

THINK
FIRE SAFETY

**FIRE SAFETY
RISK ASSESSMENT
FOR**



**PARQ
157-159 PRESTON ROAD
BRIGHTON
EAST SUSSEX
BN1 6AF**

SECTION 1: ASSESSMENT INFORMATION

- 1.1 **Assessor:** John Lalor GIFireE
- 1.2 **Date of fire risk assessment:** 26th March 2021
- 1.3 **Date of previous fire risk assessment:** 6th September 2019
- 1.4 **Suggested date for review:** March 2022
- 1.5 **Purpose:** The purpose of this report is only to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire. This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.
- 1.6 **The following fire safety legislation applies to these premises:**
- Regulatory Reform (Fire Safety) Order 2005.
- 1.7 **The above legislation is enforced by:**
- Local Fire and Rescue Service.
- 1.8 **Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):**
- None.
- 1.9 **The legislation to which 1.8 makes reference is enforced by:**
- Not Applicable.
- 1.10 **Comments:**
- This fire risk assessment only covers the common ways of the premises as these are covered by the Regulatory Reform (Fire Safety) Order 2005. It does not cover the risk posed within the flats themselves as these are not within the scope of the legislation.

SECTION 2: PROPERTY INFORMATION

- 2.1 Managing Agent:** Oakley Property (Sussex) Limited
- 2.2 Registered Address of Managing Agent:** 23-24 Marlborough Place
Brighton
East Sussex **Post Code:** BN1 1UB
Tel No: 01273 030581
- 2.3 Name of Owner:** ParQ Brighton Limited
- 2.4 Registered Address of Owner:** 157-159 Preston Road,
Brighton,
East Sussex, **Post Code:** BN1 6AF
Tel No:
- 2.5 Responsible Person:** **Name:** ParQ Brighton Limited **Position:** Person in Control
Tel No: N/A **Mob No:** N/A
Email: N/A
- 2.6 Person Providing Information:** **Name:** N/A **Position:** N/A
If different from above **Tel No:** N/A **Mob No:** N/A
Email: N/A
- 2.7 Number of Storeys:** Above ground 6
Basements / Lower Ground Floor 1
Floors occupied by this business 6
- 2.8 Approximate floor area:** 500 m² ground floor
500 m² per floor
3000 m² Gross
- 2.9 Brief details of construction:** Former office block converted to dwellings constructed of brick/block rendered walls, concrete floors under a flat roof.
- 2.10 Use of premises:** The property is used as residential dwellings.
- 2.11 Fire Loss Experience:** It was not reported that the property has previously experienced a fire. This is to the best knowledge of the person providing information.
- 2.12 Other relevant information:** The premises is provided with three independent protected staircases. Each block is served by a passenger lift. The basement area is currently unoccupied.

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:

Trivial

Tolerable

Definition of priorities (where applicable):

1 – Actions allocated Priority 1 are urgent and risk critical and should be undertaken immediately

2 – Actions allocated Priority 2 are either relating to works that require low effort and cost to put in place or works that are required to reduce a substantial risk. Examples include replacing an emergency light fitting, creating documentation or repairing a fire alarm system. It is recommended that the responsible person undertakes works within one month.

3 – Actions allocated Priority 3 are substantial works that are required to reduce substantial risk. Examples may include fitting a fire alarm system or installing emergency lighting. It is recommended that the responsible person undertakes works within three months.

4 – Actions allocated Priority 4 are substantial works that are required to reduce less important risks. This may include a programme of upgrading fire doors by fitting intumescent seals or a third hinge. It is recommended that the responsible person undertakes works within six months.

0 – Actions allocated a Priority 0 are recommended actions that may be easily put in place to reduce risk to life or property. They may be completed at the convenience of the responsible person.

NOTE: Actions provided in this fire safety risk assessment follow the *principles of prevention as laid out in Part 3 Schedule 1 of the legislation.*

These are:

- *Avoiding risks.*
- *Evaluating the risks which cannot be avoided.*
- *Combating the risks at source.*
- *Adapting to technical progress.*
- *Replacing the dangerous by non-dangerous or less dangerous.*
- *Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.*
- *Giving collective protective measures priority over individual protective measures.*
- *Giving appropriate instructions to employees.*

ACTION	PRIORITY	PERSON RESPONSIBLE	DATE COMPLETE
1 External balconies have been provided which appear to have plastic cladding installed. Where there is doubt over the materials used or risk presented, professional advice should be sought – i.e. if the materials are combustible and / or there are other fire safety risks you should seek advice from an appropriate professional.	3		
2 It is recommended that a survey is undertaken by a competent 3rd party accredited person to establish that the correct products have been installed throughout the premises.	3		
3 Ensure that the staircase ventilation system has been subject to a program of testing and maintenance.	2		

PHOTOGRAPHS.

Action point 1: External balconies have been provided which appear to have plastic cladding installed.



Action Point 2: Fire stopping foam has been used incorrectly in the electrical intake cupboard.



SECTION 3: OCCUPANT INFORMATION

- 3.1 **Approximate maximum number:** Unknown
- 3.2 **Approximate number of employees at any one time:** Unknown
- 3.3 **Maximum number of members of public at any one time:** Unknown

3.4 **Occupants especially at risk from fire**

- **Sleeping occupants:** Unknown
- **Occupants with mobility or sensory issues:** Unknown
- **Occupants in remote areas / lone workers:** Unknown
- **Young persons:** Unknown
- **Others:** Unknown

3.5 **Occupancy Profile:**
Maximum number of persons affected by smoke, heat & flame from a single fire.

Weekdays		Weekends	
Day	Unknown	Day	Unknown
Night	Unknown	Night	Unknown

3.6 **Other relevant information:**

Not applicable.

SECTION 4: PROCEDURES AND ARRANGEMENTS

4.1 MANAGEMENT

A. Fire safety is managed by: ¹⁾ Oakley Property (Sussex) Limited

¹⁾ *This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.*

B. Suitable competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

C. Sufficient co-operation between appointed / competent persons?

D. Effective management approach to fire safety?

E. Suitable record / policy for the fire safety arrangements?

F. Responsibilities clearly defined?

G. Effective communication in place to inform other relevant / responsible persons?

H. The emergency plan form part of the policy and is kept under review?

Y	N	N/A
✓		
✓		
✓		
✓		
✓		
✓		
✓		

Comments and observations:

- There were records but no policies and procedures available to review at the time of the fire risk assessment.
- The client keeps the records centrally based and available on request.
- A management policy has been provided to the property manager. It is envisaged that this will be adopted to ensure best practice in risk reduction.

4.2 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

A. Fire safety conditions imposed on outside contractors?

B. Information on fire risks passed to outside employers / self-employed?

C. Information on emergency procedures passed to outside employers / self-employed?

D. Information on dangerous substances passed to outside employers / self-employed?

E. Satisfactory control over works carried out (including “hot work” permits)?

F. Suitable precautions taken during in-house maintenance work?

Y	N	N/A
✓		
✓		
✓		
✓		
✓		
✓		

Comments and observations:

- Contractors are familiar with the site and the control and arrangements used by Oakley Property (Sussex) Limited.
- The contractor controls are considered adequate and they do not offer any significant fire risk. However, it was not known if contractors were provided with information.
- Some information on emergency procedures is passed to outside employers/self-employed.

4.3 EMERGENCY PROCEDURES

- A. Appropriate fire procedures in place?
- B. Procedures in the event of fire appropriate and properly documented?
- C. Suitable arrangements for summoning the fire and rescue service?
- D. Suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
- E. Suitable arrangements for ensuring that the premises have been evacuated?
- F. Suitable fire assembly point(s)?
- G. Adequate procedures for evacuation of mobility impaired?
- H. Persons nominated and trained to use fire extinguishing appliances?
- I. Persons nominated and trained to assist with evacuation (including mobility impaired)?
- J. Appropriate liaison with fire and rescue service (e.g. by fire crews visiting for familiarization)?

Y	N	N/A
✓		
✓		
✓		
		✓
		✓
		✓
		✓
		✓
		✓
		✓

Comments and observations:

- The premises has a Stay Put policy, this is supported by the by the fire detection and alarm system installed and Fire Action Notices posted at final exits.
- It is presumed that the public / residents would call the Fire Service.
- There are no persons under the responsibility of the managing agent that are living with mobility or sensory issues. The evacuation of families and guests is the responsibility of the individual tenants.
- This is appropriate with an uncoordinated evacuation.

4.4 EMERGENCY PROCEDURES FOR DANGEROUS SUBSTANCES

- A. Emergency plans in place in the event of an incident involving dangerous substances?
- B. Information on emergency arrangements available?
- C. Suitable warning and communication systems established for evacuation?
- D. Emergency escape facilities from hazardous areas provided?
- E. Information provided to emergency services?
- F. Information displayed at the premises?
- G. Appropriate PPE, equipment and plant available for dangerous substances?

Y	N	N/A
		✓
		✓
		✓
		✓
		✓
		✓
		✓

Comments and observations:

- Not applicable.

4.5 FIRE SAFETY TRAINING

Y	N	N/A
		✓
		✓

- A. Staff given adequate fire safety instruction and training on induction?
- B. Staff given adequate periodic “refresher training” at suitable intervals?
- C. Staff training provides information, instruction or training on the following:
 - Fire risks in the premises?
 - The fire safety measures in the building?
 - Action in the event of fire?
 - Action on hearing the fire alarm signal?
 - Method of raising the alarm?
 - Location and use of fire extinguishers?
 - Means for summoning the fire and rescue service?
 - Identity of persons nominated to assist with evacuation?
 - Identity of persons nominated to use fire extinguishing appliances?
- D. Staff with special responsibilities (e.g. fire wardens) given additional training?
- E. Fire drills carried out at appropriate intervals?
- F. Adequate training for new equipment or procedures?
- G. Adequate training records maintained?

		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓

Comments and observations:

- No staff would be expected to be trained in fire safety considering the occupancy and use of the building.

4.6 INFORMATION TO OUTSIDE EMPLOYEES

Y	N	N/A
		✓
		✓
		✓

- A. Do employees of an outside employer work in the premises?
- B. Provided with appropriate information (e.g. on fire risks and general fire precautions)?
- C. Provided with adequate instructions and information on emergency action?

Comments and observations:

- There is no information provided to outside employees other than contractors as there are none there that are under the control of the managing agent.

4.7 TESTING AND MAINTENANCE

- A. Routine in-house inspections of fire precautions (e.g. in the course of H & S inspections)?
- B. Property adequately maintained?
- C. Fire alarm system adequately tested, serviced and maintained?
- D. Emergency lighting adequately tested, serviced and maintained?
- E. Fire-fighting equipment adequately tested, serviced and maintained?
- F. Means of escape being maintained (structural integrity)?
- G. Fire doors being maintained (ISCS, self-closing devices etc.)?
- H. Routine checks of final exit doors and/or security fastenings?
- I. Weekly testing and periodic inspection of sprinkler installations?
- J. Annual inspection and test of lightning protection system?
- K. Other fire related systems being adequately maintained or tested?
- L. Adequate testing and maintenance records?

Y	N	N/A
✓		
✓		
✓		
✓		
✓		
✓		
✓		
		✓
		✓
✓		
	✓	

Comments and observations:

- A satisfactory system of maintenance and testing is in place.
- The client keeps testing and maintenance records centrally and available on request.

4.8 MAINTENANCE OF FIREFIGHTING FACILITIES

- A. Protected shafts adequately maintained?
- B. Six monthly inspections and annual testing of rising main(s)?
- C. Weekly, monthly testing, six monthly inspection and annual testing of fire-fighting lifts?
- D. Adequate cooperation between RPs to secure maintenance arrangements?
- E. Fire-fighters switches in place and maintained?
- F. Adequate testing and maintenance records?

Y	N	N/A
✓		
✓		
✓		
✓		
		✓
	✓	

Comments and observations:

- Automatic Opening Vents (AOV) are installed, it can be confirmed that the AOV has been serviced.
- The client keeps the records centrally based and available on request.

4.9 CO-OPERATION AND CO-ORDINATION

- A. Adequate co-ordination with other responsible persons?
- B. Adequate co-ordination with other duty holders?
- C. Adequate co-operation with other relevant parties to allow access and information?

Y	N	N/A
✓		
✓		
✓		

Comments and observations:

- Co-ordination between responsible persons is adequate.

SECTION 5: SITE CONDITION

5.1 ELECTRICAL RISKS

- A. Reasonable measures taken to prevent fires of electrical origin?
- B. Fixed electrical installation periodically inspected and tested?
- C. Suitable electrical equipment?
- D. Suitable policy on use of personal electrical appliances?
- E. Portable appliance testing carried out?
- F. Electrical installation suitably protected where required?

Y	N	N/A
✓		
✓		
✓		
		✓
		✓
	✓	

Comments and observations:

- The fixed electrical installation is subject to an adequate regime of periodic inspection and testing.
- No portable appliances in use within the common areas at the time of the assessment.

5.2 SMOKING

- A. Reasonable measures taken to prevent fires as a result of smoking?
- B. Smoking prohibited in the building?
- C. Smoking prohibited in appropriate areas?
- D. Suitable arrangements for those wishing to smoke?
- E. This policy appeared to be observed at time of inspection?

Y	N	N/A
✓		
✓		
✓		
✓		
✓		

Comments and observations:

- Smoking is prohibited within the common ways and circulation spaces and was observed to be complied with at the time of the risk assessment.

5.3 PORTABLE HEATERS AND HEATING INSTALLATIONS

- A. Use of portable heaters avoided as far as practicable?
- B. If portable heaters are used:
 - Use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?
 - Suitable measures taken to minimize the hazard of ignition of combustible materials?
- C. Heating system appropriate to the premises?
- D. Fixed heating installations subject to regular maintenance?

Y	N	N/A
✓		
		✓
		✓
		✓
		✓

Comments and observations:

- The use of portable heaters was avoided within the building.
- The common ways are not heated.

5.4 COOKING

- A. Reasonable measures taken to prevent fires as a result of cooking?
- B. Filters changed and ductwork cleaned regularly?
- C. Suitable extinguishing appliances available?

Y	N	N/A
		✓
		✓
		✓

Comments and observations:

- There are no cooking facilities in the building that are under the control of the responsible person.

5.5 HOUSEKEEPING

- A. Standard of housekeeping adequate?
- B. Combustible materials appear to be separated from ignition sources?
- C. Avoidance of unnecessary accumulation of combustible materials or waste?
- D. Appropriate storage of hazardous materials?
- E. Avoidance of inappropriate storage of combustible materials?

Y	N	N/A
✓		
✓		
✓		
		✓
✓		

Comments and observations:

- The standard of housekeeping is adequate with all means of escape clear of combustibles and obstructions.

5.6 DANGEROUS SUBSTANCES

- A. If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?
- B. Risks from dangerous substances adequately eliminated or reduced?
- C. Ignition sources adequately controlled?
- D. Mitigation in place for detrimental effects?
- E. Substance stored, handled, or transported safely?
- F. Suitable signage & safety information provided?
- G. Adequate information passed to employees?
- H. Adequate information passed to parents / guardians of children employed?

Y	N	N/A
		✓
		✓
		✓
		✓
		✓
		✓
		✓
		✓

Comments and observations:

- Dangerous substances are not used at the premises.

5.7 ARSON

- A. Basic security against arson by outsiders appears reasonable? ²⁾
- B. Absence of unnecessary fire load in close proximity / available for ignition?

Y	N	N/A
✓		
✓		

Comments and observations:

- Security arrangements to reduce the risk of arson are considered adequate.
 - The main entrance door is secured with entry permitted by the residents CCTV call system.
- ²⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

5.8 LIGHTNING

Y	N	N/A
✓		

A. Building has a lightning protection system?

Comments and observations:

- The building benefits from an adequate lightning protection system. This has been tested / serviced.

5.9 FIREFIGHTERS SWITCHES

Y	N	N/A
		✓
		✓

A. High voltage equipment is fitted with Firefighters cut-off switches?

B. Firefighters switches are obvious and accessible?

Comments and observations:

- There is no requirement for Firefighters cut-off switches at the property.

SECTION 6: FIRE PROTECTION MEASURES

6.1 MEANS OF ESCAPE FROM FIRE

- A. Premises is provided with reasonable means of escape in case of fire?
- B. Adequate design of escape routes?
- C. Adequate provision of exits?
- D. Exits easily and immediately openable where necessary?
- E. Fire exits open in direction of escape where necessary?
- F. Avoidance of sliding or revolving doors as fire exits where necessary?
- G. Satisfactory means for securing exits?
- H. Reasonable distances of travel:

Y	N	N/A
✓		
✓		
✓		
✓		
✓		
✓		
✓		

- Where there is a single direction of travel?
- Where there are alternative means of escape?

- I. Suitable protection of escape routes?
- J. Suitable fire precautions for all inner rooms?
- K. Escape routes unobstructed?
- L. Premises is provided with reasonable arrangements for means of escape for those with mobility or sensory issues?

✓		
✓		
✓		
		✓
✓		
		v

Comments and observations:

- The premises are provided with adequate means of escape.

6.2 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

- A. Compartmentation is of a reasonable standard³⁾?
- B. Fire doors are in place and of an adequate standard?
- C. Reasonable limitation of linings that might promote fire spread?
- D. Suitable limitation of unnecessary fire loading?
- E. As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ⁴⁾.

Y	N	N/A
	✓	
✓		
✓		
✓		
		✓

Comments and observations:

- Due to coronavirus restrictions no flat entrance doors were assessed.
- External balconies have been provided which appear to have plastic cladding installed. Where there is doubt over the materials used or risk presented, professional advice should be sought – i.e. if the materials are combustible and / or there are other fire safety risks you should seek advice from an appropriate professional.
- Compartmentation was observed to be of a generally adequate standard, however fire stopping foam has been used incorrectly in the electrical intake cupboard.
- It is recommended that a survey is undertaken by a competent 3rd party accredited person to establish that the correct products have been installed throughout the premises.

³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

6.3 EMERGENCY ESCAPE LIGHTING

Y	N	N/A

A. Reasonable standard of emergency escape lighting system provided? ⁵⁾

✓		
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Comments and observations:

- Emergency lighting throughout the property appears to be adequate.

⁵⁾ *Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.*

6.4 FIRE SAFETY SIGNS AND NOTICES

Y	N	N/A
✓		

A. Reasonable standard of fire safety signs and notices?

Comments and observations:

- Fire safety signs and notices are considered adequate at the property when considered against the use, occupancy, layout and risks posed within the building.

6.5 MEANS OF GIVING WARNING IN CASE OF FIRE

Y	N	N/A
✓		
✓		
✓		
		✓
		✓

A. Reasonable manually operated electrical fire alarm system provided? ⁶⁾

B. Automatic fire detection (AFD) provided?

C. Extent of automatic fire detection generally appropriate for the occupancy and fire risk?

D. Remote transmission of alarm signals?

E. Additional provisions for the system (i.e. disabled provisions) are adequate for the risk?

Comments and observations:

- The building operates a Stay Put policy. The Automatic Fire Detection (AFD) system BS5839-1 L5 in the common parts activates the AOV system which is appropriate with a Stay Put policy.
- Due to coronavirus restrictions, it could not be established what Automatic fire detection is provided in the dwellings.

6.6 MANUAL FIRE EXTINGUISHING APPLIANCES

Y	N	N/A
✓		
		✓
✓		

A. Reasonable provision of portable fire extinguishers?

B. Hose reels provided?

C. Fire extinguishing appliances obvious and readily accessible?

Comments and observations:

- Portable fire-fighting equipment is not required within the common ways of the premises as there are no people trained to use them. As such providing these may encourage tenants to fight a fire and place themselves in danger.
- Portable fire-fighting equipment (CO2) provided in the electrical intake cupboard.

⁶⁾ *Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out*

6.7 RELEVANT⁷⁾ AUTOMATIC FIRE EXTINGUISHING SYSTEMS

Type of system:

Comments and observations:

Not applicable.

6.8 OTHER RELEVANT⁷⁾ FIXED SYSTEMS AND EQUIPMENT

Type of fixed system:

Positive Pressure Ventilation Systems (PPV) installed in two staircases.

Comments and observations:

There were no records available to confirm the testing of the PPV has been undertaken.

⁷⁾ *Relevant to life safety and this risk assessment (as opposed purely to property protection).*

SECTION 7: FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences ⇒ Likelihood ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed 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

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.

Taking into account the nature of the building 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

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a 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.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial
 Tolerable
 Moderate
 Substantial
 Intolerable

CONCLUDING COMMENTS:

Although some of the above controls may not meet with CLG guidance or British Standards this fire risk assessment confirms that the absence of such is deemed acceptable given the conditions experienced at the time of the assessment, age, construction, use and simple layout of the premises as no persons are believed to be placed at significant risk by the regimes reported to be in place unless such areas for remedial actions are raised by this report.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

SECTION 8: EMERGENCY ACTIONS

Emergency action plan signage should contain wording similar to the following:

EMERGENCY ACTION PLAN

If a fire breaks out in your flat.

- Leave the room where the fire is straight away, then close the door.
- Tell everyone in the flat and get them to leave.
- Close the flat entrance door behind you.
- Do not stay behind to put out the fire.
- **If there is a lift do not use it.**
- Wait outside, away from the building.
- Dial 999 and call the Fire Service.

If you hear of a fire elsewhere, in another part of the building

- The building is designed to contain a fire in the flat where it starts.
- This mean it will usually be safe to stay in your own flat if the fire is elsewhere.
- However, you must leave your flat 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 it.**
- If in doubt about whether to stay or leave, get out.

To call the fire service

- Dial 999 or 112 and wait for the operator to answer.
- When the operator answers give your telephone/contact 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.