

December 2019

Jimmys Restaurant, 27 Blossom Street
Ancoats, Manchester, M4 6AJ

FIRE RISK ASSESSMENT

Completed for Jimmys NQ Limited

Fire Risk Assessment Report

Date of Assessment:	December 2019
Recommend Date of Review :	December 2020
Name of Assessor:	Brian Cullen
Building	Jimmys Restaurant
Address	27 Blossom Street, Ancoats, Manchester
Post Code	M4 6AJ

* The periodic review is subject to the risk remaining the same as that encountered at the time of this assessment, if the risk changes then a review may be required earlier than the date given above.

Contents

Building Description and Use
Access to Rooms
Risk Assessment Rating
Action Plan
People at Risk
Fire Hazard Identification and Control
Findings of Fire Risk Assessment & Action Plan
Building Design and Compartmentation
Room Doors
Entrance Door Schedule
Means of Escape
Lighting/Emergency Lighting
Fire Detection and Alarm
Fire-Fighting Equipment
Records of Servicing & Maintenance
Risk Level Estimator
Advisory Note
Document Control

Appendices

1. Legislation
2. Disclaimer

Building Description and Use

Building Description	
Fire Risk Assessment Type	Type 1 – Communal areas & Restaurant
Responsible Person	Richard Craig
Organisation Policy	Jimmys HQ Limited has arrangements for managing fire safety within its Health and Safety Policy. The organisation outlines its commitment to compliance with relevant fire safety legislation and life safety arrangements.
Type of premises	Office - Conversion
Age of Building	Not Known presumed early 1900
Maximum number of occupants over all 3 floors	15 Staff – 245 General Public
State parts of building assessed – detail areas not assessed/visited and reason(s)	No access was available to any roof there was no loft void.
Outside Areas	No
Number of floors ground and above	2
Number of floors below ground	1
Number of escape routes / final exits / stairs	3
Evacuation Strategy	Simultaneous
Description of layout	Single staircase building. These premises have been converted into a purpose build Restaurant from an Office. The stairs on the right side entrance serves the basement & upper 1st floor . The main electrical intake cupboard is located at Basement floor level.

Access to the Building

Access to Rooms

Work areas identified as Basement, Ground & 1 st floor.	
As part of this Type 1 fire risk assessment, access was gained to all Floors to assess the suitability of the doors.	
The following area's were accessed:	All Areas

Risk Assessment Ratings

Actions / Recommendations

Definition of priorities (where applicable):		
Urgent	High	Immediate actions required or if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written program be put in place for resolving the issue and remedial measures put in place to control risk in the meantime. Considerable resources should be provided to resolve this.
Strongly recommended	Medium	It is essential that efforts are made to reduce the risk in the short/medium term. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.
Recommended	Low	Action required in the longer term, some resources allocated and a program put in place

The above table relates to the risk to allow the responsible person a guide to determine which risks should be addressed first and the best allocation of resources. Regardless of the severity of the rating, easy actions to resolve, (i.e. closing propped open fire doors), should be done as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc, should be programed in depending on their severity and difficulty to resolve. The amount of resources allocated to an action is dependent on risk.

The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk, may be too high compared to their perception of the risk. These observations should be recorded. It is obviously strongly recommended that the higher risk recommendations are resolved and not just 'justified.'

FIRE RISK ASSESSMENT
FOR JIMMYS NQ LIMITED

People at Risk

People at Risk	Observations & Findings	Recommendations/Action
Are staff employed in or around the premises?	Yes	Regular fire drills to be carried out
Are staff provided with basic fire safety awareness training?	Yes	We would recommend all Staff be provided with Basic safety awareness.

Fire Hazard Identification and Control

	Risk	Yes /No	Comments/Actions Required	Low, Medium, High Risk
1	Have you identified all potential ignitions sources	Yes	Electrical, Gas, Cooking	LOW
2	Is all portable electrical equipment in a satisfactory condition, inspected regularly	Yes	PAT Tested	LOW
3	Have you identified all potential combustible materials	Yes	Paper, Wooden furniture, Textile Furniture & Alcohol	LOW
4	Is there a system for controlling Flammable liquids or gases kept in the work place	Yes	All cleaning fluids are locked in a cupboard.	LOW
5	Is there a system for controlling the amount of combustible material kept in the work place	Yes	Cleaner disposes of on a daily basis	LOW
6	Are the systems in place working effectively	Yes		LOW
7	Is the electrical installation inspected periodically by a competent person.	Yes	This is a referb installation and will have a completion certificate for resting of the Electrical installation will be in place.	LOW
8	Are there any light bulbs or fitting near to combustible material	No		LOW
9	Is the use of extension leads permitted	No	However, if required will be required to be PAT Tested	LOW
10	Is the upholstery in good condition	Yes	Staff monitor and report any damaged furniture	LOW
11	Is there a designated smoking area	Yes	Outside in the street 5Mtrs away from the building	LOW
12	Have you identified sources of Oxygen	NA	N/A	N/A
13	Does work involve a source of heat	Yes	Cooking	LOW
14	Are the areas where there are heat sources clear of material that could ignite	Yes		LOW
15	Is there a system of checks last thing before leaving the premises to ensure equipment is safely shut down, i.e fire doors are closed	Yes	Jimmys HQ Limited to introduce a shut down policy.	LOW
16	Is there sufficient number of exits of suitable width for the people present	Yes		LOW
17	Do the fire exits lead to a place of safety	Yes	Outside the building	LOW
18	Are all exits free from obstruction	Yes	Main exits to be free of clutter and items not to be put in the way of exits	HIGH
19	Are all exits free from tripping hazards and in good state of repair	Yes	Various items to be clear of Fire Exits	HIGH

20	Are all exits unlocked when the premises are in use	Yes	Fire Exits are to be unlocked when premises are in use	HIGH
21	Are all exits fitted with devices to secure the fire exits but allow easily opened without the use of a key	Yes		LOW
22	Are all internal fire doors labelled as such and normally kept closed	Yes	Fire door notice signs to be attached to the internal doors	HIGH
23	Do the doors on the fire escape open in the direction of travel	Yes		LOW
24	Are the escape routes clearly and correctly labelled	Yes	Escape routes to be Labelled	HIGH
25	Are escape routes adequately lit	Yes		LOW
26	Do employees work in high risk areas or alone in remote areas	N/A	N/A	N/A
27	Is there any areas that could promote • Rapid spread of fire • Heat spread • Smoke spread Which would affect escape routes	No		LOW
28	Do Procedures and practices and use of combustible materials or processes that use heat	Yes	Cooking and candles on birthday cakes	LOW
29	Could a fire be started deliberately such as an arson attack involving setting fire to external rubbish bins or a vehicle to close to the building	No	Bins are located to the rear of the building at least 10 Mtrs away and vehicles are unable to park within 5Mtrs of the building.	LOW
30	Have you identified vulnerable areas of the premises internally and externally.	N/A	N/A	N/A
31	Are there possible sources of ignition available to arsonists externally	No		LOW
32	Are there any flammable liquids, gases, or combustible material which are easily available to potential arsonists around the building externally	No	All items that are potentially flammable are locked in a secure area	LOW
33	Are all doors & windows in good repair and locked when the premises are not in use	Yes		LOW

34	Where fitted are your perimeter fencing, walls & gates strong and high enough to keep out intruders	N/A	N/A	
35	Are all your locks and padlocks of good quality	Yes		LOW
36	Does the main front door contain a letter box	Yes		LOW
37	Have you installed a CCTV systems	Yes		LOW
38	Have you installed a intruder alarm system	Yes		LOW
39	Do you vet new employees	Yes		LOW
40	Is every point of entry secure against intruders	Yes		LOW
41	At close of business are all doors, windows & gates checked and secured	Yes	Jimmys HQ Limitedto introduce a closing check list	LOW
42	Is there any evidence of small fires being started around the building	No		LOW
43	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson	Yes		LOW
44	Taking into account the reaction time, can people in high risk areas reach or with only one escape route reach a place of safety in about 1 minute	Yes		LOW
45	Has your insurance company made any special comments regarding fire safety	No		LOW
46	Where escape lighting is installed is it in working order and maintained regularly	Yes		LOW
47	Is the Fire alarm system in working order	Yes	Requires site map to be completed and additional detectors added.	HIGH
48	Can the Fire alarm be raised without placing anyone in danger	Yes	Call points around the building	LOW
49	Are the Fire alarm Call points clearly visible	Yes		LOW

50	Do you have an emergency plan and where necessary have you - Recorded the details - Is it readily available to staff, and - Is it available to enforcing authorities	Yes	(Copy to be forwarded on)	LOW
51	Does the Fire emergency Plan (introduction) training include - Action to be taken by staff in the event of a fire - Evacuation procedures - Arrangements for calling the fire brigade - Arrangements to liaise with emergency services when an incident occurs	YES		LOW
52	Are employee fire instructions and drills completed at a minimum of 6 monthly intervals	YES		LOW
53	Are the outcomes of the drills recorded and include - Date of the Drill - Name of person in charge - Names of person(s) accounted for on the Drill	YES		LOW
54	Have all staff received basic fire prevention instruction/training for example do all staff understand the needs to report any potential fire hazards	YES	Jimmys HQ Limited have a policy in place to arrange to train for all members of staff	LOW
55	Are sufficient numbers of employees competent in the use of fire fighting equipment and do they have regular refresher training	No	People with no extinguisher training should not be expected to attempt to extinguish a fire	HIGH
56	Have your fire marshals/wardens or appointed persons received sufficient and refresher training	YES	Senior members of staff will be appointed	LOW

Findings of the Fire Risk Assessment

Action Plan

The following action plan is in respect of all areas / common areas, for compliance with the Regulatory Reform (Fire Safety) Order 2005. It is considered that the following actions should be implemented in order to reduce fire risk, or maintain it at a tolerable level:

	Risk	Yes /No	Comments/Actions Required	Low, Medium, High Risk
1	Are all exits free from obstruction	No	Main exits to be free of clutter and items not to be put in the way of exits	HIGH
2	Are all exits free from tripping hazards and in good state of repair	No	Various items to be clear of Fire Exits	HIGH
3	Are all exits unlocked when the premises are in use	No	Fire Exits are to be unlocked when premises are in use	HIGH
4	Are all internal fire doors labelled as such and normally kept closed	No	Fire door notice signs to be attached to the internal doors	HIGH
5	Are the escape routes clearly and correctly labelled	No	Escape routes to be Labelled	HIGH
6	Are sufficient numbers of employees competent in the use of fire fighting equipment and do they have regular refresher training	No	People with no extinguisher training should not be expected to attempt to extinguish a fire	HIGH
7	Is the Fire alarm system in working order	Yes	Requires site map to be completed	MEDIUM

Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

Building Design and Compartmentation

Doors	Observations & Findings	Recommendations / Action
Do all the doors appear to offer a nominal period of fire resistance?	Yes – All doors are a similar archetype. The doors to are considered to be notional FD30 doors.	
Are the doors adequately self- closing?	Yes – All fitted with self closing mechanism	
Are door sets fitted with suitably sized door stops or intumescent strips and cold smoke seals?	Yes	

Means of Escape

Means of Escape	Observations & Findings	Recommendation/ Actions	Priority
Are travel distances acceptable? Provide details	Yes – All doors open directly onto the main escape routes		
Detail storage arrangements within the communal area, i.e. is there a 'Managed' or 'Zero Tolerance' policy on storage within communal areas?	Jimmys HQ Limited to implements a managed policy on storage in the communal areas.		
Are escape routes free from storage of combustible items or obstructions?	Yes		
Are escape routes free from storage of flammable liquids or gasses?	Yes		
Are the floor surfaces on escape routes free from tripping or slipping hazards?	Yes		
Has information been provided regarding the building's evacuation strategy?	Yes		

Lighting/Emergency Lighting

Lighting/Emergency Lighting	Observations & Findings	Recommendation/ Actions	Priority
Are the areas/escape routes adequately lit by artificial lighting?	Yes – Artificial lighting is provided within the all areas.		
Is the artificial lighting provided in the common areas in working order?	Yes		
Are the common areas provided with emergency escape lighting?	Yes - Emergency escape lighting is installed throughout.		
If no, is borrowed light available?	No		

Fire Detection and Alarm

Fire Detection and Alarm	Observations & Findings	Recommendation/ Actions	Priority
Are the fire warning arrangements in common areas adequate?	Yes – A fire alarm and smoke detection system is installed, which, extends into all areas.		
Additional comments	None		

Fire-Fighting Equipment

Fire Fighting Equipment	Observations & Findings	Recommendation/ Actions	Priority
Reasonable provision of portable fire extinguishers suitable for the purpose? (Reference BS5306).	Yes - Fire extinguishers are provided within staffed areas and fire extinguisher signage is installed. Fire extinguishers can delay the call to the fire brigade and in untrained hands can be dangerous. Communal areas are managed as sterile areas; free from combustibles.	Training to be provided	HIGH
Is there any other fixed installation? e.g. dry rising mains, ventilation systems etc.	None.		

Records of Servicing & Maintenance

Records of servicing & Maintenance	Observations & Findings	Recommendation/ Actions	Priority
Has an electrical safety certificate been seen for fixed wiring	As this is a Referb conversion an electrical safety certificate will be issued.		
If a communal fire alarm system is installed; is it tested weekly?	Yes a weekly test is performed and logged		
If a fire alarm system is installed; is it maintained?	A maintenance contract is in place to service the fire alarm system.		
Details of emergency lighting inspection / testing (if applicable)	As this is a new conversion a emergency lighting certificate has been issued. A monthly and annual service contract is in place.		
Is any portable fire fighting equipment checked and maintained?	N/A		
Is any fixed fire fighting equipment checked and maintained?	N/A		
Is any automatic suppression system checked and maintained / serviced / tested?	N/A		
Are any smoke control / venting facilities checked and maintained?	N/A		
Are any external fire escapes inspected and maintained to ensure that they remain safe and suitable to use?	N/A		
Are portable appliances PAT tested – are records / labels present?	N/A		

Records of servicing & Maintenance	Observations & Findings	Recommendation/ Actions	Priority
Is any lightning protection system checked and maintained?	N/A		

Risk Level Estimator

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in PAS 79:

Potential Consequences of fire	Slight Harm	Moderate Harm	Extreme Harm
Likelihood of a fire			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial Risk
High	Moderate risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low	X	Medium		High	
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In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm	X	Moderate Harm		Extreme Harm	
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In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foresee-ably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial	X	Tolerable		Moderate		Substantial		Intolerable	
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Document Control

Author	Brian Cullen
Signed	
Date	December 2019

Legislation

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

1. (a) You employ five or more employees in your undertaking (regardless of where they are employed);
2. (b) A licence or registration under other legislation is in force; or
3. (c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office, but can be freely downloaded from the Internet at: www.opsi.gov.uk/si/si2005/20051541.htm

**FIRE RISK ASSESSMENT
FOR JIMMYS NQ LIMITED**

Disclaimer

It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this assessment seeks to advice on compliance with this statutory requirement.

The observations and recommendations are only pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure standards are maintained.

Digitech Technical Systems was instructed to undertake a fire safety risk assessment of the premises stated in this report and relates only to those areas visited at the time of the site visit.

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2. b) assumes any liability;

With respect to the use of the information or methods contained in this report to any other person or party. The report and the information or methods contained therein may only be used for purposes in connection with this project.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the common areas only of the above mentioned premises.

In order to carry out this fire risk assessment the Assessors have used their professional expertise and judgement and guidance contained in publicly available specification (PAS 79: 2012) and fire safety risk assessment guides issued by H.M Government. The recommendations made represent our assessment of the minimum fire safety standards considered necessary for the common areas to ensure the safety of both the residents and visitors to the premises. It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

Information for the completion of this assessment was obtained by a physical non-intrusive inspection of the common parts of the premises, which included only the visual inspection of flat entrance doors from the common area. No inspection within individual flats was carried out and as such the degree of fire resistance between flats and flats and the common areas has not been included within this assessment.

Changes generally introduced in the workplace may have an effect on potential fire risk and associated precautions e.g. changes to the premises layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the workplace, including those persons with a temporary or permanent disability. Any of these could lead to a new hazard or increased risk and as such will require this assessment to also be reviewed and/or a new assessment to be undertaken.

FIRE RISK ASSESSMENT
FOR JIMMYS NQ LIMITED

References

British Standard code of practice 'CP3 chapter IV: precautions against fire', 1948, (superseded)

British Standard code of practice 'CP3 chapter IV part 1: precautions against fire', 1962, (superseded)

British Standard code of practice 'CP3 chapter IV part 1: precautions against fire', 1971, (superseded)

BS 5266-1: 2005, 'Code of practice for the emergency lighting of premises'

BS 5266-7: 1999, 'Lighting applications – emergency lighting'

BS 5266-8: 2004, 'Emergency escape lighting systems'

BS 476-22: 1987, 'Fire tests on building materials and structures, methods for determination of the fire resistance of non-load-bearing elements of construction'

BS 5306-3: 2009, 'Fire extinguishing installations and equipment on premises, commissioning and maintenance of portable fire extinguishers, code of practice'

BS 5588-1: 1990, 'Fire precautions in the design, construction and use of buildings. Code of practice for residential buildings' (superseded)

BS 5839-1: 2002, 'Fire detection and fire alarm systems for buildings, code of practice for system design, installation, commissioning and maintenance'

BS 5839-6: 2004, 'Fire detection and fire alarm systems for buildings, code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings'

BS 7273-4: 2007 'Code of practice for the operation of fire protection measures, actuation of release mechanisms for doors'

BS 9990: 2006, 'Code of practice for non-automatic fire-fighting systems in buildings'

BS 9999: 2008, 'Code of practice for fire safety in the design, management and use of buildings' PAS 79: 2012, 'Fire risk assessment – Guidance and a recommended methodology, BSI, 2012.' 'Electrical Safety in Communal Areas of Residential Properties', the Electrical Safety Council, 2011.

'Code of practice: Refurbishment of communal buildings and the fire risk of multi-layer paints', Warringtonfire, 2005

'Code of practice for the in-service inspection and testing of electrical equipment', third edition, IET, 2008. 'Requirements for electrical installations: IEE wiring regulations', 17th edition (BS 7671: 2008). IET, 2008 'IET Guidance Note 3: Inspection and Testing', 5th edition, IET, 2008

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'Approved document B: Fire safety' , Department for Communities and Local Government (DCLG), 2002. (superseded)

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'Approved document B: Fire safety' , Department for Communities and Local Government (DCLG), 1992. (superseded)