

Regulatory Item		
Responsible Person(s) must	Med	High
Provide residents with information relating to the importance of fire doors in fire safety, particularly residents' flat entrance doors, as these play an important part in containing any fire within the flat in which it starts.	Y	Y
Check all fire doors in communal areas of the building at least <i>every three months</i> . Typically, these doors will include: doors to stairways and stairway lobbies, cross-corridor doors, which sub-divide corridors, doors to storage and electrical equipment cupboards	Y	Y
Undertake annual risk assessment checks of flat entrance doors that open into communal areas. Keep a record of the steps taken to comply with this requirement, including, in any case where access to a flat was not granted for this purpose during any 12-month period, the steps taken to try to gain access.	Y	Y
In the case of leasehold flats , arrangements will need to be made with the leaseholders to grant access to their flats for the purpose of annual flat entrance door checks . In the event of an impasse, a court order can be obtained for this purpose. It is recommended that any new leases/tenancy agreements include this right of access	Y	Y
Display fire safety instructions in a conspicuous part of any building, to include the evacuation strategy of the building..	Y	Y
Provide a copy of the above Fire Safety Instructions to every new resident as soon as possible after that new person moves in.	Y	Y
Provide a new copy of the Fire Safety Instructions to all residents within each 12 month period from October 2023 or at any time earlier if there is any material change to the instructions.	Y	Y
Display Fire Safety Instructions information to residents in a conspicuous part of the building. The instructions must be in a form that residents can reasonably be expected to understand. In addition, these Fire Safety instructions should be reissued to all existing residents at periods not exceeding 12 months. The instructions must cover the following matters: the evacuation strategy for the building (e.g. stay put or simultaneous evacuation), instructions on how to report a fire (e.g. use of 999 or 112), the correct address to give to the fire and rescue service, etc.), any other instruction that tells residents what they must do when a fire has occurred, based on the evacuation strategy.	Y	Y
Provide a Premises Information Box ("PIB") in a prominent situation for fire teams coming on site. This will include site plans, location of fire-fighting equipment, including extinguishers, dry riser inlets /outlets contact details of the Responsible Person(s). Provide the local fire and rescue authority with anything required to enable it to access the secure information box as soon as is reasonable possible if there are any changes to the requirements	Y	Y

Regulatory Item		
Responsible Person(s) must	Med	High
Provide the local Fire and Rescue authority with all the documents in the PIB by electronic means.	Y	Y
Must prepare a Personal Emergency Evacuation Plan ("PEEP") for any individual resident who self-identifies to them as unable to self-evacuate .i.e. who may be unable to reach a point of safety unaided, or within an adequate amount of time, during an emergency. This could relate to a temporary or permanent condition A questionnaire will be provided to every resident over 16 years of age. The details of anyone identifying as needing a PEEP will be kept in the PIB.		Y
Provide Wayfinding Signage Floor identification signs and flat indicator signs to assist the fire service identify each floor in a block of flats higher than 11m or 5 storeys. <i>See picture below</i>		Y
Communicate with all residents and leaseholders on safety information and on any safety decisions needed to be taken. This is to be achieved via a new mandatory Resident Engagement Strategy . This is a legal requirement.	Y	Y
Undertake monthly checks of key areas , including: <ul style="list-style-type: none"> • rising mains • smoke control, i.e. Automatic Opening Vents ("AOV") • fire suppression systems • fire extinguishers • emergency lighting • water safety and pumps Records of all of these monthly checks must be kept and be accessible to all residents of the building.		Y
Responsible Person(s) must appoint a competent fire risk assessor.		Y
Ensure a Fire Risk Assessment (FRA / FRAEW) is completed for the structure and the external walls, including the doors and windows within those walls, <i>and attachments such as balconies, cladding and insulation</i> . Action to remove or negate the risks identified must then be taken.	Y	Y