

ENTERPRISE HOUSE DARLINGTON LTD

VALLEY STREET NORTH DARLINGTON DL1 1GY

COMPANY REGISTRATION NUMBER 14790546

FIRE RISK ASSESSMENT: PROCEDURES & FACILITIES

Introduction

The Management of Health & Safety Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 requires Landlords of the building to carry out a fire risk assessment and to inform the tenants of the arrangements in place so that they are aware of these in the event of a fire.

A Fire Risk Assessment was done on the common areas of the building in August 2023 and the following is a summary of the arrangements in place and tenants should make their occupants familiar with them

- **Smoking**

The building has a no smoking policy and smoking is prohibited within the confines of the internal areas. Designated areas for smoking outside are available.

A plan showing the location of the external smoking stations is attached to this document for reference.

- **Means of escape**

The building is secured by electronically operated doors to all entrances. Access is gained by way of door codes.

In the event of a fire being detected the doors will be dis-engaged from the locking system to allow free access in and out of the building

External fire escape platforms are situated at the rear of the premises which will allow evacuation from the upper floors of the building. These are shown on the plan attached.

The building has a single lift serving the west wing of the building. The lift should **not** be used in the event of a fire.

Protected staircases serve each floor of the building. The staircases are exit routes and are designated protected areas with fire doors leading off from individual office areas.

Fire doors should not be propped open as they are there to contain a fire in the area it develops.

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- **Fire extinguishers**

Fire extinguishers are located at strategic places throughout the building. They should not be removed or tampered with unless a fire is detected.

- **Emergency escape lighting**

The building is equipped with emergency escape lighting and this is being upgraded to cover all external fire escapes and exits.

- **Fire detection**

The building is equipped with both automatic and manually operated fire detection equipment and this is being upgraded to comply with the Fire Risk Assessment Report.

- **Action on discovering a fire**

- If a fire is discovered tenants should raise the alarm immediately by activating the nearest fire alarm point or by shouting 'Fire' to warn others in the building.
- Dial 999 and ask for the Fire and Rescue Service.
Provide your exact location, the nature of the fire if known (e.g., rubbish bin, electrical), and any known hazards.
- Tenants should evacuate the building by the safest route possible using the designated exit routes leaving personal belongings behind them. Do not use the lift.
- Assemble at the agreed muster points to be accounted for and only re-enter the building only after the fire officer has given the all clear that it is safe to do so.

- **Testing and recording of installations**

The testing and recording of the emergency lighting and fire alarm installation is done on a regular basis and the results recorded in a document kept on the premises.

- **Fire Training and Fire Drills**

Enterprise House Darlington Ltd do not have a permanent staff presence on site and are therefore unlikely to be on site in the event of a fire.

It is therefore up to the individual tenants to carry out their own training and fire safety awareness of actions required in the event of a fire being detected.

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- **Fixed electrical installation**

The testing of the fixed wiring installation was carried out in 2019 and is due to be re-tested in 2024

- **Fire safety signs and notices**

These are displayed throughout the building.

- **Signing in book**

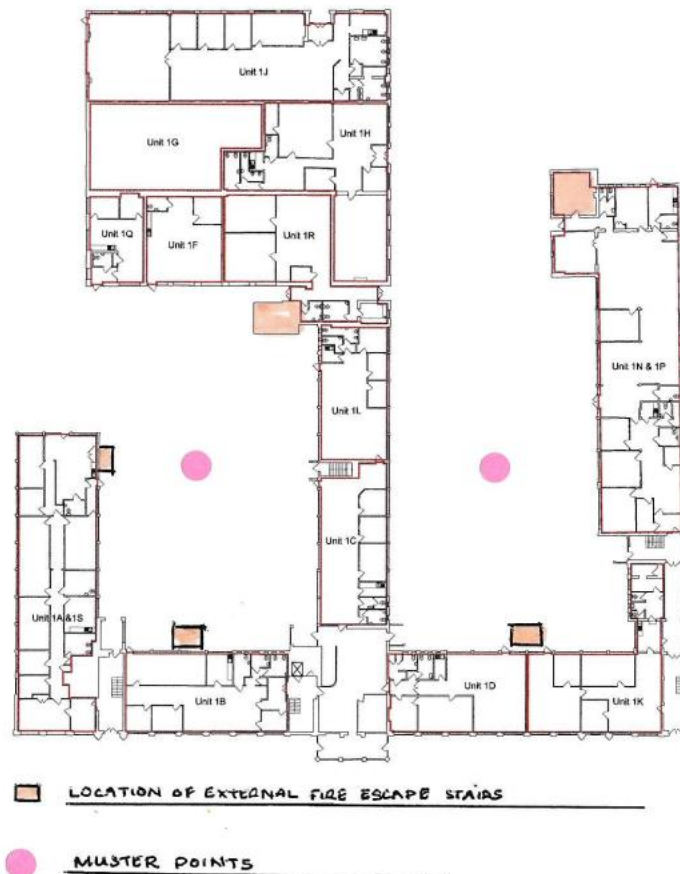
A signing in book is available at the main reception and should be used to sign in and out of the building

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Location of external smoking stations.

