



WILLIAM MARTIN

HEALTH & SAFETY
CONSULTANTS

FIRE EMERGENCY PLAN



Innova House, Innova Park, Enfield, EN3 7XH

Prepared For:
Pearl & Coutts Ltd
3rd Floor
9 White Lion Street
London N1 9PD

Report prepared by:
William Martin Compliance Solutions Limited
2-7 Brewery Square
London
SE1 2LF

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1.1 General Information

1.1.1 Introduction

William Martin Compliance Solutions Ltd was instructed to prepare this Fire Emergency Plan of Innova house Innova park Enfield which has been written to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 and follows the guidance for Offices & Shops produced by HM Government.

The objective of this plan is to ensure that people working at Innova House are kept safe in the event of a fire.

Training information and guidance are provided within this plan so that staff may be properly informed of the issues involved and appropriate procedures.

1.1.2 Periodic Review

This plan should be reviewed when ever there are significant changes such as building alterations or change of activities or if any shortcomings in the plan are identified, possibly as a result of lessons learnt during a practice drill etc.

In any event an annual review should be carried out as good practice.

1.1.3 Property Details

Full address	Innova House, Innova Park, Enfield, EN3 7XH
Landlord	Pearl & Coutts
Site contact	Reception
Telephone number	Reception - 07825437609
Number of floors	There are 2 floors including 1 internal staircase. Plus 4 other external staircases.
Accommodation	Commercial/Office
Assembly Points	One
Other information	<p>Innova House is a two storey office building situated within a purpose built business park. There is a manned reception area at ground floor level with one passenger lift to all floors. There is one internal stairwell providing access to the upper floor, as well as a further four secondary external fire escape stairways; one via each demised unit block. These discharge to the sides of the building at ground floor level.</p> <p>There is one plant room and roof level accessed from a fixed ladder via the first floor stairwell. The electrical intake is situated on the ground floor with a gas meter housed to the side of the building. There are also toilets via each lobby. There is also car parking surrounding the property.</p>

1.2 Existing Fire Safety Controls

<p>Management Control</p>	<p>There is no permanent Landlord presence on the site although the reception point is manned. Tenants are also responsible for making adequate arrangements for their own evacuations in the event of an emergency.</p> <p>In order to manage emergency situations effectively local control and leadership is required.</p> <p>It is recommended that tenants appoint Fire Marshals to fulfil this role and it is suggested that one of the Marshals takes a lead role since this removes ambiguity and gives focus to the process. If the individuals concerned are not comfortable then a joint approach can be taken where they act as a group, in this case the Chief Fire Marshal's duties should be assumed by the Marshal's group collectively.</p> <p>Fire drills will be arranged by the Landlord and held at least every 6 months. Following a drill a follow up report will be sent to all tenants with recommended improvements to evacuation procedures. Tenants are responsible for ensuring that these are acted upon.</p> <p>Meetings are held with tenants, these are arranged by the Site Manager. Health, safety and fire issues can be discussed at these meetings.</p> <p>Tenants are responsible for notifying the Site Manager of any site hazards that they become aware of.</p>
<p>Fire Risk Assessment</p>	<p>This fire risk assessment of the building was completed on 13-6-13 by William Martin Compliance Solutions Ltd .The fire risk assessment is held via the property manager.</p> <p>Tenants are responsible for ensuring that they have had a fire risk assessment completed of their demised areas, by a competent person. Fire risk assessments should be reviewed regularly, at least annually. A copy of the Fire Risk Assessment should be held on site.</p>
<p>Fire Detection and Alarm System</p>	<p>There is integrated fire detection and alarm system with detectors located within all floors in common areas and call points located on all common area floors and by exits.</p> <p>When a detector is activated or a break glass unit operated the evacuation alarm sounds continuously throughout the building.</p> <p>The fire alarm is tested weekly by a responsible person; if the alarm cannot be clearly heard or is not working correctly occupiers should report the problem to the Site Manager. All tests are recorded in the fire log book.</p> <p>The fire detection and alarm system is serviced by a competent contractor; this will be arranged by the Landlord.</p>
<p>Emergency Exits</p>	<p>The main staircase is the emergency exit route and leads directly to the emergency exit doors to the front of the building at ground level. The secondary staircases are also emergency exit routes and lead from the external stairwell to the ground</p>

	<p>floor at the side of the property, if this exit is used all persons should walk to the assembly point at the green zone within the car park at the front of the property.</p>
Emergency Lighting / Emergency Escape Lighting	<p>There is emergency escape lighting provided within the common areas, including staircases and landings.</p> <p>Emergency escape lighting is checked monthly and subject to a full discharge test annually by a competent contractor.</p>
Fire Fighting Equipment	<p>Fire extinguishers are provided on each floor level of the building and in high risk areas such as plant rooms.</p> <p>These are only to be used by trained persons who are confident in their abilities to tackle a small fire safely without risk to themselves or others.</p>
Fire Log Book	<p>The fire log book is located at ground floor reception.</p>
Fire Marshalls	<p>Tenants are responsible for appointing their own Fire Marshalls and should ensure that they are adequately trained to act in the event of an emergency evacuation.</p> <p>Tenants are responsible for maintaining up to date lists of their fire marshals. An up to date list of fire marshals should be sent to the site manager.</p>
Assembly Point & Roll Call	<p>The assembly point is Centre of the car park at the Green Zone.</p> <p>It is the responsibility of all occupiers to ensure that their staff and visitors are aware of the location.</p> <p>In the event of an evacuation all occupants and visitors should proceed to the assembly point where the Fire Marshalls will take a roll call.</p>
Visitors Procedures	<p>It is the responsibility of hosts to ensure that all visitors (including contractors) are provided with relevant information contained within this Emergency Plan including instructions for action in the event of fire.</p>
Disabled Access	<p>Tenants are responsible for developing Personal Emergency Evacuation Plans (PEEPs) for staff and visitors as appropriate. For more information, refer to Fire Safety Risk Assessment Supplementary Guide, Means of Escape for Disabled People available from www.firesafetyguides.communities.gov.uk</p>

1.3 Emergency Plan

Site :	Innova House
Address :	Innova Park Enfield
Postcode :	EN3 7XH

In the event of a: FIRE	ACTION
How people will be warned if there is a fire:	An alarm bell will sound
If you find a fire:	<p>If a fire is discovered the <u>immediate action</u> should be to :</p> <p>Activate the nearest Call Point. The fire alarm will sound an evacuation throughout the building.</p> <p>or</p> <p>Verbally raise the alarm by shouting 'FIRE' (if there is no fire alarm installed)</p> <p>Do not put yourself at risk. Use the fire fighting equipment provided to enable you to evacuate if you have been trained to do so.</p> <p>Leave the building by the nearest available exit.</p> <p>Proceed to the <u>assembly point</u> and await further instructions.</p>
Tackling a fire:	<p>If it is safe to do so and you have been trained in the use of fire extinguishers, tackle the fire with the appropriate fire extinguisher.</p> <p>If there is any doubt evacuate immediately.</p>
Hearing the alarm:	<p>On hearing the evacuation fire alarm sound:</p> <p>Evacuate the building by the nearest available escape route.</p> <p>Stay calm and proceed in an orderly manner to the fire assembly point where you should report to the Fire Marshals and await further instructions.</p> <p>If you have visitors or contractors with you, instruct them to follow you.</p> <p>Where possible close doors and windows behind, do not put yourself at risk or cause delay.</p> <p>Do not stop to collect personal belongings. Do not delay to complete phone calls, emails, interviews etc.</p> <p>Give assistance to anyone in difficulty provided it does not put you at risk.</p> <p>If you need help do not hesitate to ask for it.</p> <p>Obey instructions issued by the Fire Service / Fire Marshals promptly.</p>
How the fire and rescue service and any other services will	Dial 999 and ask for the fire service.

In the event of a: FIRE	ACTION
be called and who will be responsible for doing this:	
Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, lone workers and young persons:	Tenants are responsible for putting in place appropriate specific evacuation plans for any vulnerable people within their demised areas.
Assembly point is located at:	Centre of the car park at the Green Zone.
Fire marshal duties	<p>On hearing the evacuation fire alarm sound: -</p> <p>Ensure that all people (including visitors and contractors) in your area are immediately evacuated by the nearest available escape route.</p> <p>Check your area, including toilets, to ensure that all personnel under your care have evacuated.</p> <p>Do not take personal risks.</p> <p>Leave the building by the safest available route and report in to the fire brigade; source and spread of the fire (if known), any areas not checked, and any trapped, injured or disabled people left in the building.</p>
Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials:	The fire service will be met by a site representative.
Plans to deal with people once they have left the premises:	<p>Do not re-enter the building for any reason, until you have been instructed to do so by the Fire Marshals or the Fire Service.</p> <p>The all clear can only be given if:</p> <p>The reason for a false alarm is clearly evident. OR The fire service Have attended and having investigated have declared there to be no danger. AND The fire detection system is fully operational again to detect any new incident.</p>

1.4 Specific Responsibilities

1.4.1 Property Manager / Surveyor

- To have ownership of this Fire Emergency Plan.
- Circulate this Fire Emergency Plan to tenants' representatives.
- Ensure the Fire Emergency Plan is kept up to date and reviewed at least annually.
- Ensure the schedule of Fire Marshal (Appendix B) is kept up to date.
- Encourage tenants to carry out basic fire training for all members of their personnel, facilitate group training sessions if appropriate.
- Facilitate fire evacuation drills at six monthly intervals.
- Ensure that adequate maintenance of fire safety systems and provisions in the building is carried out by competent organisations and that proper records of such maintenance are kept.
- Assist tenants in establishing Personal Emergency Evacuation Plans (PEEPS) as required for disabled occupiers.

1.4.2 Fire Marshals

General duties:

- Promote general fire safety awareness.
- Ensure fire doors are not wedged or propped open.
- Report any defective fire doors or equipment to the Property Manager.
- Encourage staff to keep office tidy and free from obstructions and build-up of waste paper & rubbish.

Action in the event of alarm activation:

- Clear the building in an orderly manner.
- Close doors and windows if time permits.
- Keep people calm as they evacuate.
- Give assistance as necessary, especially for disabled people etc.
- Complete a full Roll Call of staff and visitors from their floors once everyone has been evacuated.
- Inform the Fire Service of those who are accounted for and any who are not.
- Keep people at the Assembly Point until authorised otherwise.

1.4.3 Tenants

- Appoint Fire Marshals.
- Disseminate this Emergency Plan to occupiers.
- Establish Personal Emergency Evacuation Plans (PEEPS) as required for disabled occupiers.
- Co-operate with the Property Manager and other tenants in the establishment and use of effective fire procedures.
- Advise the Property Manager if they become aware of any defective fire precautions equipment or installations.
- Advise the Property Manager if they become aware of any problems with these Emergency Procedures.
- Take a full and active part in fire drills arranged by the Property Manager.

1.5 Training

It is each employer's responsibility to ensure that appropriate training is provided to their staff likely subject matter is covered by this Fire Emergency Plan and will include the following:

- Action to be taken on discovering a fire.
- Action to be taken upon hearing the fire alarm.
- Location and use of the alarm call point's and the alarm indicator panels.
- The correct method for calling the Emergency Services.
- The location and use of fire equipment.
- Knowledge of escape routes.
- Appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the alarm.
- Stopping the machines and processes and isolating power supplies where appropriate.
- The operation of all escape doors not in regular use, to ensure that they function satisfactorily.
- Evacuation of the building to the assembly point.
- Roll call procedure.

Appendix A – Fire Service Information

(To be made available to the Fire Officer attending any incident)

ITEM	LOCATION
Gas Intake	Left hand side of Building Ground floor This is now decommissioned
Boiler Room	Roof Plant Room.
Electrical Intake	Ground floor riser cupboard.
Fire Alarm Indicator Panel	Ground Floor.
Lift Motor Room	Insitu to lift access panel adjacent to lift at ground floor level.
Riser inlets	NA
Sprinkler stop valves	NA
Basement flood access	NA
Fire Lobbies	NA
Refuges	NA
Private hydrants	NA
Private water supplies	NA
Hazardous substances	NA
Key risk rooms	NA
Hazardous machinery	NA
Other	NA

Appendix B – Schedule of Duty Holders

The prime duty holders are as follows:

Area of building		TENANT	NAME	PHONE NUMBER
Ground Floor		Fresh steps	Michelle Hayles	0208 803 5827
First Floor		Mears	Diane Carter	0203 198 8277
First Floor		Dimensions	Ruth Sarna	0300 303 9002
First floor		Guarding UK	Peter Eleta	01992 655 677

Appendix C – Fire Safety Maintenance Checklist

Daily:	<ul style="list-style-type: none"> • Daily fire checks carried out by site-based fire wardens
Weekly:	<ul style="list-style-type: none"> • Test the fire alarms by activating different call points in rotation – tests recorded in Fire Log. • Check operation of all automatic release devices fitted to doors etc.
Monthly:	<ul style="list-style-type: none"> • Function tests the emergency lighting. • Check the fire hose(s) are functioning.
Six monthly:	<ul style="list-style-type: none"> • Fire drill organised by Property Manager • Test and maintain magno-locked escape doors and associated overrides • Servicing and maintenance of fire detection and alarm systems by competent engineer. • Servicing and maintenance of sprinkler systems by competent engineer. • Deep cleaning of ventilation and extraction systems to kitchens and catering facilities (where applicable).
Annually:	<ul style="list-style-type: none"> • Emergency evacuation plans reviewed by Property Manager • Fire risk assessments reviewed by competent consultant • Emergency lighting full annual discharge test by competent engineer • Fire fighting equipment checked and serviced by a competent engineer • Wet and Dry Rising Mains tested by a competent engineer • Smoke and Heat Exhaust Ventilation Systems tested and maintained by competent engineer. • Fire fighters switches tested by a competent person

Appendix D - Simple Line Plan of Building (if available)