

Site Fire Safety Plan

Updated – 15/05/2025

1. INTRODUCTION

This Site Fire Safety Plan is to be completed by the Project Lead before commencement on site with the specific control measures for the identified risks. This document sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.

In all cases there should be full compliance with the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, HSG 168 (Fire Safety on Construction Sites) and the [Site Fire Safety Procedures](#).

This Site Fire Safety Plan is prepared in conjunction with the [Fire Risk Assessment](#).

The Site Fire Safety Plan will be required from day one of the contract commencing and will then be reviewed on a regular basis.

When a client's own Fire Safety Plan must be complied with as a contractual obligation, these requirements are to be included into this Site Fire Safety Plan. The Project Lead must review any Fire Safety Plans provided by clients and ensure that they are suitable to ensure the safety of persons undertaking duties on behalf of Hill Group.

The Project Lead should wherever practical, ensure the project's programme has been prepared to achieve the early installation and operations of the permanent fire precautions. Where existing fire precautions exist, these should be maintained, protected and utilised (without compromising their integrity) wherever possible.

2. GENERAL DESCRIPTION OF THE PROJECT

This project consists of 995 mixed tenure homes, split into overlapping 4 phases (Mix of Terraced houses and Blocks), with an overall build programme of circa 6.5 years. Phase 1A of the development comprises the demolition of existing hospital buildings, remediation of the site and the construction of new traditional town houses and reinforced concrete frame apartments. The phase will deliver 239 mixed tenure homes spread across 4 reinforced concrete frame structures and 4 traditional terraces of town houses.

3. ORGANISATION AND RESPONSIBILITIES FOR FIRE SAFETY

A site fire co-ordinator should be appointed who will take responsibility for the site fire safety plan and its implementation.

The person with overall responsibility for fire safety on this project is Damon Willicombe.

The project Fire Marshals are as follows:

Name	Position	Contact No	Comments
Damon Willicombe	Project Manager	07734848900	
John Matthews	Senior Site Manager	07966115060	
Josh Harrison	Asst site manager	07701339194	
Gurjeevan Sokhal	Trainee site manager	07874 869652	

These fire marshals have received training in their role and in the practical use of extinguishers from an approved training provider. In addition to their role in a fire situation they are also responsible for carrying out daily and weekly checks of the fire protection systems and escape routes and conducting weekly alarm

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tests, monthly emergency lighting testing and periodic fire drills. This information will be recorded using the [Site Fire & Emergency Testing Record](#).

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4. FIRE SAFETY RISK ASSESSMENT

The Project Team has undertaken a Fire Risk Assessment of the site with the information as issued by the Client and Principal Designer and the current site conditions.

Fire hazards are identified within the Fire Risk Assessment and recommendations implemented to control them.

The Fire Risk Assessment will be reviewed monthly unless significant changes occur on the project. Any amendments to the site risk assessment or this plan will be recorded in the Construction Phase Plan.

Fire Safety advice can be obtained through the HSE Department.

4.1. Subcontractor Storage and Offices

Where subcontractors are providing storage and office facilities on site, a separate Fire Risk Assessment (FRA) must be carried out by each subcontractor. This FRA will need to be reviewed every 3 months or as and when required. The FRA should be issued to Hill on completion and after review process.

4.2. Confined Space Work

Tools used in a confined space will be intrinsically safe and low voltage – specific risk assessment, permit to enter will be developed prior to the commencement of any work

5. LOCATION & CONTROL PLAN FOR DESIGNATED SMOKING AREA

No smoking is allowed in the workplace or anywhere on the project.

Designated smoking areas will be established.

“No smoking” signs will be located at the entrance to the site and any buildings and rules regarding smoking explained during site inductions.

The Designated Smoking Area for this site is located at: Outside Mulberry House

6. SITE FIRE PRECAUTIONS

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point at the site induction.

6.8. Hot work

We ensure that contractors working on [gas and] electrical systems are suitably qualified. Where contractors need to conduct ‘hot works’ this will be controlled utilising a permit to work system.

Hot work includes welding and cutting, brazing, the use of blow lamps, soldering equipment, bitumen boilers and any other equipment producing heat, sparks or having naked flames. Alternative methods to hot work should be adopted wherever possible.

A ‘permit to work’ to system for hot work [HSE032 Hot Works Permit](#) is a mandatory requirement on all Hill sites.

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6.1. Alarm System

The project is covered by a comprehensive interlinked fire alarm system. Smoke detection (where required) and manual call points are located throughout the project and are displayed on the site layout plan which is located at **Appendix A**.

The alarm system is serviced routinely as advised by the alarm provider however servicing will not be more than 6 months, results of tests should be recorded in the [HSE118 Site Fire & Emergency Testing Record](#).

The alarm system is tested by the Project Fire Marshal on a weekly basis by activating a different alarm call point each time in rotation.

All site staff will be made aware of the alarm testing at the site induction and at the Daily Activity Briefings.

Alarm testing will be conducted Tuesdays at 10am

During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and to test the correct operation of equipment connected to the alarm e.g., doors which are held open on devices designed to release automatically on sounding of the alarm, locks which release on sounding the alarm.

6.2. Emergency Lighting

All pedestrian and emergency routes will have suitable lighting in place to illuminate escape routes, fire-fighting equipment, escape signage etc. and to ensure tasks can be brought to rest/made safe when lighting fails.

It is appreciated that escape lighting does not have to meet normal work standards (as detailed in HSG 168) and normal lighting could fail during a fire but should be adequate for people to use the route safely.

7. FIRE FIGHTING EQUIPMENT

7.1. Fire Extinguishers and Sprinklers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the Fire Risk Assessment.

The following fire extinguishers are located on the project and shown in the site layout plan at **Appendix A**:

SITE FIRE POINT	FUEL STORAGE POINT	OFFICE POINT
Water/foam	Foam	Co2
Dry powder	Foam	Co2

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01.01	J Mould Demo	06.02	C3 L2
01.02	Rear of Mayfield	06.03	C3 L3
01.03	W/Gate Entrance	06.04	C3 L4
01.04	E/Gate Rear	06.05	C3 L5
01.05	Brick Storage	06.06	C3 L6
01.06	Front Admin	07.00	D3 Gf
01.07	GF Peace	07.01	D3 L1
01.08	Phase 1B	07.02	D3 L2
01.09	GF Water Tower	07.03	D3 L3
01.10	Carey Site Office	07.04	D3 L4
01.11	C2 GF Staircase	07.05	D3 L5
01.12	TC1 Base	07.06	D3 L6
01.13	TC3 Base	07.07	D3 L7
01.14	A2 GF	07.08	D3 L8
01.15	SPARE- ZONE12	08.00	D2 Gf
01.16	SPARE- ZONE12	08.01	D2 L1
01.17	SPARE- ZONE12	08.02	D2 L2
01.18	Hill Diesel Bowser	08.03	D2 L3
01.19	Carey Drainage Store	08.04	D2 L4
02.00	L1 Hill Office	08.05	D2 L5
02.01	L1 Hill Office	09.00	D1 GF
02.02	Inside Food Canteen	09.01	D1 L1
02.03	L1 Hill Office	09.02	D1 L2
02.04	L1 Hill Office	09.03	D1 L3
02.05	Office Trolly	09.04	D1 L4
02.06	GF Office Canteen	09.05	D1 L5
02.07	GF Office Canteen	10.00	Peace GF
02.08	GF Drying Room	10.01	Peace GF
03.00	GF Mulberry House	10.02	Peace L1
03.01	L1 Mulberry House	10.03	Peace L1
03.03	L1 Mulberry House	11.00	Admin GF
03.04	L1 Mulberry House	11.01	Admin GF
03.05	L1 Mulberry House	11.02	Admin L1
04.00	C1 GF	11.03	Admin L1
04.01	C1 L1	12.00	Mayfield GF
04.02	C1 L2	12.01	Mayfield GF
04.03	C1 L3	12.02	Mayfield L1
04.04	C1 L4	13.00	Eastgate GF
05.00	C2 GF	13.01	Eastgate L1
05.01	C2 L1	13.02	Westgate GF
05.02	C2 L2	13.03	Westgate GF
05.03	C2 L3	14.00	SPARE- ZONE12
05.04	C2 L4	14.01	SPARE- ZONE12
05.05	C2 L5	14.02	SPARE- ZONE12
05.06	C2 L6		
06.00	C3 GF		
06.01	C3 L1		

Our fire marshals have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

Through our appointed appliance provider servicing will be completed annually, weekly checks will be conducted and recorded in the [HSE118 Site Fire & Emergency Testing Record](#) noting that fire extinguishers are correctly located and appear to be in good condition.

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8. FIRE ESCAPE DETAILS

8.1. Escape Routes and Exits

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors providing 30 minutes, 1 hour, 2 hours fire protection as defined within the Fire Risk Assessment. Where building alterations take place, which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

Fire doors are kept closed by self-closing devices.

On a weekly basis the project team will check that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required. If public access is required these checks will be completed daily.

When required the condition of each fire door including the presence and condition of door closers, intumescent and smoke seals will be checked weekly.

8.2. Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits. These signs are illuminated and will be shown on the site layout plan at **Appendix A**.

Signs are also displayed:

- To identify the location of the assembly point.
- To describe the type and function of fire extinguishers
- To describe the correct operation of any exit doors.
- To show 'fire action' required
- To identify fire doors which must be kept shut or kept clear
- To provide the names of fire marshals
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing "In the event of fire do not use lift"

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our routine weekly inspections completed by the project team to ensure that safety signs are in place and clearly visible.

9. FIRE BRIGADE ACCESS AND WATER SUPPLY

Fire brigade access, facilities and co-ordination arrangements are as detailed below.

The access points for the Fire Brigade are located at: Emergency access during working hours will be via the main site gate located at the St Ann's Road entrance. Out of Hours access will be via FB emergency boxes located at the site & compound entrances where a FB grab pack will be located.

The water supply arrangements are as follows: Fire hydrants located outside of site.

10. LOCATION OF SERVICES

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Gas Shutoff valve is located at: Gas disconnected by Cadent outside site boundary.

Electricity Shutoff valve is located at: UKPN have disconnected power to site including removal of substation. Generator located outside Peace Garden.

11. ACTIONS ON THE OUTBREAK OF FIRE

11.1. Communication

A representative from Hill Group will be the main point of contact throughout the emergency and will be responsible for alerting the emergency services, all of which have been informed of access routes and the areas of work.

The Assembly Point(s) will be: The fire assembly point has been established in the car park area adjacent to The East Gate Lodge. There are also 2no pedestrian routes from site onto St Ann's Road (Detailed on **Appendix A** -Site Layout Plan)

11.2. Action on discovering a fire – Raising the Alarm

- Raise the alarm by operating one of the manual call points
- Attempt to tackle the fire only if trained and if it is safe to do so
- Leave by the nearest available fire exit to the assembly point located at The Main Site Entrance (Detailed on **Appendix A** -Site Layout Plan)
- Do not endanger yourself.
- Do not use the lifts.

11.3. Action on hearing the alarm – all persons except for Fire Marshalls

- Do not stop to collect personal belongings
- Close windows and doors if it does not cause undue delay
- Escort any visitors and leave by the nearest available exit and go to the assembly point: In the car park area adjacent to The East Gate Lodge. (Detailed on **Appendix A** -Site Layout Plan)
- Do not use the lifts
- Check that someone has called the Fire Brigade.
- Do not return to the building until given the 'all clear' by the Fire Brigade.

11.4. Action on hearing the alarm - All Contractors

- Isolate gas appliances
- Turn off all mechanical plant
- Go to the assembly point
- Senior person to account for his staff

11.5. Action on hearing the alarm – Project Lead

- Call the fire brigade immediately to every fire or on suspicion of fire:

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- Give full site address and sector number where possible.
- Give operator your telephone number and ask for FIRE
- Do not end call until site address has been repeated by the fire brigade.
- Obtain details of the incident
- Appoint person to direct emergency services
- Appoint person to man the telephone
- Go to the assembly point and assess the position
- Check with contractors if any operatives are missing
- Receive and brief emergency services. The nearest A & E Hospital address and telephone number will be displayed on the Site Noticeboard.

11.6. Action for Fire Marshalls on hearing the alarm

- Check which zone has been activated by viewing the alarm panel
- So far as possible without taking risks, check that all areas of the floor are clear of people including stores, toilets and kitchen. If there are two fire marshals on duty, the search will be coordinated between them
- Shut off machinery
- Once the building is clear, go to the assembly point closing doors behind you.
- Meet the Fire Brigade and report any persons who remain in the building, report on areas not able to be checked, any signs of fire observed, and the zone indicated on the panel
- Prevent people from re-entering the building
- Once the Fire Brigade announce that the building is safe, tell assembled staff that they may return to the building.

All Fire incidents, no matter how slight, must be recorded on an [HSE024 Incident Report Form](#) and the appropriate company representative telephoned.

11.7. Vulnerable People

Those falling into this category include:

- Disabled
- Pregnant Women
- Young Persons (16 – 18)

Members of staff are to advise the site team of any disabilities they may suffer to enable a risk assessment to be made. Likewise female staff should advise as soon as they are confirmed as being pregnant so an assessment can be completed and any necessary changes to the work / emergency process can be made.

A [HSE092 Personal Emergency Evacuation Plan \(PEEP\) Form](#) should be completed to ensure those with identified needs can be assisted to evacuate the site safely.

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Fire Marshals covering the area where these people work are to be notified so they can assist in the evacuation of the vulnerable person.

Young persons are to be consulted in the completion of a [HSE080 Young Persons at Work General Risk Assessment](#) and steps taken to ensure adequate supervision and control such that the risks are minimised.

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12. SITE SECURITY

The most effective method of deterring trespassers, as well as preventing malicious fires, is to erect a hoarding or fence around the perimeter of the whole site or securing all access points such as windows and doors on refurbishment projects.

Where such a hoarding or fence is impracticable, buildings, flammable liquid stores, LPG storage and combustible material stores must be fenced or otherwise suitable protected.

Illumination of the site is an additional deterrent to unauthorised access and is recommended where appropriate.

On high risk projects, the use of CCTV cameras or intruder alarm systems is an option that should be seriously considered.

Where 24hour security is provided, fire checks should be undertaken throughout the night as well as during holiday periods and at weekends.

13. MATERIALS STORAGE AND WASTE CONTROL REGIME

13.1. Storage of highly flammable liquids and LPG etc.

Flammable liquids and gases used and stored on site must be subject to a periodic assessment in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 and must be stored in accordance with the [Site Fire Safety Procedures](#).

13.2. Temporary Covering Materials

Where temporary coverings are provided, they will be made of a UKAS and the Loss Prevention Certification Board (LPCB) accredited fire-retardant material, so they do not add to the fire loads and prevent the potential for fire growth and spread.

13.3. Waste Materials

All waste is a potential fire risk and will subsequently be removed from site as soon as possible. The siting of waste skips will when possible be away from combustible materials, other structures and should be covered / locked where there is a foreseeable risk of arson.

14. FIRE DRILL PROCEDURE AND TRAINING

14.1. Fire Drills

Fire drills are carried out at least every 3 months and recorded in the [HSE118 Site Fire & Emergency Testing Record](#)

A proportion of drills are undertaken whilst simulating the lack of availability of at least one exit.

14.2. Training

All new starters to the project are provided with information on emergency procedures including the location of escape routes, the sound of the alarm and the location of the assembly point prior to commencing work.

All Hill staff receive refresher training every 3 years in fire safety and fire procedures. Those with fire safety roles such as Fire Marshals are provided with training and instruction in their responsibilities.

Records of all training are held with Training Department.

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All site workers are to be briefed on this Site Fire Safety Plan. They should be fully aware of and understand its contents. They are to be informed of any subsequent changes / updates to the plan.

15. TEMPORARY ACCOMMODATION UNITS

15.1. Location and fire integrity of TAUs

Location, siting, and use of TAUs needs to be managed in accordance with the findings of a fire risk assessment, undertaken prior to delivery. Proximity of other buildings, plant, vehicles and means of escape from adjacent buildings must be considered.

Temporary Accommodation Units (TAU) will be located at least 10 metres away from the building under construction, refurbishment or other permanent buildings. Where this distance is not possible all temporary cabins/offices provided for use should be AT LEAST 30 minutes fire resistant and comply with the requirements of BS 476.

Where the fire break is less than 6m or where the units are vertically stacked, TAUs must be constructed with materials that do not significantly contribute to the growth of a fire, or the propagation of smoke and/or corrosive fumes.

15.2. Fire-fighting equipment

All TAU's, however simple, should be provided with some form of fire- fighting equipment and enough handheld extinguishers. Most typical fire risks in TAU's involve materials such as paper and wood and therefore water-based extinguishers should be provided for this. Where large pieces of electrical equipment are used (e.g., computers or photocopiers) carbon dioxide extinguishers should be provided.

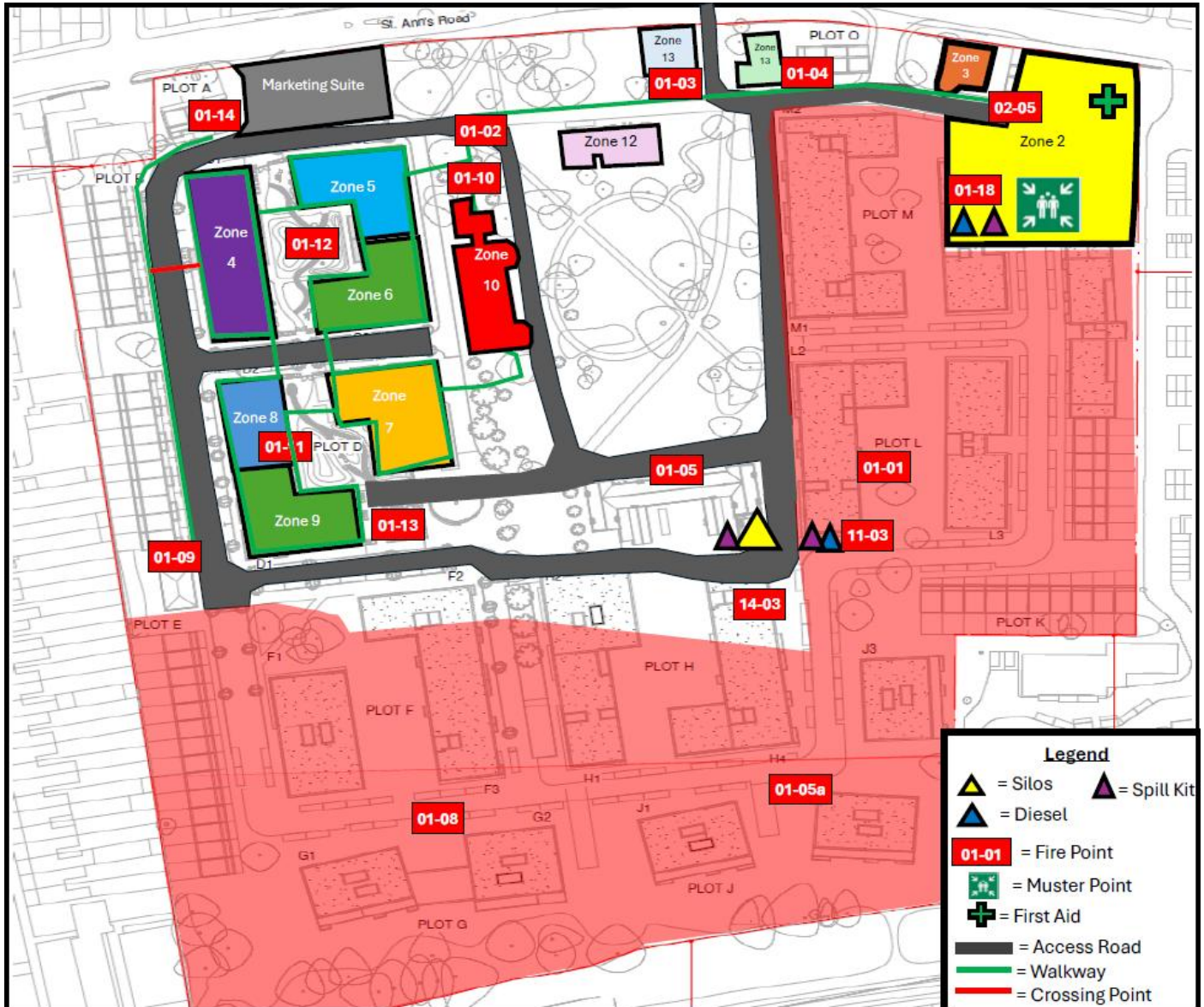
In kitchen and canteen areas, where cooking oils are used, appropriate extinguishers (foam or dry powder) and a fire blanket should be provided.

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16. Appendix A - Site Layout Plan



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17. Appendix B -Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005	
FIRE RISK ASSESSMENT	
Project/Office Address	
Mulberry House St Ann's Road Tottenham N15 3TH	
Responsible Person	
Damon Willicombe	
Assessed by (name & role)	
Damon Willicombe – Project Director	
Prepared on behalf of:	
Hill Group The Power House Gunpowder Mill Powdermill Lane Waltham Abbey Essex EN9 1BN	
Date Created:	
17/10/23	
Date Updated:	Update By:

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07/11/23	D Willicombe
16/01/25	John Matthews
15/05/2025	Josh Harrison

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PREMISES DETAILS		
Site	Number of floors:	Phase 1a 3 No – 3 storey house terraces 6 No – RC Framed blocks ranging from 5 to 9 storey
	Approximate floor area:	Phase 1a GIFA – 22,755m ²
	Brief details of Construction/Project:	Phase 1A of the development comprises the demolition of existing hospital buildings, remediation of the site and the construction of new traditional town houses and reinforced concrete frame apartments. The phase will deliver 239 mixed tenure homes spread across 4 reinforced concrete frame structures and 4 traditional terraces of town houses.
	Use of Premises:	
Location	Mulberry House St Ann's Road Tottenham N15 3TH	
Occupants	Approximate Maximum Number:	36
	Maximum Number of members of public at any one time:	N/A
	Associated times/hours of occupation:	0700 1800
Occupants Especially at Risk	Disabled Occupants:	N/A
	Occupants in remote areas and lone workers:	N/A None at present stage
	Young Persons/Other:	None
Emergency Contact	The following contact details have been made available for the Fire Warden and staff. Fire and Rescue Service (999) This and other emergency contact details are displayed within the building.	
Fire wardens	Damon Willicombe John Matthews Josh Harrison	

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	Gurjeevan Sokhal
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SOURCES OF IGNITION		YES	NO
Electrical Sources of Ignition	Reasonable measures taken to prevent electrical fires:	YES	
	Fixed/Temporary Installation periodically tested? (Include last test date)		
	Electrical PAT testing?	YES	
	Suitable policy regarding use of personal electrical appliance?	YES	
	Suitable limitation of trailing leads and adapters?	YES	
	Comments & Hazards observed:		
Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel-type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. Where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon, they should be run in protective flexible plastic sheathing. Most appliances currently in use are new. Next PAT test for office equipment will be completed once as required and also when the permanent office accommodation is set up.			
Smoking	Reasonable measures taken to prevent fires as a result of smoking?	YES	
	Smoking prohibited on site/offices?	YES	
	Suitable arrangements for smokers?	YES	
	Comments & Hazards observed:		

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	Designated Smoking areas on site is within the compound.		
Arson	Does basic security against arson by outsiders appear reasonable?	CCTV Footage	
	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?		NO
	Comments & Hazards observed:		
	Arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.		
Portable Heaters and Heating Installations:	Is the use of portable heaters avoided as far as reasonably practicable?	YES	
	If portable heaters are used:	YES	
	Is the use of more hazardous types avoided?		
	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	YES	
	Are fixed heating installations subject to regular maintenance? (If applicable?)	N/A	
	Comments & Hazards observed:		

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	There are some portable heaters and 2kva electric heaters as the building does not have heating. These are to be turned off at night.		
Cooking	Are reasonable measures taken to prevent fires as a result of cooking?	YES	
	Are filters changed and ductwork cleaned regularly?		N/A
	Suitable extinguishing appliances available?	YES	
	Comments & Hazards observed:		
	Whilst not taking place at present, where cooking oil is being used in canteens and kitchens, wet chemical fire extinguishers are required as an extinguishing medium. Deep fat fryers are no longer allowed in Temporary Accommodation Units (refer to Fire Procedures document for further information).		
Lightning Protection	Does the premises have lightning protection?		NO
	Comments & Hazards observed:		
	N/A		
Housekeeping	Is the standard of housekeeping adequate?	YES	
	Combustible materials appear separate from ignition sources?	YES	

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	Avoidance of unnecessary accumulation of combustible materials or waste?	YES	
	Appropriate storage of hazardous materials?	YES	
	Avoidance of inappropriate storage of combustible materials?	YES	
	Comments & Hazards observed:		
	Housekeeping, especially in relation to combustible materials MUST be a priority.		
	Issue to be picked up by management and clean up notices issued.		
	If issue a fire hazard immediate action to be taken		
Hazards introduced by Contractors	Are the safety conditions imposed on contractors?	YES	
	Is there satisfactory control over works carried out on the premises by contractors (including hot work permits)?	YES	
	Are Risk Assessments and Method Statements issued for works?	YES	
	Comments & Hazards observed:		
	Demolition arisings to be segregated and dampening down to take place during hot weather.		
	All combustible materials, fuel and gas to be stored separately and in compliance with fire / H&S regulations		
Dangerous Substances	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within in premises?	YES	

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	If applicable, has a specific Risk Assessment been carried out?	N/A at present	
	Comments & Hazards observed:		
	COSHH and adequate storage to be put in place and specific RA's to be included in sub-contractors RAMS		

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FIRE PROTECTION MEASURES		YES	NO	N/A
Means of Escape from Fire	Is it considered that the premises are provided with reasonable means of escape in case of fire?	YES		
	Adequate design of escape routes?	YES		
	Adequate provision of exits?	YES		
	Exits easily and immediately openable where necessary? Fire exits open in the direction of travel.	YES		
	Avoidance of sliding or revolving doors as fire exits?	YES		
	Satisfactory means for securing exits?	YES		
	Reasonable distances of travel:	YES		
	For single direction of travel Where there are alternative means of escape			N/A
	Suitable protection of escape routes?	YES		
	Suitable fire precautions in all inner rooms?	YES		

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	Escape routes unobstructed?	YES		
	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.			N/A
	Comments and Deficiencies observed?			
	No disabled persons are currently working in this building. Should this change suitable workstations are in place on the ground floor which give clear safe access			
Measures to limit fire spread and development	It is considered that there is:			
	Compartmentation of a reasonable standard	YES		
	Reasonable limitation of linings that might promote fire spread.	YES		
	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passive fire, smoke and combustion products in the early stages of a fire?			N/A
	Comments and Hazards Observed?			

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	Existing offices in good order with fire doors and adequate escape and fire rating arrangements			
Emergency Escape Lighting	Reasonable standard of emergency escape lighting provided?	YES		
	Comments and Hazards Observed?			
	Fire escape routes should be provided with artificial lighting because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving storey more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m². Emergency escape lighting should conform to the requirements of BS 5266 Part 1 1999 and be regularly maintained. Emergency lighting is located above all fire exits to office areas. No lighting on site but works only take place in day light hours.			
Fire Safety Signs and Notices	Reasonable standard of fire safety signs and notices?	YES		
	Comments and Hazards Observed?			
	Fire signage including mean of escape in place and all fire points have fire plans and emergency actions displayed			
Means of Giving Warning in Case of Fire	Reasonable manually operated electrical fire alarm system provided?	YES		
	Automatic fire detection provided?		NO	
	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES		

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	Remote transmission of alarm signals?	YES		
	Comments and Hazards Observed?			
	By providing the earliest possible warning of fire, a properly installed and maintained automatic fire detection and alarm system does much to reduce the risk to life and property in the event of fire. The fire detection and alarm system should be maintained according to the recommendations of BS 5839 Part 1 1988, which recommends a regime of testing that includes weekly testing of the fire alarm. Mulberry House has an integrated FA system. Site does not have automatic detection. There are Numerous call points with Mulberry House. On site there are 9no fire points – each has its own sounder.			
Manual Fire Extinguishing Appliances	Reasonable provision of portable fire extinguishers and fire points?	YES		
	Are all fire extinguishing appliances readily accessible?	YES		
	Have all fire extinguishers serviced annually?	YES		
	Comments and Hazards Observed?			
	The Home Office recommends that routine examinations of extinguishers should be conducted on a weekly basis by members of the workforce, and it is a requirement of BS 5306 Part 8 2000 that more detailed maintenance procedures be conducted by a "competent person" on an annual basis.			

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MANAGEMENT OF FIRE SAFETY		YES	NO
Procedures and Arrangements	Competent Person(s) appointed to assist in undertaking the preventative and protective measures (i.e., relevant general fire precautions)?	YES	
	Is there is suitable record of fire safety arrangements?	YES	
	Appropriate fire procedures in place?	YES	
	Are procedures in the event of a fire appropriate and properly documented?	YES	
	Are there suitable arrangements for summoning the fire and rescue services?	YES	
	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?	YES	
	Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
	Is there a suitable fire assembly point?	YES	
	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
	Comments		
Fire information box installed at main gate			

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Training and Drills	Are all staff/operatives given adequate fire safety instruction and training on induction?	YES	
	Are staff with additional responsibilities e.g., Fire Wardens, given additional training?	YES	
	Are fire drills carried out at appropriate intervals?	YES	
Fire assembly points	The fire assembly point has been established in the car park area adjacent to the East Gate Lodge. There are also 2 no pedestrian routes from site onto St Ann's Road.		
Control of visitors	The limited number of visitors that attend the office is evident to staff on site. We also run a signing in book for all visitors All visitors are to report to the site office.		

TESTING AND MAINTENANCE	N/A	YES	NO
Adequate maintenance of premises?		YES	
Comments and Deficiencies observed:			
Weekly testing & periodic servicing of fire detection and alarm system?		YES	
Comments and Deficiencies observed:			
Monthly and annual testing routines for emergency escape lighting?		YES	
Comments and Deficiencies observed:			
Annual maintenance of fire extinguishing appliances?		YES	
Comments and Deficiencies observed:			

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Periodic inspection of external escape staircases and gangways?		YES	
Comments and Deficiencies observed:			
Six-monthly inspection and annual testing of rising mains?			N/A
Comments and Deficiencies observed:			
Weekly / monthly testing, 6-monthly inspection & annual testing of fire-fighting lifts?			N/A
Comments and Deficiencies observed:			
Weekly testing and periodic inspection of sprinkler installations?			N/A
Comments and Deficiencies observed:			
Routine checks of final exit doors and/or security fastenings?	YES		
Comments and Deficiencies observed:			
Annual inspection and test of lightning protection system?	YES		
Comments and Deficiencies observed:			
Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	YES		
Comments and Deficiencies observed:			

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FIRE RISK ASSESSMENT

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Low		Medium		High	
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Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm		Moderate harm		Extreme harm	
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In this context, a definition of the above terms is as follows:

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g., potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

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It is considered that the risk to life from fire at these premises is:

Trivial		Tolerable		Moderate		Substantial		Intolerable	
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Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Item	Priority (where applicable)	Action by whom	Date action undertaken
1.	No current actions and procedures in place including fire fighting equipment and emergency arrangements	N/A	07/11/23
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			