



FIRE SAFETY MANAGEMENT & FIRE EMERGENCY PLAN

Velocity Student
112 St Mildred's Road
Norwich, NR5 8RS



Velocity Student at 112 St Mildreds Rd, Norwich, NR5 8RS



FIRE SAFETY MANAGEMENT PLAN

STATEMENT OF INTENT

Velocity Student believes that ensuring the health and safety of occupants, staff, visitors, contractors and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents/incidents and any related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from the building and occupants activities.
4. Providing a safe and healthy environment.
5. Ensuring safe operating methods and providing safe management procedures.
6. Providing effective information, instruction and guidance.
7. Consulting with occupants and their representatives on fire safety and H&S matters.
8. Monitoring and reviewing our systems and prevention measures to ensure the effectiveness.
9. Setting safety targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate resources are made available for fire safety and health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Velocity Student representatives, the building's occupants must play their part in the creation of a safe and healthy environment for all.

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Velocity Student as the occupier/owner, employer, or 'responsible person'.
- 1.3 This fire safety management and fire emergency plan applies to this address only which is to any extent under the control of the Velocity Student as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including occupants, staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or share control of premises with other businesses then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply; or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management and fire emergency plan applies to all other occupants, staff working in premises employed by any other contractor. In this respect other attending contractors will comply with these relevant fire safety arrangements and policy.
- 1.6 Velocity Student will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
 - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken there in;
 - provide comprehensible and relevant information to occupants, staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
 - if applicable provide a programme of fire safety training;
 - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;

- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether occupants, attending staff, or others, to be present with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
 - appropriate safe and secure location of building services e.g. gas and electricity;
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
 - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education of occupants, attending staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire-fighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms;
 - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
 - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
 - A weekly/quarterly/six monthly/annual premises fire safety inspection will be carried out.
- 2.4 The fire safety arrangements will be based on HSG 65 Successful Health and Safety Management and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -

- Effective planning, organisation, control, monitoring and review of protective and preventive measures.
- Fire safety risk assessments and building audits.
- Fire safety systems and maintenance.
- Fire warden and occupants/staff training.
- Fire evacuation drills.
- Building design, alterations and commissioning.

3 PLANNING

3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).

3.2 Fire Risk Assessments must be carried out and reviewed regularly (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	= Work to be completed within 24 hours to 4 weeks
Medium Risk	= Work to be completed within 1-3 months
Low Risk	= Work to be completed within 3 months-1 year

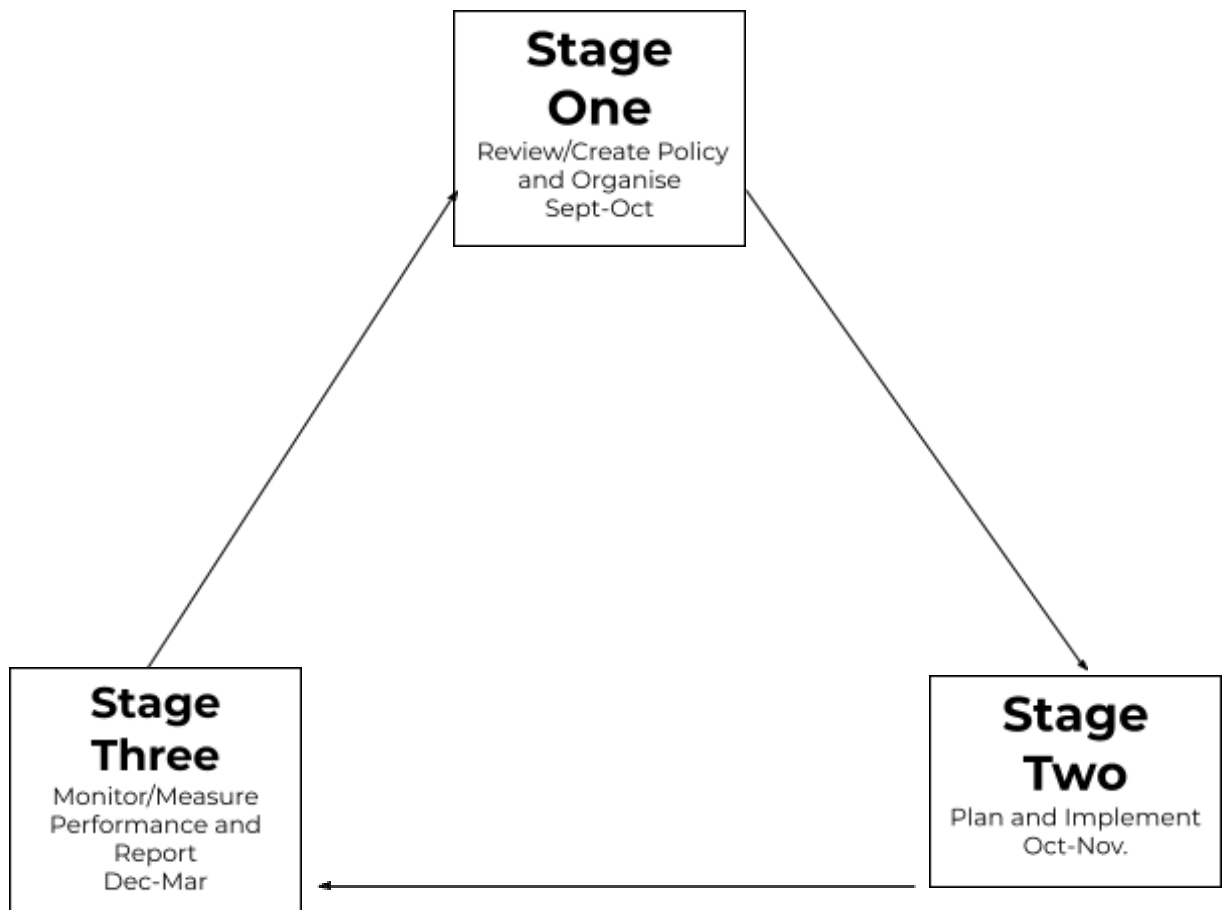
3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for occupants, staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

- Fire detection and warning system.
- Emergency lighting.
- Fire-fighting facilities.
- Other fire safety equipment.
- Emergency routes and exits.
- Fire safety signs and notices.

- Portable electrical appliances (PAT) and premises installation testing (5 yearly).
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
- 3.8 Fire evacuation exercises will be carried out each term 6 monthly within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by Velocity Student competent person/s under the guidance of a Fire Safety Consultant. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.9 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business working hours, building occupants are to evacuate the building. All occupants, staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by Velocity Student.
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by a competent contractor at agreed appropriate times during normal hours and in line with current British or European test standards. All occupants will be instructed in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Occupants will report any faults or problems to the Velocity Student responsible person/s who will forward the details to the appropriate contractors to complete the works.
- 3.15 A fire safety log book will be kept; to record the details of all tests on passive and active preventative and protective measures, as well as safety inductions and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



4 ORGANISATION AND CONTROL

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, Maintenance, Occupants Emergency Plans and Velocity Student Staff Training can be found in Appendix 5

4.2 Velocity Student will:

- ensure that this Policy and/or any fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Velocity Student Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.3 Managers with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for the building, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan to safely evacuate all persons, whether occupants, employees, contractors or visitors. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;

- arrange for the emergency plan to be issued to the occupants, Velocity Student employees, visitors, contractors etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a Velocity Student competent responsible person (who may also be the buildings management company) to be nominated to oversee and implement fire safety arrangements at the property on their behalf;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers;
- ensure that occupants, Velocity Student staff are appropriately instructed in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for the premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant (information box) hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
- confirm that the premises fire safety inspections address fire safety arrangements.

4.4 The Responsible (who must be competent to carry out this role) Persons must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;

- ensure all occupants, Velocity Student staff and, and where appropriate contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than six months;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that the fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.5 Occupants must:

- ensure they are familiar with the emergency plan for the building and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and cooperate with, the Velocity Student responsible person/s for the building;
- report to Velocity Student responsible persons/s any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;

- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless it's for the means of escape process only.
- comply with the No Smoking legislation.

5 MONITORING

- 5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -
- i. Number of fires recorded annually.
 - ii. Number of fire related incidents.
 - iii. Achieving set schedules and time frames (evacuation drills and building audits).
 - iv. Measuring the number of Fire Service call outs against the cause.
 - v. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
 - vi. Safety premises inspection and meetings to ensure actions and progress are made.
 - vii. Annual audit of all fire systems by the Velocity Student.

6 REVIEW

- 6.1 Annual audit of all fire systems by Velocity Student Director to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place quarterly prior to any likely accident or incident event.
- 6.3 Reactive reviews will take place following a fire safety event occurring.
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in Velocity Student Responsible Person/s.

7 FIRE EMERGENCY PLAN

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

7.1 Training and Induction Provision

Identify any Velocity Student staff training needed and how it will be provided. This should include the following: -

The building is residential and there is no permanent staff on site. No persons onsite will be trained in use of the fire alarm panel, fire fighting equipment or Fire Marshalling. Occupants will be briefed to exit the building via the quickest and safest route. All appropriate signage is in place to ensure escape routes and procedures are clear.

7.2 Information Distribution

Detail the method(s) of informing personnel (incl. occupants, visitors, contractors) of escape routes. This should include the following: -

Occupants to be briefed of the fire procedure upon moving into the property. All signage including Fire Action Notices is present and fire escape route plans are installed in all rooms. These show all escape routes and locations of alarms points and fire extinguishers.

7.3 What occupants, Velocity Student Staff Should Do If They Discover a Fire

1. Raise the alarm by operating the nearest fire alarm call point.
2. Evacuate to a safe place.
3. DO NOT USE THE LIFT unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings.
4. Person/s to tackle the fire only where appropriate i.e. means of escape process.
5. If person/s have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
6. Leave the building by the nearest exit.
7. Do not stop or return to collect personal belongings.
8. Ensure visitors are escorted from the building to the assembly point.
9. Close any doors on route without delaying your escape.
10. You must remain at the assembly place.
11. Return to the building only when authorised to do so.

7.4 What occupants, Velocity Student Staff Should Do If They Hear the Fire Alarm.

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:-

1. Leave the building by the nearest exit.
2. Close any doors on route without delaying your escape.
3. Do not stop or return to collect personal belongings.
4. Do not use any fire-fighting equipment unless you have been trained.
5. Do pass any information to the building responsible person/s at the assembly point.
6. You must remain at the assembly place.
7. Return to the building only when authorised to do so.

7.5 Contacting the Emergency Services

Detail: -

Occupants will be briefed at move-in, to call the emergency services in the event of a Fire or suspected Fire once they are out of the building and are out of immediate danger using their mobile phones to avoid impact of power failures preventing such calls being made.

7.6 Identify Processes, Machines or Power That Must Be Shut Down

This should include the following where appropriate: -

Velocity Student Staff responsible for ensuring any hot work equipment is turned off.

7.7. Specific Arrangements for Any High-Risk Areas

Boiler room/Plant room, which are higher risk, are inaccessible by those without authorisation, but the room has fire detection systems, extinguishers and appropriate separation.

7.8 Emergency Services Liaison Procedures

Fire Brigade to liaise with the persons who called the emergency services for any available information, otherwise, fire brigade to ascertain information via investigation. All occupants will be found in the assembly area in front of the building and will advise any information they have.

7.8.1 Specific Information for the Emergency Services

Emergency Services to ascertain the appropriate information via investigation on arrival.

7.8.2 Location of information: Main reception entrance area.

All information about the building to be in the main reception area, including floor layouts, guests sign in sheet, and accessible room identification.

7.8.3 Accounting for Personnel

Upon the arrival the fire brigade will undertake an investigation to ascertain if there are any people left in the building and take advice from people in the assembly area. Only fire brigade personnel entered the building. Fire Brigade to inform Velocity Student

7.9 Escape Routes: Main reception area

A floor plan showing escape routes are displayed in the rooms and communal areas. These include fire-fighting equipment provided, location of designated 'Safe Refuges', types and location of emergency exit signs, locations of manual break glass points and emergency lighting.

7.10 Assembly Points: Fire Action Notices

All Occupants, Visitors and Contractors to assemble on the land opposite the building on the T junction.

7.11 Identify Persons Especially at Risk

1. Rooms 6, 19, and 25 are rooms for Disabled and as such are their refuge points in the event of an emergency. They will be instructed on use the intercoms on the rooms as a call point to speak to the fire brigade and advise of their location.
2. Information pack positioned in the fire safety box for emergency services only in reception.

7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability in the building will be different to those for people with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- Progressive Horizontal Evacuation. This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes of fire resisting construction.
- Evacuation by Lift. This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lift with special features and are not the same as ordinary lifts in most buildings. Not applicable at this building.
- Evacuation by Stairs. This method involves the use of equipment such as special evacuation chairs; but is usually only possible if people are being evacuated downwards or horizontally.
- Use of Refuges. BS5588: Part 8 defines refuges as: 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)

A refuge is an area that is separated from the fire by a fire-resisting construction and has access via a safe route to a final fire exit and is clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate.

Identify the method of ensuring that occupants and visiting persons with any disability are evacuated or taken to a designated 'Safe Refuge' (Units 6-19-25), until they can be evacuated in safety. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.

Designate responsibilities for persons at special risk and: -

Persons at special risk will be instructed at first occupancy to remain in their rooms as refuge if they need assistance to evacuate, with the emergency services evacuating them in a safe and controlled manner.

7.13 Visitors and, or Contractors

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by Velocity Student staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following: -

All visitors sign in and out. Emergency Services to use the sign in sheet for headcount.

7.14 Velocity Student staff with Specific Responsibilities

The Velocity Student responsible person is Kara Miller. Contact number is 01603 552046.

This should include backup personnel in the event that identified personnel are not available.

7.15 Overall Control

In the event of an emergency the fire brigade, on arrival, are to take and maintain control of the situation and take the appropriate actions. Occupants evacuate themselves out of the building via the safest and quickest route.

7.16 Fire Marshals and Fire Wardens:

There are no fire marshals or wardens on site with occupants being advised of the fire procedures and evacuating themselves from the building via the safest and quickest route.

7.17 Fire Fighting: Only used in the means of escape.

Occupants are advised not to fight fires unless it is absolutely necessary using other escape routes if the main route is blocked. All routes have standard use fire extinguishers in place

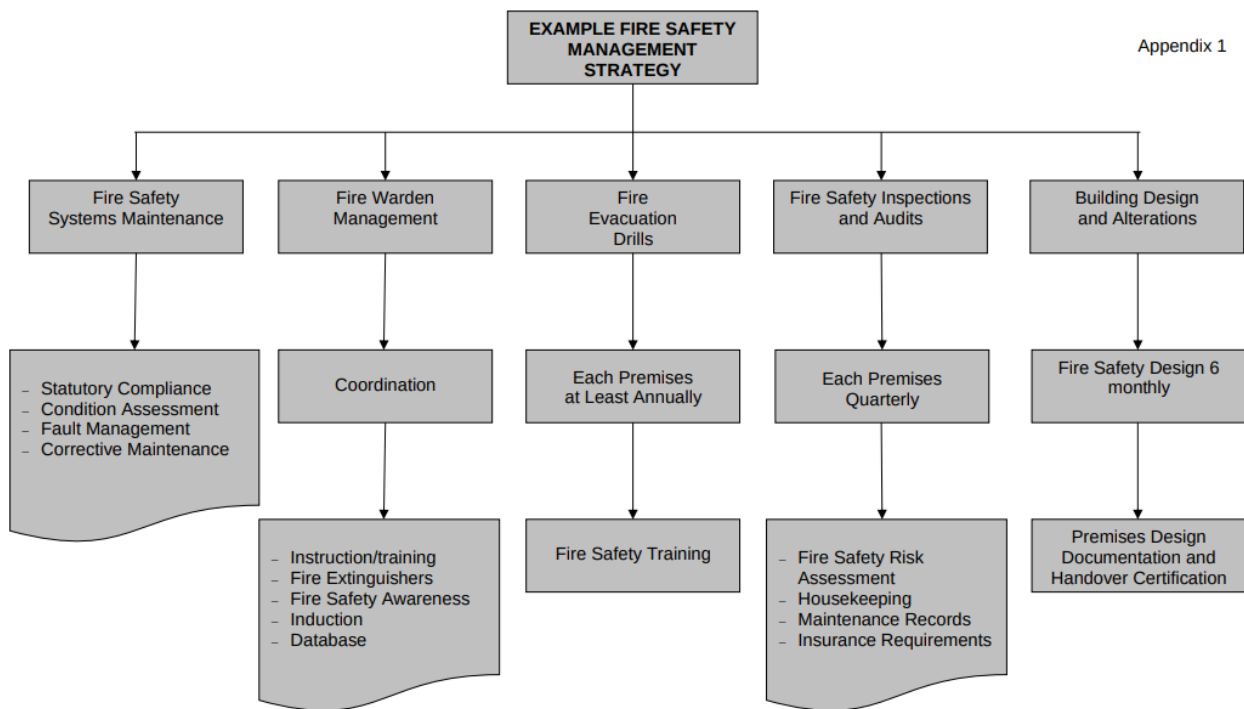
7.18 Fire Control Panel.

- The Fire panel is located in the main foyer and will be checked by the fire brigade for indication as to where the fire is.

- The Alarm will be silenced by an employee of Velocity Student, Broadland Guards or the Fire Dept. Please do not reset the Fire Alarm.

7.20 Re-Entering the Building:

Occupants are not permitted to re-enter the building until they have been advised by the Senior Fire Service Officer of the fire brigade and a representative of Velocity Student.



FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting Equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did occupants and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting Equipment				
Are all firefighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Monthly Checks				
Escape Routes				
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are emergency generators working correctly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Firefighting Equipment			
Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

YES | NO | N/A | COMMENTS

Three Monthly Checks			
General			
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Six Monthly Checks			
General			
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have the venting system been serviced.			
Have the dry risers been serviced.			
Fire Warning Systems			
Has the system been checked by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Annual Checks			
Escape Routes			
Do all fire doors work correctly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire Warning Systems			
Has the system been checked by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries operate on tests for their full duration?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the system been checked by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Firefighting Equipment

Has all equipment been checked by a competent person?

Miscellaneous

Have dry / wet risers been tested by a competent person?

Has smoke control systems been tested by a competent person?

Has external access for the fire and rescue service been checked for availability at all times?

Have any firefighters switches been tested?

Are fire assembly points clearly indicated by signs?

FIRE SAFETY TRAINING PROGRAMME

All occupants will receive adequate fire safety induction and all fire safety induction sessions will be delivered by a competent person. There will be one / two fire drills per year to test the fire safety training.

Fire Safety Induction Sessions

New occupants:

Induction Programme.

Current program:

When signing up for tenancy.

Velocity Student Fire Wardens:

One training session per year specific to their duties.

Velocity Student Managers:

One training session per year specific to their duties and including fire safety risk assessment understanding, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of Velocity Student new staff, fire safety policies and procedures.

Fire Safety Induction Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raise the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where
- appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment in the means of escape process only;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;

- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Inductions Records

All fire safety inductions will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of person/s receiving the instruction; and the nature of the instruction and / or drill.

I confirm that I have delivered the above subjects to those named above as attending.

Name: _____ Date: _____

Signed: _____ Position: _____