

AUDLEY
GROUP



Fire Safety Information 2023

FIRE SAFETY INFORMATION PACK

AUDLEY GROUP | Audley Villages | Mayfield Villages

Introduction

The purpose of this information and guidance document is to provide owners living in Audley and Mayfield villages with a Fire Safety Strategy and Risk Management.

The purpose of this document is to provide guidance in keeping you and your family safe in your home.

New Fire Safety Regulations were introduced in 2022, and we have updated our policies and procedures to reflect the changes.

Fire safety in your apartment building is governed by the Regulatory Reform (Fire Safety) Order 2005 ("Fire Safety Order"), as amended by the recent Fire Safety (England) Regulation 2022. These updates include evacuation procedures, standards of fire doors and general fire safety requirements. The regulation also requires us to share fire safety information with existing owners on an annual basis as well as new owners.

As an owner, you too have a responsibility to understand the Fire Safety Order and guidance.

The information and guidance in this document will help you and the Audley Group work in partnership to achieve the standards required.

Fire Action Notice



The graphic is a vertical list of instructions for fire action. It starts with a blue circle containing a white exclamation mark. The main title 'Fire action' is in a blue box, with the subtitle 'If you discover or suspect a fire' below it. The four steps are numbered 1 to 4, each with a corresponding icon in a colored box: 1 (flames), 2 (person running), 3 (people at assembly point), and 4 (prohibition sign).

Fire action
If you discover or suspect a fire

- 1 Raise the alarm**
- 2 Leave the building by the nearest available exit**
- 3 Report to person in charge of Assembly point**
- 4 Do not stop to collect personal belongings
Do not take risks**

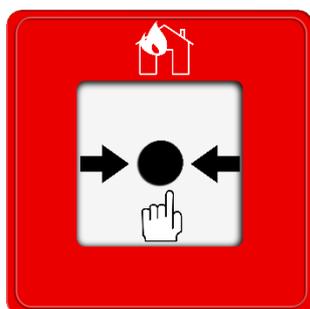
Fire Action Notice

The previous page shows example signage of the key steps to take during a fire.

Step 1 – Raise the alarm



- Audley and Mayfield Villages have provided fire detection equipment in all areas which will automatically detect a fire and will raise the alarm.
- In the event of discovery of fire, a suspected fire, use a manual call point.
- Make sure you know the location of your nearest manual call point



Or Call 999 after you have left the building and ask for Fire Service.

Give the location of the fire and describe what is on fire.

Step 2 – Leave the Building by the nearest available exit



- Never attempt to use the lifts in the event of fire.
- Ensure you and your family are aware of the exit routes within your building.

Step 3 – Report to person in charge of the assembly point.



- Ensure you know the assembly point within your village.

Actions on Hearing the Fire Alarm



If the fire alarm has been activated in your home in the case of a cooking process, or accidental activation, this will not require you to evacuate your home. Village Members will carry out investigations as to the cause of the activation and will act accordingly and reset the alarms if necessary.



The principles around “Stay Safe” have been adopted in England since the 1970s and have predominantly been applied to high rise buildings in their fire safety strategy. The purpose of Stay Safe (previously known as Stay Put) is to ensure the safety of owners and residents in the event of fire.

Audley and Mayfield properties are designed and constructed in accordance to building regulations and the “Stay Safe” standards. This will ensure the safety of all our owners and will ensure the safety and welfare of you and your family.

It is important that you feel confident, and rest assured that all aspects of fire strategy are carefully considered from the design to annual review of the Stay Safe policy.

Following the fire action plan, staying safe within your home / apartment will enable attending fire service personnel to deal with the emergency safe and effectively.

The use of fire-resistant materials and fire detection systems have been incorporated in the design and construction of your home. All villages are monitored 24 hours a day by village members with business continuity of care lines and fire monitoring systems operated by an independent monitor company. Your safety is at the forefront of Audley Groups fire safety policies and procedures.

By following the guidance for fire safety in the home, you will ensure the risk of fire is kept to a minimum.

Fire Safety in the home

The principle of prevention is an initiative-taking measure that reduces the risk of fire.

Audley Group have provided up-to-date fire detection systems, which are regularly checked and maintained by professionals.

Emergency lighting protected staircases and exit routes are also checked and regularly maintained.

Fire doors on the entrances to your homes and in key escape routes are essential to the safety of owners, staff, and visitors.

In an emergency, firefighting equipment and emergency procedures are in place and village Members have suitable training to conduct the actions needed.

Whilst the above systems and procedures offer peace of mind for owners, occupiers and also the responsible person for fire safety, should only be used in the purpose intended, instead we aim to prevent any fire using principles of prevention to help all identify potential fire hazards, and to mitigate the risk.

“Remove or Reduce” is a method used in fire risk assessment to mitigate the risks. It is best practice to remove the hazard, however if the hazard cannot be removed then steps should be taken to reduce the risk. In order to understand how we can apply these methods to our daily lives, we need to understand the principles of fire, how it starts and how it continues to burn and develop.

The following subjects will help you understand the common cases of modern-day fires and what you can do to prevent the risk of fire.

The Cause

Electrical fires: Faulty appliances and leads - 3667 cases UK.

Faulty fuel supply: 2152 (15.2% of electrical fires)

Appliance Fires 2014-2019

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Total 2014-2019 (5 years)
Tumble Dryers	508	501	617	556	479	2,661
Washing Machines	487	488	548	543	523	2,589
Fridge Freezers	254	213	201	185	212	1,065
Microwaves	967	974	954	928	926	4,749
Dishwashers	333	241	290	248	194	1,306

Standard of electrical equipment

CE and UKCA Mark and Rating Plate – Information

Do you need UKCA marking services or training?

The [UKCA \(UK Conformity Assessment\) mark](#) is the new UK product marking that will be required for certain products being placed on the market in Great Britain (England, Wales and Scotland). It covers most products that previously required the CE mark.

It will not be recognized in the EU market. Products that require CE marking will still need a CE marking to be sold in the EU.

Find out more about how we can support you with services and training on how to meet the new requirements: [UKCA services and training](#)

Download a copy of our guide to [UKCA Marking](#).

UK Government information can be found here: <https://www.gov.uk/guidance/using-the-ukca-mark-from-1-january-2021>

**UK
CA**

You should check that your electrical appliances are **SAFE**. Check regularly for the following danger signs:

- A smell of hot plastic or burning near an appliance or socket
- Sparks or smoke coming from a plug or appliance.
- Blackness or scorch marks around a socket or plug, or on an appliance
- Damaged or frayed cables
- Coloured wire inside cables showing at the plug or anywhere else.
- Melted plastic on appliance casings or cables.
- Fuses that blow or circuit-breakers that operate for obvious reason.





You can avoid overloading sockets and risk of fire by following the simple advice set out on this webpage:

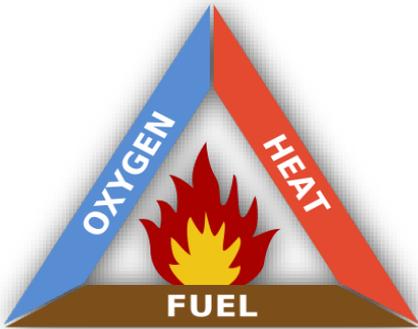
<https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets/>

The key advice is as follows:

- Check the current rating of the extension lead before plugging appliances into it.

Most are rated at 13 A, but some are rated at only 10A or less - The rating should be clearly marked on the back or underside of the extension lead. If not, refer to the manufacturer's instructions.
- Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. This could cause the plug in the wall socket to overheat and cause a fire.
- Use the overload calculator on the website above to check if you are exceeding the maximum load.
- For an indication only of the current ratings of commonly used domestic appliances – use the information about Home Appliance Ratings on the website above.
- Only use one socket extension lead per socket and never plug an extension lead into another extension lead.
- Use a multi-way bar extension lead rather than a block adaptor, as this will put less strain on the wall socket. Some block adaptors do not have a fuse, which increases the risk of overloading and fire.
- Consider having additional sockets installed if you regularly rely on extension leads and adaptors and use a registered electrician to conduct the installation work.

Hazard Spotting



These are the three elements that are required to create the chemical reaction that produces fire.

When used in a controlled manner, fire can be an essential part of life.



If we take a candle, for example, the chemical reaction is controlled by the fuel (i.e., Fat or wax), which that burns at a controlled rate producing heat and light.



However, as the case of electrical safety, overloading sockets applies uncontrolled heat to cause the fuel (plastic) to start the chemical reaction. If there are other combustibles nearby, a chain reaction will occur causing the fire to spread out of control.



Never leave a portable heater unattended.

With current energy costs rises, and possible fuel shortages, the use of portable heaters may seem like a practical choice.

It is not to say that portable heaters are dangerous, but we do have to carefully consider their usage.

As shown, we need to consider the hazards and risks. For example:

- Is this person too close?
- Is the chair too close?
- How is the heater powered?
- Is the heater CE marked?
- What happens if the heater falls over?

By applying the fire triangle, in our daily lives, we can apply the principles of prevention.

When charging of batteries, please ensure you are charging to the manufacturer's standards. Refrain from charging overnight.

If you are unsure of any potential hazard or risk of fire, do not hesitate to ask a member of Audley Villages or Mayfield Villages Team to give support and advice.

If in doubt, ask!

Where electrical appliances and heating boilers are required to operate overnight to provide us with essential needs, we should exercise caution. For example, by closing all the internal doors in your home, especially to kitchens and other rooms not in use, then we ensure a safe exit at night, and reduce the risk of spread of fire.

Audley Fire Safety Policy & Procedure

Audley Group will continue to ensure that they meet (as a minimum) or exceed the requirements and standards of legislation in relation to fire safety. With your safety in mind, we seek to ensure that every day practises and standards are in place and prepared operationally.

For this to be achieved we need your help and co-operation. We therefore require that you comply with the following fire safety legislation,

- Ensure that emergency routes and exits are kept clear.
- Ensure that Fire Doors are kept closed when not in use. Do not, under any circumstances, disconnect the self-closing device on your apartment entrance door.
- Ensure that potential fire hazards and risks are reported to us and mitigated, wherever possible. If you see a problem, such as damage to a fire door, please report it to us so we can act.
- Do not store or charge mobility scooters, motorised wheelchairs, or any other personal belongings in communal areas.

Fire risk assessments are conducted by independent professional bodies, which offer recommended actions that are required to comply with current fire safety regulations. You may be sent a written notice regarding a requirement that you comply with a requirement in relation to fire safety.

If you have received written notice of an action that has been raised as part of the fire risk assessment, you must ensure that the action is addressed in a timely manner, or you have raised the action with the village General Manager for further support and assistance.

Failure to conduct these actions may result in possible enforcement action, or even prosecution from local fire authorities and Government enforcement.

Strategy



Let us work together and in partnerships.

Audley Group is working in partnerships with local fire authorities and professional bodies to ensure excellent standards in fire safety is achieved.

In particular, The National Fire Chiefs Council (NFCC) have formed standards and guidance specifically for retirement villages (click on [Specialised Housing \(nationalfirechiefs.org.uk\)](https://nationalfirechiefs.org.uk)).

With your help and co-operation, we can work together to find practical and appropriate solutions.

Consultation and support of owners (and owner focus groups) will help the process of finding solutions to meet the required standards.

Through education and learning, Audley Group and its valued community of owners, will have the comfort in knowing that robust fire safety standards are maintained and compliant.

Appendix A

PEEP Self-Referral Form

Questionnaire

Personal Emergency Evacuation Plan (PEEP)

This questionnaire is intended to be completed by mobility impaired persons to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information as you can to enable Audley Group to develop a suitable plan.

Once developed, the PEEP will be used to assist escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then please contact the General Manager for assistance in finding suitable solutions.

1. Why you should fill in the form.

We have a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) you attend. If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need.

There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

Affected Person Name:

Owners home location:

1. Which building are you based in?

Please name: the building, the floor, and the room.

Emergency Procedures

Are you aware of the emergency evacuation procedures which where you live?

YES NO

Do you require written emergency evacuation procedures?

YES NO

Do you require written emergency procedures to be supported by British Sign Language interpretation?

YES NO

Do you require the emergency evacuation procedures in Braille?

YES NO

Do you require the emergency evacuation procedure to be on tape, CD or other audio format?

YES NO

Do you require the emergency evacuation procedures to be in large print?

YES NO

Are the signs which mark emergency routes and exits clear enough?

YES NO

Emergency Alarm

Can you hear the fire alarm(s) in your building?

YES NO Don't Know

Could you raise the alarm if you discovered a fire?

YES NO Don't Know

Assistance

Do you need assistance to get out of your building in an emergency?

YES NO Don't Know

In an emergency, are you aware how to use the Care line system?

YES NO Don't Know

Getting Out

Can you move independently in the event of an emergency?

YES NO Don't Know

Do you find stairs difficult to use?

YES NO Don't Know

Are you a wheelchair user?

YES NO

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Personal Emergency Evacuation Plan (PEEP)

(To be filled in by the General Manager and the contents agreed with the affected person)

Name:
Building:
Floor:
Room:

Awareness of Procedure

The affected person is informed of the fire evacuation by:

- In receipt of a copy of the Fire Evacuation Procedure
'Section 4 General Fire Safety Arrangements – Owners' Yes No

(Provide a copy of the Fire Evac Procedures and discuss evacuation arrangements)

- Discussion with the General Manager Yes No
- other (please specify)

Designated Assistance:

(The following people have been designated to assist me to evacuate the building in an emergency).

Duty Manager Names

Method contacts:

Methods of Assistance:

(Describe the method of assistance to be provided; ensure the appropriate assistance tag is created and placed in the Emergency Bag)

Equipment Provided (including means of communication):

Evacuation Chair
Two-way Radios / Duty phone

Evacuation Procedure:

(A step-by-step account beginning from the first alarm)

See Section 4 Fire Evacuation Procedure (copy to be inserted here)

Safe Route(s):

Main stairway down centre of the building – This is a protected route.

Date of agreement:

Signed General Manager:

Copy supplied to Affected Person