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Introduction

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005.

It is a requirement for all responsible persons to:

- Carry out a fire risk assessment of the premises taking into consideration all employees and all other people who may be affected by a fire in the premises, and to make adequate provision for any people with disabilities or with special needs who use or may be present in the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If more than five people are employed, a licence under an enactment is in force in relation to the premises or an alterations notice is in force in relation to the premises, it is a requirement that these significant findings are recorded; (however it is recommended that a written record is produced on all occasions to assist with the process of on-going reviews);
- Provide and maintain such fire precautions as are necessary to safeguard those who use the premises; and
- Provide information, instruction and training to employees about the fire precautions in the premises

Further guidance can be found in the guidance documents produced by the Department for Communities and Local Government (DCLG), which are available on their web site <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>.

Fire risk assessment (how to complete)

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. During the assessment and evaluation of the findings you should bear in mind the following.

Significant Findings:

Upon completion of the fire risk assessment, the significant findings should be recorded. The significant findings should include:

- A record of the protective and preventative measures already in place to control the risks;
- What further action, if any, needs to be taken to reduce risk sufficiently

Review and Revision

The assessment should be reviewed or revised following any of the following:

- Any significant change of practice
- Any significant change in residence levels
- Any structural or material alteration to the premises
- Any near miss or fire
- Reviewed at least annually

1 Premises Particulars

Specify the following particulars:

- Name and address of premises
- Use of premises
- Owner/employer/person(s) in control of the premises
- Telephone number
- Date of risk assessment
- Date of review
- Name and relevant details of the person carrying out the fire risk assessment

2 Provide a General Statement of Policy

A safety policy is a written statement of a responsible person's intent to ensure the safety of all persons within the premises.

The purpose of the safety policy is to give clear commitment to comply with the relevant Articles.

Example:

“It is the policy of employer/company/etc to protect all people including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company/responsible person will provide and maintain safe working conditions, equipment and systems of work for all employees, contractors and members of the public and to provide such information, training and supervision as they need for this purpose.

The company/responsible person will give a high level of commitment to health and safety and will comply with all statutory requirements.”

Fire Risk Assessment Proforma
Guidance Note – Example for House in Multiple Occupation (HMO)

1	Premises Particulars	
Premises Name:	<i>Robin Hood House</i>	
Address:	<i>Loxley Close Lincoln Green, XX4 6XX</i>	
Telephone Number:	<i>0XXXXX XXX XXX</i>	
Use of Premises:	<i>House in Multiple Occupation</i>	
Responsible Person:	<i>Mr XXXXX Smith, Owner</i>	
Date of Risk Assessment:	<i>1 May 2007</i>	
Date of Review:	<i>1 May 2008</i>	

Name and relevant details of the person who carried out the Fire Risk Assessment:	
<i>Mr XXXX Jones (Fire Safety Advise, Toytown Fire Consultants)</i>	

2	General Statement of Policy		
Statement:	<p><i>It is the policy of the owner to protect all people including residents, contractors and members of the public from potential injury and damage to their health that may arise.</i></p> <p><i>The owner will provide and maintain safe and healthy conditions and equipment and for residents and to provide such information they need for this purpose.</i></p> <p><i>The owner will give a high level of commitment to health and safety and will comply with all statutory requirements.</i></p>		
Signed		Print Name:	Date:

3 Management Systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

- Planning** How the employer/organization/responsible person proposes to complete the fire risk assessment and determine priorities in eliminating any hazards and reducing risks to persons.
- Organisation** How the organisation is structured. To include how Health and Safety information is communicated to all relevant people, and what their involvement has been in complying with all aspects of the fire risk assessment.
- Control** Identify the people (at all levels) who may have responsibility for carrying out the management of fire safety issues throughout the premises.
- Monitoring** Identify how the employer/organization/responsible person will measure the success of the fire safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.
- Review** Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.

3 Management Systems

Commentary:

The Fire Safety Management plan is contained within the Health and Safety file and is kept by the owner. A schematic is attached.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Health and Safety Executive (HSE). The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

The owner has overall responsibility for fire safety matters which includes the fire risk assessment and all matters appertaining to it.

This person will be responsible for:-

- *Deciding the fire safety protective and preventative measures*
- *Ensuring they are implemented and communicated to other relevant people*

The owner will be responsible for monitoring the effectiveness of the fire risk assessment.

4 General Description of the Premises

Give a general description of the premises and the use to which it is put.

Include the following details:

- Construction detail of the premises (i.e. brick/timber/concrete)
- Approximate age of premises
- Times in use
- Total number of people employed in the premises at any one time
- Total number of people who may resort to the premises at any one time
- Size of the premises (length and width and/or area)
- Number of floors and staircases

5 Fire Safety Systems

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(E.g. fire alarm break-glass system to British Standard 5839, escape lighting to British Standard 5266).

If none are to be provided briefly state the reasoning for that decision.

(E.g. small open workshop, only three people at any one time, clear visibility, and word of mouth sufficient to raise the alarm).

Fire Risk Assessment Proforma
Guidance Note – Example for House in Multiple Occupation (HMO)

4 General Description of Premises

Description:

The building comprises of a detached type house, brick built with a slate roof. (Built in 1930)

The premises are considered to be of normal risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

The building has one internal stairway, which is protected by fire resisting walls, partitions and doors.

Occupancy		Size	
Times the premises are in use:	24 hours	Building footprint (Metres x Metres):	30 x 10
		Number of floors:	3
The total number of persons who may resort to the premises at any one time:	8	Number of stairs:	1

5 Fire Safety Systems Within the Premises

Fire Warning System: (e.g. automatic fire detection, break-glass system to BS 5839, other)

Manual-electric complying to BS 5839 part 6 LD2 grade A.

Emergency Lighting (e.g. maintained non maintained 1hr/3hr duration to BS 5266)

Non-maintained to 3 hours complying with BS 5266.

Other: (e.g. Sprinkler system to LPC rules BS EN 12845)

None

6 Plan Drawing

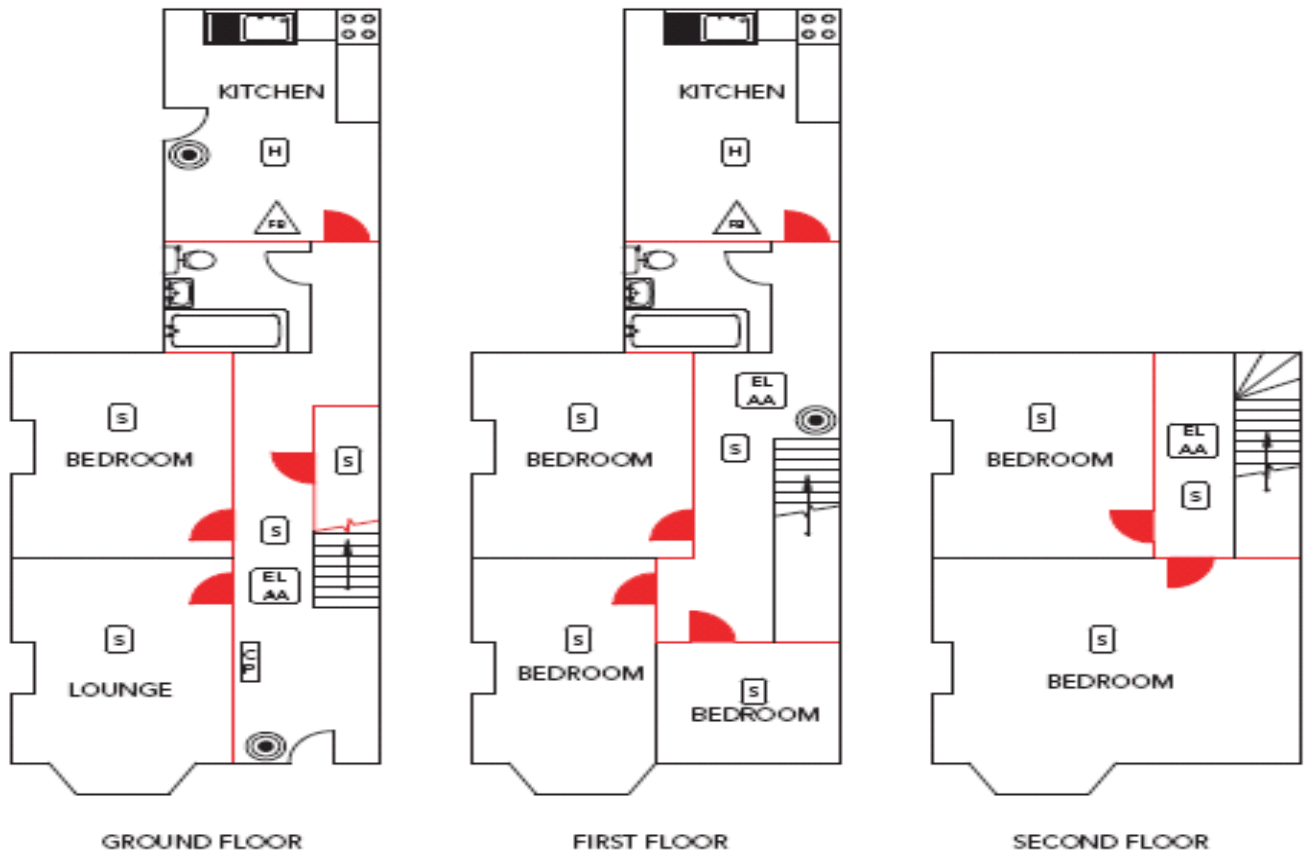
To assist the assessor in completing an assessment, and relevant people in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show the following but this is a definitive list:

- Escape routes
- Number of exits
- Number of stairs
- Fire resisting doors
- Fire resisting walls and partitions
- Places of safety etc
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc).
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc)

6 Plan Drawing

PLAN 6
House Type: Typical three storey
larger Victorian house
Cooking: Shared



PLAN 6



7 Identify Fire Hazards Within the Area/Room/Floor

Consider any fire hazards within the area/room/floor: (the lists below give some common examples but this is not exhaustive).

Ignition sources

Smoking materials/matches, lighters etc
Naked flames/hot work processes
Fixed/portable heaters
Boilers/engines/machinery
Cooking
Lighting equipment
Friction/sparks
Arson

Fuel Sources

Flammable liquids/solvents/oils etc
Chemicals
Wood/paper/cardboard etc
Plastics/rubber/foam
Furniture and furnishings
Flammable gases
Textiles
Display materials
Waste materials

Work Processes

Can any fire risks identified be removed, replaced or reduced?

Structural Features

Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

7 Identify Fire Hazards

Sources of Ignition:

The ignition sources are those typically found in bedsit type premises. The kitchen is an area with increased ignition sources, but the exterior is cleaned regularly, residents are informed not to leave cooking unattended and “open top chip pans” are not allowed. There are no other significant ignition sources within the premises. Smoking is not allowed in the premises.

Sources of Fuel:

The sources of fuel are those typically found in bedsit premises. The waste is stored outside away from the building in wheelie bins.

Work Processes:

N/A

Structural features that could promote the spread of fire:

*This is an old building built around 1930.
All services and compartments are adequately fire stopped and there are no voids or false ceilings*

8 People Who Would Be At Risk From Fire

Consider:

- Employees
- Visitors/Customers
- Residents, visitors, and other persons whose mobility, hearing or eyesight is impaired
- Other persons in the premises if the premises are multi-occupied. Varied working practices (e.g. areas of your premises occupied when others are not)
- Areas where residents/others may be isolated
- Contractors
- People who may be asleep in your premises
- People who may be at risk because they are nearby

8 Identify People at Risk

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Residents are distributed throughout the building and may be asleep on the premises.

Visitors and contractors are always accompanied by a resident or the owner who will brief them on the fire evacuation. Residents are responsible for their guests during any evacuation. Where residents or visitors are identified as having disabilities that would prejudice their evacuation, the owner is informed and measures put in place to ensure their evacuation in the event of fire.

At the present time there are no residents with disabilities that would prejudice their escape in the event of fire.

EXAMPLE

9 Means of Escape – Horizontal Evacuation

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question.

Consider:

- How fire hazards are controlled within the area/room/floor
- The need to control and monitor the number of occupants
- The number of occupants in the area/room/floor and their familiarity with the premises
- The likely spread of fire
- The time it would probably take to escape
- In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?
- Travel distances. How far to the nearest exit?
- Definition and number of escape routes. Easily identified and available at all times?
- Number and widths of exits. Sufficient to evacuate all occupants quickly and easily?
- Inner rooms situations. Is the exit only available through another room?
- Corridors. Do they need to be protected by fire resisting walls and doors?
- Dead-end conditions. Is there only one way out?
- Door openings and door fastenings. Can door(s) be opened easily without the use of a key?
- Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?
- Housekeeping. Is there storage of combustibles or obstructions in escape routes?
- Provisions for people with disabilities deaf, blind, mobility issues or other needs, etc

10 Means of Escape – Vertical Evacuation

Consider:

- Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
- Are the stairways wide enough to get all occupants out of the premises (including disabled persons)?
- Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)?
- Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)?

9 Means of Escape – Horizontal Evacuation

Commentary:

All residents are informed in what actions to take on hearing the alarm or discovering a fire.

The fire exits from the premises will allow all people within the premises to evacuate in the event of fire.

It is anticipated that a fire in the building would be a medium growth fire involving wood, textiles and electrical equipment. It is also anticipated that any fire would be noticed fairly soon after ignition by residents.

Furthermore premises are covered by automatic smoke or heat detectors. This automatic detection provides early warning for those residents who may be isolated or sleeping.

It is anticipated that all residents and people resorting to the building would have evacuated the building before any escape route becomes unusable.

All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.

All escape routes are covered by Emergency Lighting.

10 Means of Escape – Vertical Evacuation

Commentary:

Second Floor - There is an internal stairway serving the second floor. This is adequate for means of escape as the staircase is protected by the fire resisting construction.

First Floor – There is an internal stairway serving the first floor. This is considered adequate for means of escape from the first floor as the staircase is protected by fire resisting construction.

Overall – The stairway in the premises is protected by fire construction and therefore for means of escape is considered satisfactory.

11 Fire Safety Signs and Notices

- Do all fire safety signs comply with the current standard (pictogram – symbols)?
- Are there sufficient fire exit signs on the escape routes?
- Are internal fire resisting doors indicated with “Fire Door-Keep Shut” notices?
- Are internal fire-resisting doors to cupboards indicated with “Fire Door –Keep Locked Shut” signs?
- Where necessary are fire exit doors marked with “Fire Exit-Keep Clear” notices? (Outside face)
- Are there signs indicating how to use door-opening mechanisms, e.g. “Push Bar to Open”?
- Are general fire action notices displayed stating what to do in a fire situation?
- Where necessary is fire-fighting equipment indicated by signs?

12 Fire Warning Systems

- Is there a suitable fire warning system to alert occupants in the event of a fire?
- If the premises are large and/or complex an electric fire alarm may be required and it should be installed to the current British Standard
- Can all occupants be alerted by the alarm when it is sounded (including persons with hearing difficulties)?
- Is there a need for automatic fire detection e.g. sleeping risks, multi-occupied premises, varied working, inner room situations, mezzanine floors?

13 Emergency Lighting System

- If the premises are in use during the hours of darkness (consider winter months) emergency lighting should be provided. (However, adjacent street lighting through external glazing, may be considered).
- Areas of the premises with no natural light (internal spaces) should be provided with emergency lighting
- If the premises are large and/or complex an emergency lighting system should be installed to the current British Standard
- Where the premises are small a number of hand held torches strategically located may be sufficient
- When operated is there sufficient illumination for occupants to see the external escape routes clearly?

- Does the system operate on sub-circuit failure?
- Is there sufficient illumination at changes in level and changes in direction?
- Is there sufficient illumination to show fire exit doors and their operation?
- Is there sufficient illumination to show fire alarm call points and fire fighting equipment?

14 Firefighting Equipment

- Is there sufficient firefighting equipment provided for the area/room/floor
- Is the fire fighting equipment appropriate for the risks?
- Is the fire fighting equipment simple to use?
- Has a competent person checked fire extinguishers within the last twelve months?
- Does it conform to a standard?
- Is the fire fighting equipment located on the escape routes and near to exit doors?
- Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?

11 Fire Safety Signs and Notices

Commentary:

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

12 Fire Warning System

Commentary:

There is a manual/electric fire warning system comprising of manual call points and automatic smoke/heat detection. It will warn all persons resorting to the building when actuated.

13 Emergency Lighting System

Commentary:

There is an adequate non-maintained emergency lighting system within the premises.

14 Fire Fighting Equipment

Commentary:

There is a fire blanket correctly located within the kitchen. It is adequate for the risks within the kitchen and has been serviced within the last twelve months.

15 **Maintenance**

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting (if provided) and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded. (*Fire Log Book*).

Use the table opposite to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

EXAMPLE

Fire Risk Assessment Proforma
Guidance Note – Example for House in Multiple Occupation (HMO)

15 Management - Maintenance						
Is there a maintenance programme for the safety provisions in the premises			Yes		No	
Commentary	<i>Records maintained within the fire safety log book.</i>					
Are regular checks of fire resisting doors, walls and partitions carried out			Yes		No	
Commentary	<i>Carried out by the owner and recorded.</i>					
Are regular checks of escape routes and exit doors carried out			Yes		No	
Commentary	<i>Carried out by the owner and recorded.</i>					
Are regular checks of fire safety signs carried out			Yes		No	
Commentary	<i>Carried out by the owner and recorded.</i>					
Is there a maintenance regime for the fire warning system			Yes		No	
Commentary	<i>Weekly check carried out by the owner and recorded. Annual check carried out by contractors and recorded</i>	Weekly	Yes		No	
		Annually	Yes		No	
Is there a maintenance regime for the emergency lighting system			Yes		No	
Commentary	<i>Monthly checks carried out by the owner and recorded Annual check carried out by contractors and recorded.</i>	Weekly	Yes		No	
		Monthly	Yes		No	
		Annually	Yes		No	
Is there maintenance of the firefighting equipment (by competent person?)			Yes		No	
Commentary	<i>Weekly check carried out by the owner and recorded.</i>	Weekly	Yes		No	
		Annually	Yes		No	
Are records kept and their location identified			Yes		No	
Commentary	<i>The records for all aspects relating to maintenance issues are kept by the owner.</i>					

16 Method of Calling the Fire Service

Establish and record the method by which the fire service would be called in the event of a fire. i.e. (Automatic/person)

17 Emergency Action Plan (EAP)

Produce an EAP, which details procedures in the event of a fire in the workplace.

The EAP should cover:

- All foreseeable events
- The action employees should take if they discover a fire
- How people will be warned
- How the evacuation is carried out (action on hearing fire warning)
- To include the evacuation of visitors and people with disabilities
- Assembly points
- Procedures for checking the premises have been evacuated
- Identify escape routes
- Firefighting equipment
- Duties and identities of persons with specific responsibilities in the event of a fire
- Where appropriate the isolating of machinery and processes
- How the fire service are called and by whom
- Liaison with fire service on arrival

Attach the EAP to the risk assessment.

18 Training

All relevant persons should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods, (usually once or twice a year).

Fire Drills

Regular fire drills should be carried out both to support the training given and to test that the procedures work effectively.

16 Method for Calling the Fire Service

Specify:

Residents to call 999

17 Emergency Action Plan (EAP)

Commentary:

There is a sufficient EAP attached to this record.

18 Training

Commentary:

Instruction is provided by the owner.

All new residents are instructed on the actions to be taken in the event of a fire. All residents are reminded every six months of what to do in the event of fire. Also included is how to call the fire service and how to operate the fire alarm system.

19 Rectification of Fire Safety Deficiencies

Make a list of the fire safety deficiencies found from the fire risk assessment.

Prioritise and rectify the deficiencies.

Once fully rectified, amend the fire risk assessment sheets and fire safety records.

Review the fire risk assessment as appropriate.

EXAMPLE

Fire Risk Assessment Proforma
Guidance Note – Example for House in Multiple Occupation (HMO)

19 Fire Safety Deficiencies to be Rectified			
Deficiency/Rectification	Priority	Date to be rectified	Date Rectified
<i>Fire door from room 4 onto first floor landing is damaged. Requires attention</i>	1	10.5.07	
<i>Emergency lighting on second floor not working. Requires attention</i>	1	10.5.07	
<i>Fire procedure notice missing from lounge. Requires replacement</i>	2	10.6.07	

*Insert additional pages as required

20 Significant Findings

From the outcomes of the risk assessment record the significant findings.

The significant findings should include:

- A record of the protective and preventative measures currently in place to control the risks
- What further action, if any, needs to be taken to reduce risk sufficiently. (As identified in Section 19 Fire Safety deficiencies)

EXAMPLE

Fire Risk Assessment Proforma
Guidance Note – Example for House in Multiple Occupation (HMO)

20	Significant Findings	
Significant Finding	Control Measure/Action	
<p><i>Deficiencies identified (see section 19)</i></p> <p><i>Deficiencies identified were linked to the lack of a maintenance regime</i></p>	<p><i>Action required by owner.</i></p> <p><i>Owner to implement Programme of Maintenance.</i></p> <p><i>Start June 07 – Review May 08</i></p>	

EXAMPLE

21 Additional Hazards

Although not forming part of the risk assessment persons in control of a premise are requested to inform the Fire Authority of any additional hazards within the premises.

Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for firefighting.

Specify any such hazard and inform the Fire Authority in order that an appropriate operational plan can be undertaken.

EXAMPLE

21	Additional Hazards					
	<p>Specify:</p> <p>N/A</p> <div style="text-align: center; font-size: 48px; opacity: 0.2; transform: rotate(-20deg); font-weight: bold; margin-top: 200px;">EXAMPLE</div>					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Need to consult Fire Service?</td> <td style="width: 15%; padding: 5px;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%; padding: 5px;">No</td> <td style="width: 15%;"></td> </tr> </table>	Need to consult Fire Service?	Yes		No	
Need to consult Fire Service?	Yes		No			

ROBIN HOOD HOUSE

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
MR XXXXX SMITH

POSITION
OWNER

FIRE RISK ASSESSMENT

PERSON RESPONSIBLE FOR:
CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
MR XXXXX SMITH

POSITION
OWNER

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIRE FIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
MR XXXXX SMITH

POSITION
OWNER

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:
PRODUCTION AND REVIEW

RESPONSIBLE PERSON
MR XXXXX SMITH

POSITION
OWNER

RESIDENT INSTRUCTION

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL RESIDENTS
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
MR XXXXX SMITH

POSITION
OWNER

ROBIN HOOD HOUSE

EMERGENCY ACTION PLAN

ASSEMBLY POINT – REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE SERVICE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE SERVICE ON THEIR ARRIVAL
- DO NOT PUT YOURSELF AT RISK
- CALL MR SMITH ON 013XX XXX XXX WHO WILL ATTEND THE PREMISES

ACTION ON HEARING ALARM

- LEAVE THE BUILDING
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE SERVICE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE SERVICE ON THEIR ARRIVAL
- CALL MR SMITH ON 012XX XXX XXX WHO WILL ATTEND THE PREMISES

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY