


## FIRE RISK ASSESSMENT

Client	Clan Gordon	Property ID	101876
Address	SUITE 1B	Carmichael Place	Property Address
		Newhaven Road	45
		Edinburgh	Broomhouse Street South
	Edinburgh	EH6 5PH	Edinburgh
			Midlothian
			EH11 3TN

Doc	15	Certificate ID	12201955756-87	Issued	01-Feb-19	Issued By	Kenneth Kerr	Sign	
		Validated	14-Feb-19	Validated by	Patrick Hannigan	Sign			

Duty Holder:	Estrilita Janse Van Rensburg	(e.g. employer) or person having control of the premises
Date of previous fire risk assessment:		The 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.
Suggested date for review:	01-Feb-20	

The purpose of this report is 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.

1.000	THE PREMISES:			
1.100	No. of floors:	1	No. of bedrooms:	5
	Location of the uppermost storey of this property:		1	
	Total number of storeys for the structure:	2	Floor height of the uppermost storey of this property (m)	0 m
1.200	Approximate floor area:	<200	m2 per floor	<200 m2 gross
			N/A	m2 on ground floor
1.300	Property Type:	4 in a Block		
	Brief details of construction:			
	Domestic residential type dwelling with harled exterior and pitched roof, largely non-combustible material			
1.400	Use of premises:			
	Licensed House of Multiple Occupancy			

2.000	THE OCCUPANTS:	
2.001	Is the property currently occupied?	Yes
2.100	Approximate maximum number:	5
2.200	Approximate number of employees at any one time:	0
2.300	Maximum number of members of the public at any one time:	0
2.400	Associated times/hours of occupation:	24hrs
	Note:	

3.000	OCCUPANTS ESPECIALLY AT RISK FROM FIRE:	
3.001	Occupants unfamiliar with design or layout:	0
3.100	Sleeping occupants:	5
3.200	Disabled occupants:	0
3.300	Occupants in remote areas and lone workers:	0
3.400	Young persons:	0
	Others:	

<b>4.000</b>	<b>FIRE LOSS EXPERIENCE: (if information available)</b>
	<i>None recorded or visible.</i>
<b>5.000</b>	<b>OTHER RELEVANT INFORMATION:</b>
<b>6.000</b>	<b>RELEVANT FIRE SAFETY LEGISLATION:</b>
6.100	The following fire safety legislation applies to these premises: <i>Fire (Scotland) Act 2005, The Fire Safety (Scotland) Regulations 2006, Housing (Scotland) Act 2006</i>
6.200	The above legislation is enforced by: <i>The Scottish Fire and Rescue Service</i>
6.300	Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):  
6.400	The legislation to which the above makes reference is enforced by:  
6.500	Comments:  

### FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

<b>7.000</b>	<b>ELECTRICAL SOURCES OF IGNITION:</b>	
7.100	Reasonable measures taken to prevent fires of electrical origin?	Yes
7.200	More specifically:	
7.201	Fixed installation periodically inspected and tested?	No
7.202	Portable appliance testing (where appropriate) carried out?	Yes
7.203	Suitable policy regarding the use of personal electrical appliances?	No
7.204	Suitable limitation of trailing leads and adapters?	No
7.205	Personal appliances and chargers unplugged when not in use?	Yes
7.300	Comments and Hazards: <i>The electrical installation and electrical appliances appear to be maintained in good condition.</i>	
<b>8.000</b>	<b>SMOKING:</b>	
	INFORMATION: Premises should have a clearly defined smoking policy for residents, tenants, staff, guests and visitors. Policies should take account of the whole premises, including any areas where the statutory prohibition on smoking does not apply.	
8.100	Reasonable measures taken to prevent fires as a result of smoking?	No
8.200	More specifically:	
8.201	Smoking prohibited on the premises?	No
8.202	Smoking prohibited in appropriate areas?	No
8.202	Suitable arrangements for those who wish to smoke?	No
8.204	This policy appeared to be observed at time of inspection?	Yes
8.300	Comments and Hazards: <i>The premises should have a clearly defined smoking policy for residents, tenants, staff, guests and visitors. Policies should take account of the whole premises, including any areas where the statutory prohibition on smoking does not apply.</i>	
<b>9.000</b>	<b>ARSON:</b>	
9.100	Does basic security against arson by outsiders appear reasonable?*	Yes
*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.		
9.200	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
9.300	Comments and Hazards:  	

<b>10.000</b>	<b>PORTABLE HEATERS AND HEATING INSTALLATIONS:</b>	
10.100	Is the use of portable heaters avoided as far as practicable?	Yes
10.200	If portable heaters are used:	
10.201	Is the use of more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	Yes
10.202	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	Yes
10.300	Are fixed heating installations subject to regular maintenance?	Yes
10.400	Comments and Hazards:	
<b>11.000</b>	<b>COOKING:</b>	
11.100	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
11.200	More specifically:	
11.201	Filters changed and ductwork cleaned regularly?	No
11.202	Suitable extinguishing appliances available?	Yes
11.300	Comments and Hazards:	
	<i>The cooker is clean and there is a fire blanket installed within the kitchen between the appliance and the exit. Filters appear to be very dirty.</i>	
<b>12.000</b>	<b>LIGHTNING:</b>	
12.100	Do the premises have a lightning protection system?	No
12.200	Comments and Hazards:	
	<i>A specialist contractor would advise on the requirement for a lightning protection system, consideration is given to strikes in the area and height of the building etc.</i>	
<b>13.000</b>	<b>HOUSEKEEPING:</b>	
	INFORMATION: All reasonable provision should be made to reduce the possibility of fires occurring due to accidental ignition. Control of combustible materials should be achieved by attention to good housekeeping principles; this can reduce the likelihood of fire. Combustible materials are not just those generally regarded as highly combustible, but all materials that will readily catch fire. By carefully considering the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced. If a considerable quantity of combustible waste material is generated then a formal plan should be developed to manage this effectively. Some of the practices which should be followed are:	
13.100	Is the standard of housekeeping adequate?	Yes
13.200	More specifically:	
13.201	Combustible materials appear to be separated from ignition sources?	Yes
13.202	Avoidance of unnecessary accumulation of combustible materials or waste?	Yes
13.203	Appropriate storage of hazardous materials?	Yes
13.204	Avoidance of inappropriate storage of combustible materials?	Yes
13.300	Comments and Hazards:	
<b>14.000</b>	<b>HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS:</b>	
14.100	Are fire safety conditions imposed on outside contractors?	No
14.200	Is there satisfactory control over works carried out on the premises by outside contractors (inc. "hot work" permits)?	No
14.300	If there are in-house maintenance personnel are suitable precautions taken during "hot work", permits)?	No
14.400	Comments and Hazards:	
	<i>Where work is undertaken in the premises by outside contractors, then fire safety law specifically requires that information on risks and fire safety measures be notified to these workers and their employers.</i>	
<b>15.000</b>	<b>DANGEROUS SUBSTANCES:</b>	
15.100	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes
15.200	If the above applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
15.300	Comments and Hazards:	

<b>16.000</b>	<b>OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS:</b>	
16.100	Hazards:	
16.200	Comments and Deficiencies:	

## FIRE PROTECTION MEASURES

<b>17.000</b>	<b>MEANS OF ESCAPE FROM FIRE:</b>	
17.100	It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
17.200	More specifically:	
17.201	Adequate design of escape routes?	Yes
17.202	Adequate provision of exits?	Yes
17.203	Exits easily and immediately openable where necessary?	Yes
17.204	Fire exits open in the direction of escape where necessary?	Yes
17.205	Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
17.206	Satisfactory means of securing exits?	Yes
	Reasonable distances of travel?	
17.207	Where there is a single direction of travel?	Yes
17.208	Where there are alternative means of escape?	N/A
17.209	Suitable protection of escape routes?	Yes
17.210	Suitable fire precautions for all inner rooms?	Yes
17.211	Escape routes unobstructed?	Yes
17.300	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	No
17.400	Comments and Deficiencies:	

<b>18.000</b>	<b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT</b>	
18.100	It is considered that there is:	
18.101	Compartmentation of a reasonable standard?*	Yes
	*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.	
18.102	Reasonable limitation of linings that might promote fire spread?	Yes
18.200	Fire doors have suitable ratings mark, self closing mechanisms, smoke and intumescent seals and have the correct recommended door gap.	No
18.300	Where the main entrance door is accessed via a common stair is it a fire door fitted with an intumescent letterplate?	N/A
18.400	Fanlight glazing has suitable fire rating?	N/A
18.500	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? *,**)	N/A
	*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.	
	**A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.	
18.600	Comments and Deficiencies:	
	<i>Doors wedged open and gaps of more than 4mm. Doors have ratings but no maintenance program in place.</i>	

<b>19.000</b>	<b>EMERGENCY ESCAPE LIGHTING</b>	
19.100	Reasonable standard of emergency escape lighting system provided?*	Yes
	*Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out	
19.101	Suitable test switch for emergency escape lighting system provided?	No
19.200	Comments and Deficiencies:	
	<i>No visible test switch</i>	

<b>20.000</b>	<b>FIRE SAFETY SIGNS AND NOTICES</b>	
20.100	Reasonable standard of fire safety signs and notices?	<b>No</b>
20.200	Comments and Deficiencies: <i>No fire action plan</i>	

## FIRE PROTECTION MEASURES

<b>21.000</b>	<b>MEANS OF GIVING WARNING IN CASE OF FIRE</b>	
21.100	Reasonable manually operated electrical fire alarm system provided.*	<b>N/A</b>
	*Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standards carried out	
21.200	Automatic fire detection provided?	<b>Yes</b>
21.300	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	<b>Yes</b>
21.400	Remote transmission of alarm signals?	<b>N/A</b>
21.500	Comments and Deficiencies: <i>There are automatic fire alarms in every room and a heat detector in the kitchen, all alarms are interlinked.</i>	

<b>22.000</b>	<b>MANUAL FIRE EXTINGUISHING APPLIANCES</b>	
22.100	Reasonable provision of portable extinguishers?	<b>No</b>
22.200	Hose reels provided?	<b>N/A</b>
22.300	Are all fire extinguishing appliances readily accessible?	<b>Yes</b>
22.400	Comments and Deficiencies: <i>Powder extinguishers are no longer recommended for use indoors.</i>	

<b>23.000</b>	<b>RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>	
23.100	Type of system:  	
23.200	Comments  	

<b>24.000</b>	<b>OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>	
24.100	Type of fixed system:  	
24.200	Comments  	
24.300	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	<b>N/A</b>
24.400	Comments  	

## MANAGEMENT OF FIRE SAFETY

<b>25.000</b>	<b>PROCEDURES AND ARRANGEMENTS</b>	
25.100	Fire safety is managed by:*	
	<i>Landlord/managing agent</i>	
	*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.	
25.200	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	<b>No</b>
	Comments and Deficiencies: <i>The Responsible Person should appoint a competent person to assist in undertaking general fire precautions</i>	

25.300	Is there a suitable record of the fire safety arrangements?	No
Comments and Deficiencies:		
<i>Information should be recorded in respect of fire safety arrangements for the effective planning, organisation, control, monitoring and review of the fire safety measures</i>		
25.400	Appropriate fire procedures in place?	No
More specifically:		
25.401	Are procedures in the event of fire appropriate and properly documented?	No
25.402	Are there suitable arrangements for summoning the fire and rescue service?	No
25.403	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	No
25.404	Are there suitable arrangements for ensuring that the premises have been evacuated?	No
25.405	Is there a suitable fire assembly point(s)	No
25.406	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No
Comments and Deficiencies:		
<i>It is a management responsibility to have in place both an emergency fire action plan and arrangements to implement the plan.</i>		
25.500	Persons nominated and trained to use fire extinguishing appliances?	No
Comments and Deficiencies:		
<i>The law indicates that in some circumstances, competent persons should implement fire-fighting measures, it may not be practicable for all persons resident for longer periods, for example within an HMO, to receive such training.</i>		
25.600	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	No
Comments and Deficiencies:		
<i>Where premises are not usually staffed the dutyholder (such as the owner or landlord/managing agent) has a responsibility to ensure that guests, residents/tenants know how to evacuate the building in the event of fire.</i>		
25.700	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crew visiting for familiarisation visits)?	Yes
Comments and Deficiencies:		
<i>A Joint Inspection Team which includes the Fire Authority visit the premises as part of the HMO licensing process.</i>		
25.800	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	No
Comments and Deficiencies:		
<i>When management staff are carrying out routine inspections of the property, fire safety measures should also be inspected and results of the inspection recorded.</i>		
26.000	<b>TRAINING AND DRILLS</b>	
26.100	Are all staff given adequate fire safety instruction and training on induction?	No
Comments and Deficiencies:		
<i>Occupiers should be given an appropriate level of information and instruction on the fire safety measures to be taken or observed on the premises.</i>		
26.200	Are all staff given adequate periodic "refresher training" at suitable intervals?	No
Comments and Deficiencies:		
26.300	Does all staff training provide information, instruction or training on the following:	
26.301	Fire risks in the premises?	No
26.302	The fire safety measures on the premises?	No
26.303	Action in the event of fire?	No
26.304	Action on hearing the fire alarm signal?	No
26.305	Method of operation of manual call points?	N/A
26.306	Location and use of fire extinguishers?	No
26.307	Means of summoning the fire and rescue service?	No

26.308	Identity of persons nominated to assist with evacuation?	No
26.309	Identity of persons nominated to use fire extinguishing appliances?	No
Comments and Deficiencies:		
<i>Provide details and records on site of the arrangements in place to provide information instruction and training on fire safety on the premises.</i>		
26.400	Are staff with special responsibilities (e.g. fire wardens) given additional training?	No
Comments and Deficiencies:		
<i>It may be appropriate for residents/tenants to carry out some basic tests and checks, in the absence of the owner or landlord/managing agent, subject to them being proficient to do so.</i>		
26.500	Are fire drills carried out at appropriate intervals?	No
Comments and Deficiencies:		
<i>Where premises have tenants staying for longer periods, such as in HMOs, the tenants should be made fully aware of emergency procedures which should be tested by a fire drill involving a full evacuation of the premises concerned.</i>		
26.600	When the employees of another employer work in the premises:	
26.601	Is their employer given appropriate information (e.g. on fire risks and general fire precautions?)	No
26.602	Is it ensured that the employees are provided with adequate instructions and information?	No
Comments and Deficiencies:		
<i>A suitable staff training regime should be in place, tailored to the individual premises and to the staff who work in the premises, which will ensure that staff are suitably trained and know what they should do in the event of fire.</i>		
<b>27.000</b>	<b>TESTING AND MAINTENANCE</b>	
27.001	Adequate maintenance on the premises?	Yes
Comments and Deficiencies:		
27.002	Weekly testing and periodic servicing of fire detection and alarm system?	No
Comments and Deficiencies:		
<i>Weekly and periodic testing of the fire detection system should be recorded.</i>		
27.003	Monthly and annual testing routines for emergency escape lighting?	No
Comments and Deficiencies:		
<i>Monthly and annual testing of the emergency escape lighting should be recorded.</i>		
27.004	Annual maintenance of fire extinguishing appliances?	Yes
Comments and Deficiencies:		
<i>Fire extinguisher maintenance label(s) are up to date.</i>		
27.005	Periodic inspection of external escape staircases and gangways?	N/A
Comments and Deficiencies:		
27.006	Six-monthly inspection and annual testing of rising mains?	N/A
Comments and Deficiencies:		
27.007	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A
Comments and Deficiencies:		

27.008	Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and Deficiencies:		
27.009	Routine checks of final exit doors and/or security fastenings?	No
Comments and Deficiencies:		
27.010	Annual inspection and test of lighting protection system?	N/A
Comments and Deficiencies:		
27.011	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	No
Comments and Deficiencies:		
<i>In all premises, inc. those not usually staffed, there should be regular checks on escape routes &amp; fire equipment, and any defects put right as quickly as possible.</i>		
27.012	Other relevant inspections or tests:	
Comments and Deficiencies:		
28.000	RECORDS	
28.100	Appropriate records of:	
28.101	Fire drills:	No
28.102	Fire training	No
28.103	Fire alarm tests?	No
28.104	Emergency escape lighting tests?	No
28.105	Maintenance and testing of other fire protection?	N/A
28.200	Comments and Deficiencies:	



## FIRE RISK ASSESSMENT

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Sustantial risk
High	Moderate risk	Sustantial 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:

**Medium**

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

<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 premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequence for life safety in the event of fire would be:

**Moderate harm**

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

<b>Slight harm</b>	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).
<b>Moderate harm</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm</b>	Significant potential for serious injury or death of one or more occupants.

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

**Moderate**

Comments:

(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.)

## 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*

Definition of PRIORITY (where applicable):

<b>1.</b>	Immediate action for legislative compliance, life safety issues.
<b>2.</b>	Action required for legislative compliance not a serious life safety issue or responsible fire safety management
<b>3.</b>	Action required, considered good fire safety practice.

Definition of TIME (where applicable):

<b>1.</b>	Immediate (No time and cost implications e.g. fire doors wedged open)
<b>2.</b>	Short Term within 3 months (Not significant time and cost implications e.g. Upgrade of fire alarm system.)
<b>3.</b>	Long Term as and when (Significant time and cost implications e.g. capital finance and planning permission required.)

## ACTION PLAN DETAILS

Section	Description	Priority	Time	Action by
7.204	Remove leads and adaptors and advise responsible person if additional sockets are necessary.	1	1	Occupiers
20.100	Notice in communal area to show how to raise the alarm, call the Fire Service and the escape route.	1	1	Duty Holder
25.400	Put in place an emergency fire action plan and procedures	1	1	Duty Holder
18.200	Competent contractor to carry out maintenance on fire doors.	1	2	Duty Holder
22.100	Competent contractor to advise on provision of suitable Portable Fire Extinguishers.	1	2	Duty Holder
7.201	Confirm Electrical Installation Condition Report is current	2	1	Duty Holder
7.203	Policy is required for occupiers on the use of their own personal electrical equipment.	2	1	Duty Holder
8.100	Policy is required for occupiers to confirm the smoking arrangements within the premises.	2	1	Duty Holder
8.201	Notice or signage to confirm if smoking is prohibited on the premises.	2	1	Duty Holder
8.202	No smoking signage required in areas where the statutory prohibition applies.	2	1	Duty Holder
8.203	Provide notice of smoking arrangements for those who wish to smoke.	2	1	Duty Holder
11.201	Extract filters to be cleaned regularly.	2	1	Occupier
14.100	Policy is required for contractors that carry out work on the premises.	2	1	Duty Holder
14.200	Contractors policy to include arrangements for hot works permits.	2	1	Duty Holder
17.300	Personal Emergency Evacuation Plan arrangements required for disabled occupiers or visitors.	2	1	Duty Holder
25.200	Appoint a competent person to assist in undertaking general fire precautions.	2	1	Duty Holder
25.300	Put in place fire safety arrangements for the ongoing control and review of fire safety measures.	2	1	Duty Holder
25.401	Review procedures and provide documentation to the occupiers.	2	1	Duty Holder
25.402	Provide details of arrangements for summoning the fire and rescue service.	2	1	Duty Holder
25.403	Provide details of arrangements for meeting the Fire Service and passing on details of the incident.	2	1	Duty Holder
25.404	Provide details of arrangements to ensure the premises have been evacuated.	2	1	Duty Holder
25.405	Provide details of an assembly point at a safe place.	2	1	Duty Holder
25.406	Procedure required which considers the Emergency Evacuation of disabled occupiers or guests.	2	1	Duty Holder
25.500	Occupiers to receive training in the safe use of the fire extinguisher(s)	2	1	Duty Holder
25.600	Identify people nominated and trained to assist with evacuation.	2	1	Duty Holder
26.100	All occupants should be given fire safety training.	2	1	Duty Holder
26.200	Occupants should be given refresher training at suitable intervals.	2	1	Duty Holder
26.301	Training should include the fire risks for the premises.	2	1	Duty Holder
26.302	Training should include the fire safety measures for the premises.	2	1	Duty Holder
26.303	Training should include the action in the event of a fire.	2	1	Duty Holder
26.304	Training should include the action on hearing the fire alarm signal.	2	1	Duty Holder
26.306	Training should include location and use of the fire extinguisher(s)	2	1	Duty Holder
26.307	Training should include means of summoning the Fire & Rescue Service.	2	1	Duty Holder
26.308	Training should include person(s) nominated to assist with evacuation.	2	1	Duty Holder
26.309	Training should include person(s) nominated to use fire extinguishing appliances.	2	1	Duty Holder
26.400	Occupiers with special responsibilities to be given additional training.	2	1	Duty Holder
26.500	Fire drills to be carried out to check understanding and familiarity with the Fire Action Plan.	2	1	Duty Holder
26.601	Contractors to be provided with appropriate fire safety information for the premises.	2	1	Duty Holder
26.602	Contractors staff to be provided with appropriate fire safety information for the premises.	2	1	Duty Holder
27.002	Carry out weekly testing and periodic servicing of the fire alarm system.	2	1	Duty Holder
27.003	Carry out monthly testing routines for emergency escape lighting.	2	1	Duty Holder
27.009	Carry out routine checks of final exit doors and/or security fastenings.	2	1	Duty Holder
27.011	Procedure required for reporting of defects and restoration of safety measures.	2	1	Duty Holder
28.101	Record required of Fire Drills carried out.	2	1	Duty Holder
28.102	Record required of Fire Training carried out.	2	1	Duty Holder

28.103	Record required of Fire Alarm tests carried out.	2	1	Duty Holder
28.104	Record required of Emergency Escape lighting tests carried out.	2	1	Duty Holder
19.101	Competent contractor to install a suitable test switch for the emergency lighting system.	2	2	Duty Holder
25.800	Carry out fire safety checks when the property is undergoing routine inspections.	2	2	Duty Holder
12.100	Specialist contractor required to carry out a lightning risk assessment.	3	3	Duty Holder