



## HS-POL-04 Fire Safety Policy

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## HS-POL-04 Fire Safety Policy

### 1.0 Policy Statement

Framework takes the issue of fire safety very seriously. The aim of this policy is to ensure as far as possible, that outbreaks of fire do not occur. If an outbreak cannot be prevented, it must be rapidly detected, effectively contained and quickly extinguished and the risk to staff, service users or visitors minimised through a robust fire strategy.

This policy supports us to ensure that we meet our obligations as both a Landlord and an employer, and seeks to provide assurance that fire safety is appropriately managed. We are committed to ensuring Framework premises are safe places to live and work.

We will strive to ensure the organisation and its employees comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation relating to fire safety by:

- Understanding and complying with relevant legislation.
- Explaining emergency evacuation procedures to residents, staff and visitors.
- Providing staff training at a level appropriate to their role.

A Health & Safety Steering Group is in place to monitor Framework's approach to fire safety and includes key representatives from Property Services, Safety Health Environment & Quality and the Senior Leadership Teams.

### 2.0 Scope

This document applies to all directly and indirectly employed staff within Framework and other persons working, visiting and / or otherwise residing in a Framework property. This policy encompasses the management of fire safety in all occupied or unoccupied premises.

### 3.0 Responsibilities

#### 3.1 The Responsible Person

As defined in the Regulatory Reform (Fire Safety) Order 2005 'the employer', if the workplace is to any extent under their control; is deemed the responsible person; the employer is represented by the most senior person in the organisation.

#### 3.2 The Chief Executive (Responsible Person)

The Chief Executive is responsible for ensuring that Framework complies with current fire safety Legislation. The Chief Executive has nominated the Corporate Services Director with responsibility for fire safety issues.

#### 3.3 Corporate Services Director (Responsible Person)

It is the responsibility of the Corporate Services Director (Responsible Person) to ensure;

- Framework has an effective fire safety management system in place.
- An audit and reporting system of fire precautions is undertaken to advise Senior Management on fire safety within Framework premise.
- Agreements and third party services are sufficient to as a minimum requirement to meet legislation and this policy.



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### Additional duties include:

- Championing fire safety issues at board level.
- Ensuring the Board are given assurances that the objectives of this Policy are being met.
- Ensuring appropriate level of competency within the organisation, or where required, this resource is externally sourced.

### 3.4 Assistant Director of SHEQ

The Head of Safety & Compliance and SHEQ Manager will;

- Review the content of the fire safety policy.
- Provide technical advice on the application and interpretation of fire safety guidance.
- Prepare fire strategies and emergency preparedness plans. [See Appendix 1.0]
- Carry out investigation of all fire related incidents and alarm actuations.
- Liaise with relevant enforcing authorities.
- Liaise with managers and staff on fire safety issues.
- Coordinate with the Training Department for relevant fire safety training.
- Monitor, maintain and report on the effectiveness of the fire safety management system
- Undertake relevant training and refresher courses commensurate with the requirements of the post.
- Maintain an updated knowledge on current fire safety legislation 3<sup>rd</sup> party consultation.

### 3.5 Head of Property Services

Duties include;

- Ensuring adequate consideration and priority in the allocation of resources for the safe management of fire precautions across Framework properties.
- Commission competent installers and maintainers of fire safety equipment due to their skill, knowledge and qualification.
- Ensure portable electrical appliances are maintained as required (PAT).
- Ensuring fixed electrics are inspected at least once every five years.
- Ensure appropriate cleaning of kitchen extract ducts where appropriate.
- Monitor the inspection and maintenance of fire safety systems and equipment to ensure compliance.
- Maintain appropriate inspection, testing and maintenance records for all Framework properties.

### 3.6 Property Services Manager

Duties include;

- To ensure the stock of Framework is safe, through implementation of safe ways of working and the management/monitoring of systems in respect of fire, electrics, asbestos, water safety, lifts and lifting equipment and gas.
- To manage the repairs & compliance budget effectively, ensuring value for money.
- To manage the contractor relationships, ensuring high performance and compliance with agreed standards.
- To negotiate on behalf of Framework with landlords and partner RSLs in respect of compliance repair requirements to leased and managed agent properties.
- To lead on the management, administration and development of C365 (the compliance software) from a repairs and compliance perspective.



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- To produce reports and data to inform strategic decision making.

### 3.7 Fire Safety Officer

Duties include;

- Liaise with external fire risk assessors to implement a programme of FRA following a predetermined risk-based approach.
- Collating relevant site information and documentation in preparation for FRA.
- Liaise with external fire-equipment engineers to ensure compliant servicing and timely completion of actions arising from service dockets.
- Work collaboratively with housing officers, property services, support services, H&S manager and contractors to ensure FRAs and resulting actions are completed in a timely and satisfactory manner.
- Site visits to establish the fire repair requirements resulting from FRA actions and any additional works that may be required to ensure adequate fire-safety.
- Prioritise and allocate work to appropriate contractors and coordinate these tasks.
- Site visits to post-inspect the standard of completed repairs and managing any remedial actions that may be required.
- Manage time effectively, plan and prioritise workload to ensure targets are adhered to.
- Use relevant IT systems to process works, monitor performance against targets/KPI produce Weekly/Monthly reports, authorise quotes/invoices and keep up to date records.

### 3.8 Service Manager/Site H&S Lead (Staffed Properties)

The person in charge at a premise or part of a premise has the following responsibilities;

- Take charge in a fire situation.
- Appoint a deputy to cover absence.
- Continually monitor fire precautions at the premises.
- Provide induction fire training to all new staff, (including volunteers, part time & agency staff).
- The familiarisation of this training should include;
  - I. Local fire procedures and evacuation plan
  - II. Means of Escape
  - III. Location of fire alarm manual call points
  - IV. Firefighting equipment
  - V. Site specific risks
  - VI. Assembly / Muster point
- To organise and record a fire evacuation every 6 months (as a minimum requirement).
- Ensure all staff undertake Basic Fire Safety Training as part of their induction.
- Ensure local records of inspections and checks of fire detection and firefighting equipment are maintained in accordance with the on-site Health and Safety folder and/or electronically on C365 cloud. [See appendix 2.0].



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This should include but is not limited to;

- Daily visual inspection of the fire alarm panel, escape routes and corridors
- Weekly Fire alarm Test
- Monthly Inspection of Fire Doors
- Monthly Inspection of Fire Extinguishers
- Monthly Inspection of Building & Communal Areas
- Ensuring staff are aware of reporting procedures for defects.
- Ensure sufficient fire wardens are appropriately trained, appointed at shift handover and available at all times to enact the local emergency plans.
- Ensure any fire or actuation is reported via the Datix Reporting System.
- Report defects of any building or equipment defect that has an effect on fire safety.

### 3.9 Fire Warden

Sufficient Fire Wardens must be appointed for all Framework managed properties where staff are located. The Fire Warden should;

- Effectively discharge their duties of the emergency plan in the event of a fire alarm actuation.
- Champion fire safety – lead by example and provide a focal point on fire safety issues for staff.
- Escalate fire safety issues.
- Support the Manager with fire safety checks as delegated.
- Participate in fire warden and refresher training at intervals not exceeding 3 years.

There should be at least one fire warden per shift/floor. Names and contact details for Fire Wardens must be identified within the on-site Health and Safety folder and/or electronically on C365 cloud.

### 3.10 Housing Management Service (Dispersed Properties)

The Housing Management Service will ensure;

- Residents receive a fire safety induction at sign up. This should include;
  - I. Emergency fire procedures and evacuations plans for the property
  - II. Assembly point
  - III. Means of Escape
  - IV. Actions on discovering / being alerted to fire situation
  - V. Emergency contact details
  - VI. Specific fire safety rules [e.g No smoking inside property]
  - VII. Details of scheduled tests / inspections are communicated
- Where applicable, fire alarms are tested weekly
- Where applicable emergency lighting is tested monthly
- Where applicable smoke alarms are tested monthly
- A monthly Inspection of the property fire risks is carried out (subject to access) and includes;



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- I. Inspection of firefighting equipment
  - II. Inspection of fire protection equipment
  - III. Inspection of building and communal fire safety risks
- Maintain appropriate records of all tests and inspections carried out at the property.
  - Ensure building defects relating to fire safety are reported without delay.
  - Champion fire safety with the residents and encourage the residents to report building defects relating to fire safety without delay.
  - Appropriately challenge residents breaching fire safety procedures and where repeated breaches occur, escalate to Senior Housing Management.
  - Participate in fire safety training.
  - Cooperate with other departmental leads, to support access requests for Framework properties, for the purpose of inspection, service or remedial works.

### 3.11 All Staff

All staff including volunteers employed by Framework have a responsibility for their own and others fire safety. Employees should report any fire safety issues without delay to;

- Line Management or Designated H&S Lead
- Operations Manager

Escalations should be reported to;

- Health & Safety Manager
- Assistant Director of SHEQ

### 4.0 Inspection/Service Frequencies & Staff Responsibilities

The following fire precautions will be provided at all Framework managed properties. The frequency of test/inspection and who is responsible is specified below. Technical detail is given in the sub sections.





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Table 1.0

Type of precaution	Frequency of test/inspection	Responsibility	Recorded
Fire Risk Assessment	See Table 2.0 (varies between 1-4 years)	Fire Safety Officer / External competent external contractor	On site Health and Safety folder and/or electronically on C365 cloud
Fire alarm system (panel)	Weekly test	Local site staff / Housing Officer	On site Health and Safety folder and/or electronically on C365 cloud
Fire alarm System (panel)	Six monthly service	External contractor	Head office – stored electronically on C365 cloud
Smoke and heat detectors	Monthly test	Local site staff / Housing Officer	On site Health and Safety folder and/or electronically on C365 cloud
Emergency lighting	Monthly test	External contractor	On site Health and Safety folder and/or electronically on C365 cloud
Emergency lighting	Annual service	External contractor	Head office – stored electronically on C365 cloud
PAT testing	Annual – every 3 years (refer to Electrical Safety Policy)	External contractor	Head office – stored electronically on C365 cloud
Fire extinguisher	Monthly visual inspection	Local site staff / Housing Officer	On site Health and Safety folder and/or electronically on C365 cloud
Fire extinguisher	Annual service	External contractor	Head office – stored electronically on C365 cloud / check rear of fire extinguisher
Fire blanket	Monthly visual inspection	Local site staff / Housing Officer	On site Health and Safety folder and/or electronically on C365 cloud



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Fire blanket	Annual service	Local site staff / Housing Officer	Record on rear of fire blanket / and electronically on C365 cloud
Fire door condition	Monthly visual inspection	Local site staff / Housing Officer	On site Health and Safety folder and/or electronically on C365 cloud
Fire door condition	Fire Risk Assessment (varying frequency. See Table 1.0)	External contractor or Fire Safety Officer	Head office – stored electronically on C365 cloud
Automatic door release	Weekly visual check (to be completed at time of weekly fire alarm test)	Local site staff	Visual check only (forms part of weekly fire alarm test)
Automatic Opening Ventilation (AOVs)	Annual	External contractor	Head office – stored electronically on C365 cloud
Sprinklers	Annual	External contractor	Head office – stored electronically on C365 cloud
Fire evacuation drill	6 monthly	Local site staff	On site Health and Safety folder and / or electronically on C365 cloud

### 5.0 Fire Risk Assessments (FRA)

Fire Risk assessments will be conducted for all Framework workplaces and the common parts of other premises owned or managed by Framework where there are two or more dwellings. The FRA will include the external walls of the building, including cladding.

The requirement to assess does not extend to service user dwellings, including individual flats in a block or house. For this reason, one bed properties with no shared communal areas are exempt from a FRA. except for any partition (e.g. door, wall, floor or ceiling) between flats or individual service user rooms and common areas and for provision of fire detection systems in individual dwellings where these are installed by Framework. This requirement does include shared areas of the property, (e.g. entrance lobby, stairway, plant and store rooms etc.).

The Fire Safety Officer has overall responsibility for the management and coordination of the FRA process on behalf of Framework.

Framework ensures that each relevant property has a Type 1 FRA carried out by a competent person. Where the compartmentation standards need to be assessed to consider suitability for a ‘Stay Put’ evacuation policy, a Type 4 FRA will be carried by a competent person.



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### 5.1 Types of Fire Risk Assessment

There are four types of fire risk assessment. Summarised below;

- **Type 1 Assessment** – Common Parts Only (non-destructive) A non-destructive assessment of the common parts of the building, not the private rooms. It is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order (FSO)
- **Type 2 Assessment** – Common Parts Only (destructive) Similar to type 1 insofar as it only includes the common parts of the building. It also involves an element of destructive sampling for which a contractor will be required for opening parts of the construction and also for repairing afterwards.
- **Type 3 Assessment** – Common Parts and Flats (non-destructive) This assessment goes beyond the requirements of the law by considering individual flats as well as the common parts. Compartmentation between flats, means of escape and means of fire detection are considered in all areas.
- **Type 4 Assessment** – Common Parts and Flats (destructive) Like Type 2, this includes a destructive assessment, however in this case of both the common parts of the building, and the flats. Type 4 FRAs are more complex than the other types of assessments.

### 5.2 Fire Risk Evaluation

The fire risk assessment will include an evaluation of the likelihood of a fire occurring and the potential consequences if it does. The following risk level estimator is based on a general health and safety risk level estimator contained within BS 8800: 1996. Guide to occupational health and safety management systems and recommended by PAS 79 Fire Risk Assessment Guidance and a recommended methodology.

### 5.3 Calculating the Likelihood and Risk of Fire

Taking into account the fire prevention measures observed at the time of the risk assessment, it is considered that the hazard from fire (the probability of ignition) will be categorised as:

<b>Low</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium</b>	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).
<b>High</b>	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, the occupants, the fire protection present and any procedural arrangements observed at the time of the assessment, it is considered that the consequences for life safety in the event of a fire would be:



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- **Minor Harm** - Outbreak of fire is unlikely to result in serious injury or death of any occupant, (other than an occupant sleeping in a room in which a fire occurs).
- **Major 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.
- **Critical Harm** - Significant potential for serious injury or death of one or more occupants.

The following fire risk matrix estimator will be used to determine the overall level of fire risk within a building or site:

Likelihood of Fire	Potential Consequences of Fire		
	Slight	Major	Critical
Low	Minor Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

When the risk level is established, the action level can be read from the table below:

Likelihood of Fire	Guide to actions and appropriate timescales
Minor Risk	No action required
Tolerable Risk	No additional major controls are required, although there may be a need for minor improvements that involve limited costs
Moderate Risk	Effects should be made to reduce the risk level and this should be carried out within the specified time period.
Substantial Risk	Considerable resources may have to be allocated to reduce the risk level. It may be necessary to either limit the occupation of some parts until urgent remedial action is taken, or to implement short term measures to reduce risk
Intolerable	Significant resource may have to be allocated to reduce the risk level. If the implementation of short term measures is not possible, the building should not be occupied until the risk is reduced

### 5.4 Fire Risk Assessment Action Plan

The FRA will usually specify those actions which, in the opinion of the assessor are necessary to be taken to address shortcomings and to ensure that the overall level of risk for each building is maintained at an acceptable level. The relative importance of each action will also be indicated given a priority The FRA document should be reviewed to identify those measures which need to be taken.



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Framework ensures there is a robust action plan for assessing and prioritising actions identified from each FRA. The Fire Safety Officer is responsible for raising remedial works, completing actions or signposting actions to the relevant person. These aim to be completed within the specified timescale outlined within the FRA

It is not practicable to specify an exact formula for setting a timescale for actions to be taken. Higher risks must be given priority for resolution, however, certain low risks may be dealt with easily and quickly and may therefore be completed before more significant risks can be resolved. It is therefore important that action plans are drawn up to resolve outstanding matters within a reasonable timescale as specified in the FRA.

### 5.5 Fire Risk Assessment Regularity Programme

The FRA programme of assessments are scheduled in accordance to risk priority set out in table 2.0 - The table below shows the minimum intervals Framework aims to achieve;

Table 2.0

CATEGORY 1: COMPLEX			
Risk Level: <b>High</b>			
Criteria	FRA Frequency	Notes	Resident Group Assessment Req
<ul style="list-style-type: none"> <li>All hostels</li> <li>Classed as a workplace (with office space / permanent staffing presence)</li> <li>Classed as short term accommodation</li> <li>Governed by the RRFSO</li> <li>Includes care homes</li> </ul>	Expert FRA - Annually		PEEP [all new residents assessed]  PCFRA [as/when required]

CATEGORY 2: HMO			
Risk Level: <b>Medium</b>			
Criteria	FRA Frequency	Notes	Resident Group Assessment Req
<ul style="list-style-type: none"> <li>Shared houses with +2 storeys</li> <li>Shared cooking facilities &amp; possible communal living areas</li> </ul>	Expert FRA every 24 months  Internal review carried out 12	Medium to large HMO where social contact is limited but residents share space	PCFRA [as/when required]



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<ul style="list-style-type: none"> <li>Assisted living schemes</li> </ul>	months after expert FRA		
Risk Level: <b>Low</b>			
Shared house 1-2 storeys Shared cooking facilities Communal areas	Expert FRA every 48 months  Internal review 24 months after expert FRA	Similar to a house share 1-3 residents	PCFRA [as/when required]
<b>CATEGORY 3: LOW RISE FLATS</b>			
Risk Level: <b>Medium</b>			
Criteria	FRA Frequency	Notes	Resident Group Assessment Req
<ul style="list-style-type: none"> <li>+ 2 storeys</li> <li>Self-contained with individual cooking facilities</li> <li>No resident communal living spaces</li> </ul>	Expert FRA every 24 months  Internal review carried out 12 months after expert FRA	multiple residents live independently with little or no interaction with each other	PCFRA [as/when required]
Risk Level: <b>Low</b>			
<ul style="list-style-type: none"> <li>1-2 storeys</li> <li>No communal living areas</li> <li>No shared facilities</li> <li>Residents have little contact with each other</li> <li>Flats are self-contained</li> </ul>	Expert FRA every 48 months  Internal desktop review 24 months after expert FRA	The only communal areas will be entrance lobbies or escape routes  e.g house converted into 2 flats	PCFRA [as/when required]



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<b>CATEGORY 4: NON-RESIDENTIAL</b>			
Risk Level: <b>Low</b>			
Criteria	FRA Frequency	Notes	Resident Group Assessment Req
<ul style="list-style-type: none"> <li>• Non-sleeping accommodation</li> <li>• Workplace Office or similar with regular staff</li> <li>• Staff are familiar with site layout</li> <li>• Governed by RRFSO</li> </ul>	Expert FRA every 60 months  Internal review every 12 months	e.g Val Roberts or Wellbeing Hub	PEEP [as/when required]

### Assumptions

- A PEEP will be used where it is identified a service user or staff member will require additional support to evacuate a building and only when there is a staff presence to facilitate that support.
- A PCFRA will be used where a service user presents an increased risk of fire OR where additional aids are required to support their independent residential status and will be assessed on a case by case basis.

### 5.6 Review of FRA

It is accepted that there are no specific time periods in law for the regularity of risk assessment reviews. However, Framework have made a risk based judgement for all its various property types with reference to Local Government guidance and other sources of best practice (including HSE). See Table 2.0. However, Framework accept it is best practice to conduct a review should the following apply;

- Fire incident / untoward event including serious near miss.
- Material change to the building structure.
- Change of use.
- Change of service.

FRA's will be externally reviewed in accordance with their renewal date, or in the event of a change of use, following a fire or changes in working practices that may impact fire safety. In additional, the weekly/monthly health and safety checks provide the opportunity for any significant changes to be identified and trigger a comprehensive review at an earlier interval.

### 6.0 Fire Strategy / Emergency Preparedness

Framework will establish and maintain written plans and procedures in response to managing emergency situations in order to prevent / mitigate the likely illness and/or injury associated with fire. [See appendix 1.0]



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Framework will ensure appropriate provisions are in place for:

- Preparing a fire strategy / emergency response plan
- Ensuring emergency equipment is available on request in adequate quantities
- Implementing ongoing fire safety training, evacuation procedures and awareness programmes for staff and service users.
- Ensuring effective communication and consultation with the local fire authority

### 7.0 Fire Alarm and Detection

Fire alarm systems will be installed, maintained and inspected to meet the requirements of British Standard, BS 5839 pt1:2017. The level of coverage required will be guided by the Fire Risk Assessment, and where appropriate, in consultation with the H&S Steering Group and relevant enforcing authorities. If appropriate, fire alarm systems will include smoke and/or heat detectors.

- **Servicing**  
The inspection and servicing must be undertaken by competent organisations. This can be assured by the use of organisations that are third party certificated, by a UKAS accredited certification body, specifically to carry out inspection and servicing of fire detection and fire alarm systems. The fire detection and warning system service should not exceed every 6 months in accordance with BS 5839.
- **Testing**  
Local site staff are responsible for weekly fire alarm testing. Staff must test a manual call point during working hours to check the control panel and alarm sounders operate satisfactorily. Each week, a different manual call point should be tested and the result recorded in the on-site Health and Safety folder and/or electronically on C365 cloud (see Appendix 2.0).
- **Smoke and Heat Detectors**  
Where single detectors are fitted in premises, including residential accommodation, they must be subject to monthly inspection and testing to ensure they work correctly and have not been tampered with. Responsibility for these tests is specified in Table 1.0

### 8.0 Emergency Lighting

The function of emergency lighting is to clearly identify means of escape in an emergency. It should provide illumination along the escape routes to allow safe egress through the exit and to a safe place of evacuation in the event of a fire. British Standard Code of Practice 5266 pt.1:2011 specifies the testing and servicing requirements of emergency lighting. The level of emergency lighting will be dictated by the FRA but will not exceed 12 months.





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Frequency	Details	Who by?
Monthly Test	The installed system will be tested monthly using an appropriate key or by isolating the lights (using the local circuit breaker). This check is a functional test. A revolving representative sample can be used each month rather than testing each individual unit. The emergency lights must operate/illuminate	Specialist Contractor
Annual Test	The installed system will be serviced annually by a competent contractor in accordance with BS 5266 Pt I: 2005. A test for the full rated duration of the emergency lights (e.g 3 hours) must be carried out. The emergency lights must still be working at the end of the test	Specialist Contractor

### 9.0 Portable Electric Equipment (PAT Testing)

The portable electrical equipment owned by Framework will be tested in line with HSE guidance to ensure it is fit for purpose and in a safe condition. PAT testing is completed by external competent contractors. Refer to Table 1.0 for frequency of PAT testing.

Records of the most recent PAT test will be stored for due diligence. A 'Pass' label will immediately identify the condition of the equipment and the most recent PAT date for the user.

### 10.0 Fire Extinguishers

Fire extinguishers are provided in staffed buildings only. Fire extinguishers are not permitted in properties whereby staff are not present, due to lack of knowledge or training in the effective use, but to prevent the misuse of equipment. Where extinguishers are present, staff may only use this equipment if trained to do so and in order to facilitate their escape. There is no general expectation on staff to tackle a fire that arises in the workplace.

- Servicing**  
In accordance with British Standard Code of Practice BS 5306 pt 3:2009, portable firefighting equipment (fire extinguishers) will be serviced annually by a competent contractor in accordance with manufacturer's instructions. Individual extinguishers must be marked with the relevant test dates at point of inspection.
- Visual Inspection**  
The equipment will be inspected monthly and a record of that inspection retained in on-site Health and Safety folder and/or electronically on C365 cloud (see Appendix 2.0). Checks must be undertaken to ensure all fire extinguishers are clearly signed, have tamper tags in place and free from obstructions. All fire extinguishers will be inspected and serviced on a regular basis according to the schedule set out in the table below;



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Frequency	Details of Action	Who by?
Monthly	<p>Visual Inspection</p> <p>Ensure that each extinguisher;</p> <ul style="list-style-type: none"> <li>• is correctly located in the designated place;</li> <li>• is unobstructed and visible;</li> <li>• has operating instructions that are clean, legible and face outwards;</li> <li>• has not been operated and is not obviously damaged or has any missing parts;</li> <li>• is within operational and safety limits for pressure (where fitted with a pressure gauge or indicator); and</li> <li>• has seals and tamper indicators present and unbroken.</li> </ul>	Staff
Annual	<p>Inspection &amp; Service</p> <p>Each fire extinguisher will be subject to an annual inspection and service by a specialist contractor to ensure its continued availability and safe operation.</p>	Specialist Contractor
Five or Ten Yearly	<p>Full Service</p> <p>Each extinguisher will be subject to a full service which includes all elements of basic service plus discharge tests and recharging. This will take place for all extinguishers after 5 years, except for CO2 extinguishers which are overhauled every 10 years.</p>	Specialist Contractor

### 11.0 Fire Blankets

Fire blankets are designed to extinguish small fires in and around the kitchen and the home. Housing teams, site staff and the voids team are considered Competent Persons in completing visual inspections and assessing if replacement fire blankets are required.

The responsible person should carry out monthly visual inspections of all fire blankets to monitor damage or usage. Results of these visual inspections should be recorded within the on-site Health and Safety folder and/or electronically on C365 cloud (see Appendix 2.0).

As per BS:EN 1869, it is recommended that fire blankets are replaced every 7 years. However, each blanket should be judged on its condition and if it remains fit for purpose, only replace if necessary.

Fire blanket orders can be raised via Property Services Helpdesk.



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### 12.0 Fire Doors Inspections

A Fire Risk Assessment completed by a competent individual or external contractor will identify any issues with fire doors, however fire doors and final exit doors must have their condition visually checked on a monthly basis by housing/support staff too. Regular visual checks ensure doors are operating correctly and that they are free from defect or damage.

Site staff/Housing Officers are provided guidance notes within the Health and Safety folder/monthly inspection checklist on the visual inspections required (also see Appendix 2.0). Damage must be reported and raised to Property Services for necessary repairs.

Frequency	Details of Action	Who by?
Monthly visual inspection	Ensure that each door; <ul style="list-style-type: none"> <li>Is correctly and securely fitted to door frame</li> <li>Self closure is present and in good working condition</li> <li>No visible holes or damage in door</li> <li>The door has no excessive gaps around the sides or top that exceed 4mm (thickness of a £1 coin) and no larger than 8mm on the bottom</li> <li>There are smoke seals and intumescent strips present in the frame or door (are not damaged/missing/painted over)</li> <li>The door is labelled 'fire door'</li> <li>The door is not wedged or held open (unless approved devices are fitted)</li> </ul>	Staff
In line with Fire Risk Assessment frequency	The above will be checked in accordance with the Fire Risk Assessment being completed. The findings will be reported back to the Fire Safety Officer as actions to complete.	Specialist Contractor or competent person

### 13.0 Automatic Door Release

Automatic Door Release mechanisms will be provided where they are identified as being required by the fire risk assessment. All automatic door release mechanisms will be checked on a regular basis according to the schedule set out in the table below under arrangements agreed with the Head of Property and Development. All such checks will be recorded in the fire log book.

Frequency	Details	Who by?
Weekly	<p><b>Where doors are connected to the fire alarm system or door closers are sound operated and are held open until the alarm is activated.</b></p> <p>In conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.</p>	Staff



## HS-POL-04 Fire Safety Policy

### 14.0 Automatic Opening Ventilation

Automatic opening ventilation systems will be provided where they are identified as being required by the fire risk assessment. Natural, smoke and heat exhaust ventilation systems will be tested, inspected and maintained on a regular basis (see Table 1.0). All such tests, inspections and maintenance adhere to BS7346 Part 1:1990 & BS 9999: 2008 & EN 12101

Frequency	Details	Who by?
Annual Inspection and Test	<p>The system must be fully inspected, serviced and tested at least once in any 12 month period by a competent, certified external contractor.</p> <p>(a) The AOV Control Indicating Panels and power supplies are checked for correct operation, including any standby batteries that have been installed.</p> <p>(b) Smoke detectors interfaced with the (CIP) are tested via specialised telescopic smoke testing units each sensor when activated should then operate the corresponding AOVs.</p> <p>(c) Programmable relays installed (I/O Units) are tested for correct operation.</p> <p>During a full simulated fire condition, all AOVs, are inspected for signs of wear and tear, and lubricated and cleaned if necessary</p>	Specialist Contractor

### 15.0 Sprinklers

Sprinkler systems will be provided where they are identified as being required by the fire risk assessment. The sprinkler system will be tested, inspected and maintained on a regular basis but should not exceed 12 month intervals (see Table 1.0). All such tests, inspections and maintenance will be recorded on the table provided.

Frequency	Details	Who by?
Annual Inspection and Test	Contractor to ensure the water pressure is sufficient to function in the event of fire and operates as required when tested and to ensure the fire protection system is linked to the fire warning system	Specialist Contractor

### 16.0 Evacuation Drills

Accommodation services will carry out a practice fire evacuation drill at 6 monthly Intervals. Practice evacuation drills must be recorded in the fire log book and on-site Health and Safety folder and/or electronically on C365 cloud (see Appendix 2.0).



## HS-POL-04 Fire Safety Policy

### 17.0 Means of Escape

The designated staff on site will check daily that all corridors and stairs are clear of obstructions and combustibles that would obstruct the safe and swift evacuation of service users in the event of a fire. All communal areas should be sterile at all times.

### 18.0 Smoking [including E Cigarettes]

Framework prohibits smoking or the use of e cigarettes inside or immediately next to owned or leased properties.

### 19.0 Electric Scooters [Safe Storage and Usage]

Framework recognises the popularity of electric scooters is significantly increasing and want to support the safe storage and charging of this equipment. Electric scooters must be stored and charged outside the building, or within the service users own dwelling, behind a fire door. Within the service users property, the scooter should be charged and stored in a room which has a smoke/heat detection present and would not block the service users escape from the property. Under no circumstance should an electric scooter be stored or charged in an internal communal area.

The presence of an e-scooter should be identified on the monthly property inspections by housing management. The safe storage and charging should be monitored and encouraged by housing/support staff.

In line with the National Fire Chiefs Council (NFCC) and Nottingham Fire and Resue Service advice, any service user found to be in possession of a mobility/e-scooter should be issued the 'safe storage of electronic/mobility scooters' leaflet available on Frameworks intranet.

### 20.0 Electric Mobility Scooters [Safe Storage and Usage]

Framework recognises the benefits of mobility scooters which enable users with limited mobility to maintain their independence and supports social inclusion. We do not have any legal obligation to provide scooter storage facilities. However, we recognise the benefits and want to support the safe storage and charging of this equipment. Where there is no designated charging or storage area, mobility scooters must be stored outside the building, or within the service users own dwelling, behind a fire door. Within the service users property, the scooter should be charged and stored in a room which has a smoke/heat detection present and would not block the service users escape from the property. Under no circumstance should a mobility scooter be stored or charged in an internal communal area.

The presence of a mobility scooter should be identified on the monthly property inspections by housing management. The safe storage and charging should be monitored and encouraged by housing/support staff.

In line with the National Fire Chiefs Council (NFCC) and Nottingham Fire and Resue Service advice, any service user found to be in possession of a mobility/e-scooter should be issued the 'safe storage of electronic/mobility scooters' leaflet available on Frameworks intranet.



## HS-POL-04 Fire Safety Policy

### 21.0 Audit & Monitoring

Framework has in place a reactive monitoring system to investigate, analyse and record findings following serious incidents such as fire.

Framework ensures arrangements for periodic auditing which includes arrangements in relation to fire safety.

### 22.0 Reporting

- **Using Datix**

All incidents/accidents/near misses/SUIs, inclusive of fire incidents, should be reported using the Datix reporting systems. An instruction guide is available on FRED. All staff should receive training and coaching on using the system as part of their induction.

It is the responsibility of the staff member to report the incident/accident/near miss/SUI. Where this is not possible (because of absence from the workplace), their line manager should report on their behalf. Reports should be made within 24hrs of the incident/knowledge of the incident taking place or as soon as practically possible.

All SUIs require an extra level of information to be reported for consideration to the SUI Panel, via the Serious and Untoward Incident Initial Report Form (SUI 1).

- **Potential Serious & Untoward Incident Reporting**

Where a SUI has occurred, the Service Manager (or Assistant Manager or Team Leader if the Manager is absent) must complete Section 1 of the Serious and Untoward Incident Initial Report Form (SUI 1) within 24hrs of the incident occurring or coming to the attention of staff. If neither the Service Manager nor Assistant Manager are available then the SUI 1 form should be completed by the most senior member of staff on site.

It is important to note that the death of a person receiving accommodation, support or treatment from Framework must be reported as a SUI1 and sent to the SUI Report inbox.

The completed form must be forwarded to the SUI Report inbox ([sui.reports@frameworkha.org](mailto:sui.reports@frameworkha.org)) and the relevant Operations Manager. If the potential SUI occurs at a weekend or holiday period then the SUI 1 Form should be emailed to the Duty Manager ([dutymanager@frameworkha.org](mailto:dutymanager@frameworkha.org)).

### 23.0 Training Requirements

Fire Safety Awareness Training is mandatory for all Framework staff at commencement of post and reviewed on an annual basis. Front line staff, inclusive of housing teams and office based staff, will undergo additional training including fire extinguisher and Fire Warden training. Fire Warden Training will be formally refreshed at 3 year intervals with topical safety briefings or 'toolbox talks' periodically.

### 24.0 Policy on Fire Fighting

Suitably trained employees may decide to extinguish a small fire using portable fire- fighting equipment.



## HS-POL-04 Fire Safety Policy

Under this policy, employees who are suitably trained must only attempt to extinguish a fire if it is safe to do so; meaning there is a clear escape route or the fire is small.

Framework prioritises personal safety, therefore if in any doubt, staff should evacuate and not attempt to extinguish the fire.

### **25.0 Communal Area Responsibilities**

Residents must not store or recharge mobility scooters or any electrical device in any internal or external communal areas unless they are specifically approved for this use.

Residents and staff should ensure communal passage ways are free from personal affects and possessions that obstruct or hinder fire safety measures and / or evacuation procedures.

### **26.0 Personal Emergency Evacuation Plans (PEEP's)**

Where appropriate, a PEEP [see appendix 3.0] will be put in place for residents with a disability, mobility issues and/or mental wellbeing considerations. PEEP's will be stored with the building emergency plans and form part of the building fire strategy.

### **27.0 Person Centred Fire Risk Assessment (PCFRA)**

Where appropriate, a PCFRA will be carried out to identify service users who are at a higher risk from fire in their own accommodation. [See appendix 4.0]

### **28.0 Service Users**

As part of this policy Framework will ensure service users are aware of the fire safety procedures applicable for their home / room / block. Framework will also respond and where appropriate react accordingly and in a timely manner to address fire safety issues raised by a Service User.

### **29.0 Visitors on Site**

As part of this policy Framework will ensure visitors to Framework premises are aware of the fire safety management procedures in place.

### **30.0 Contractors on site**

As part of this policy Framework will ensure contractors are aware of fire safety management procedures in operation at the relevant Framework premises.

### **31.0 Hot Works**

Under the requirements of this policy any planned hot works will be agreed and authorised by the Property Services Management Team in conjunction with the SHEQ Management Team prior to commencement.

A Hot Works Permit will be issued on satisfactory completion and submission of the Hot Works permit Form. [See Appendix 5.0]



## HS-POL-04 Fire Safety Policy

### 32.0 References

Regulatory Reform (Fire Safety) Order 2005  
HM Government Fire Safety Risk Assessment Guide  
Building Regulations Approved Document B  
LACORS  
Housing Act 2004  
HSE  
IOSH  
National Fire Chiefs Council (NFCC)



# Fire Safety Policy

## Appendices

### Appendix 1.0 - Fire Strategy & Emergency Preparedness Plans

The image displays a collection of 14 documents related to fire safety and emergency preparedness for the London Road Service. The documents are arranged in a grid:

- Top Row (Documents 1-5):**
  - 1. Fire Evaluation Plan - London Road
  - 2. Fire Strategy - London Road
  - 3. Fire Strategy - London Road
  - 4. Fire Strategy - London Road
  - 5. Fire Alarm Actuation - Flow Chart
- Bottom Row (Documents 6-9):**
  - 6. LONDON ROAD SERVICE FLOOR PLANS (GROUND FLOOR)
  - 7. 1<sup>ST</sup> FLOOR
  - 8. 2<sup>ND</sup> FLOOR

# Fire Safety Policy

## Appendix 2.0 – Fire Log Book Templates

**FIRE SAFETY**

### Fire Alarm Weekly Test Records

Date	Location or Out-Post Ref	Tested By or No	Automatic Alarm Substation Test or No	Remedial Action	Signed

**FIRE SAFETY**

### Fire Blankets Monthly Inspection

Carry out a visual inspection of each fire blanket using the following checklist and initial to confirm satisfactory inspection.

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Is each fire blanket attached to the kitchen wall?												
Is each fire blanket undamaged and usable?												
Are the instructions of each fire blanket clear and easy to read?												
Is there any visible damage to the box?												
Are the pins fully intact?												
Remove blanket off wall and record date of inspection on rear of the box to ensure any signs of tampering or damage, including with a red pen.												

Remember Action: \_\_\_\_\_

Inspection carried out by:  
Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_

**FIRE SAFETY**

### Fire Extinguisher Monthly Inspection

Check each fire extinguisher using the following checklist and initial to confirm satisfactory inspection.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fire extinguishers in correct place (wall mounted or on stand)												
Fire extinguisher visible and unobstructed												
Signage in place												
Seal unbroken												
Free from damage / tamper												
Has not been discharged												

Remedial Action: \_\_\_\_\_

Inspection carried out by:  
Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_

**FIRE SAFETY**

### Fire Evacuation Drills

This emergency drill should be practiced by carrying out fire drills at least twice each week per site. Where necessary, evacuation will be conducted more frequently (e.g. every three months).

Frequency	Details	By ref of
Every six months	Drills should be carried out to simulate fire conditions. All exit routes must be clear. No unnecessary warnings should be given other than to specific staff for the purposes of safety or to service interruptions in order to arrange for substitution of services, alternative cover etc.	Service Manager

A record of all drills must be made on this table below. More detailed reports of drills may also be filed within the sections of the Fire Log Book.

Date	Time	Duration	Type	Comments	Signed

**FIRE SAFETY**

### Fire Doors Monthly Inspection

Carry out a visual inspection of each fire door using the following checklist and initial to confirm satisfactory inspection.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fire door integrity - No obvious defects												
Door leaves are structurally intact												
Heat activated / smoke seals are undamaged												
Free from gaps between the door leaf and frame												
Fire routes / exits unobstructed												
Fire door 'keep shut' signs are in place												

Remedial Action: \_\_\_\_\_

Inspection carried out by:  
Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_



# Fire Safety Policy

## Appendix 3.0 – Personal Emergency Evacuation Plan (PEEP)

FIRE SAFETY																																																																				
<h3>Personal Emergency Evacuation Plans (PEEP)</h3> <p>A PEEP is a bespoke plan for individual residents/occupants intended to identify those who are unlikely to self-evacuate due to physical or neurological impairment. PEEPs are intended to identify the evacuation equipment required and the level of staff assistance necessary to evacuate a resident quickly and safely. Impairments may include any or a combination of the following:</p> <ul style="list-style-type: none"> <li>• Mobility conditions</li> <li>• Sight conditions</li> <li>• Hearing conditions</li> <li>• Neurodiverse or mental health conditions</li> <li>• Other circumstances that may affect a person's ability to evacuate (examples include pregnancy or a short-term injury such as a broken leg)</li> </ul> <p>The key question that determines whether a PEEP is required is:</p> <p>Can you evacuate a building unaided in a reasonably prompt manner during an emergency situation? If the answer is no then a PEEP is likely to be required.</p> <p>The PEEP should be completed in consultation with the resident.</p> <table border="1"> <thead> <tr> <th>Frequency</th> <th>Details</th> <th>By who?</th> </tr> </thead> <tbody> <tr> <td>First use/New resident</td> <td>Carry out assessment with the service user, using the template provided to assess physical and cognitive abilities of the individual in response to an emergency situation and return a completed copy to: <a href="mailto:healthandsafety@frameworkha.org">healthandsafety@frameworkha.org</a></td> <td>Service Manager</td> </tr> <tr> <td>Monthly</td> <td>Retain PEEPs in the file, review/update regularly</td> <td>Service Manager</td> </tr> </tbody> </table>			Frequency	Details	By who?	First use/New resident	Carry out assessment with the service user, using the template provided to assess physical and cognitive abilities of the individual in response to an emergency situation and return a completed copy to: <a href="mailto:healthandsafety@frameworkha.org">healthandsafety@frameworkha.org</a>	Service Manager	Monthly	Retain PEEPs in the file, review/update regularly	Service Manager																																																									
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# Fire Safety Policy

## Appendix 4.0 - Person Centred Fire Risk Assessment (PCFRA)

FIRE SAFETY

### Person Centred Fire Risk Assessment Plans (PCFRA)

The Person Centred Fire Risk Assessment approach relates to the safety of residents who are at high risk from fire in their own accommodation. The PCFRA takes account of the lifestyle of the resident, their mental capacity to make decisions, the likelihood they will make wise decisions and their physical agility. In addition, the potential for careless use of smoker's materials, forgetfulness, lack of awareness whilst cooking, and drug/alcohol abuse can all increase the likelihood of fire.

Frequency	Details	By who?
New Resident	Where a potentially high risk individual has been identified, complete the assessment provided with the service user, and return a completed copy for review to: <a href="mailto:healthandsafety@frameworkha.org">healthandsafety@frameworkha.org</a>	Service Manager
Monthly	Retain & regularly review PCFRA's in this file and report any changes to the Health and Safety Inbox.	Service Manager

Schematic of decision making process in relation to a Person Centred Fire Risk Assessment


Has a duty holder or other person who has engaged with the resident identified a highly vulnerable person?

Yes

No

Carry out a PCFRA as per attached template and forward to: [healthandsafety@frameworkha.org](mailto:healthandsafety@frameworkha.org)

No need for further assessment beyond the Building Fire Risk assessment

 Framework For your future

FIRE SAFETY

### Person Centred Fire Risk Assessment (PCFRA) Checklist


Name of Resident	
Full Address	
Bedroom Number	
Completed by	Date

1 DOES THE INDIVIDUAL PRESENT AN INCREASED FIRE RISK? TICK ALL THAT APPLY

Smoking - with signs of unsafe use of smoking or vaping materials (e.g. smoking @ bed)?
Use of emollient creams that are petroleum or paraffin based?
Air pressure mattress or oxygen cylinders used?
Unsafe use of portable heaters?
Unsafe cooking practices (e.g. cooking left unattended)?
Overloaded electrical sockets/adaptors or extension leads?
Faulty or damaged wiring?
Electric blankets used?
Previous fires, or near misses, burns or scorch marks on carpets and/or furniture?
Unsafe candles/tea light use?
Other (please specify):

2 WOULD THE INDIVIDUAL BE LESS ABLE TO REACT TO AN ALARM OR FIRE? TICK ALL THAT APPLY

Mental Health issues (e.g. Dementia, Anxiety or Depression)
Cognitive or decision making difficulties
Alcohol dependency
Drug misuse
Sensory impairments (e.g. hearing or sight loss)
Other (please specify):

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FIRE SAFETY

### Person Centred Fire Risk Assessment (PCFRA) Checklist

3 DOES THE INDIVIDUAL HAVE A REDUCED ABILITY TO ESCAPE? TICK ALL THAT APPLY

Have restricted mobility, are frail or have a history of falls?
Are blind or have impaired vision?
Lacks capacity to understand what to do in the event of a fire?
Is a hoarder or there are cluttered or blocked escape routes?
Would be unable to unlock the front door to escape?
Other (please specify):

4 ARE THERE ANY SMOKE OR HEAT ALARMS FITTED WITHIN THE INDIVIDUAL'S HOME?


Yes
No
If yes, please specify which rooms have them fitted:

5 HAS A CARBON MONOXIDE ALARM BEEN FITTED ANYWHERE THAT GAS OR SOLID FUELS ARE USED?

Yes
No
If yes, please specify which rooms have them fitted:


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Reviewed by	
Further Assessment Required	Yes / No
If yes, action log completed and attached	
PCFRA Review date	

 Framework For your future

# Fire Safety Policy

## Appendix 5.0 – Hot Works Permit



### HOT WORK PERMIT


Permit Number

INSTRUCTIONS
Is there safer ways of doing this job
This permit is being issued by a person authorised to do so
<ul style="list-style-type: none"> <li>The Authorised Permit Issuer must verify all the precautions listed.</li> <li>A response of 'No' should prevent the hot work taking place until this precaution can be met or the hazard eliminated.</li> <li>Two copies of the completed permit should be completed / printed and signed by the issuer, one copy retained by the issuer and one copy for the person doing the work.</li> </ul>
Details of Hot Work
Name of Person Issuing Permit: Name: _____ Phone: _____
Hot work being done by: Employee (circle correct): Yes/ No
Contractor (circle correct): Yes/ No
Has induction been given: Yes/ No
Date: _____ Job no./ref: _____ Location (Building/Floor/Room): _____
Description of Hot Work
Name of Person doing the work
I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken and permission is authorised for work. Date and Time Fire Watch Started: Date: _____ Time: _____ Date and Time Fire Watch Ended: Date: _____ Time: _____ Fire Watch (Print Name): _____
I confirm that a Fire Watch has been completed following completion of the hot works and all the required precautions have been taken Signature of Fire Watch _____

Required precautions checklist (✓as appropriate)	Yes	No	N/A
Available sprinklers, fire hoses and fire extinguishers are in service			
Cutting and welding equipment in good repair			
Requirements within a 10m sphere of the work			
Flammable liquids, dust, lint and oil deposits removed			
Explosive atmosphere eliminated			
Floor swept clean			
Combustible floor wet down, covered with damp sand or fire resistant sheeting			
Combustible material removed, if not possible then covered with fire resistant sheeting or metal sheeting			
All wall and floor openings where sparks may travel have been located and covered			
Fire resistant sheeting suspended beneath work			
Work on walls/ ceilings or enclosed equipment			
Construction is non-combustible and without combustible insulation or covering			
Combustibles on either side of wall moved 1.5m away			
Enclosed equipment cleaned of all combustibles			
Containers purged of flammable liquids / vapours			
Fire watch/ hot work area monitoring requirements			
Fire watch will be provided during the works including all meal and other breaks and for 60 minutes after work stops			
Fire watch is supplied with suitable extinguishers and/or hose reels			
Fire watch is trained in the use of the equipment and general emergency procedures			
Other precautions			
Confined space or isolation permit required			
Area smoke detection has been disabled			

**Important:** Please detail below the actions taken to prevent actuation of fire alarm system

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### HOT WORK PERMIT

## HOT WORK PERMIT FIRE PRECAUTIONS

### GUIDANCE FOR THE PERSON IN CHARGE OF THE HOT WORK OPERATION

**WHAT YOU SHOULD DO:**

- Bring with you a sufficient and suitable number of effective portable fire extinguishers
- Follow the general advice given in the Hot Work Guidance Notes.

**WHAT YOU SHOULD DO WHEN YOU FIRST ARRIVE ON SITE (CONTRACTOR ONLY):**

- Report your presence to the Building Supervising Office, Reception or other responsible Framework staff member
- Ensure that someone in authority knows you are there, what you are doing and how long you are likely to be there. Arrange to report back when you leave

**WHAT YOU SHOULD DO BEFORE YOU START WORK:**

As soon as you arrive on site, and before you start work, find out the location of the following:

- The available escape routes and fire exits – particularly if you are working in an isolated area e.g. roof
- The nearest additional fire extinguishers (in case they are needed as back up)
- The nearest fire alarm point (break glass call point)
- The nearest available telephone
- The fire action notices for the building and note what they say
- Ensure fire warning system sensors are covered and/or isolated in area of works
- Ensure fire safety suppression systems (where installed) are not compromised as a result of the works being undertaken

**WHAT YOU SHOULD DO WHEN WORK IS COMPLETE:**

- Check the area to ensure that there is no indication of smouldering fires

**IN THE EVENT OF A FIRE:**

- Immediately operate the nearest break glass fire alarm point
- If safe to do so, tackle the fire with the appropriate portable fire extinguisher
- If in doubt, evacuate the premises by way of the nearest fire exit
- If you do decide to tackle the fire, ensure that you have an escape route - do not let the fire block your exit
- Report to the Responsible Person in charge at the assembly point as directed on the Fire Action Notice and await further instructions
- Inform the Responsible Person of what has happened when safe to do so

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