road	54-58 College Road, MAIDSTONE, Kent, ME15 6SJ	Probation Contact Centre	910.6	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
661184	16-22 King Street Watford	16-22 King Street, WATFORD, Hertfordshire, WD1 8BP	Probation Contact Centre	888.3		Group 3
367351	Ashford Templar House	Templar House, ASHFORD, Kent, TN23 1PL, UK	Probation Contact Centre	10,315.00	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
501069	Hull Probation Office	Barclays House, 10 Market Place, HULL, Humberside, HU1 1RN	Probation Contact Centre	975.4		Group 3
553351	Colwyn Bay	25 Conway Road, COLWYN BAY, LL29 7AA	Probation Contact Centre	1,006.40	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
890907	Dudley, Hope House Castle Gate Bus Park	Hope House, Castle Gate Business Park, DUDLEY, West Midlands, DY1 4TA	Probation Contact Centre	896.5		Group 3
659348	Town Quay House Southampton	Town Quay House, Building 38, 7 Town Quay, SOUTHAMPTON, Hampshire, SO14 2PT	Probation Contact Centre	964	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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614837	St Albans Mid Herts Centre	Mid Herts Centre, 62-72 Victoria Street, ST ALBANS, Hertfordshire, AL1 3XH	Probation Contact Centre	905.8		Group 3
837223	Huyton Poplar House	Poplar House, Poplar Bank, HUYTON, Merseyside, L36 9US	Probation Contact Centre	964.8	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
370310	Haydock House	Haydock House, Wetherby Close, Portrack Interchange Business Park, STOCKTON-ON-TEES, Cleveland, TS18 2SL	Office	881		Group 3
642637	Slough Probation Office	Revelstoke House, Chalvey Park, SLOUGH, Berkshire, SL1 2HF	Probation Contact Centre	904.8	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
353538	Whapload Road	203 Whapload Road, LOWESTOFT, Suffolk, NR32 1UL	Probation Contact Centre	758.8		Group 3
818673	Oxford Macmillan House	Macmillan House, 38 St Aldates, OXFORD, Oxfordshire, OX1 1BN	Probation Contact Centre	734	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
781046	Crewe, Cedric Fullwood House	Cedric Fullwood House, Gateway, CREWE, Cheshire, CW1 6YY	Probation Contact Centre	822.99		Group 3
266718	London Reed House	1 Reed House, 2-4 Rectory Road, LONDON, N16 7QS	Probation Contact Centre	781.4	REDACTED UNDER FOIA	Group 3

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					40 PERSONAL INFORMATION	
227676	Lytton Place	Lytton Place, ST AUSTELL, PL25 4PE, UK	Probation Contact Centre/ CP	726		Group 3
706660	Laneham Street	Unit 1, Laneham Street, Park Square, SCUNTHORPE, North Lincolnshire, DN15 6JH	Probation Contact Centre	720	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367298	Bridgwater Riverside House	Riverside House, West Quay, BRIDGWATER, Somerset, TA6 3HW, UK	Probation Contact Centre	680		Group 3
819113	Caerphilly Centenary House	Centenary House, Unit 1 De Clare Court, CAERPHILLY, CF83 2WA	Probation Contact Centre	780.7	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367294	Wetherby House	Wetherby House, Wetherby Close, Portrack Interchange Business Park, STOCKTON ON TEES, Cleveland, TS18 2SL, UK	Probation Contact Centre	671		Group 3
493296	135 Abbey Foregate	135 Abbey Foregate, SHREWSBURY, Shropshire, SY2 6AS	Probation Contact Centre	760	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
770452	Leeland House	Leeland House, Leeland Road, EALING, London, W13 9AH	Probation Contact Centre	658		Group 3

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211154	Runcorn, Norton House	Norton House, Crown Gate, RUNCORN, Cheshire, WA7 2UR	Probation Contact Centre	953	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367359	Durham Wear House	Wear House, Belmont Industrial Park, DURHAM, Co Durham, DH1 1TH, UK	Probation Contact Centre	603		Group 3
242117	London Capital House	Capital House, 134-138 Romford Road, LONDON, E15 4LD, UK	Probation Contact Centre	563	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367435	Cardiff Lewis Street	Lewis Street, CARDIFF, South Glamorgan, CF11 6JZ, UK	Community Payback	529		Group 3
635419	79 East Hill London	79 East Hill, Wandsworth, LONDON, SW18 2QE	Probation Contact Centre	527.1	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367289	London Lordship Lane	71 Lordship Lane, Tottenham, LONDON, N17 6RS, UK	Probation Contact Centre	12,390.00		Group 3
265874	60 Yoden Way Peterlee	Durham House, 60 Yoden Way, PETERLEE, County Durham, SR8 1PS	Probation Contact Centre	453.7	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
860075	Barrow-in-Furness, Duke St	77/79 Duke St & 57 St Vincent St, BARROW-IN-FURNESS, Cumbria, LA14 1RP	Probation Contact Centre	440.4		Group 3

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799016	3-5 Barnfield Road Exeter	3-5 Barnfield Road, EXETER, Devon, EX1 1RD	Probation Contact Centre	415.9	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
502069	12 Southfield Road Loughborough	12 Southfield Road, LOUGHBOROUGH, Leicestershire, LE11 2HZ	Probation Contact Centre	410.9		Group 3
161532	Workington Progress House	Progress House, Regents Court, Guard Street, WORKINGTON, CA14 4EW	Probation Contact Centre	373	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
754990	East Street Littlehampton	County Building, East Street, LITTLEHAMPTON, Sussex, BN17 6AR	Probation Contact Centre	364.8		Group 3
562234	Lansdowne Road Probation Office	90 Lansdowne Road, LONDON, N17 9XX	Probation Contact Centre	354	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367360	Tunbridge Wells	17 Garden Road, TUNBRIDGE WELLS, Kent, TN1 2XP, UK	Probation Contact Centre	3,246.00		Group 3
279775	Station Road Pontypool	Torfaen House, Station Road, Sebastopol, PONTYPOOL, Gwent, NP4 5ES	Probation Contact Centre	318.8	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367306	Oldham Cromwell Court	1 Cromwell Court, Brunswick Street, OLDHAM, Lancashire, OL1 1ET, UK	Probation Contact Centre	306		Group 3

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762604	Castlecroft Bury	Argyle House& Balmoral House, Castlecroft Road, BURY, Lancashire, BL9 0LN	Probation Contact Centre	275.2	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367338	Old Red Cross Building	113 Coronation Street, BLACKPOOL, Lancashire, FY1 4QQ, UK	Probation Contact Centre	242		Group 3
593152	66-68 London Road Southampton	Old Bank House, 66-68 London Road, SOUTHAMPTON, Hampshire, SO15 2AJ	Probation Contact Centre	240	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
512280	Lymington Island House	Island House, Priestlands Place, LYMINGTON, Hampshire, SO41 9GA	Probation Contact Centre	236		Group 3
752662	Unit 6, Acorn Business Park, Flint	Unit 6, Acorn Business Park, Aber Park, FLINT, Flintshire, CH6 5YN	Probation Contact Centre	228	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367382	Portsmouth Kirpal Road	Unit 3&4, Kirpal Road, PORTSMOUTH, Hampshire, PO3 6FD, UK	Community Payback	216		Group 3
367371	Minerva Wharf	Horseley Fields, WOLVERHAMPTON, West Midlands, WV1 3DT, UK	Community Payback	185	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367344	Unit 8 Waverley Market Dock	Waverley Market Dock, SOUTH SHIELDS,	Probation Contact Centre	180		Group 3

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		Tyne and Wear, NE33 1LE, UK				
351710	Preston New Road	40B Preston New Road, BLACKBURN, BB2 6AH	Probation Contact Centre	145.2	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
368246	Mountain Ash - Cwm Cynon Industrial Estate	Unit 3 Cwm Cynon Business Park, Cwm Cynon Industrial Estate, MOUNTAIN ASH, Rhondda Cynon Taf, CF45 4ER, UK	Community Payback	113		Group 3
423337	New Street, West Bromwich	Unity House, 14-16 New Street, WEST BROMWICH, B70 7PQ	Probation Contact Centre	1411	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367252	Winsford Business Park	Unit 15 Barlow Drive, WINSFORD, Cheshire, CW7 2GN, UK	Probation Contact Centre	139		Group 3
367380	Oldham Jackson Street	CP Unit, Jackson Street, OLDHAM, Lancashire, OL4 4PL, UK	Community Payback	743	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367461	West Bromwich Kelvin Way	Unit 49, Kelvin Way Trading Estate, Kelvin Way, WEST BROMWICH, West Midlands, B70 3TP, UK	Community Payback	297		Group 3
367392	Shrewsbury Greenwood Court	Unit B1 Greenwood Court, Cartmel Drive, SHREWSBURY,	Community Payback	278	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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		Shropshire, SY1 3TB, UK				
367426	Chester Merseyton Road	Unit 3, Merseyton Road, Ellesmere Port, CHESTER, Cheshire, CH65 2HE, UK	Community Payback	278		Group 3
367369	York Clifton Moor Ind Estate	Unit 4, Seafire Close, YORK, North Yorkshire, YO30 4UU, UK	Community Payback	247	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367419	Durham Skillion Business Centre	Unit 4, Skillion Business Centre, DURHAM, Co Durham, DH7 8HG, UK	Community Payback	238		Group 3
367384	Sheffield Attercliffe Common Ind. Est	Unit 4, Surbiton Street, SHEFFIELD, South Yorkshire, S9 2AL, UK	Community Payback	169.6	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367395	Stoke on Trent Oldfield Business Park	Unit 6 Oldfield Business Park, Galveston Grove, STOKE ON TRENT, Staffordshire, ST4 3PE, UK	Community Payback	147		Group 3
367396	Tamworth Lichfield Road Ind. Estate	Unit 16 Cavendish, Lichfield Road Ind. Estate, TAMWORTH, Staffordshire, B79 7XH, UK	Community Payback	108	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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612351	Building 1 Etruria Office Village, Stoke on	Melbourne Hse (Bldg 1) Etruria Off Vill, Forge Lane, STOKE ON TRENT, Staffordshire, ST1 5RQ	Probation Contact Centre	1,450.50		Group 3
421507	27-35 New Road Chatham	Chatham - New Road, 27-35 New Road, CHATHAM, Kent, ME4 4QQ	Probation Contact Centre	876	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
227857	Former Caernarfon County Court	Caernarfon County Courts, Llanberis Road, CAERNARFON, LL55 2DF, UK	Probation Contact Centre	648		Group 3
367282	Chichester Business Centre	Unit 20 Chichester Business Centre, Chichester Street, ROCHDALE, Lancashire, OL16 2AU, UK	Probation Contact Centre	526	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
237580	Cobden Street, Leicester	2 Cobden Street, LEICESTER, LE1 2LB	Probation Contact Centre	2,130.00		Group 3
367333	Peterborough Adam Court	12 - 13 Adam Court, Newark Road, PETERBOROUGH, Cambridgeshire, PE1 5PP, UK	Probation Contact Centre	314	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367410	Carlisle Petteril Terrace	Unit 3, Petteril Terrace, CARLISLE, Cumbria, CA1 2PS, UK	Community Payback	95		Group 3

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367430	Workington Lillyhall Business Centre	Unit 32 Lillyhall Business Centre, WORKINGTON, Cumbria, CA14 4HA, UK	Community Payback	94	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367428	Ipswich Sproughton Business Park	Unit 10, Sproughton Business Park, Farthing Road, IPSWICH, Suffolk, IP1 5AP, UK	Community Payback	88		Group 3
367270	Eastbourne St Leonards Road	1 St Leonards Road, EASTBOURNE, East Sussex, BN21 3UH, UK	Community Payback	83	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367409	Preston Derby Street	Unit 2 York Yard, Derby Street, PRESTON, Lancashire, PR1 1DT, UK	Community Payback	78		Group 3
367394	Stafford Carver Road	Unit 4, Phase One, Carver Road, STAFFORD, Staffordshire, ST16 3HR, UK	Community Payback	67	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
368585	Bedford Singer Way	78 Singer Way, BEDFORD, Bedfordshire, MK42 7PU, UK	Community Payback	61		Group 3
367404	Vauxhall Road (Workshop and Garage)	Former Landscape Depot, Vauxhall Road, HEMEL HEMPSTEAD,	Community Payback	60	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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		Hertfordshire, HP2 4HR, UK				
367412	Kendal Mealbank Enterprise Park	Unit 5 Mealbank Enterprise Park, Minsfeet Trading Estate, KENDAL, Cumbria, LA9 6LZ, UK	Community Payback	57		Group 3
367413	Skelmersdale Coronation Park	The Neighbourhood Police Office, Coronation Park, SKELMERSDALE, Lancashire, WN8 8LQ, UK	Community Payback	25	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367597	Taunton Deane House	Suite 2 The Deane House, Belvedere Road, TAUNTON, TA1 1HE, UK	Probation Contact Centre	518		Group 3
365735	Bankside Warrington	Units 3 & 4 Bankside, Crosfield Street, WARRINGTON, WA1 1UP, UK	Probation Contact Centre	457.9	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367308	Grimsby Probation Office	Newchase Court, Armstrong Road, GRIMSBY, Lincolnshire, DN31 1XD, UK	Probation Contact Centre	325		Group 3
367258	Stafford Greyfriars Business Park	Unit 8 + 9, Frank Foley Way, Greyfriars Business Park, STAFFORD,	Probation Contact Centre	273	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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		Staffordshire, ST16 2ST				
367057	Wakefield Burgage Square	1 Merchant Gate, WAKEFIELD, West Yorkshire, WF1 2TS, UK	Probation Contact Centre	1,316.00		Group 3
739917	Corporation Street Lincoln	4-6 Corporation Street, LINCOLN, Lincolnshire, LN2 1HN	Probation Contact Centre	1,229.80	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
755000	Advance House	First Flr + 20 car spaces, Advance House, St Marks Court, THORNABY, Stockton- on-Tees, TS17 6QX	Probation Contact Centre	777.4		Group 3
278941	12 Orchard Street Swansea	West Glamorgan House, 12 Orchard Street, SWANSEA, West Glamorgan, SA1 5AB	Probation Contact Centre	537	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
150322	Exeter St Thomas Court	Arches 22 & 23 St Thomas Court, Cowick Street, EXETER, Devon, EX4 1AJ, UK	Community Payback	1832		Group 3
544685	Former Post Office, Pontypridd	Former Post Office, Broadway, PONTYPRIDD, CF37 1BA	Probation Contact Centre	939.8	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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367301	High Wycombe	Easton Court, Easton Street, HIGH WYCOMBE, Buckinghamshire, HP11 1NT, UK	Probation Contact Centre/ CP	3,929.00		Group 3
367348	Barnsley 6&7 Churchfield Court	6&7 Churchfield Court, BARNSLEY, South Yorkshire, S70 2JT, UK	Probation Contact Centre	222.5	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
817173	Newport Usk House	Usk House, Lower Dock Street, NEWPORT, NP20 2AG	Probation Contact Centre	1,383.60		Group 3
367364	Bradford Fraternal House	Fraternal House, 45 Cheapside, BRADFORD, West Yorkshire, BD1 4HP, UK	Probation Contact Centre	888	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
837222	Rotherham Ashley Business Court	Ashley Business Court, Rawmarsh Road, ROTHERHAM, South Yorkshire, S60 1RU	Probation Contact Centre	782.8		Group 3
367347	Sheffield Hawke St Business Park	Ground Floor, Suite 1, Unit 2, Hawke Street, SHEFFIELD, South Yorkshire, S9 2SU, UK	Probation Contact Centre	836	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
556806	1a Crozier House	20/28 London Road, ST LEONARDS, East Sussex, TN38 0ET	Probation Contact Centre	702		Group 3
340204	33-35 Westgate Street Cardiff (ground flr)	35 Westgate Street, CARDIFF, South Glamorgan, CF10 1JE	Probation Contact Centre	1,734.20	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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367425	Nottingham Meadow Lane	Unit A Meadow Grove, Meadow Lane, NOTTINGHAM, Nottinghamshire, NG2 3GS, UK	Community Payback	496		Group 3
367280	Exeter Brittany House	New Road North, EXETER, Devon, EX4 4EP, UK	Probation Contact Centre	5,156.00	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
249378	Cambridge Heath Road	Ground Floor, 377-383 Cambridge Heath Road, LONDON, E2 9RD	Probation Contact Centre	435		Group 3
367376	Wrexham Chester Street	49 - 54 Chester Street, WREXHAM, Clwyd, LL13 8BA, UK	Probation Contact Centre	50	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367383	Worksop Vulcan Place	Unit 5, Vulcan Place, WORKSOP, Nottinghamshire, S80 1RN, UK	Community Payback	230		Group 3
367343	Gatehead Swan House	Units 1 & 5 Swan House, Swan Street, GATESHEAD, Tyne and Wear, NE8 1BQ, UK	Probation Contact Centre	190	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367407	Peterborough Benedict Square	5 Benedict Square, PETERBOROUGH, Cambridgeshire, PE4 6GD, UK	Community Payback	173		Group 3
367450	Torquay Temperance Street	4- 8 Temperance Street, TORQUAY, Devon, TQ2 5PU, UK	Community Payback	10	REDACTED UNDER FOIA	Group 3

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					40 PERSONAL INFORMATION	
367379	Bolton Kirkhall Workshops	Units 5 & 6 Kirkhall Workshops, Bilbao Street, BOLTON, Lancashire, BL1 4HH, UK	Community Payback	130		Group 3
367346	Berwick Upon Tweed	Units 3 & 4, The Chandlery, BERWICK ON TWEED, Northumberland, TD15 1HE, UK	Probation Contact Centre	113	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367411	Barrow in Furness Ironworks Road	Unit 53, Trinity Enterprise Centre, Ironworks Road, BARROW IN FURNESS, Cumbria, LA14 2PN, UK	Community Payback	91		Group 3
367399	Kings Lynn Enterprise Way	Unit 17, Hardwick Narrows Ind. Estate, Enterprise Way, KINGS LYNN, Norfolk, PE30 4LJ, UK	Community Payback	46	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3
367437	Buckley Pinfold Workshops	Pinfold Lane, BUCKLEY, Flintshire, CH7 3PL, UK	Community Payback	10		Group 3
228325	Newtown Probation Office	Ladywell House, Park Street, NEWTOWN, POWYS, SY16 1JB, UK	Probation Contact Centre	230	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 3

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367367	Prescot Business Park	Cablesway, PRESCOT, Merseyside, L34 1PB, UK	Probation Contact Centre	425		Group 4
463923	4 Mitre Buildings, West Square, Harlow	4 Mitre Buildings, West Square, HARLOW, Essex, CM20 1DR	Probation Contact Centre	815.3	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4
369234	Torquay Riviera Way	Bay House, Riviera Way, TORQUAY, TQ2 7TD, UK	Probation Contact Centre	unknown		Group 4
367393	Worcester Shrub Hill	Unit 1C, Shrub Hill Industrial estate, WORCESTER, Worcestershire, WR4 9EL	Community Payback	3,229.00	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4
852577	Sittingbourne Bell House	Bell House, Bell Road, SITTINGBOURNE, Kent, ME10 4DH	Probation Contact Centre	356		Group 4
670812	Imperial House	2 Grosvenor Road, ALDERSHOT, Hampshire, GU11 1DP	Probation Contact Centre	290	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4
367322	Nottingham One	Unit C, Nottingham One, Canal Street, NOTTINGHAM, Nottinghamshire, NG1 7HG, UK	Probation Contact Centre	1,215.00		Group 4
367388	Widnes Unit 2 Queensway Trading Estate	Unit 2 Queensway Trading Estate, West Bank Street, WIDNES, Cheshire, WA8 0FD, UK	Community Payback	135.9	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4

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367304	Dorchester Bridport Road	Little Keep gate, Bridport Road, DORCHESTER, Dorset, DT1 1AH, UK	Probation Contact Centre	10		Group 4
367422	Bournemouth Redhill Avenue	Redhill Park Depot, Redhill Avenue, BOURNEMOUTH, Dorset, BH9 2SN, UK	Community Payback	10	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4
367370	Birmingham Great Lister Street	239 - 242 Great Lister Street, BIRMINGHAM, West Midlands, B7 4BS, UK	Community Payback	751		Group 4
367440	Port Talbot	Unit 48, Community Service Workshop Unit, Endeavor Close, PORT TALBOT, West Glamorgan, SA12 7PT, UK	Community Payback	299	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4
367300	Bicester Talisman Road	Unit 9 & 10, Talisman Road, BICESTER, Oxfordshire, OX26 6HR, UK	Probation Contact Centre/ CP	9,731.00		Group 4
837245	Acorn House	Units 1-2 Mount Osborne Business Park, BARNSLEY, S71 1HH	Probation Contact Centre	820.6	REDACTED UNDER FOIA 40 PERSONAL INFORMATION	Group 4
368759	Whitgift Street	Whitgift Street, 4 Whitgift Street, CROYDON, Surrey, CR0 1EX	Probation Contact Centre	500		Group 4
367277	Unpaid Work (North) Stores	Blackthorn, BICESTER,	Community Payback	112	REDACTED UNDER FOIA	Group 4

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		Oxfordshire, OX25 1TW, UK			40 PERSONAL INFORMATION	
367251	Crawley The High Street	Midtown House, The High Street, CRAWLEY, Sussex, RH10 1BW, UK	Probation Contact Centre	453		Group 4

Appendix B - Building fire strategy

Where applicable to the property, the fire strategy document should cover the following areas:

- Fire safety systems – detection and warning of fire systems, automatic fire suppression systems, dry/wet risers, smoke control and ventilation systems, emergency lighting, any door security systems, hold open devices, voice communication systems, refuge points, secondary power supplies, fire/smoke dampers, control panels, fire shutters/curtains etc.
- Means of escape – evacuation strategy, horizontal and vertical means of escape, final exits, protection of escape routes, automatic doors, evacuation of mobility impaired persons, inner rooms, ‘dead ends’, escape signage, travel distances.
- Internal fire spread and fire resistance – elements of construction, fire compartmentation and separation, fire doors, openings for pipework and fire stopping, ducts, concealed spaces, internal wall and ceiling linings.
- External fire spread – boundaries, external fire spread over external faces of building.
- Access and facilities for fire service – firefighting lifts, emergency water supply system, emergency information pack.
- Fire safety management – hot works, fire instructions for occupants, staff training, procedures for higher risk occupants (arsonists).
- The strategy document should describe all fire safety measures incorporated into the building and make comment if the surveyor deems the measures are Suitable and Sufficient (S&S).
- Engaging with all stakeholders to ensure strategy is cognisance of establishment operations and requirements where applicable.

Suggested report format is at Appendix C.

Appendix C- Reports

The report should be completed in a written format and supplied as an electronic document. It should be comprehensible to and usable by the client. In particular, the information in the survey report should be easy for the client to extract and to use, e.g., by presenting the results in a manner or format that can be directly lifted or employed to inform work orders.

The report should contain the results of sampling analyses.

Fire strategy report suggested contents:

Contents

Revision History

Report Internal Validation

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1. Executive Summary
 - 1.1 Project Brief
 - 1.2 Introduction
 - 1.3 Legislation and Statutory Requirements
 - 1.4 Deviations from Prescriptive Guidance (to include mitigation and/or compensatory features from other related guidance **applicable to that premise**)
 - 1.5 Project Information
 - 1.6 Surveyor(s) competencies, accreditation
2. **B1 - Means of Warning and Escape**
 - 2.1 Building Summary
 - 2.2 Fire Detection and Alarm Systems
 - 2.3 Design for Horizontal Means of Escape
 - 2.4 Design for Vertical Means of Escape
 - 2.5 Merging Flows
 - 2.6 Escape from Lifts
 - 2.7 Evacuation of Non-Ambulant Occupants
 - 2.8 Inner Rooms
 - 2.9 Smoke Ventilation Systems
 - 2.10 Safety Signage.
 - 2.11 Emergency Lighting
3. **B2 - Internal Fire Spread (Linings)**
 - 3.1 Classification of Wall and Ceiling Linings
 - 3.2 Classifications of other Internal Surfaces
 - 3.3 Service Zones
 - 3.4 Rooflights
4. **B3 - Internal Fire Spread (Structure)**
 - 4.1 Fire Resistance Nomenclature

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- 4.2 Compartmentation
- 4.3 Protection of Openings and Fire Stopping
- 4.4 Cavities
- 5. **B4 – External Fire Spread**
 - 5.1 External Wall Construction
 - 5.2 Space Separation
 - 5.3 Roof Coverings
- 6. **B5 – Access and Facilities for the Fire Service**
 - 6.1 Firefighting Access
 - 6.2 Firefighting Shafts
 - 6.3 Firefighting Lifts
 - 6.4 Fire Mains, secondary power supplies to emergency water supply system(s)
 - 6.5 Premises Information Box
 - 6.6 Smoke Ventilation
 - 6.7 Basement Ventilation
- 7. **Conclusion**
 - 7.1 Report Conclusion
 - 7.2 Approvals Correspondence
 - 7.3 Key Fire Safety Information / Recommendations
- 8. **References**
- 9. **Line drawings** showing all physical fire precautions already present (existing) in the premises and a clear definition of the current use of rooms (e.g., “Kitchen” etc.).
- 10. **Part 2 Findings / recommendations**
 - 10.1 To avoid an action plan being incorporated into the fire strategy document, a separate report detailing any findings or recommendations will be required. The report should include clear unambiguous guidance on how to meet statutory requirements or recommended compliant or engineered solutions. These points will be dealt with in a separate workstream afterwards.

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- 10.2 Any concerns of immediate importance should be highlighted to the site APOM to allow issues to be addressed. A RAG rating for the issues / recommendations raised should be used with estimated costs for the work. This should be provided as a separate document.
- 10.3 Thumb print photos should be used to highlight issues.
- 10.4 If considered not S&S, explain why not, in plain English – the “recommendations/findings” document, will be read by people who may not understand fire safety jargon.

Appendix D - Reference Standards

Regulatory Reform Order (fire safety) 2005

Building Regulations 2010 Approved Document B – Fire Safety

BS 7974: 2019 Fire safety engineering principles

BS 8214:2016 Fire Door Assemblies

BS 8519:2020 Selection and installation of fire-resistant power and control cable systems for life safety, fire-fighting

and other critical applications — Code of practice

BS EN 179:2008 Fire doors exit push pad devices

BS EN 357:2004 Fire door glazing

BS EN 1125:2008 Fire door exit horizontal bar devices

BS EN 1154:1997 Fire Door Controlled door closing devices

BS EN 1935:2002 Fire Door single axis door hinges

BS EN 12094-1 Fixed firefighting systems. Components for gas extinguishing systems. Requirements and test methods for electrical automatic control and delay devices

This is not an exhaustive list and other documents should reference as necessary by fire engineer / surveyor.

4. Annex 3 – HMPPS - NPS 3 & 4 Submission (v2) 08.12.23

REDACTED UNDER FOIA 43 COMMERCIAL INTERESTS