

SECTION 4 - Fire Policy, Maintenance and Staff Training

| 1 | Fire Policy | Yes | No | N/A |
|--------|---|--|----|-----|
| 4.1.1 | Is there a recorded fire policy in place? | | x | |
| 4.1.2 | Is there a nominated person/s who is responsible for implementing the policy? | | x | |
| 4.1.3 | Are there suitable arrangements for summoning the fire and rescue service? | | x | |
| 4.1.4 | Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters? | | x | |
| 4.1.6 | Are there suitable arrangements for ensuring that the premises have been evacuated? | | x | |
| 4.1.7 | Is there a suitable fire assembly point(s)? | x | | |
| 4.1.8 | Are there adequate procedures for evacuation of any disabled people who are likely to be | | x | |
| 4.1.9 | Persons nominated and trained to assist with evacuation, including evacuation of disabled | | x | |
| 4.1.10 | Persons nominated and trained to use fire extinguishing appliances? | | x | |
| 4.1.11 | Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? | | | x |
| 4.1 | Are there suitable procedures in place in the event of fire and/or evacuation? | There is currently no fire policy in place as the building has not been managed as there owner | | |

| 2 | Staff Training and Fire Drills | Yes | No | N/a |
|--------|--|--|----|-----|
| 4.2.1 | Are all staff given instruction on induction? | | | x |
| 4.2.2 | Is it repeated periodically | | | x |
| | Does staff training provide information, instruction or training on the following: | | | |
| 4.2.3 | The fire risks and safety measures in the building? | | | x |
| 4.2.4 | Action in the event of fire or hearing the fire alarm signal? | | | |
| 4.2.5 | Method of operation of manual call points? | | | x |
| 4.2.7 | Location and use of fire extinguishers? | | | x |
| 4.2.8 | Means for summoning the fire and rescue service? | | | x |
| | Are there persons nominated for/to:- | | | |
| 4.2.9 | Assist with Evacuation | | | x |
| 4.2.10 | Use the fire extinguishers | | | x |
| 4.2.11 | Nominated Fire Wardens | | | x |
| 4.2.12 | Has there been regular fire drills? | | | x |
| 4.2.13 | Are employers or visitors giving instruction to the fire arrangements. | | | x |
| 4.2 | Is the staff awareness and training and fire drill procedures adequate | There are no staff employed at the moment. | | |

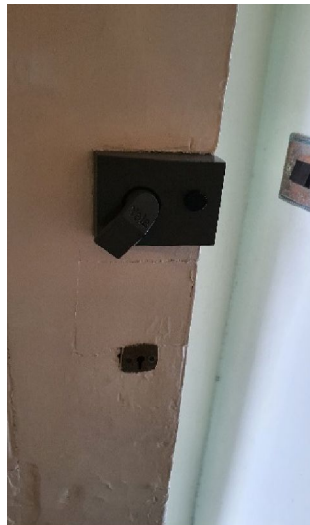
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|---|---|-----|----|-----|
| 3 | Testing Maintenance and Record Keeping. | Yes | No | N/A |
|---|---|-----|----|-----|

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|------------|--|---|----------|----------|
| 4.3.1 | Is the fire alarm and detection system tested weekly and records maintained? | | | x |
| 4.3.2 | Is the emergency lighting tested monthly and records maintained? | | x | |
| 4.3.3 | Is the fire alarm maintained annually by a competent person and records kept? | | | x |
| 4.3.4 | Is the emergency lighting maintained annually by a competent person and records maintained? | | | x |
| 4.3.5 | Are fire extinguishers maintained annually by a competent person yearly and records | | x | |
| 4.3.6 | Are fixed electrics tested and maintained every 5 years and records maintained? | | x | |
| 4.3.7 | Are portable appliances tested and records maintained? | | | x |
| 4.3.8 | Are kitchen extraction units deep cleaned at suitable intervals and records maintained? | | | x |
| 4.3.9 | Are gas installations tested at suitable intervals and records maintained? | | | x |
| 4.3.10 | Are fire drill carried out at suitable intervals and recorded? | | | x |
| 4.3.11 | Is staff training recorded and carried out at suitable intervals? | | | x |
| 4.3.12 | Are escape routes and exit doors checked routinely? | | x | |
| 4.3.13. | Are any other facilities adequately maintained by competent persons (sprinklers, rising mains etc) | | | x |
| 4.3 | Is the property adequately maintained with evidence of testing and maintenance? | <p>The emergency lighting is not being tested monthly or serviced annually.</p> <p>Extinguishers have not been maintained for a number of years.</p> <p>There is no routine inspections of facilities as there has been no policy or awareness of fire safety deficiencies.</p> | | |

Photographs



Fire extinguisher to replaced or serviced



Escape light should be positioned to illuminate the stairs



Simple layout of the MOE



Emergency lighting and old detector

SECTION - Significant Findings / Action Plan

| Item No | FIRE HAZARDS |
|---------|---|
| 2.1 | Reasonable measures taken to prevent fires of electrical origin? |
| | There is no evidence of a full wiring electrical wiring test. PAT testing would not be required as there are no appliances within the Communal area. There were no trailing leads. |
| | The fixed electrical wiring service is due every five years. You should arrange a full wiring inspection and then instigate a rolling programme of a 20% inspection every year. |
| 2.7 | Is there a reasonable standard of Housekeeping? |
| | There was some storage of combustible and cleaning material in the porch |
| | You should reduce the amount of storage as much as possible, and in any even makes sure that any combustibles are stored away from electrical appliances or equipment (storage cupboard in the hall) |
| 3.1 | The existing doors appear to be substantial but I could not confirm they were to 30min FR standard. At least one of the doors was visibly damaged which would suggest a repair or replacement is required. |
| | You should ensure that all doors the bound the means of escape are to 30min FR standard. This includes the doors to the ground floor offices, the basement and the cupboard in the porch. They should all be fitted with self closing devices (there will be no need for a closer on the cupboard door if it is kept locked when not in use.) |
| | |
| 3.2 | Are the sufficient measures to limit the spread of fire? |
| | I was lead to believe that there was a very heavy fire loading in the basement with very little fire protection installed. |
| | You should arrange a suitable inspection of the basement area ceiling and establish the extent of the fire protection. This may require an expert assessment to make sure that it has a 60min fire resistance |
| 3.4 | Is there a reasonable standard of fire safety signs and notices? |
| | Some signage is required on the escape route. |
| | You should provide directional signs on the means of escape at the change of directions and the base of the stairs where the route turns. You should also provide a "FIRE EXIT" sign above the final doors. |

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| 3.5 | Extent of automatic fire detection generally appropriate for the occupancy and fire risk? |
| | There is currently no fire alarm in place |
| | You should install a fire alarm. The specialist alarm will provide smoke detection on the communal areas. There will be a warning device linked to the smoke detection in each of the individual businesses as well as heat detectors be positioned just inside the doors to the communal escape. This will provide warning in the event of a smoke detector acyuation in the escape route or if there is a fire within the vicinity of the doors from those buisnesses to all occupiers. A fire panel will be used to identify the actuations and to control the restting etc. It would also be beneficial to have a break glass call point near the final exit. Any work to install the fire alarm should be carried out by a competent person, and commisssioned accordingly. |

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| 3.6 | Is the firefighting equipment sufficient for the property |
| | Fire fighting equipment is adequate and on brackets, however it has nt been tested or maintained. |
| | The fire extinguishers to be deemed adequate and usable must have been tested within the last 12 months. You should arrange an immediate test which should be logged on the extinguisher and in a fire safety record. |

| Fire Policy, Staff Training, Testing and Maintenance | |
|--|--|
| 4.1 | Are there suitable procedures in place in the event of fire and/or evacuation? |
| | There is currently no fire policy in place as the building has not been managed as there owner was absent |
| | You should produce a simple fire policy document giving details of, Fire Prevention measures, the actions taken by persons in the event of an alarm actuation or in the event of a fire. You should (when the alarm is installed) have a policy for control of the fire panel. This should then be circulated to all the other occupiers and when necessary form the basis of your staff training. |

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| 4.3 | Is the property adequately maintained with evidence of testing and maintenance? |
| | The emergency lighting is not being tested monthly or serviced anually. Extinguishers have not been maintained for a number of years. |
| | Emergency lighting should have a full test to ensure that it is working correctly and that the battery back up is charging as required. Fire extinguishers must be maintained anually by a qualified engineer. |



Items are of an urgent nature and steps should be taken within weeks to alleviate the situation.



Items require attention less urgently but should still be undertaken and completed within two months.



Items of a less urgent nature but still require resolution and ongoing preventative measures.

SECTION 4 - Fire Policy, Maintenance and Staff Training

| 1 | Fire Policy | Yes | No | N/A |
|------------|---|--|----|-----|
| 4.1.1 | Is there a recorded fire policy in place? | | x | |
| 4.1.2 | Is there a nominated person/s who is responsible for implementing the policy? | | x | |
| 4.1.3 | Are there suitable arrangements for summoning the fire and rescue service? | | x | |
| 4.1.4 | Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters? | | x | |
| 4.1.6 | Are there suitable arrangements for ensuring that the premises have been evacuated? | | x | |
| 4.1.7 | Is there a suitable fire assembly point(s)? | x | | |
| 4.1.8 | Are there adequate procedures for evacuation of any disabled people who are likely to be | | x | |
| 4.1.9 | Persons nominated and trained to assist with evacuation, including evacuation of disabled | | x | |
| 4.1.10 | Persons nominated and trained to use fire extinguishing appliances? | | x | |
| 4.1.11 | Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? | | | x |
| 4.1 | Are there suitable procedures in place in the event of fire and/or evacuation? | There is currently no fire policy as th building hasn't been used. | | |

| 2 | Staff Training and Fire Drills | Yes | No | N/a |
|--------|--|--|----|-----|
| 4.2.1 | Are all staff given instruction on induction? | | | x |
| 4.2.2 | Is it repeated periodically | | | x |
| | Does staff training provide information, instruction or training on the following: | | | |
| 4.2.3 | The fire risks and safety measures in the building? | | | x |
| 4.2.4 | Action in the event of fire or hearing the fire alarm signal? | | | |
| 4.2.5 | Method of operation of manual call points? | | | x |
| 4.2.7 | Location and use of fire extinguishers? | | | x |
| 4.2.8 | Means for summoning the fire and rescue service? | | | x |
| | Are there persons nominated for/to:- | | | |
| 4.2.9 | Assist with Evacuation | | | x |
| 4.2.10 | Use the fire extinguishers | | | x |
| 4.2.11 | Nominated Fire Wardens | | | x |
| 4.2.12 | Has there been regular fire drills? | | | x |
| 4.2.13 | Are employers or visitors giving instruction to the fire arrangements. | | | x |
| 4.2 | Is the staff awareness and training and fire drill procedures adequate | There are no staff employed at the moment. | | |

| 3 | Testing Maintenance and Record Keeping. | Yes | No | N/A |
|---|---|-----|----|-----|
|---|---|-----|----|-----|

| | | | | |
|------------|--|---|----------|----------|
| 4.3.1 | Is the fire alarm and detection system tested weekly and records maintained? | | | x |
| 4.3.2 | Is the emergency lighting tested monthly and records maintained? | | | x |
| 4.3.3 | Is the fire alarm maintained annually by a competent person and records kept? | | | x |
| 4.3.4 | Is the emergency lighting maintained annually by a competent person and records maintained? | | | x |
| 4.3.5 | Are fire extinguishers maintained annually by a competent person yearly and records | | x | |
| 4.3.6 | Are fixed electrics tested and maintained every 5 years and records maintained? | | x | |
| 4.3.7 | Are portable appliances tested and records maintained? | | x | |
| 4.3.8 | Are kitchen extraction units deep cleaned at suitable intervals and records maintained? | | | x |
| 4.3.9 | Are gas installations tested at suitable intervals and records maintained? | | | x |
| 4.3.10 | Are fire drill carried out at suitable intervals and recorded? | | | x |
| 4.3.11 | Is staff training recorded and carried out at suitable intervals? | | | x |
| 4.3.12 | Are escape routes and exit doors checked routinely? | | x | |
| 4.3.13. | Are any other facilities adequately maintained by competent persons (sprinklers, rising mains etc) | | | x |
| 4.3 | Is the property adequately maintained with evidence of testing and maintenance? | Testing maintenance and record keeping have not been carried out. | | |

SECTION - Significant Findings / Action Plan

| Item No | FIRE HAZARDS |
|---------|---|
| 2.1 | Reasonable measures taken to prevent fires of electrical origin? |
| | There is no evidence of a full wiring electrical wiring test. PAT testing has not been carried on the small amount of appliances. There were no trailing leads at the time of the assessment |
| | The fixed electrical wiring service is due every five years. You should arrange a full wiring inspection and then instigate a rolling programme of a 20% inspection every year. PAT testing should be carried on all appliances as determined by the appropriate electrical regulations. |
| 3.3 | Is a reasonable standard of escape lighting provided |
| | There is no emergency escape lighting within the Musicability premises. |
| | You should provide an escape light in the larger room. This can be a rechargeable portable night light which will illuminate in the event of a power failure to allow people within the large area to exit safely onto the escape route - which is illuminated, during the hours of darkness. |
| 3.4 | Is there a reasonable standard of fire safety signs and notices? |
| | Signage is required. |
| | A number of fire safety signs are required: - Fire Action Notices are required within each of the rooms. A "FIRE EXIT" sign should be placed on or above the door in the larger room. Fire Extinguishers (when provided) should be signed with information as to the type of extinguisher and its use. |
| 3.5 | Extent of automatic fire detection generally appropriate for the occupancy and fire risk? |
| | There is currently no fire alarm in place |
| | You should install a fire alarm. Due to the size of the premises (excluding the means of escape) an interlinked fire alarm should be provided in both rooms with smoke detection, and a heat detector in the kitchen. All should be interlinked and be fitted by a competent person. This is the internal alarm for the first floor in its current layout/use. <i>In addition there will be a further heat detector/ sounder fitted which may be linked to the alarm installed in the communal area. You should consult with a qualified alarm engineer to decide the most appropriate system.</i> |
| 3.6 | Is the firefighting equipment sufficient for the property |
| | Fire fighting equipment is required. |
| | Fire fighting equipment should be provided. An extinguisher (either water or foam spray) should be provided in each of the large rooms near the doors. An additional CO2 extinguisher should be provided in the kitchen area. All extinguishers should be mounted on suitable wall brackets or floor stands and have adequate signage (see above) |

| Fire Policy, Staff Training, Testing and Maintenance | |
|--|--|
| 4.1 | Are there suitable procedures in place in the event of fire and/or evacuation? |
| | There is currently no fire policy as th building hasn't been used. |
| | You should produce a simple fire policy document giving details of, Fire Prevention measures, the actions taken by persons in the event of an alarm actuation or in the event of a fire. You should (when the alarm is installed) have a policy for control of the fire panel. |

| | |
|-----|--|
| 4.3 | Is the property adequately maintained with evidence of testing and maintenance? |
| | Testing maintenance and record keeping have not been carried out. |
| | <p>The electrical installation in the buidling must be suitably mainatined (see above) and records of maintenance should be kept with a fire log book.</p> <p>The fire alarm when installed should be tested weekly and a record of the tests kept.</p> <p>Any staff should receive fire safety training both as an initial training session and repeated periodically and all records of the type of training should be kept in the log book.</p> <p>Extinguishers need to be serviced annually.</p> <p>Any other fire safety measutres should be review routinely checked recorded and where necessary repaired/remedied</p> |



Items are of an urgent nature and steps should be taken within weeks to alleviate the situation.



Items require attention less urgently but should still be undertaken and completed within two months.

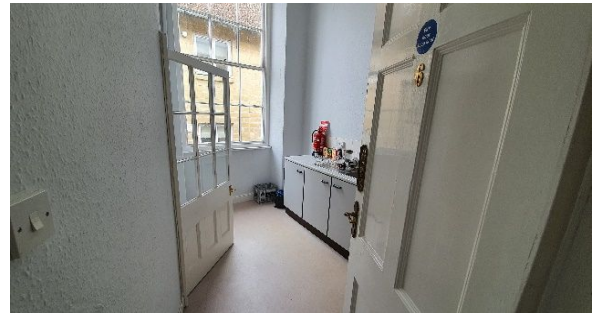


Items of a less urgent nature but still require resolution and ongoing preventative measures.

Photographs



General View of larger room



small kitchen area



Extinguisher should be tested if it is to be kept.


Fire action
If you discover a fire

-  Operate nearest fire alarm point.
-  Call the Fire brigade by telephoning **999**
-  Leave the building by the nearest exit.
-  Report to your assembly point at _____
-  Do not stop to collect personal belongings
-  Do not use lift


Fire Action
Any person discovering a fire

1. Sound the alarm.
2. Dial _____ to call the fire brigade.
3. Attack the fire if possible using the correct appliances provided.

On hearing the fire alarm

4. Leave building by _____ route.
5. Close all doors behind you.
6. Report to the assembly point.




**Do not take risks.
Do not return to building for any reason
until authorised to do so.**


Staff Fire Action

-  1. Operate the nearest fire alarm call point
-  2. Call the Fire Brigade by dialling 999
-  3. Fight the fire if possible using the correct appliances provided unless the fire is beyond control
-  4. Leave the building by the nearest available exit



1. Do not use the lifts
2. Do not stop to collect personal belongings


Fire Action

If fire breaks out in your flat:

- Leave the room where the fire is straight away, then close the door.
- Tell everyone in your flat and get them to leave. Close the flat entrance door behind you.
- Do not stay behind to put the fire out.
- If there is a lift - Do not use.
- Wait outside, away from the building.
- Call the fire service - dial 999 or 112.

If you see or hear of a fire in another part of the building:

- The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.
- You must also leave immediately if smoke or heat affects your home, or if you are told to leave by the fire service.
- If there is a lift - Do not use.
- If you are in doubt - get out.

To call the fire service:

- Dial 999 or 112.
- When the operator answers, give your telephone number and ask for fire.
- When the fire service reply, give the address where the fire is.
- Do not end the call until the fire service has repeated the address correctly.

Examples of fire action notices - They are examples only and you should choose one that suits your building and procedures.